CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

ACADEMIC SENATE

ACADEMIC PROGRAMS COMMITTEE

REPORT TO

THE ACADEMIC SENATE

AP-014-156

MPA in Public Administration FOR SEMESTERS

Academic Programs Committee   Date: 05/18/2016

Executive Committee
Received and Forwarded   Date: 05/18/2016

Academic Senate   Date: <u>05/25/2016</u>
                                                           <u>First Reading</u>
                                                           <u>06/01/2016</u>
                                                           <u>Second Reading</u>

BACKGROUND: The Department of Political Science has put forward a referral for Public Administration, MPA as a revisioned program. The revisioned program added new courses and revised some of the existing courses.

RESOURCES CONSULTED:
Deans
Associate Deans
Department Chairs
All Faculty

DISCUSSION:
Before reaching the Academic Programs Committee, this program was reviewed by the College Curriculum Committee in the College of Letters Arts and Social Sciences as well as the Dean of CLASS and the Office of Academic Programs. All concerns raised at those levels were addressed. The Academic Programs Committee then conducted campus-wide consultation, as well as its own review of the program. No concerns were raised.

RECOMMENDATION:

The Academic Programs Committee recommends approval of the semester program Public Administration, MPA.

COM - 1100 - Public Speaking
D. Course - Modify/Delete General Education

General Catalog Information

READ BEFORE YOU BEGIN

1. **Turn the help text on by clicking on the following icon** 🛈 .
2. **All fields with an asterisk (*) are required fields. If left blank, the request will not be launched and cannot be acted upon.**
3. **Attach additional documentation by clicking** ⊞ .

Choose action*	⦿ Modify ◯ Delete

Modification Summary*	This course is converted.

College/Department	Communication

Semester Subject Area	COM	**Semester Catalog Number**	1100

Quarter Subject Area	None Selected	**Quarter Catalog Number**	100

Course Title	Public Speaking

Units	(3)

C/S Classification	C-02 (Lecture Discussion)

To view C/S Classification Long Description click: http://www.cpp.edu/~academic-programs/scheduling/Documents/Curriculum%20Guide/Appendix_C_CS_Classification.pdf

Component	Lecture

Instruction Mode	Face-to-Face

Grading Basis	Graded Only

Repeat Basis	May be taken only once

If it may be taken multiple times, limit on number of enrollments	1

Cross Listed Course Subject Area and Catalog Nbr (if offered with another department)	

Dual Listed Course Subject Area and Catalog number (If offered as lower/upper division or ugrd/grad)	

Choose appropriate type (s) of course(s)*	☑ Major Course ☐ Service Course ☑ GE Course ☐ None of the above

General Education Area / Subarea*	A1

To view the General Education SubArea definitions, click http://www.cpp.edu/~academic-programs/Documents/GE%20Semester%20Program%20Revised31.pdf

I. Catalog Description

Catalog Description	Study and practice of the principles and skills of effective public speaking, including how to conceptualize, structure, support, and deliver oral messages. Focuses on informative and persuasive speech-making, speech-critiquing, and understanding the role of reasoned discourse in a democratic society.

II. Required Coursework and Background

Prerequisite(s)   None.

Corequisite(s)

Pre or Corequisite (s)

Concurrent

III. Expected Outcomes

List the knowledge, skills, or abilities which students should possess upon completing the course.

At the completion of this course, students should be able to (A) develop original and engaging informative and persuasive speeches that are compelling for various audiences and occasions; (B) present messages that are rhetorically adapted to their audiences and supported by sound evidence and reasoning; (C) structure ideas by using organizational patterns and strategies appropriate for the speech's purpose, audience, and occasion; (D) develop a detailed speech outline that clearly distinguishes between the speaker's purpose, main points and subpoints, evidence, and transitional material; and (E) deliver a speech extemporaneously (i.e., from an outline, not a manuscript) in a style that is fluent, dynamic, and authentic.

If this is a course for the major, describe how these outcomes relate to the mission, goals and objectives of the major program.

	Course Expected Outcomes			
Dept. Learning Outcomes	Develop original and engaging informative and persuasive speeches that are compelling for various audiences and occasions	Present messages rhetorically adapted to their audiences and supported by sound evidence and reasoning	Structure ideas by using organizational patterns and strategies appropriate for the speech's purpose, audience, and occasion	Develop a detailed speech outline that clearly distinguishes between speaker's purpose, points and subpoints, evidence, transitional material
Understand and appreciate the facilitating role of communication in human relationships	I	I		
Analyze the information needs and interests of various audiences	I	I	I	
Gather, organize, and interpret information clearly and logically		I	I	I
Communicate information through oral, written, and electronic media				I
	I	I	I	

Employ creative approaches to communication problem-solving	

Explain how the course meets the description of the GE SubArea(s). Please select appropriate outcomes according to the GE Area/SLO mapping.

This course focuses on how to choose, conceptualize, structure, support, and deliver audience-centered oral messages that resonate with listeners. To that end, students are schooled in the development of critical thinking, information assessment, and listening skills. Students must prepare and present informative and persuasive speeches grounded in reasoned and rhetorical discourse, and they are required to critique speeches, both orally and in writing, using the same evaluation standards.

Describe how these outcomes relate to the associated GE Learning Outcomes. Refer to mapping link below.

	Course Expected Outcomes				
GE Learning Outcomes	Develop original and engaging informative and persuasive speeches that are compelling for various audiences and occasions	Present messages that are rhetorically adapted to their audiences and supported by sound evidence and reasoning	Structure ideas by using organizational patterns and strategies appropriate for the speech's purpose, audience, and occasion	Develop a detailed speech outline that clearly distinguishes between the speaker's purpose, main points and subpoints, evidence, and transitional material	Deliver a speech extemporaneously (i.e., from an outline, not a manuscript) in a style that is fluent, dynamic, and authentic
1a		X		X	
1b	X	X	X		X
1c	X	X	X	X	
4a	X	X		X	x

1a. Write effectively for various audiences. Students are required to submit detailed (written) speech outlines where their messages must be precisely structured and coordinated. Students are also required to submit written critiques of assigned speeches.

1b. Speak effectively for various audiences. Students study the principles and skills needed to effectively communicate messages orally to various audiences. This knowledge is then put into practice by their presenting in-class speeches.

1c. Find, evaluate, use, and share information effectively and ethically.
Students are taught how to find, evaluate, use, and share information as part of
the process of conceptualizing, developing, structuring, and supporting their
speeches.

4a. Analyze the factors that contribute to individual well-being. The skills
learned in this class will allow them to assess the soundness (reasoning and
evidence) of the multitude of messages–informative and persuasive–to which
they will be exposed throughout their lives.

General Education Outcomes	**Ia. Write effectively for various audiences** **Ib. Speak effectively to various audiences.** **Ic. Find, evaluate, use, and share information effectively and ethically.** **IVa. Analyze the factors that contribute to individual well-being (such as physical, mental, nutritional, emotional, intellectual, spiritual, financial, social, or environmental)**

To view the mapping, click **https://www.cpp.edu/~academic-programs/Documents/GE%20SLO%20Mapping.pdf**

IV. Instructional Materials

**Provide bibliography that includes texts that may be used as the primary source for instruction,
and other appropriate reference materials to be used in instruction. The reference list should be
current, arranged alphabetically by author and the materials should be listed in accepted
bibliographic form.**

Instructional Materials	Beebe, S. A., & Beebe, S. J. (2014). *Public speaking: An audience-cented approach* (9th ed.). New York: Pearson. Fraleigh, D. M. , & Tuman, J. S. (2014). *Speak up! An illustrated guide to public speaking* (3rd ed.). Boston: Bedford St. Martin's. Lucas, S. (2015). *The art of public speaking* (12th ed.). New York: McGraw-Hill. Valenzano, J. M., and Braden, S. W. (2015). *The speaker: The tradition and practice of public speaking* (3rd ed.). Southlake, TX: Fountainhead Press.

Faculty are encouraged to make all materials accessible. Indicate with an asterisk those items that have had accessibility (ATI/Section 508) reviewed. For more information, http://www.cpp.edu/~accessibility

V. Minimum Student Material

List any materials, supplies, equipment, etc., which students must provide, such as notebooks, computers, internet access, special clothing or uniforms, safety equipment, lockers, sports equipment, etc. Note that materials that require the assessment of a fee may not be included unless the fee has been approved according to University procedures.

Minimum Student Material	
	Writing materials for taking notes.

VI. Minimum College Facilities

List the university facilities/equipment that will be required in order to offer this class, such as gymnastic equipment, special classroom, technological equipment, laboratories, etc.

Minimum College Facilities	
	Smart classroom with projector and DVD capabilities. Blackboard/whiteboard.

VII. Course Outline

Describe specifically what will be included in the course content. This should not be a repetition of the course description but an expansion that provides information on specific material to be included in the class, e.g. lecture topics, skills to be taught, etc. This should not be a week-by-week guide unless all instructors are expected to follow that schedule.

Course Outline

The Nature of Public Speaking

The Role of Public Speaking in a Democratic Society

Ethics and Public Speaking

Learning How to Listen

Selecting Your Topic and Purpose

Analyzing Your Audience

Gathering Supportive Material

Structuring the Body of Your Speech

Structuring the Introduction and Conclusion of Your Speech

Outlining Your Speech

Using Stylistic Devices to Enhance Your Message

Developing Your Delivery

Using Visual Aids and Presentational Software

Crafting the Speech to Inform

Crafting the Speech to Persuade

Mastering Methods of Persuasion

VIII. Instructional Methods

Describe the type(s) of method(s) that are required or recommended for the instruction of this course (lectures, demonstrations, etc.). Include any method that is essential to the course, such as the use of particular tools or software.

Instructional Methods	Lecture/Disscussion.

IX. Evaluation of Outcomes

Describe the methods to be used to evaluate students' learning, i.e. written exams, term papers, projects, participation, quizzes, attendance, etc.	**Presentation of a minimum of four speeches**, one of which may be an ungraded introductory/practice speech; of the remaining graded speeches, at least one must be an informative speech and at least two must be persuasive speeches. **One or two written examinations** covering the theory and principles of public speaking. **Written critiques** of assigned speeches. **Class attendance and quality class participation**, including the oral critiquing of fellow student speeches.

Describe the meaningful writing assignments to be included.

Students are required to submit detailed written outlines of their speeches. Students are also assigned informative and persuasive speeches to analyze and evaluate by written critique. Students will receive feedback during the process of completing their written assignments and thus have the opportunity to improve their writing over the course of the semester.

Describe how these evaluation methods align to the course and program outcomes, as appropriate. Alternatively, you may include or attach a matrix to align the methods to the outcomes.

	Course Assessment Methods			
Course Expected Outcomes	**Tests**	**Speeches**	**Written Speech Critiques**	**Atten Partic Crit**
Ability to develop original and engaging informative and persuasive speeches that are compelling for various audiences and occasions		X	X	X
Ability to present messages that are rhetorically adapted to their audiences and supported by strong evidence and reasoning	X	X	X	X
Ability to structure ideas by using organizational patterns and strategies appropriate for	X	X	X	X

Course Expected Outcomes	Course Assessment Methods			
	Tests	Speeches	Written Speech Critiques	Atter Partic (Crit
the speech's purpose, audience and occasion				
Ability to develop a detailed speech outline that clearly distinguishes between the speaker's purpose, main points and subpoints, evidence, and transitional material	X	X	X	X
Ability to deliver a speech extemporaneously (i.e. using an outline, not a manuscript) in a style that is fluent, dynamic, and authentic		X	X	X

⟨   ⟩

You can attach the matrix by clicking [icon] **located underneath the Proposal Toolbox header**

Discuss how these methods may be used to address the associated GE Learning Outcomes listed above. Include or attach a matrix to align the evaluation methods to the outcomes.

A1 GE Learning Outcomes	Course Assessment Methods			
	Tests	Speeches	Written Speech Critiques	Attendance/ Participation/ Oral Critiquing
1a			X	
1b		X		X
1c	X	X	X	X
4a		X	X	X

Tests, speeches, written speech critiques, and class participation/oral critiquing are all designed to enhancce the student's understanding and practice of the principles and skills needed to write and speak effectively; find, evaluate, use, and share information effectively and ethically; and construct arguments based on sound evidence and reasoning.

X. This OPTIONAL Section is for describing Course/Department/College specific requirements.

**Department/
College Required
ECO Information
(Optional)**

Steps for COM - 1100 - Public Speaking

Department Curriculum Committee	**Status:** *Approved*
Participants	**Activity**
▲ **Communication Curriculum Committee**	**Required for Approval:** *100% required*
Jane Ballinger *	**Date Completed:** *11/24/2015 4:19 PM*
▲ **Additional Participants**	**Changes:** *No*
	Comments: *No*
	Agenda: *Yes*
	* Agenda Administrator

▼

Department Chair	**Status:** *Approved*
Participants	**Activity**
Richard Kallan	**Required for Approval:** *100% required*
✅ *Paola Nestor (System Administrator)* 11/24/2015 4:19 PM	**Date Completed:** *11/24/2015 4:19 PM*
	Changes: *No*
	Comments: *No*

▼

College Curriculum Committee	**Status:** *Approved*
Participants	**Activity**
▲ **College of Letters, Arts, and Social Sciences Curriculum Committee**	**Required for Approval:** *100% required*
Jane Ballinger *	**Date Completed:** *11/24/2015 4:19 PM*
▲ **Additional Participants**	**Changes:** *No*
	Comments: *No*
	Agenda: *Yes*
	* Agenda Administrator

▼

College Dean	**Status:** *Approved*
Participants	**Activity**
Daniel Lewis	**Required for Approval:** *100% required*
✅ *Paola Nestor (System Administrator)* 11/24/2015 4:19 PM	**Date Completed:** *11/24/2015 4:19 PM*
	Changes: *No*
	Comments: *No*

▼

Office of Academic Programs	**Status:** *Approved*

Participants

▲ **Office of Academic Programs**

    Ashley Ly *

▲ **Additional Participants**

Activity

Required for Approval:
100% required
Date Completed:
12/7/2015 4:45 PM
Changes: *No*
Comments: *No*
Agenda: *Yes*

* Agenda Administrator

▼

University Faculty   **Status:** *Approved*

Participants

▲ **University Faculty**

    Ashley Ly *

▲ **Additional Participants**

Activity

Required for Approval:
100% required
Date Completed:
12/17/2015 3:25 PM
Changes: *No*
Comments: *No*
Agenda: *Yes*

* Agenda Administrator

▼

Academic Senate - General Education Committee   **Status:** *Restarted*

Participants

▲ **Academic Senate - General Education Committee**

    Mahmood Ibrahim *

▲ **Additional Participants**

Activity

Required for Approval:
100% required
Date Completed:
1/13/2016 5:03 PM
Changes: *No*
Comments: *No*
Agenda: *Yes*

* Agenda Administrator

▼

Academic Senate - General Education Committee   **Status:** *Restarted*

Participants

▲ **Academic Senate - General Education Committee**

    Mahmood Ibrahim *

  ◯ Ashley Ly *

▲ **Additional Participants**

Activity

Required for Approval:
100% required
Date Completed:
1/26/2016 8:43 AM
Changes: *No*
Comments: *No*
Agenda: *Yes*

* Agenda Administrator

▼

Academic Senate - General Education Committee   **Status:** *Restarted*

Participants

▲ **Academic Senate - General Education Committee**

   Mahmood Ibrahim *

   ⭕ **Ashley Ly** *

▲ **Additional Participants**

Activity

Required for Approval:
100% required
Date Completed:
3/9/2016 11:03 AM
Changes: *No*
Comments: *No*
Agenda: *Yes*

 * Agenda Administrator

▼

| Academic Senate - General Education Committee | Status: *Routed* |

Participants

▲ **Academic Senate - General Education Committee**

   ⭕ **Mahmood Ibrahim** *

▲ **Additional Participants**

Activity

Required for Approval:
100% required
Date Completed:
3/10/2016 9:35 AM
Changes: *No*
Comments: *Yes*
Agenda: *Yes*

 * Agenda Administrator

▼

| Custom Route | Status: *Deadline Reached* |

Participants

   Jane Ballinger

   ❌ *Curriculog (System Administrator)* 4/9/2016
12:05 AM

Activity

Required for Approval:
100% required
Date Completed:
4/9/2016 12:05 AM
Changes: *No*
Comments: *No*

▼

| Academic Senate - General Education Committee | Status: *Rejected* |

Participants

▲ **Academic Senate - General Education Committee**

   ⭕ **Mahmood Ibrahim** *

▲ **Additional Participants**

Activity

Required for Approval:
100% required
Date Completed:
4/11/2016 2:12 PM
Changes: *No*
Comments: *Yes*
Agenda: *Yes*

 * Agenda Administrator

▼

| University Faculty | Status: *Rejected* |

Participants

▲ **University Faculty**

◯ Ashley Ly *

▲ **Additional Participants**

Activity

Required for Approval:
100% required
Date Completed:
4/11/2016 2:12 PM
Changes: *No*
Comments: *No*
Agenda: *Yes*

 * *Agenda Administrator*

Office of Academic Programs   Status: *Routed*

Participants

▲ **Office of Academic Programs**

◯ Ashley Ly *

▲ **Additional Participants**

Activity

Required for Approval:
100% required
Date Completed:
4/11/2016 2:18 PM
Changes: *No*
Comments: *Yes*
Agenda: *Yes*

 * *Agenda Administrator*

Custom Route   Status: *Approved*

Participants

✅ **Jane Ballinger** 5/3/2016 2:02 PM

Activity

Required for Approval:
100% required
Date Completed:
5/3/2016 2:02 PM
Changes: *Yes*
Comments: *No*

Office of Academic Programs   Status: *Approved*

Participants

▲ **Office of Academic Programs**

✅ Ashley Ly *

Activity

Required for Approval:
100% required
Date Completed:
5/3/2016 3:49 PM
Changes: *No*
Comments: *No*
Agenda: *Yes*

 * *Agenda Administrator*

University Faculty   Status: *Approved*

Participants	Activity
▲ **University Faculty** ✅ Ashley Ly *	**Required for Approval:** *100% required* **Date Completed:** *5/3/2016 3:49 PM* **Changes:** *No* **Comments:** *No* **Agenda:** *Yes* ** Agenda Administrator*

▼

Academic Senate - General Education Committee Status: *Approved*

Participants	Activity
▲ **Academic Senate - General Education Committee** ✅ Mahmood Ibrahim *	**Required for Approval:** *100% required* **Date Completed:** *5/24/2016 8:15 AM* **Changes:** *No* **Comments:** *No* **Agenda:** *Yes* ** Agenda Administrator*

▼

Academic Senate Status: *Working*

Participants	Activity
▲ **Academic Senate** ⭕ Valerie Otto *	**Required for Approval:** *100% required* **Time Spent:** *1 day* **Changes:** *No* **Comments:** *No* **Agenda:** *Yes* ** Agenda Administrator*

▼

Provost Status: *Incomplete*

Participants	Step Details
	Required for Approval: *100% required* **Work:** *comment*

Attachments for COM - 1100 - Public Speaking

- **This proposal does not have any attachments.**

Comments for COM - 1100 - Public Speaking

Curriculog	5/24/2016 8:15 am Reply
Mahmood Ibrahim has approved this proposal on Academic Senate - General Education Committee.	

Curriculog	5/3/2016 3:49 pm Reply
Ashley Ly has approved this proposal on University Faculty.	

Curriculog	5/3/2016 3:49 pm Reply
Ashley Ly has approved this proposal on Office of Academic Programs.	

Curriculog	5/3/2016 2:02 pm Reply
Jane Ballinger has approved this proposal on Custom Route.	

Curriculog	4/11/2016 2:18 pm Reply
System Administrator Ashley Ly has routed this proposal.	

Ashley Ly	4/11/2016 2:16 pm Reply
Please enter edits as requested.	

Curriculog	4/11/2016 2:16 pm Reply
Ashley Ly has requested to route.	

Curriculog	4/11/2016 2:12 pm Reply
Ashley Ly has force rejected this proposal.	

Curriculog	4/11/2016 2:12 pm Reply
Ashley Ly has force rejected this proposal.	

Curriculog	4/11/2016 2:11 pm Reply
System Administrator Ashley Ly has rejected a request for this proposal.	

Mahmood Ibrahim	4/11/2016 11:03 am Reply
I have the edited version. I need to edit the original	

Curriculog	4/11/2016 11:03 am Reply
Mahmood Ibrahim has requested a hold on this proposal.	

Curriculog	4/9/2016 0:05 am Reply
This proposal has passed its deadline and has been rejected.	

Curriculog	3/10/2016 9:35 am Reply
System Administrator Ashley Ly has routed this proposal.	

Mahmood Ibrahim	3/9/2016 4:55 pm Reply

Thanks, Jane. Please let me know if you have any questions.

Curriculog	3/9/2016 4:55 pm Reply

Mahmood Ibrahim has requested to route.

Curriculog	3/9/2016 11:03 am Reply

System Administrator Ashley Ly has restarted the Academic Senate - General Education Committee step as a result of participants being added to or removed from the step.

Curriculog	1/26/2016 8:43 am Reply

System Administrator Ashley Ly has restarted the Academic Senate - General Education Committee step as a result of participants being added to or removed from the step.

Curriculog	1/26/2016 8:37 am Reply

Ashley Ly was added to the Academic Senate - General Education Committee Member role.

Curriculog	1/13/2016 5:03 pm Reply

System Administrator Ashley Ly has restarted the Academic Senate - General Education Committee step as a result of participants being added to or removed from the step.

Curriculog	1/13/2016 4:53 pm Reply

Ashley Ly was added to the Academic Senate - General Education Committee Member role.

Curriculog	12/17/2015 3:25 pm Reply

Vanessa Lupian has force approved this proposal.

Curriculog	12/7/2015 4:45 pm Reply

Vanessa Lupian has force approved this proposal.

Curriculog	11/24/2015 4:19 pm Reply

Paola Nestor has force approved this proposal.

Curriculog	11/24/2015 4:19 pm Reply

Paola Nestor has force approved this proposal.

Curriculog	11/24/2015 4:19 pm Reply

Paola Nestor has force approved this proposal.

Curriculog	11/24/2015 4:19 pm Reply

Paola Nestor has force approved this proposal.

Curriculog	4/11/2016 2:18 pm Reply

System Administrator Ashley Ly has routed this proposal.

Curriculog	3/10/2016 9:35 am Reply

System Administrator Ashley Ly has routed this proposal.

Curriculog	11/11/2015 1:44 pm **Reply**

Richard Kallan has launched this proposal.

Signatures for COM - 1100 - Public Speaking

There are no signatures required on this proposal.

Crosslistings for COM - 1100 - Public Speaking

- **COM - 1100 - Public Speaking (parent proposal)**
- **This proposal does not have any active crosslisted proposals.**

Decision Summary for COM - 1100 - Public Speaking

Academic Senate	Status: *Working*

Step Summary
This step requires 100% approval from all participants to move forward.

Participants	Totals
	Users Approved: *0*
	Users Rejected: *0*
▲ **Academic Senate**	
⬤ **Valerie Otto** *	