



University of Washington Office of the President, Box 351230

April 26, 2004

Dean Denice D. Denton
College of Engineering
Box 352180

Dear Denice:

Based on the recommendation of its Subcommittee on Admissions and Programs, the Faculty Council on Academic Standards has recommended approval of the proposal to eliminate the minor in Technical Communication. A copy of the proposal is attached.

I am writing to inform you that the Department of Technical Communication is authorized to eliminate the minor in Technical Communication beginning summer quarter 2004.

The minor should be removed from individual department websites as soon as possible. The *General Catalog* website will be updated accordingly by the Registrar's Office.

Sincerely yours,

A handwritten signature in black ink that reads 'LEE'.

Lee L. Huntsman
President

Enclosure

cc: Professor Judith A. Ramey (with enclosure)
Mr. W. W. Washburn (with enclosure)
Mr. Robert Corbett (with enclosure) *TL-033164*

TC-033104

Creating & Changing Undergraduate Academic Programs*

After college/school review, send signed original and 8 copies to: FCAS, Box 351271

College: Engineering Department or Unit: Technical Communication Date: 3/31/04

New Programs

- Leading to a Bachelor of _____ in _____ degree
- Leading to a Bachelor of _____ degree with a major in _____
- Leading to a _____ Option within the existing major in _____
- Leading to a Minor in _____

Changes to existing programs

- New Admission Requirements for the Major in _____ within the Bachelor of _____
- Revised Admission Requirements for the Major in _____ within the Bachelor of _____
- Revised Program Requirements for the Major in _____ within the Bachelor of _____
- Revised Requirements for the Option in _____ within the major in _____
- Revised Requirements for the Minor in _____

Other Changes

- Change name of program from _____ to _____
- New or Revised Continuation Policy for _____
- Eliminate program in Minor in Technical Communication

Proposed Effective Date: (quarter/year) Summer 2004

Contact Person	Phone Number	Email
Kate Long	543-7108	katelong@u.washington.edu

Explanation of and Rationale for Proposed Change: (Please use additional pages if necessary. For new programs, please include any relevant supporting documentation such as student learning outcomes, projected enrollments, letters of support, and departmental handouts.)

Currently the Department of Technical Communication offers a 26-credit minor option (TC). Over the past few years it has become increasingly difficult for students who have declared the TC minor to finish the requirements in a timely fashion due to space limitations in required courses and priority registration for TC majors. As a result TC will discontinue the minor option and encourage interested students to pursue the TC major.

* For information about when and how to use this form please go to <http://www.washington.edu/faculty/facsenate/councils/fcas/1503/>.

Creating & Changing Undergraduate Academic Programs

2. Catalog Copy

A. Catalog Copy as Currently Written (*Include only sections/paragraphs that would be changed if your request is approved. Please cross out or otherwise highlight any deletions.*)

Minors

Technical Communication

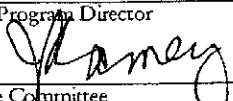
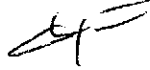
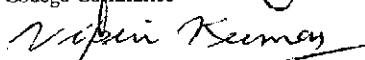
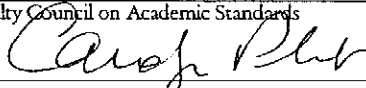
Minor Requirements: ~~Minimum of 26 credits to include TC 231 (3), TC 400 (3), TC 401 (3), TC 402 (3), TC 411 (5), and either TC 412 (3) or TC 437 (3). Plus at least 6 credits selected from the departmental list of approved upper-division electives.~~

Technical Japanese

Minor Requirements: Minimum of 27 credits to include TC 461 (3), TC 462 (3), TC 463 (3), TC 471 (3), TC 472 (3), and TC 473 (3), plus 9 credits from the approved list of elective courses. For more information, contact the Technical Japanese Office, 13 Engineering Library.

B. Proposed Catalog Copy, Reflecting Requested Changes (*Include exact wording as you wish it to be shown in the printed catalog. Please underline or otherwise highlight any additions. If needed, attach a separate, expanded version of the changes that might appear in department publications.*)

3. Signatures (required)

Chair/Program Director 	Date 3/31/04	Dean 	Date 4/7/04
College Committee 	Date 4/4/04	Faculty Council on Academic Standards 	Date 4/6/04