8 January 2013

Dan Greenberg and Yiorgos Vassilandonakis, Co-Chairs
Faculty Curriculum Committee
College of Charleston

Dear Drs. Greenberg and Vassilandonakis:

Please find attached the paper work proposing the deletion of the American Studies minor. In addition to the forms for deleting the minor, I have included my messages to chairs and program directors whose departments have offered courses in the minor. Acknowledgements from chairs and program directors are also included.

Please let me know if you need any further information.

Sincerely,

Trish Ward
Director, American Studies Minor
Interim Dean, SHHS

Feb 1, 2013

Submitted via fax
per end of packet
FACULTY CURRICULUM COMMITTEE
MINOR FORM

Instructions:
- Please fill out all of the portions of the form that are specified in section B. **You must do this before your request can move forward!**
- Remember that your changes will not be implemented until the next catalog year at the earliest.
- If you have questions, please start by checking the detailed instructions on the website. Please feel free to contact the committee chair with any remaining questions you might have.

A. CONTACT INFORMATION.

Name: Trish Ward
Phone: 3-0799
Email: wardp@cofc.edu

School: SHSS
Department or Program: American Studies (AMST)

B. TYPE OF REQUEST. Please check all that apply, then fill out the specified parts of the form.

☐ Add a New Minor (complete all portions)

☐ Change an Existing Minor (complete C, D, E, G, H, and I)
  ☐ Add existing course or courses to requirements or electives
  ☐ Add new course(s) to requirements or electives (attach completed course form for each)
  ☐ Delete courses from requirements or electives

X ☐ Terminate a Minor (complete D, F, and H)

C. GENERAL INFORMATION.

Number of Current Hours (for existing minors): _______
Number of Proposed Hours (for new or changing minors): _____

Catalog year in which changes will take effect: Fall ____________

☐ Interdisciplinary (please see guidelines on the Curriculum Committee website and include acknowledgments from relevant departments)

According to academic policy, students may not obtain a major/concentration and minor in the same subject. Will students in specific majors be prohibited from declaring this minor because of this policy?

_____ Yes—Which major(s) or concentration(s)? ___________

_____ No
D. **RATIONALE AND EXPLANATION.** Please describe the request you are making and explain why you are making it. In addition, for a new minor, please address its objectives, provide evidence of student interest (e.g. interviews with student focus groups, enrollment in special-topics courses in this area), and explain how the minor supports the liberal arts tradition as well as the mission of the institution.

As the current director of the American Studies Minor, I am requesting the termination of the American Studies minor due to lack of student interest. There are currently five students in the minor, and AMST 200 (offered last in Fall 2011) does not seem to be a successful recruiting tool.

E. **CURRICULUM.** Please attach the complete curriculum for the minor. Distinguish between required and elective courses, and note any prerequisites, co-requisites, or other restrictions. Provide the catalog description and course list exactly as they should appear in the catalog.

F. **STUDENT LEARNING OUTCOMES AND ASSESSMENT.**

<table>
<thead>
<tr>
<th>Student Learning Outcomes</th>
<th>Assessment Method and Performance Expected</th>
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<td>What will students know and be able to do when they complete the minor? Attach a Curriculum Map.</td>
<td>How will each outcome be measured? Who will be assessed, when, and how often? How well should students be able to do on the assessment?</td>
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</tr>
</tbody>
</table>
G. IMPACT ON EXISTING PROGRAMS AND COURSES. Please describe the impact of this request on other programs and courses. If you are deleting a minor, please describe the effect on all programs that will be affected. If you are adding or changing a minor, please explain any overlap with existing programs at the College.

Impact on existing programs will be minimal or non-existent. Currently, AMST minors select from regularly offered courses and special topics courses in a number of departments. AMST 200 or 300 is the required introductory course, and it will be deleted.

H. COSTS. List all of the new costs or cost savings (including new faculty/staff requests, library, equipment, etc.) associated with your request.

Cost Savings: $2000 stipend now awarded to program director; possible savings if departments no longer need to provide adjuncts to teach an AMST course or provide an adjunct replacement so that a roster faculty member can teach the course.

I. CHECKLIST.

X□ I have completed all relevant parts of the form.

X□ I have attached a cover letter that describes my request and lists all the documents I am submitting.

□ I have attached a Course Form for each newly-created or modified course.
J. APPROVAL AND SIGNATURES.

1. Signature of Department Chair or Program Director:

   ____________________________ Date: 1-1-13

2. Signature of Academic Dean:

   ____________________________ Date: 1-9-13

3. Signature of Provost:

   ____________________________ Date: 1-5-13

4. Signature of Curriculum Committee Chair:

   ____________________________ Date: __________________

5. Signature of Budget Committee Chair:

   ____________________________ Date: __________________

6. Signature of Academic Planning Committee Chair:

   ____________________________ Date: __________________

7. Signature of Faculty Senate Secretary:

   ____________________________ Date: __________________

Date Approved by Faculty Senate: __________________
X☐ (For proposals that affect other departments in any way) I have attached an acknowledgement from the relevant department.

N/A ☐ I have provided the complete curriculum for the minor, including the description and course list, exactly as it should appear in the catalog.
Subject: RE: AMST minor
Date: Thursday, October 11, 2012 4:21:32 PM Eastern Daylight Time
From: Heeney, Tom E
To: Ward, Trish

Trish,

I understand, primarily because the numbers don't work. I have no real objections, just a regret. I had hoped teaming with Mike Duvall for a FYSM last fall might boost numbers, but it didn't. Anyway, thanks for including me in the loop.

Tom

From: Ward, Trish
Sent: Thursday, October 11, 2012 3:22 PM
To: Heeney, Tom E
Subject: AMST minor

Tom,

I am putting through paper work to delete the American Studies minor and wanted you to know just in case you want to make an appeal to keep it going.

Trish
Hello Heath, Todd, Bernie, Gibbs, Zeff, and Scott,

I've talked to some of you before about the dissolution of the American Studies minor, and I plan to put through the paper work this month. Right now there are six minors in the program, and AMST 200 does not seem to be an effective recruiting tool (although the course typically fills). Also, it is difficult to get a commitment from departments to offer AMST 200. No sections are being offered this year.

All of your departments have courses on the books that can count toward the minor, so I would like to offer you the opportunity to cry out in protest, support deleting the minor, or sigh.

Let me know what you think.

Trish
Subject: RE: American Studies Minor
Date: Thursday, October 11, 2012 12:36:16 PM Eastern Daylight Time
From: Hoffmann, Heath C
To: Ward, Trish

Trish,

With a sigh and a few tears, I offer my support for dissolving the American Studies program.

Thanks.

Heath

From: Ward, Trish
Sent: Thursday, October 11, 2012 10:35 AM
To: Hoffmann, Heath C; Grantham, Todd; Powers, Bernard E; Knotts, Gibbs; Bjerken, Zeff; Peeples, Scott
Subject: American Studies Minor

Hello Heath, Todd, Bernie, Gibbs, Zeff, and Scott,

I've talked to some of you before about the dissolution of the American Studies minor, and I plan to put through the paper work this month. Right now there are six minors in the program, and AMST 200 does not seem to be an effective recruiting tool (although the course typically fills). Also, it is difficult to get a commitment from departments to offer AMST 200. No sections are being offered this year.

All of your departments have courses on the books that can count toward the minor, so I would like to offer you the opportunity to cry out in protest, support deleting the minor, or sigh.

Let me know what you think.

Trish
Subject: RE: American Studies Minor  
Date: Thursday, October 11, 2012 11:02:54 AM Eastern Daylight Time  
From: Powers, Bernard E  
To: Ward, Trish  

Trish:

I have called this to the attention of our Americanists and no hue and cry so you can let it go by the wayside.

Dr. Bernard E. Powers Jr.  
College of Charleston  
Interim Chair  
History Department  
Maybank Hall 323  
66 George Street  
Charleston, SC 29424  
843-953-8127  
FAX 843-953-6349

From: Ward, Trish  
Sent: Thursday, October 11, 2012 10:35 AM  
To: Hoffmann, Heath C; Grantham, Todd; Powers, Bernard E; Knots, Gibbs; Bjerken, Zeff; Peeples, Scott  
Subject: American Studies Minor

Hello Heath, Todd, Bernie, Gibbs, Zeff, and Scott,

I've talked to some of you before about the dissolution of the American Studies minor, and I plan to put through the paper work this month. Right now there are six minors in the program, and AMST 200 does not seem to be an effective recruiting tool (although the course typically fills). Also, it is difficult to get a commitment from departments to offer AMST 200. No sections are being offered this year.

All of your departments have courses on the books that can count toward the minor, so I would like to offer you the opportunity to cry out in protest, support deleting the minor, or sigh.

Let me know what you think.

Trish
I'm fine with deleting the minor.

Hello Heath, Todd, Bernie, Gibbs, Zeff, and Scott,

I've talked to some of you before about the dissolution of the American Studies minor, and I plan to put through the paper work this month. Right now there are six minors in the program, and AMST 200 does not seem to be an effective recruiting tool (although the course typically fills). Also, it is difficult to get a commitment from departments to offer AMST 200. No sections are being offered this year.

All of your departments have courses on the books that can count toward the minor, so I would like to offer you the opportunity to cry out in protest, support deleting the minor, or sigh.

Let me know what you think.

Trish
Subject: Re: American Studies Minor
Date: Tuesday, January 8, 2013 3:34:38 PM Eastern Standard Time
From: Peeples, Scott
To: Ward, Trish

I'm aware.

Scott

Scott Peeples
Chair, Dept. of English
College of Charleston
66 George St., Charleston, SC 29424

Office Location:
5 College Way, Rm. 203
843-953-1014

From: <Ward>, Trish <WardP@cofc.edu>
Date: Tuesday, January 8, 2013 3:32 PM
To: "Peeples, Scott" <peepless@cofc.edu>, "Knotts, Gibbs" <knottshg@cofc.edu>
Subject: FW: American Studies Minor

Scott and Gibbs,

I don't think I ever received an acknowledgment from you about the deletion of the American Studies Minor. Will you please respond to this email to let me know you're aware of the plan to delete?

Thanks,
Trish

From: <Ward>, Trish Ward <WardP@cofc.edu>
Date: Thursday, October 11, 2012 9:34 AM
To: "Hoffmann, Heath C" <HoffmannH@cofc.edu>, "Grantham, Todd" <GranthamT@cofc.edu>, "Powers, Bernard E" <PowersB@cofc.edu>, "Knotts, Gibbs" <knottshg@cofc.edu>, "Bjerken, Zeff" <Bjerken@cofc.edu>, "Peeples, Scott" <PeeplessS@cofc.edu>
Subject: American Studies Minor

Hello Heath, Todd, Bernie, Gibbs, Zeff, and Scott,

I've talked to some of you before about the dissolution of the American Studies minor, and I plan to put through the paper work this month. Right now there are six minors in the program, and AMST 200 does not seem to be an effective recruiting tool (although the course typically fills). Also, it is difficult to get a commitment from departments to offer AMST 200. No sections are being offered this year.

All of your departments have courses on the books that can count toward the minor, so I would like to offer you the opportunity to cry out in protest, support deleting the minor, or sigh.

Let me know what you think.

Trish
Hi – Sorry for not getting back to you sooner. I am aware the American Studies Minor is being deleted.

Thanks.

Gibbs

---

Scott and Gibbs,

I don’t think I ever received an acknowledgment from you about the deletion of the American Studies Minor. Will you please respond to this email to let me know you’re aware of the plan to delete?

Thanks,

Trish

---

Hello Heath, Todd, Bernie, Gibbs, Zeff, and Scott,

I’ve talked to some of you before about the dissolution of the American Studies minor, and I plan to put through the paper work this month. Right now there are six minors in the program, and AMST 200 does not seem to be an effective recruiting tool (although the course typically fills). Also, it is difficult to get a commitment from departments to offer AMST 200. No sections are being offered this year.

All of your departments have courses on the books that can count toward the minor, so I would like to offer you the opportunity to cry out in protest, support deleting the minor, or sigh.

Let me know what you think.

Trish
I have received this message.

From: Ward, Trish  
Sent: Thursday, October 11, 2012 2:47 PM  
To: Russell, Robert D; Mazzone, Marian; Evans, Jocelyn D; Rosenberg, Steven E; McNerney, Todd James  
Subject: American Studies Minor

Dear Chairs and Program Directors,

I'm writing you because one or more of your courses can be used to fulfill the American Studies Minor, which is slated for deletion this year. With 6 minors and a general lack of interest from departments to offer the AMST 200:Introduction to American Studies course, it simply isn't feasible to continue the program.

Will you please send me a reply that you have received this message so that I can include this information with the materials I submit to the Curriculum Committee?

Thanks,

Trish Ward  
Interim Associate Dean, HSS
Subject: Re: American Studies Minor

Date: Friday, October 12, 2012 10:42:25 AM Eastern Daylight Time

From: Marian Mazzone (sent by marian.mazzone@gmail.com <marian.mazzone@gmail.com>)

To: Ward, Trish

I have received the message that the American Studies minor is being deleted.

Marian Mazzone
Art History

On Thu, Oct 11, 2012 at 2:47 PM, Ward, Trish <WardP@cofc.edu> wrote:

    Dear Chairs and Program Directors,

    I'm writing you because one or more of your courses can be used to fulfill the American Studies Minor, which is slated for deletion this year. With 6 minors and a general lack of interest from departments to offer the AMST 200:Introduction to American Studies course, it simply isn't feasible to continue the program.

    Will you please send me a reply that you have received this message so that I can include this information with the materials I submit to the Curriculum Committee?

    Thanks,
    Trish Ward
    Interim Associate Dean, HSS
Hi Trish,

Sorry to learn this, but I understand and the Department of Theatre and Dance duly notes the discontinuation of the American Studies minor.

Sincerely,

Todd

---

On 10/11/12 2:47 PM, Ward, Trish wrote:

Dear Chairs and Program Directors,

I'm writing you because one or more of your courses can be used to fulfill the American Studies Minor, which is slated for deletion this year. With 6 minors and a general lack of interest from departments to offer the AMST 200: Introduction to American Studies course, it simply isn't feasible to continue the program.

Will you please send me a reply that you have received this message so that I can include this information with the materials I submit to the Curriculum Committee?

Thanks,
Trish Ward
Interim Associate Dean, HSS

---

Todd J. McNerney
Associate Professor and Chair
Department of Theatre and Dance
p: (843) 953-7735
f: (843) 953-8210
e: mcnerneyt@cofc.edu

Physical address Fed Ex/UPS delivery:
CATO Center for the Arts, Rm 301
161 Calhoun St.
Charleston, SC 29401

Mailing address:
School of the Arts
College of Charleston
66 George St.
Charleston, SC 29424

There have been only two geniuses in the world.
Willie Mays and Willie Shakespeare. – Tallulah Bankhead
Robert

From: Ward, Trish
Sent: Thursday, October 11, 2012 2:47 PM
To: Russell, Robert D; Mazzone, Marian; Evans, Jocelyn D; Rosenberg, Steven E; Mc Nerney, Todd James
Subject: American Studies Minor

Dear Chairs and Program Directors,

I’m writing you because one or more of your courses can be used to fulfill the American Studies Minor, which is slated for deletion this year. With 6 minors and a general lack of interest from departments to offer the AMST 200: Introduction to American Studies course, it simply isn’t feasible to continue the program.

Will you please send me a reply that you have received this message so that I can include this information with the materials I submit to the Curriculum Committee?

Thanks,
Trish Ward
Interim Associate Dean, HSS
Subject: Re: American Studies Minor
Date: Thursday, October 11, 2012 3:01:15 PM Eastern Daylight Time
From: Rosenberg, Steven E
To: Ward, Trish

Got it.

Steve

Sent from my iPhone

On Oct 11, 2012, at 2:47 PM, "Ward, Trish" <WardP@cofc.edu> wrote:

Dear Chairs and Program Directors,
I'm writing you because one or more of your courses can be used to fulfill the American Studies Minor, which is slated for deletion this year. With 6 minors and a general lack of interest from departments to offer the AMST 200:Introduction to American Studies course, it simply isn't feasible to continue the program.
Will you please send me a reply that you have received this message so that I can include this information with the materials I submit to the Curriculum Committee?
Thanks,
Trish Ward
Interim Associate Dean, HSS
1 February 2013

Dan Greenberg and Yiorgos Vassilandonakis, Co-Chairs
Faculty Curriculum Committee
College of Charleston

Dear Drs. Greenberg and Vassilandonakis:

Please find attached the paper work proposing the deletion of American Studies 200, 300, and 400.

Please let me know if you need any further information.

Sincerely,

[Signature]

Trish Ward
Director, American Studies Minor
Interim Associate Dean, SHHS
FACULTY CURRICULUM COMMITTEE
COURSE FORM

Instructions:
- Please fill out one of these forms for each course you are adding, changing, deactivating, or reactivating.
- Fill out the parts of the form specified in part B. **You must do this before your request can move forward!**
- Remember that your changes will not be implemented until the next catalog year at the earliest.
- If you have questions, please start by checking the instructions on the website. Please feel free to contact the committee chairs with any remaining questions you might have.

A. CONTACT/COURSE INFORMATION.

Name: Trish Ward  Phone: 3-0799  Email: wardp@cofc.edu

Department or Program: American Studies  School: Humanities and Social Sciences

Subject Acronym and Course Number: AMST 200

B. TYPE OF REQUEST. Please check all that apply, then fill out the specified parts of the form.

- [ ] Add a New Course (complete parts C, D, F, G, H, I, J, K)
- [ ] Change Part of an Existing Course (complete parts C, D, E, F, G, I, J, K)
  - [ ] Course Number
  - [ ] Course Name
  - [ ] Course Description
  - [ ] Credit/Contact Hours
  - [ ] Restrictions (prerequisites, co-requisites, junior/senior standing, etc.)
- [x] Deactivate an Existing Course (complete parts C, D, E, G, I, J, K)

C. RATIONALE AND EXPLANATION. Please describe your request and explain why you are making it.

Since the American Studies minor is slated for deletion, there are no plans to offer AMST 300.

D. IMPACT ON EXISTING PROGRAMS AND COURSES. Please briefly describe the impact of your request on other programs and courses. If another program requires the course, you must submit their written acknowledgement with this proposal. Also, the affected program must describe any change in the number of credit hours they require. Include a list of similar courses in other departments and explain any overlap.

No other programs are affected by this deletion.
E. EXISTING COURSE INFORMATION. If you are proposing a new course, just leave this blank. Otherwise, please fill out all fields.

Department: N/A School: HSS Subject Acronym: AMST Course number: 200

Credit hours: __ lecture __ lab __ seminar __ independent study Pass/fail?  yes  no
Contact hours: __ lecture __ lab __ seminar __ independent study

Course title: Introduction to American Studies

Course description (maximum 50 words, exactly as it appears in the catalog): An integrated and interdisciplinary study which relates a broad range of American cultural forms – arts, literature and philosophy, formal and popular – to the specific historical experiences and development of the United States from the colonial era to the present. The course introduces the concept and methodology of American studies and explores six major themes (natural environment and the frontier; people and immigration; government and constitutionalism; urbanization and industrialism; the American dream; and America and the world).

Restrictions (pre-requisites, co-requisites, majors only, etc.): None

Cross-listing, if any: N/A

Is this course repeatable?  yes  no If yes, how many total credit hours may the student earn? ____

F. NEW COURSE INFORMATION. If you are deactivating a course, leave this blank. Otherwise, please fill out all fields. For changed courses, use boldface for the information that is changing.

Department: School: Subject Acronym: Course Number:

Credit hours: __ lecture __ lab __ seminar __ independent study Pass/fail?  yes  no
Contact hours: __ lecture __ lab __ seminar __ independent study

Course title:

Course description (maximum 50 words, exactly as it appears in the catalog):

Restrictions (pre-requisites, co-requisites, majors only, etc.):

Cross-listing, if any (submit approval from relevant department):

Is this course repeatable?  yes  no If yes, how many total credit hours may the student earn? ____

Is there an activity, lab, or other fee associated with this course?  yes  no What is the fee? $______
Note: The Senate cannot approve new fees; Business Affairs will submit any such request to the Board of Trustees. The course can still be created, but the fee will not be attached until the Board has approved it.

If this is a newly-created course, is it intended to be the equivalent of an existing course? ☐ yes ☐ no
If so, which course? ______________ Note: You must deactivate the course by submitting an additional Course Form.

G. COSTS. List all of the new costs or cost savings (including new faculty/staff requests, library, equipment, etc.) associated with your request. None

H. STUDENT LEARNING OUTCOMES AND ASSESSMENT.

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</tbody>
</table>

How does this course align with the student learning outcomes articulated for the major, program, or general education? What program-level outcome or outcomes does it support? Is the content or skill introduced, reinforced, or demonstrated in this course?
I. PROGRAM CHANGES. Will this course be added to the existing degree requirements or list of approved electives of a major, minor, or concentration? If so, please explain briefly and attach a Change Minor or Change Major/Program Form as appropriate. No

J. CHECKLIST.

☐ I have completed all relevant parts of the form.

☐ I have attached a cover letter that describes my request and lists all the documents I am submitting.

☐ (For new courses only) I have attached a syllabus.

☐ (For courses used in any way by other departments, including cross-listing) I have attached an acknowledgement from the relevant department.

☐ (For courses intended to fulfill a Gen Ed requirement) I have submitted the proposal to the Gen Ed committee.

K. APPROVAL AND SIGNATURES.

1. Signature of Department Chair or Program Director:

   ________________________________ Date: 2/1/13

2. Signature of Academic Dean:

   ________________________________ Date: 2/1/13

3. Signature of Provost:

   ________________________________ Date: 2/5/13

4. Signature of Business Affairs (only for course fees):

   ________________________________ Date: ____________ ☐ fee approved on ____________ ☐ BOT approval pending

5. Signature of Curriculum Committee Chair:

   ________________________________ Date: ____________
6. Signature of Faculty Senate Secretary:

_________________________________  Date: __________________

Date Approved by Faculty Senate: _________________
FACULTY CURRICULUM COMMITTEE
COURSE FORM

Instructions:
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• Remember that your changes will not be implemented until the next catalog year at the earliest.
• If you have questions, please start by checking the instructions on the website. Please feel free to contact the committee chairs with any remaining questions you might have.

A. CONTACT/COURSE INFORMATION.

Name: Trish Ward Phone: 3-0799 Email: wardp@cofc.edu

Department or Program: American Studies School: Humanities and Social Sciences

Subject Acronym and Course Number: AMST 300

B. TYPE OF REQUEST. Please check all that apply, then fill out the specified parts of the form.

☐ Add a New Course (complete parts C, D, F, G, H, I, J, K)
☐ Change Part of an Existing Course (complete parts C, D, E, F, G, I, J, K)
  ☐ Course Number
  ☐ Course Name
  ☐ Course Description
  ☐ Credit/Contact Hours
  ☐ Restrictions (prerequisites, co-requisites, junior/senior standing, etc.)
☒ Deactivate an Existing Course (complete parts C, D, E, G, I, J, K)
☐ Reactivate a Previously-Deactivated Course (complete parts C, D, E, G, I, J, K)

C. RATIONALE AND EXPLANATION. Please describe your request and explain why you are making it.

Since the American Studies minor is slated for deletion, there are no plans to offer AMST 300.

D. IMPACT ON EXISTING PROGRAMS AND COURSES. Please briefly describe the impact of your request on other programs and courses. If another program requires the course, you must submit their written acknowledgement with this proposal. Also, the affected program must describe any change in the number of credit hours they require. Include a list of similar courses in other departments and explain any overlap.

No other programs are affected by this deletion.
E. EXISTING COURSE INFORMATION. If you are proposing a new course, just leave this blank. Otherwise, please fill out all fields.

Department: N/A School: HSS Subject Acronym: AMST Course number: 300

Credit hours: ___ lecture ___ lab ___ seminar ___ independent study Pass/fail? □ yes X□ no
Contact hours: ___ lecture ___ lab ___ seminar ___ independent study

Course title: Special Topics in American Studies

Course description (maximum 50 words, exactly as it appears in the catalog): An intensive examination of a specific topic. The specific topic will be listed with the course when offered.

Restrictions (pre-requisites, co-requisites, majors only, etc.): None

Cross-listing, if any: N/A

Is this course repeatable? □ yes X□ no If yes, how many total credit hours may the student earn? _____

F. NEW COURSE INFORMATION. If you are deactivating a course, leave this blank. Otherwise, please fill out all fields. For changed courses, use boldface for the information that is changing.

Department: School: Subject Acronym: Course Number:

Credit hours: ___ lecture ___ lab ___ seminar ___ independent study Pass/fail? □ yes □ no
Contact hours: ___ lecture ___ lab ___ seminar ___ independent study

Course title:

Course description (maximum 50 words, exactly as it appears in the catalog):

Restrictions (pre-requisites, co-requisites, majors only, etc.):

Cross-listing, if any (submit approval from relevant department):

Is this course repeatable? □ yes □ no If yes, how many total credit hours may the student earn? _____

Is there an activity, lab, or other fee associated with this course? □ yes □ no What is the fee? $_______
Note: The Senate cannot approve new fees; Business Affairs will submit any such request to the Board of Trustees. The course can still be created, but the fee will not be attached until the Board has approved it.

If this is a newly-created course, is it intended to be the equivalent of an existing course? □ yes □ no
If so, which course? _______________ Note: You must deactivate the course by submitting an additional Course Form.
G. COSTS. List all of the new costs or cost savings (including new faculty/staff requests, library, equipment, etc.) associated with your request. None

H. STUDENT LEARNING OUTCOMES AND ASSESSMENT.

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<th>Student Learning Outcomes</th>
<th>Assessment Method and Performance Expected</th>
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</table>

1. |

2. |

3. |

4. |

How does this course align with the student learning outcomes articulated for the major, program, or general education? What program-level outcome or outcomes does it support? Is the content or skill introduced, reinforced, or demonstrated in this course?

I. PROGRAM CHANGES. Will this course be added to the existing degree requirements or list of approved electives of a major, minor, or concentration? If so, please explain briefly and attach a Change Minor or Change Major/Program Form as appropriate. No
J. CHECKLIST.

☐ I have completed all relevant parts of the form.

☐ I have attached a cover letter that describes my request and lists all the documents I am submitting.

☐ (For new courses only) I have attached a syllabus.

☐ (For courses used in any way by other departments, including cross-listing) I have attached an acknowledgement from the relevant department.

☐ (For courses intended to fulfill a Gen Ed requirement) I have submitted the proposal to the Gen Ed committee.

K. APPROVAL AND SIGNATURES.

1. Signature of Department Chair or Program Director:

[Signature] Date: 3/11/13

2. Signature of Academic Dean:

[Signature] Date: 2-1-13

3. Signature of Provost:

[Signature] Date: 3/5/13

4. Signature of Business Affairs (only for course fees):

[Signature] Date: ___________ ☐ fee approved on ___________ ☐ BOT approval pending

5. Signature of Curriculum Committee Chair:

[Signature] Date: ___________

6. Signature of Faculty Senate Secretary:

[Signature] Date: ___________

Date Approved by Faculty Senate: ________________
Instructions:

- Please fill out one of these forms for each course you are adding, changing, deactivating, or reactivating.
- Fill out the parts of the form specified in part B. **You must do this before your request can move forward!**
- Remember that your changes will not be implemented until the next catalog year at the earliest.
- If you have questions, please start by checking the instructions on the website. Please feel free to contact the committee chairs with any remaining questions you might have.

A. CONTACT/COURSE INFORMATION.

Name: Trish Ward  
Phone: 3-0799  
Email: wardp@cofc.edu

Department or Program: American Studies  
School: Humanities and Social Sciences

Subject Acronym and Course Number: AMST 400

B. TYPE OF REQUEST. Please check all that apply, then fill out the specified parts of the form.

- [ ] Add a New Course (complete parts C, D, F, G, H, I, J, K)
- [ ] Change Part of an Existing Course (complete parts C, D, E, F, G, I, J, K)
  - [ ] Course Number
  - [ ] Course Name
  - [ ] Course Description
  - [ ] Credit/Contact Hours
  - [ ] Restrictions (prerequisites, co-requisites, junior/senior standing, etc.)
- [x] Deactivate an Existing Course (complete parts C, D, E, G, I, J, K)
- [ ] Reactivate a Previously-Deactivated Course (complete parts C, D, E, G, I, J, K)

C. RATIONALE AND EXPLANATION. Please describe your request and explain why you are making it.

Since the American Studies minor is slated for deletion, there are no plans to offer AMST 400.

D. IMPACT ON EXISTING PROGRAMS AND COURSES. Please briefly describe the impact of your request on other programs and courses. If another program requires the course, you must submit their written acknowledgement with this proposal. Also, the affected program must describe any change in the number of credit hours they require. Include a list of similar courses in other departments and explain any overlap.

No other programs are affected by this deletion.
E. **EXISTING COURSE INFORMATION.** If you are proposing a new course, just leave this blank. Otherwise, please fill out all fields.

Department: N/A  
School: HSS  
Subject Acronym: AMST  
Course number: 400

Credit hours:  
Contact hours:  

Pass/fail?  

Course title: **AMST 400 Seminar in American Studies**

This interdisciplinary seminar applies perspectives of the humanities and the social sciences in an intensive investigation of a particular period and/or a central theme of American studies.

Restrictions (pre-requisites, co-requisites, majors only, etc.): Prerequisites: AMST 200 and at least one 200 or 300 level course in American literature, arts, history or social science, or permission of the instructor.

Cross-listing, if any: N/A

Is this course repeatable?  

F. **NEW COURSE INFORMATION.** If you are deactivating a course, leave this blank. Otherwise, please fill out all fields. For changed courses, use **boldface** for the information that is changing.

Department:  
School:  
Subject Acronym:  
Course Number: 

Credit hours:  
Contact hours:  

Pass/fail?  

Course title:

Course description (maximum 50 words, exactly as it appears in the catalog):

Restrictions (pre-requisites, co-requisites, majors only, etc.):

Cross-listing, if any (submit approval from relevant department):

Is this course repeatable?  

Is there an activity, lab, or other fee associated with this course?  

What is the fee? $________
Note: The Senate cannot approve new fees; Business Affairs will submit any such request to the Board of Trustees. The course can still be created, but the fee will not be attached until the Board has approved it.

If this is a newly-created course, is it intended to be the equivalent of an existing course? □ yes □ no
If so, which course? _____________ Note: You must deactivate the course by submitting an additional Course Form.

G. COSTS. List all of the new costs or cost savings (including new faculty/staff requests, library, equipment, etc.) associated with your request. None

H. STUDENT LEARNING OUTCOMES AND ASSESSMENT.

<table>
<thead>
<tr>
<th>Student Learning Outcomes</th>
<th>Assessment Method and Performance Expected</th>
</tr>
</thead>
<tbody>
<tr>
<td>What will students know and be able to do when they complete the course?</td>
<td>How will each outcome be measured? Who will be assessed, when, and how often? How well should students be able to do on the assessment?</td>
</tr>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
</tr>
</tbody>
</table>

How does this course align with the student learning outcomes articulated for the major, program, or general education? What program-level outcome or outcomes does it support? Is the content or skill introduced, reinforced, or demonstrated in this course?
I. PROGRAM CHANGES. Will this course be added to the existing degree requirements or list of approved electives of a major, minor, or concentration? If so, please explain briefly and attach a Change Minor or Change Major/Program Form as appropriate. No

J. CHECKLIST.

☐ I have completed all relevant parts of the form.

☐ I have attached a cover letter that describes my request and lists all the documents I am submitting.

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K. APPROVAL AND SIGNATURES.

1. Signature of Department Chair or Program Director:

\[Signature\]

Date: 2/1/13

2. Signature of Academic Dean:

\[Signature\]

Date: 2/1/13

3. Signature of Provost:

\[Signature\]

Date: 2/4/13

4. Signature of Business Affairs (only for course fees):

\[Signature\]

Date: ____________

☐ fee approved on ____________

☐ BOT approval pending

5. Signature of Curriculum Committee Chair:

\[Signature\]

Date: ______________
6. Signature of Faculty Senate Secretary:

_________________________________________ Date: ______________________

Date Approved by Faculty Senate: ________________