June 19, 2014

TO: Whom it May Concern
FROM: Dr. Jennifer Wood Adams
Director
School of Communication and Journalism

SUBJECT: Adding MDIA 2353: Introduction to Film Studies to the Media Studies Curriculum

In transitioning the Radio-Television-Film courses to the new Media Studies curriculum, there was an inadvertent omission on our part of including MDIA 2353 – Introduction to Film Studies in our request.

We would like MDIA 2353: Introduction to Film Studies included in the Media Studies curriculum.

The front sheet of the course proposal form is attached in order to facilitate the creation of the new course record in Banner.
If you need additional information or have questions, please contact me at adamsj1@auburn.edu or 844-2751. Thank you.
# Proposal Form For Addition And Revision Of Courses

1. **Proposing College / School:** College of Liberal Arts  
   **Department:** School of Communication and Journalism  

2. **Course Prefix and Number:** MDIA 2353  
3. **Effective Term:** Fall 14

4. **Course Title:** Introduction to Film Studies  
   **Abbreviated Title** (30 characters or less): Intro to Film Studies

5. **Requested Action:**  
   - [ ] Renumber a Course  
   - [ ] Add a Course  
   - [x] Revise a Course  
   **Current Course Number:**  
   **Proposed Course Number:**  
   **Type of Revision:** Name change

6. **Course Credit:**  
<table>
<thead>
<tr>
<th>Contact/Group</th>
<th>Scheduled Type</th>
<th>Weekly or Per Term?</th>
<th>Credit Hours</th>
<th>Anticipated Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum Hours (Repeatability): 3</td>
<td>3 lecture</td>
<td>Term</td>
<td>3</td>
<td>30</td>
</tr>
</tbody>
</table>

7. **Grading Type:**  
   - [x] Regular (ABCDF)  
   - [ ] Satisfactory/Unsatisfactory (S/U)  
   - [ ] Audit

8. **Prerequisites/Corequisites:**  
   Use "P:" to indicate a prerequisite, "C:" to indicate a corequisite, and "P/C:" to indicate a prerequisite with concurrency.  
   **P. None**

9. **Restrictions:** List specific restriction in space above.  
   - [ ] College  
   - [ ] Major  
   - [ ] Standing  
   - [ ] Degree

10. **Course Description:**  
    (20 Words or Less; exactly as it should appear in the Bulletin)  
    Introduction to film analysis, modes of film practice and critical approaches to the study of film.

11. **May Count Either:**  
    N/A  
    or  
    N/A  
    (Indicate if this particular course cannot be counted for credit in addition to another)

12. **Affected Program(s):**  
    (Respond "N/A" if not included in any program; attach memorandum if more space is required)  
    | Program Type | Program Title | Requirement or Elective? |
    |--------------|---------------|--------------------------|
    | major | B.A. in Media Studies | required |

13. **Overlapping or Duplication of Other Units' Offerings:**  
    (If course is included in any other degree program, is used as an elective frequently by other unit(s), or is in an area similar to that covered by another college/school, attach correspondence with relevant unit)  
    - [ ] Applicable  
    - [x] Not Applicable
Hello all:

The memorandum to add MDIA RTVF 2353 to the permanent Media Studies curriculum is attached.

Please let me know if you need any further information.

Thank you,

Jennifer

On May 20, 2014, at 9:30 AM, Kevin Snyder <kts0004@auburn.edu> wrote:

Dr. Adams:

The best course of action for this would be to submit a very brief memorandum containing this request. Once it has been routed through your college’s curriculum committee and associate dean, it could be considered on an electronic ballot of the UCC. As supporting documentation, I would recommend including the front sheet ONLY of a course proposal form, in order to facilitate the creation of the new course record in BANNER.

In the event that your unit would need to have it offered under the new prefix any sooner (e.g.: Fall 2014, Spring or Summer 2015), that could be handled on a one-time basis – all we would need is an indication of when your unit will need that. That information can be included on the memorandum that you submit.

I hope that this addresses your department’s concern. In the event that it does not, and further – or different – action is required, please contact me.

Thank you.

Kevin T. Snyder
Coordinator II, Curriculum Management
From: Jennifer Adams  
Sent: Wednesday, May 14, 2014 8:00 AM  
To: Kevin Snyder  
Cc: Charles Israel; Fawn Willis; Lee Anne Caudle  
Subject: Re: RTVF/MDIA 2353

Yes, that is fine. Thank you.

______________________________  
Jennifer Wood Adams, Ph.D.  
Director  
School of Communication and Journalism  
Tichenor Hall 232  
Auburn University, AL 36849  
O: (334) 844-2751  
C: (334) 740-6819  
@jenniferadamsAU

On May 14, 2014, at 6:36 AM, Kevin Snyder <kts0004@auburn.edu> wrote:

Dr. Israel:

It shouldn’t be too difficult, but I’d like to wait until the Chair returns before committing to anything. She should be back in the office at the end of this week or Monday of next week. Will that be soon enough for the department?

Kevin T. Snyder  
Coordinator II, Curriculum Management  
209H Samford Hall  
Auburn University  
Auburn, AL 36849  

Phone: 334-844-4974

From: Charles Israel  
Sent: Tuesday, May 13, 2014 5:56 PM  
To: Kevin Snyder  
Cc: Fawn Willis; Lee Anne Caudle; Jennifer Adams  
Subject: Re: RTVF/MDIA 2353

Kevin,

The department reports that this was an inadvertent omission on their part and they definitely DO want to see RTVF 2353 transition with the rest of their courses to MDIA 2353. Please do advise when you can on how we should go about addressing this problem now.

Thanks,  
Charles

______________________________  
Charles A. Israel
On May 13, 2014, at 3:33 PM, Kevin Snyder <KTS0004@auburn.edu> wrote:

Dr. Israel:
Not a problem at all. Just let us know what the unit tells you, and I’ll let you know what we can get worked out on this end.

Kevin T. Snyder  
Coordinator II, Curriculum Management  
209H Samford Hall  
Auburn University  
Auburn, AL 36849  

Phone: 334-844-4974

Kevin,

Thanks for looking into this. I’m also checking with the department to see if this was an oversight or intentional on their part. As for timeline, we’ll work with whatever we can; I know folks are gone at times this summer

Best wishes,  
Charles

___________________________
Charles A. Israel
On May 13, 2014, at 2:54 PM, Kevin Snyder <kts0004@auburn.edu> wrote:

Dr. Israel:

BANNER is really outside my area of expertise, but I'll see if I can get this figured out for you.

I'm referring back to the UCC materials for the meeting at which the conversion was made, from RTVF to MDIA (https://fp.auburn.edu/provost/ucc/2014/11-14-2013%20uccagenda.htm). I'm not seeing RTVF 2353 in the group of courses for which a prefix change was requested.

Further, I'm not seeing a specific request involving that course for the remainder of the academic year (https://fp.auburn.edu/provost/ucc/january2014present.htm).

The upshot of this is that the unit didn't ask for that particular course to make the transition to the new MDIA prefix, and thus it wasn't added to the bulletin. For verification purposes, I've attached the e-mail containing the submission, as received from the unit – the course does not appear. Given that the unit did include the DE version for RTVF 4380 (see: Page 25 of the attached document submitted by the unit), our office was following the request very strictly and only adding those courses which were specifically requested.

I will check with the UCC Chair, when she returns, to see how we can handle this. Given that she is currently out of the country, I would likely not have an answer until the end of this week, or the beginning of the next. Will this be soon enough?

Kevin T. Snyder
Coordinator II, Curriculum Management
209H Samford Hall
Auburn University
Auburn, AL 36849

Phone: 334-844-4974
Can you please help me understand the situation with this course?

When I could not find it in the new (2014-15) bulletin under the new code of MDIA, I went looking into Banner. The course listings through SSB show (I selected term Fall 2014) RTVF 2353 but no MDIA 2353.

Thanks,
Charles

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Charles A. Israel
Associate Dean for Academic Affairs
College of Liberal Arts
Associate Professor of History
321 Tichenor Hall
Auburn University
Auburn, Alabama 36849
334-844-2191
cisrael@auburn.edu