



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**  
*H. Martin Lancaster, President*

January 3, 2008

**RESPONSE DEADLINE: January 24, 2008**

MEMORANDUM

**TO:** Select Chief Academic Officers  
Colleges Approved to Offer ENG 110

**FROM:** Delores A. Parker, Vice President  
Academic and Student Services

**SUBJECT:** Requested Revision in *Combined Course Library* Course

The System Office has received a request to revise the following course contained in the *Combined Course Library*:

ENG 110 Freshman Composition

Attached is a form requesting your approval or disapproval of the proposed change. ***Please complete and return the form to Jennifer Frazelle by January 24, 2008.*** You may fax your response to (919) 807-7164. Once the responses have been received at the System Office, the request will be presented to the Curriculum Review Committee for action at their March meeting.

Thank you for your prompt attention to this matter. If you have questions, please contact Jennifer Frazelle at (919) 807-7120 or frazellej@nccommunitycolleges.edu.

DAP/jf

Attachment

c: Select Presidents  
Judith C. Mann  
Jennifer Frazelle

S08-002  
Email

**College Recommendation**  
Course Revision Request  
ENG 110 Freshman Composition

***Current Course Information:***

<b>ENG 110</b>	<b>Freshman Composition</b>	3	0	3
Prerequisites:	ENG 090 and RED 080			
Corequisites:	None			

This course is the first course in a series of two designed to develop informative and business writing skills. Emphasis is placed on logical organization of writing, including effective introductions and conclusions, precise use of grammar, and appropriate selection and use of sources. Upon completion, students should be able to produce clear, concise, well-organized short papers.

***Proposed Description:***

This course is ~~the first course in a series of two~~ designed to develop informative and business writing skills. Emphasis is placed on logical organization of writing, including effective introductions and conclusions, precise use of grammar, and appropriate selection and use of sources. Upon completion, students should be able to produce clear, concise, well-organized short papers.

***Rationale of Requesting College:*** The revised description avoids confusion about the need to take a second part of a series if a college does not require ENG 116.

\_\_\_\_\_ We have reviewed the proposed title and **recommend** the adoption of this change for **ENG 110**.

\_\_\_\_\_ We have reviewed the proposed title and **do not recommend** the adoption of this change for **ENG 110** for the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ We do not offer **ENG 110** and wish to decline from making a recommendation.

**College:** \_\_\_\_\_

**Signature of President:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please return this form by **January 24, 2008** to:

Jennifer Frazelle, Director  
Program Services  
NC Community College System  
5016 Mail Service Center  
Raleigh, NC 27699-5016  
Fax Number: (919) 807-7164