November 4, 2013

Dear Curriculum Committee:

Please find attached the following documents in application to create an Urban Studies Minor:

- Signature Form
- Faculty Curriculum Committee ~ Minor Form
- Acknowledgements from departments

Thank you for your consideration of this request.

Please do not hesitate to contact me should you have any questions.

Sincerely,

Kevin Keenan

Kevin Keenan
FACULTY CURRICULUM COMMITTEE
SIGNATURE PAGE

- In section A, list ALL of the forms covered by this signature page. If you submit a form that is not listed in A, your proposal will be held back until we receive a new, updated signature page.
- You must obtain the signature of your department chair and dean before submitting your proposal.

A. FORMS COVERED BY THIS SIGNATURE PAGE. List each form you are submitting—for instance, PSYC 383, Course Form; PSYC, Change of Major Form; PSYC, Change of Minor Form.

- Faculty Curriculum Committee Minor Form

B. APPROVAL AND SIGNATURES.

1. Signature of Department Chair or Program Director:

   [Signature]

   Date: 11/4/13

2. Signature of Academic Dean:

   [Signature]

   Date: 11/4/13

3. Signature of Provost:

   [Signature]

   Date: 1/5/14

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 Budget Committee Chair (only for new programs):

   [Signature]

   Date: ____________

7. Signature of Academic Planning Committee Chair (only for new programs):

   [Signature]

   Date: ____________

8. Signature of Faculty Senate Secretary:

   [Signature]

   Date: ____________

Date Approved by Faculty Senate: ____________
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: Kevin Keenan  Phone: 3-5679  Email: KeenanK@cofc.edu

School: HSS  Department or Program: Urban Studies Program

Name and Acronym of Minor: Urban Studies Minor / UST

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

- [X] 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
- [ ] Terminate a Minor (complete E, G, H, and I)

C. GENERAL INFORMATION.

Number of Current Credit Hours (for existing minors): ________

Number of Proposed Credit Hours (for new or changing minors): 18

Catalog year in which changes will take effect: FALL 2014

- [X] 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?

- [X] Yes—Which major(s) or concentration(s)? Urban Studies Major
- [ ] No

D. CURRICULUM. For a changed minor, please list every change you are making below AND attach the current catalog entry for this minor (from the Minor Requirements section) with changes marked in RED. Additions should show where the course will be inserted, deletions should be noted by crossing out the course, and moves indicated with arrows. Distinguish between required and elective courses, and note any prerequisites, co-requisites, sequencing, or other restrictions. For each new course, submit the Curriculum Committee’s Course Form and a sample syllabus. For

This form was last updated on 6/6/2013 and replaces all others.
a new program, please submit the complete curriculum and catalog description exactly as they should appear in the catalog.

Complete Curriculum

Credit Hours: 18

At least 9 credits towards the minor must be earned at the College of Arts and Sciences.

Required introduction course (3 credits) for all minors:

The purpose of this part of the minor is to give all students an introduction to the common academic themes and debates in Urban Studies.

- URST 201 - Introduction to Urban Studies ~ No pre-requisite

Students should select three courses (9 credits) from the following list of theory and practice courses:

The purpose of this part of the minor is to let students explore urban issues in depth with freedom to pick different courses as their interests and College schedules permit. The primary goal in this section is to offer in-depth study in urban theory and practice.

Courses with no pre-requisite

- BIOL 204 – Man and the Environment
- GEOG 219 – Reading the Lowcountry Landscape
- ARTH 265 – The City as a Work of Art
- HPCP 275 – History of Land Design
- POLI 305 – Urbanization and Urban Geography
- POLI 306 – Urban Policy
- POLI 310 – Urban Applications of GIS
- POLI 333 – Suburbia: People, Place, and Politics
- POLI 391 – Utopia / Dystopia
- URST 310 – Urban Planning
- URST 320 – Town and Country Planning

Courses with 1 or more pre-requisites

- HIST 211 – American Urban History
- GEOL 213 – Natural Hazards
- HPCP 315 – Urban Design Studio
- HIST 320 – Victorian Charleston
- POLI 322 – Urban Government and Politics
- HIST 323 – Society and Culture in Early Charleston
- SOCY 351 – Urban Sociology
- SOCY 358 – Living in an Organizational World
- URST 401 – Independent Study in Urban Studies
  - Permission of instructor and advisor is required

This form was last updated on 6/6/2013 and replaces all others.
Students should select the remaining 2 courses (6 credits) from either the courses offered in the Urban Policy and Social Problems tract or the Urban Planning and Administration Concentration for the Urban Studies Major.

Courses that have been used to satisfy the theory and practice requirement cannot be repeated.

The purpose of this part of the minor is to let students explore one of the tracts offered in the Urban Studies major in an abbreviated format and with much more flexibility (as only 6 credits are required). Students are encouraged to take courses that devote most of the class time to coverage of urban topics (i.e., greater than 1/3rd of content should be on urban topics or themes).

### Urban Policy and Social Problems Concentration

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 307</td>
<td>History of the United States: Cold War America, 1945-present</td>
<td>(3) PR: One course in pre-modern history and one course in modern history from the list of approved courses satisfying the general education history requirement (see <a href="http://registrar.cofc.edu/general-edu">http://registrar.cofc.edu/general-edu</a>).</td>
</tr>
<tr>
<td>PHIL 155</td>
<td>Environmental Ethics</td>
<td>(3) PR: None</td>
</tr>
<tr>
<td>POLI 211</td>
<td>Introduction to Public Policy</td>
<td>(3) PR: None</td>
</tr>
<tr>
<td>POLI 322</td>
<td>Urban Government and Politics</td>
<td>(3) PR: POLI 101 or instructor permission</td>
</tr>
<tr>
<td>SOCY 102</td>
<td>Contemporary Social Issues</td>
<td>(3) PR: None</td>
</tr>
<tr>
<td>ECON 304</td>
<td>Labor Economics</td>
<td>(3) PR: Junior standing; ECON 200, 201, MATH 105 or 120 or instructor permission. DSCI 232 is recommended.</td>
</tr>
<tr>
<td>ECON 318</td>
<td>Macroeconomic Analysis</td>
<td>(3) PR: Junior standing; ECON 200, 201, MATH 120</td>
</tr>
<tr>
<td>ECON 325</td>
<td>Economics for Development</td>
<td>(3) PR: Junior standing; ECON 200, 201, MATH 105 or 120 or instructor permission.</td>
</tr>
<tr>
<td>HIST 212</td>
<td>American Labor History</td>
<td>(3) PR: One course in pre-modern history and one course in modern history from the list of approved courses satisfying the general education history requirement (see <a href="http://registrar.cofc.edu/general-edu">http://registrar.cofc.edu/general-edu</a>).</td>
</tr>
<tr>
<td>HIST 217</td>
<td>African American History Since 1865</td>
<td>(3) PR: One course in pre-modern history and one course in modern history from the list of approved courses satisfying the general education history requirement (see <a href="http://registrar.cofc.edu/general-edu">http://registrar.cofc.edu/general-edu</a>).</td>
</tr>
<tr>
<td>HIST 225</td>
<td>History of the South Since 1865</td>
<td>(3) PR: One course in pre-modern history and one course in modern history from the list of approved courses satisfying the general education history requirement (see <a href="http://registrar.cofc.edu/general-edu">http://registrar.cofc.edu/general-edu</a>).</td>
</tr>
<tr>
<td>POLI 210</td>
<td>Introduction to Public Administration</td>
<td>(3) PR: None</td>
</tr>
<tr>
<td>POLI 306</td>
<td>Urban Policy</td>
<td>(3) PR: None</td>
</tr>
<tr>
<td>POLI 327</td>
<td>Political Parties</td>
<td>(3) PR: POLI 101 or instructor permission</td>
</tr>
<tr>
<td>PSYC 307</td>
<td>Abnormal Psychology</td>
<td>(3) PR: PSYC 103</td>
</tr>
<tr>
<td>PSYC 310</td>
<td>Social Psychology</td>
<td>(3) PR: PSYC 103</td>
</tr>
<tr>
<td>PSYC 321</td>
<td>Industrial Psychology</td>
<td>(3) PR: PSYC 103</td>
</tr>
<tr>
<td>PSYC 329</td>
<td>Environmental Psychology</td>
<td>(3) PR: PSYC 103</td>
</tr>
<tr>
<td>PSYC 334</td>
<td>Psychology of Stress</td>
<td>(3) PR: PSYC 103</td>
</tr>
</tbody>
</table>

This form was last updated on 6/6/2013 and replaces all others.
PSYC 358  Nonverbal Communication (formerly PSYC 340) (3) PR: PSYC 103, 211, 220 (or 250 in lieu of 211 and 220) or instructor permission
SOCY 331  Society and the Individual (3) PR: SOCY 101 or HONS 167 or SOCY 102
SOCY 332  Collective Behavior (3) PR: SOCY 101 or HONS 167 or SOCY 102
SOCY 341  Criminology (3) PR: SOCY 101 or HONS 167 or SOCY 102
SOCY 342  Juvenile Delinquency (3) PR: SOCY 101 or HONS 167 or SOCY 102
SOCY 344  Social Gerontology (3) PR: SOCY 101 or HONS 167 or SOCY 102
SOCY 358  Living in an Organizational World (3) PR: SOCY 101 or HONS 167 or SOCY 102
SOCY 362  Social and Culture Change (3) PR: SOCY 101 or HONS 167 or SOCY 102
SOCY 366  Race and Ethnic Relations (3) PR: SOCY 102 or HONS 167 or SOCY 102
URST 398  Special Topics in Humanities (3) PR: None
URST 399  Special Topics in Social Sciences (3) PR: None
URST 401  Independent Study (3) PR: Instructor and faculty advisor permission is required before registration. A student may take no more than 6 credit hours of independent study.

Urban Planning and Administration Concentration

ACCT 203  Financial Accounting (3) PR: Sophomore standing
HTMT 210  Principles and Practices in Hospitality and Tourism (3) PR: None
PHIL 155  Environmental Ethics (3) PR: None
POLI 210  Introduction to Public Administration (3) PR: None
URST 310  Urban Planning (3) PR: None
OR
URST 320  Town and Country Planning (3) PR: None
ACCT 204  Managerial Accounting (3) PR: ACCT 203; sophomore standing
ARTH 105  Introduction to Architecture (3) PR: None
ARTH 395  History of 20th Century Architecture (3) PR: Instructor permission or 6 hours of ARTH or ARTH 299
BIOL 204  Man and the Environment (3) PR: None
ECON 304  Labor and Economics (3) PR: Junior standing; ECON 200, 201; MATH 105 or 120, or instructor permission. DSCI 232 is recommended.
ECON 318  Macroeconomic Analysis (3) PR: Junior standing; ECON 200, 201 and MATH 105 or 120
HPCP 315  Urban Design Studio (3) PR: URST 310 or instructor permission
HPCP 299  Preservation Planning Studio (3) PR: HPCP 199 or instructor permission
MGMT 307  Human Resource Management (3) PR: MGMT 301, junior standing
POLI 211  Introduction to Public Policy (3) PR: None
POLI 307  Environmental Policy (3) PR: None
PSYC 329  Environmental Psychology (3) PR: PSYC 103
SOCY 352  Population and Society (3) PR: SOCY 101 or HONS 167 or SOCY 102

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SOCY 358  Living in an Organizational World (3) PR: SOCY 101 or HONS 167 or SOCY 102
URST 398  Special Topics in Humanities (3) PR: None
URST 399  Special Topics in Social Sciences (3) PR: None
URST 401  Independent Study (3) PR: Instructor and faculty advisor permission is required before registration. A student may take no more than 6 credit hours of independent study.

NOTE: Certain special topics courses from the various departments may also be counted towards the minor requirements. Please consult the director of the Urban Studies Program.

Catalog description

The Urban Studies minor provides an overview of how to study cities and regions—particularly in the Lowcountry—as well as the opportunity to study one or two urban themes or topical areas in depth. Students can study both the problems and prospects of cities, including topics such as crime and poverty, but they will also learn about city successes, such as what makes urban schools excel and what causes struggling districts to turn around. Urban Studies students also learn what it takes to envision, build, and maintain beautiful and functional neighborhoods, cities, and regions. Because the Urban Studies Minor is inter-disciplinary, meaning that it draws courses from many different majors, it is well-suited as a complement to almost any program of study. Students who minor or major in urban studies will be well-prepared to see the 'big picture' of real estate development, historic preservation efforts, economic processes including planning and development, as well as city administration and urban politics.

E. RATIONALE AND EXPLANATION. Please provide a narrative addressing the request you are making and 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.

Urban Studies is established as a major at the College of Charleston. As a program of study, Urban Studies asks students to think critically and reflectively about how American society builds and maintains cities and regions (which is where nearly half of Americans live). The program helps students understand the values that inform urban visions, and it introduces them to different ideas, principles, and strategies for building both beautiful and function places. Urban Studies at the College of Charleston also uses the City, County, and the Lowcountry to teach students core concepts. Given these two aspects of the existing major, Urban Studies advances both the liberal arts as well as the public, regionally-focused mission to serve Lowcountry communities.

Because the Urban Studies Major is interdisciplinary and fairly credit-intensive (41+ credits are needed for the major), it is often difficult for students to complete all requirements within four years. Further, students tend to learn that they can major in Urban Studies fairly late in their academic pursuits. This means that CoC seniors may have an interest in Urban Studies, but currently they do not have the option of adding a minor. This sometimes means that the students will have many of the courses taken, but no way of having any meaningful designation added to their transcript. Adding a minor will rectify this situation. The problem of students wanting to add an Urban Studies minor in their junior or senior years, but being unable to do so, also evidences student interest in a minor (i.e., students seek to major in Urban Studies, only to find out they can’t because they don’t have enough time before graduation).
F. 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 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>
</tr>
<tr>
<td>1. Identify the major theoretical traditions and approaches to scholarship and practice in Urban Studies (URST 201 and urban electives).</td>
<td>Final projects for all minors enrolled in URST 201 will be assessed. A standard rubric will be used. All minors must achieve this learning outcome with a score of 80% or better.</td>
</tr>
<tr>
<td>2.</td>
<td>Once a year, all final projects and/or papers completed by minors will be collected from the instructors of courses beyond 201 that are counting towards the URST minor.</td>
</tr>
<tr>
<td>3.</td>
<td>A standard rubric will be used to assess these projects or papers. All minors must achieve this learning outcome with a score of 80% or better.</td>
</tr>
<tr>
<td>4.</td>
<td></td>
</tr>
</tbody>
</table>

How does this minor 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 minor?

The objective for the minor is the same as the first objective for the major. (The other objectives for the major are mapped to the core courses that all majors must take. The core courses of the major are not required for the minor.) The program-level outcome that is supported is knowledge of the major theoretical traditions for understanding city processes and professionalism within planning. (So, upon completion of the minor, students are expected only to understand theory of process and of practice, whereas in the major such mastery is only one of several program-level outcomes.) In the minor, students are introduced to theory via the 101 class that is required of all minors. The theories that they learn should be reinforced through subsequent electives that they take in courses that focus primarily on understanding and solving urban issues.

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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 identify all programs that will be affected. If you are adding or changing a minor, please explain any overlap with existing programs at the College.

The impact of creating an urban studies minor on the courses that will count towards the minor is expected to be small. The Urban Studies major as a whole is relatively small. The addition of the minor may increase numbers of students in some of the courses that will count towards the minor; however, when these relatively small numbers of students are dispersed over all of the courses that will count towards the minor, the impact is expected to be negligible.

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

There are no substantial new costs associated with establishing an Urban Studies Minor. All courses that will comprise the major are drawn from existing courses at the College.

I. 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.
- I have attached a Course Form for each newly-created or modified course.
- (For proposals that affect other departments in any way) I have attached an acknowledgement from the relevant department.
- I have provided the complete curriculum for the minor, including the description and course list, exactly as it should appear in the catalog.
- I have submitted one Signature Form that lists all of the different forms I am submitting.
Yes, the art history department and the program in historic preservation & community planning acknowledge and approve.

Dr. Marian Mazzone  
Chair, Art History

On Fri, Nov 1, 2013 at 4:15 PM, Keenan, Kevin P <KeenanK@cofc.edu> wrote:

Hi Marian,

I am preparing an application for the Curriculum Committee on creating an Urban Studies minor. A few HPCP & ARTH courses are slated to count towards this minor, most of which already count towards the major.

Are you o.k. with this? (I must have acknowledgement from each department for the courses to count.)

Here are the courses from HPCP & ARTH:

☐ ARTH 265 – The City as a Work of Art  
☐ HPCP 275 – History of Land Design  
☐ HPCP 315 – Urban Design Studio

Thanks for your thoughts!

Kevin Keenan, Ph.D.
Great addition!

On Nov 1, 2013, at 4:30 PM, Keenan, Kevin P <KeenanK@cofc.edu> wrote:

Dear Mitch:

I am preparing an application for the Curriculum Committee to create an Urban Studies minor. I would like to have one Geology class count towards a theory and practice class in this new minor.

Are you o.k. with this? (I must have acknowledgement from each department for the courses to count.)

☐ The course is GEOL 213 – Natural Hazards

Thank you for your thoughts!

Kevin Keenan, Ph.D.
Assistant Professor
Director, Graduate Urban and Regional Planning Certificate Program
Director, Undergraduate Urban Studies Program
College of Charleston
26 Coming Street, Room 101
Charleston, SC 29424

Phone: (843) 953-5679
From: Keenan, Kevin P
Sent: Friday, November 01, 2013 4:23 PM
To: Hoffmann, Heath C
Subject: URST Minor

Hello Heath,

I am preparing an application for the Curriculum Committee to create an Urban Studies minor. Several SOCY courses are slated to count towards the core of this minor. Most of them already count towards the major.

Are you o.k. with this? (I must have acknowledgement from each department for the courses to count.)

Here are the courses from SOCY:

- SOCY 351 – Urban Sociology
- SOCY 358 – Living in an Organizational World

Thanks for your thoughts!

Kevin Keenan, Ph.D.
Assistant Professor
Director, Graduate Urban and Regional Planning Certificate Program
Director, Undergraduate Urban Studies Program
College of Charleston
26 Coming Street, Room 101
Charleston, SC 29424

Phone: (843) 953-5679
Hi, Kevin:

I confess that I thought there already was an Urban Studies minor. Yes, History will be very happy to see the minor, and to have the courses you've listed count toward it.

Best,
Phyllis

-- Dr. Phyllis G. Jestice
Professor & Chair
Department of History
College of Charleston

Hi Phyllis,

I am preparing an application for the Curriculum Committee to create an Urban Studies minor. Several HIST courses are slated to count towards this minor. Most of them already count towards the major.

Are you o.k. with this? (I must have acknowledgement from each department for the courses to count.)

Here are the courses from HIST:

- HIST 211 – American Urban History
- HIST 320 – Victorian Charleston
- HIST 323 – Society and Culture in Early Charleston

Thanks for your thoughts!

Kevin Keenan, Ph.D.
Assistant Professor
Director, Graduate Urban and Regional Planning Certificate Program
Director, Undergraduate Urban Studies Program
College of Charleston
26 Coming Street, Room 101
Charleston, SC 29424
Dear Kevin,
I think this would be alright in principle, the course broadly covers appropriate topics for this. However, it is unclear how long we will continue to offer this course; currently only Dr. Wiseman has taught the course for the last several decades.

Cheers,
Jaap Hillenius

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Jaap Hillenius
Professor & Chair
Department of Biology
College of Charleston
66 George Street
Charleston, SC 29424
USA

T: (843) 953-5504
F: (843) 953-5453
E: hilleniusw@cofc.edu

From: <Keenan>, Kevin P <KeenanK@cofc.edu>
Date: Friday, November 1, 2013 3:28 PM
To: Willem Jacob Hillenius <hilleniusw@cofc.edu>
Subject: URST minor

Dear Jaap:

I am preparing an application for the Curriculum Committee to create an Urban Studies minor. I would like to have one Biology class count towards a theory and practice class in this new minor.

Are you o.k. with this? (I must have acknowledgement from each department for the courses to count.)

☐ The course is BIOL 204 – Man and the Environment

Thanks for your thoughts!

Kevin Keenan, Ph.D.
This sounds okay with me.

Hi Gibbs,

I am preparing an application for the Curriculum Committee on creating an Urban Studies minor. Many political science courses are slated to count towards this minor, most of which already count towards the major.

Are you o.k. with this? (I must have acknowledgement from each department for the courses to count.)

Here are the courses from political science:

- POLI 305 – Urbanization and Urban Geography
- POLI 306 – Urban Policy
- POLI 310 – Urban Applications of GIS
- POLI 333 – Suburbia: People, Place, and Politics
- POLI 391 – Utopia / Dystopia
- GEOG 219 – Reading the Lowcountry Landscape
- POLI 322 – Urban Government and Politics

Thanks for your thoughts!

Kevin Keenan, Ph.D.
Assistant Professor
Director, Graduate Urban and Regional Planning Certificate Program
Director, Undergraduate Urban Studies Program
College of Charleston
26 Coming Street, Room 101
Charleston, SC 29424

Phone: (843) 953-5679