



August 14, 2017

Dr. Christopher R.L. Blake  
President  
Middle Georgia State University  
100 University Parkway  
Macon, GA 31206

Dear Dr. Blake:

Thank you for your letter of March 3, 2017, transmitting a prospectus for the Graduate Certificate in Technical Writing and Digital Communication to be offered online, effective fall 2017.

The fifteen credit hour certificate program will be housed in the Department of English, is consistent with the mission of the University, and will be offered collaboratively by the Department of English, the Department of Media, Culture, and the Arts, and the School of Information Technology. It is designed to develop students' skills in writing, communication, and web development in the digital age. The primary target audience is working professions, especially managers, who need to improve skills that involve critical or complex thinking and improve their ability to communicate well, particularly using digital platforms. The certificate would be an add-on credential for persons following career paths or positions as technical writer, social media manager, web content, editor, brand strategist, instructional designer, creative director, management professional, project manager, public relations expert, digital copywriter, editor, reporter, or corporate blogger. It complements existing degrees, both at the baccalaureate and master's level. Appropriate planning was described. No approval is necessary by the University System of Georgia. Evidence of acknowledgment was provided.

The curriculum, schedule of courses to be offered, course descriptions, program goals, and student learning outcomes for the certificate program were provided. Assessment rubrics were included. The University uses a common template for assessment data plans and reports requiring regular tracking of outcomes and documentation of continuous improvement. The Graduate Program Coordinator in the Department of English will serve as the point of contact for collecting assessment data. Admission and graduation requirements were described. The policy for determining level and amount of credit was provided. Qualifications of faculty members appear appropriate. Evidence of research and publishing by faculty members scheduled to teach in the program was provided.

Online access is provided to core journals in technical writing, digital communication, and information technology. The journals were listed. Students also have access to GALILEO, a



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virtual library of licensed commercial databases and a source of electronic journals, magazines, newspaper, and e-book titles. Multidisciplinary suites of databases which support the program were listed. GIL Express allows students to generate requests to borrow books from the general collections of any of the University System of Georgia libraries and have them delivered to the campus library of their choice. Traditional interlibrary loan services are also available. A Graduate Students webpage outlines services and resources available to students.

Student support services include Writing Centers providing tutoring assistance, an online graduate writing tutorial service, career services, testing services, technology services to support the program, a Help Desk, designated IT personnel for assistance, advising by the Graduate Program Coordinator, and services by Enrollment Services, Fiscal Affairs, and Student Affairs.

The University is approved to offer 50% or more of a program online. Existing infrastructure is available to support the program. Financial support for the program appears adequate.

**The Board of Trustees of the Southern Association of Colleges and Schools Commission on Colleges reviewed the materials seeking approval of the Graduate Certificate in Technical Writing and Digital Communication. It was the decision of the Board to approve the program and include it in the scope of the current accreditation.**

Enclosed is an invoice for \$500 to help defray the cost of review of the prospectus.

Best regards,

A handwritten signature in cursive script that reads "Belle S. Wheelan".

Belle S. Wheelan, Ph.D.  
President

BSW/ABC:iy

Enclosure

Cc: Dr. Melanie Hatch, Provost  
Dr. Stephanie L. Kirschmann