

October 30, 2013

To: Paul Hart, Associate Dean College of Business Dean's Office  
Rupert Rhodd, Associate Dean of Student Services

From: Ethlyn Williams, College of Business Undergraduate Council Chair,

Cc: Mary Kay Boyd, Director, Business Communications Program

Re: Business Undergraduate Degree and General Business Undergraduate Major Requirements

I received a request from Mary Kay Boyd, Director, Business Communications Program to address the need for an immediate update to the catalog with respect to the course requirements for the (1) Business Undergraduate Degree and (2) General Business Undergraduate Major.

On October 29, 2013 an Assistant Dean from the College of Business (Marc Rhorer) and the Director, Business Communications Program (Mary Kay Boyd) met with Eric Berlatsky and Barclay Barrios in the English Department to discuss GEB 3213 and ENC 3213. GEB 3213 is a College of Business writing course that has a prerequisite of junior standing and admission to the College of Business. ENC 3213 is an English course for students who would like to take a course in business writing but are not business majors. The English department is unable to accommodate students who need this for the business degree (due to resource constraints) and the College of Business has worked over the past academic year (2012/2013) to transition resources to meet the need to offer this course within the college.

Due to an oversight, the change was not made to the catalog. We would like to revise the catalog descriptions of the College of Business course requirements so that business students sign up for GEB 3213, leaving room in ENC 3213 for the non-business students.

The current catalog requirement appears in two places, for the (1) Business Undergraduate Degree and (2) General Business Undergraduate Major, and reads as follows:

Writing for Management	ENC 3213	3 or
Communicating Business Information	GEB 3213	3

These two course listings should omit the option for "Writing for Management" ENC 3213 and read as follows:

Communicating Business Information GEB 3213

<b>Approved by:</b>	<b>Date:</b>
Associate Dean, Student Academic Services: <u>Rupert Rhodd</u>	<u>11/1/13</u>
College Curriculum Chair: <u>Ethlyn Williams</u>	<u>11/1/13</u>
College Dean: <u>Paul Hart</u>	<u>11/1/13</u>
UUPC Chair: <u>J. E. [Signature]</u>	<u>11/1/13</u>
Undergraduate Studies Dean: <u>[Signature]</u>	<u>11/4/13</u>
UFS President: _____	_____
Provost: _____	_____