

KINGSBOROUGH COMMUNITY COLLEGE
The City University of New York

CURRICULUM DATA TRANSMITTAL SHEET

DEPARTMENT Communications & Performing Arts DATE Sept. 18, 2015

Title of Course or Degree Change: SPE 2100 Effective Public Speaking

Change(s) Initiated: (Please check)

- | | |
|---|---|
| <input type="checkbox"/> Letter of Intent | <input type="checkbox"/> Proposal |
| <input type="checkbox"/> Closing of Degree Program | <input type="checkbox"/> Proposal (Letter of Intent sent previously) |
| <input type="checkbox"/> New Course* | <input type="checkbox"/> Change in Degree Requirements |
| <input type="checkbox"/> New 82 Course | <input type="checkbox"/> Change in Degree Requirements (adding concentration) |
| <input type="checkbox"/> New Certificate Program | <input type="checkbox"/> Change in Discipline Code |
| <input type="checkbox"/> Change in Pre/Co-Requisite | <input checked="" type="checkbox"/> Change in Description |
| <input type="checkbox"/> Deletion of Course | <input type="checkbox"/> Change in Course Titles, Numbers, Credits &/or Hours |
| <input type="checkbox"/> Other (please describe): _____ | |

PLEASE ATTACH PERTINENT MATERIAL TO ILLUSTRATE AND EXPLAIN ALL CHANGES

I. DEPARTMENTAL ACTION

Action by Department and/or Departmental Committee, if required:

Date approved 9/18/15 Signature, Committee Chairperson: _____

Signature, Department Chairperson: Gloua Nicosa

II. PROVOST ACTION

Provost to act within 30 days of receipt and forward to Collegewide Curriculum Committee exercising one of the following options:

- A. Approved B. Returned to department with comments

Recommendations (if any): _____

Signature, Provost: _____ Date: _____

III. CURRICULUM SUB-COMMITTEE RECOMMENDATIONS (*FOR NEW COURSES ONLY):

- A. Approved B. Tabled (no action to be taken by Curriculum Committee)

Recommendations (if any): _____

Signature, Sub-Committee Chair: _____ Date: _____

IV. COLLEGE-WIDE CURRICULUM COMMITTEE ACTION

Committee to act within 30 days of receipt, exercising one of the following options:

- A. Approved (forwarded to Steering Committee)
B. Tabled (Department notified)
C. Not Approved (Department notified)

Signature, Chairperson of Curriculum Committee _____ Date: _____

Proposed change in catalog description

FROM:

SPE 2100 – EFFECTIVE PUBLIC SPEAKING (3 crs. 3 hrs.) The basic elements for clear and effective public speaking. Practice and study in skills such as organizing and outlining speeches, developing ideas, using audio-visual materials for clarification and amplification of ideas, techniques of extempore and impromptu speaking, methods of delivery. All basic elements are brought together through the presentation of several speeches. Flexible Core: Creative Expression (Group C)

TO:

SPE 2100 – EFFECTIVE PUBLIC SPEAKING (3 crs. 3 hrs.) The basic elements for clear and effective public speaking. Practice and study in skills such as organizing information , researching and outlining speeches, developing ideas for a particular audience, using media for clarification and amplification of ideas, and speaking extemporaneously. Students will review the history of public speaking, analyze speeches and bring together all basic elements of public speaking through their own presentation of formal and informal speeches to inform and persuade. Flexible Core: Creative Expression (Group C)

RATIONALE:

New description more accurately describes course content.