

MEMORANDUM

May 20, 2019

To: FILE (SACSCOC Folder)
Dr. Christopher Blake, President MGA
Dr. Jon Anderson, Provost
Dr. Debra Matthews, Associate Provost for Policy (July 1, 2019)
Dr. Mary Wearn, Dean of Arts and Letters, (July 1, 2019)
Ms. Lee Ann Kirkland, Director of Financial Aid

From: Dr. Kevin Cantwell, SACSCOC IL, Middle Georgia State University

Re: MA Technical and Professional Writing Non-Substantive Change

Middle Georgia State University (MGA) and its academic leadership team has determined that its newly approved Master of Arts in Technical and Professional Writing (University System of Georgia Board of Regents, May 14, 2019, meeting) does not constitute a substantive change. This review process follows the required Substantive Change policy at MGA.

The University is a Level III institution that has been approved by the Commission on Colleges to offer associate, bachelors, and master's degrees. To date, MGA offers four master's degrees across four of its schools, as well as a graduate certificate in its one college. We have graduated over a hundred students across these disciplines and enroll on average 220 graduate students per semester.

This new master's degree will not require new graduate faculty, nor require the hire of new administrative support. The current Graduate Program Coordinator of the Certificate in Technical Writing and Digital Communication is already in place as the academic advisor for new students and will work with the chair of English to administer this degree. With a university Council of Graduate Studies and Office of Graduate Studies that includes a Dean, a Graduate Admission Specialist, and a Director of Graduate Student Policy and Support, the culture and practice of graduate education is well established at Middle Georgia State University. With robust enrollment growth, the regular hire of part-time faculty helps staff the core curriculum and frees qualified faculty for graduate assignment. The faculty is composed of award-winning scholars, teachers, and servant leaders highly engaged in student interaction and robust student support, to include a highly regarded Writing Center and a Graduate Librarian.

No new facilities will be required. Its online classes will be built out through a dedicated web development specialist embedded within the School of Arts and Letters. Its advertising budget will be re-directed from advertising for the current graduate certificate and rolled out through current graduate education advertising outreach. Although the five new classes constitute 50% of its curriculum, three of these classes are closely related to 4000-level classes currently taught in their respective departments (English and Media, Culture, and the Arts) and 5000-level courses do not constitute a significant departure. As an interdisciplinary degree, each of the disciplines is highly experienced in graduate-like senior projects and research-based practice and curricula.