PCAS – ONLINE WRITING MINOR:

CATALOG DESCRIPTION: (3,200 characters) (918 below)

The writing minor prepares students to succeed in myriad fields and professional organizations. Concepts learned and skills developed through a writing minor will be advantageous in any career that requires skills in written communication.

Graduates who obtain a writing minor will gain an understanding and appreciation of the English language, develop critical thinking and theoretical application skills through the study of research, and be able to communicate complex ideas through writing in professional settings.

Minor outcomes: graduates will
- Demonstrate proficiencies in the writing processes through invention, organization, drafting, revision, and editing for professional presentation.
- Use authority, point-of-view, and individual voice and style in personal and professional writing.
- Participate effectively in groups with emphasis on listening, critical and reflective thinking, and responding.

MISSION, PRIORITIES AND ENTERRELATEDNESS: (2000 characters) (1,269 below)

In accordance to UMC’s mission, as well as the mission of the Liberal Arts and Education Department, this on-campus and online minor in Writing would focus upon the applied English skills and strategies needed to succeed in organizations and marketplace realities, such as writing, editing, and research. This minor will allow students to gain an understanding and appreciation of the English language. In addition, this minor will supplement the existing degrees on campus, as the ability to write well in a variety of professional settings is a highly desirable skill.

Writing is an aspect of all majors at UMC. The inclusion of an online Writing Minor serves to supplement the education that students currently receive by giving them the applied professional and private writing skills needed by a great many professions. Myriad degree programs at UMC would benefit from their students minoring in writing, such as Biology, Communication, Criminal Justice, International Business, Natural Resources, etc. In addition, many majors already require some of the writing courses that will be included within the Writing Minor within their curriculum, such as “Writing in Your Profession” and “Business Writing,” making this minor quite accessible for these students.

NEED AND DEMAND: (2000 characters) (1,442 below)

Concepts learned and skills developed through the Writing Minor will be advantageous in a wide range of employment situations, such as education, media, business, etc. Also, any career requiring skills in analysis, problem-solving, research, and written communication, would apply the skills a student would obtain with a Writing Minor. Research indicates that substantial
numbers of English graduates, who obtain a mastery of written communication skills, find work in business, law, ministry, libraries, and other applied fields (Brown, 2009). The Minnesota Department of Employment and Economic Development (2013) indicates that there are employment opportunities for English majors, and that the mean wage earned by English-related professions are above or close to the mean wage earned for all professions in the state of Minnesota and for the United States. Though these examples are for English majors, it shows the influence a minor would add to the employment prospects of existing majors.

In addition, a 2005/2007 survey of employers and focus groups regarding UMC graduates found, "Graduates' writing competencies remain a challenge, and that writing was identified as a skill that is important to employers and is still an area in need of improvement" ("Career Services", 2009). This shows a need for a Writing minor on the UMC campus as writing is an aspect of all majors at UMC, and it will be a skill needed for most careers.

COMPARATIVE ADVANTAGE: (2000 characters) (Below is 1,114)

UMC is the applied learning campus of the university system. As such, we ensure that our graduates can make an immediate contribution to their employer's efforts. Writing skills are required in nearly all career fields. As language, reading, writing, and communication change and adapt to the features of an increasingly technologically based society, the importance of and demand for writing skills increases.

Though there are existing Writing Minors in some regional institutions, the scope of these minors differ from this proposed Writing Minor, making our minor unique for the area. For instance, UMM and UMTC offer a Creative Writing Minor, UMD offers a Professional Writing Minor, and UND offers a certificate in Writing and Editing. These programs at regional institutions show that there is demand for a Writing Minor; however, our proposed Writing Minor is different from these existing minors because ours is a broad minor that allows students to design the focus of their writing specialization. This flexibility in design allows UMC’s Writing Minor to fit nicely with existing UMC degree programs.

EFFICIENCY, EFFECTIVENESS, AND USE OF RESOURCES: (2,000 characters) (Below is 1,577)

UMC currently has the means to support both an on-campus and an online minor in writing, as all of the required and elective courses within the minor are currently being taught both on-campus and online at UMC. We plan to offer the courses at the same rate we offer them now, as we currently offer multiple sections of the required courses each year both online and on-campus.

This Writing Minor requires 18 credits, with three required courses: WRIT 2223 – English Grammar and Usage, WRIT 3303 -Writing in Your Profession, and WRIT 3856 – Editing. The minor is created so that students would have an additional 9 credits of elective offerings which would allow them to focus upon their choice of writing specialization, such as technical writing,
business and professional writing, creative writing, etc. Offering an on-campus and online Writing Minor from the University of Minnesota Crookston allows current students to supplement their degree with a minor that will provide them expertise in a skill that is in high demand. As there are currently 22 on-campus minors and only 7 online minors, the on-campus and online Writing Minor would offer flexibility for students choosing a minor.

Over time, the Writing minor may incur incremental costs when student participation experiences a marked increase. Any additional costs however, will be offset by increased tuition revenue generated through enrollment growth, resulting in a net revenue gain to the University. Minimal start-up and ongoing operating expenses are anticipated. Details are found in the financial section.

PROGRAM QUALITY AND ASSESSMENT: (2,000 characters) (Below is 1,905)

The Writing minor has been considered and approved by the faculty of the Liberal Arts and Education Department, the Campus Curriculum Committee, and the Campus Faculty Assembly. The design of the Writing minor is consistent with campus-wide standards for completion of a minor.

UMC has a tradition of good stewardship, and it is anticipated this will continue. The governance process includes rigorous enrollment management and financial reviews at the Executive Committee level, and the small size enables us to act quickly to adjust to the various market factors.

UMC ensures the quality of its programs by utilizing multiple feedback mechanisms. The faculty roles and responsibilities are defined in the Administrative Policy on Academic Appointments. The executive summary of this policy states that individuals who have teaching functions must have the appropriate credentials and rights of academic freedom (UMC Administrative Policy on Academic Appointments, 2003). Faculty affects both learner and disciplinary quality.

The course and program outcomes will be assessed through standard testing procedures, in-class discussions, assignments, presentations, papers, and performances, as well as written internship/thesis reports. The student evaluations provide faculty with snapshot views of what is perceived to be happening in classes from learner perspectives. The evaluations are the learners', main mechanism for providing feedback about classes. The student, teacher feedback process promotes quality.

Internal Program Reviews are conducted every six years. The reviewers gather information about learner outcomes, enrollment, graduates, costs, job placement, employer evaluation, and any other relevant information. The goal is to strengthen programs through systematic and periodic review.

All minors at the UMC campus are subject to the reviews listed and described above.
PROGRAM DEVELOPMENT: (2,000 characters)

The minor was developed by the following faculty:
Rachel McCoppin, Ph.D.,
Danielle Johannesen, Ph.D.,
Karen Miller, Ph.D.,
Sam Gruenberg, M.A.
## ONLINE WRITING MINOR

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<th>Dept</th>
<th>Number</th>
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<th>Semester</th>
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<td></td>
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<td><strong>Minimum 19 credits (minimum 9 credits upper division)</strong></td>
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<td><strong>Required courses</strong></td>
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<tr>
<td>WRIT</td>
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<td><strong>Elective Courses – 9 credits (3 credits must be upper division)</strong></td>
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