Charleston, October 9, 2013

To Whom it May Concern:

Please, find enclosed the documents required as a request to delete our French Studies Minor from our Undergraduate Catalogue, in accordance with all the parties involved, for the reason that the program has never had any enrollment.

These documents include:

- The requested completed form to terminate a Minor.
- Copies of agreement to terminate from the Chairs of all the Departments involved.
- The required signature form.

Respectfully submitted,

[Signature]

Norbert Scipppa

Department of French, Francophone, and Italian Studies

School of Languages, Cultures, and World Affairs
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: Norbert Scippa Phone: 953 6529 Email: sclippan@cofc.edu
School: LCWA Department or Program: French, Francophone, and Italian Studies
Name and Acronym of Minor: French Minor

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 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): ____

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. 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 a new program, please submit the complete curriculum and catalog description exactly as they should appear in the catalog.
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.

The Minor needs to be deleted as there is, or has never been any students enrolled in it.

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>
</tbody>
</table>

1.  

2.  

3.  

4.  

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?

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 Department Chairs of all departments affected have agreed to delete the minor. See the attached list of agreements from the Chairs of Departments affected.
**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 costs or savings involved that I am aware of.

**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.

N/A ☐ 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.

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.

☐ I have submitted one Signature Form that lists all of the different forms I am submitting.
From: Hart, Edward B  
Sent: Thursday, September 05, 2013 7:59 AM  
To: Scippa, Norbert  
Subject: Re: Proposal to delete French Studies from Undergrad catalogue

I agree.

Sincerely,

Edward Hart
--
Dr. Edward Hart  
Chair, Department of Music  
The College of Charleston  
Music Department  
Charleston, SC 29424

From: Knotts, Gibbs  
Sent: Monday, September 02, 2013 8:39 AM  
To: Scippa, Norbert  
Subject: RE: Proposal to delete French Studies from Undergrad catalogue

The Political Science Department supports this deletion. Please let me know if you need any additional information.

Gibbs

From: Hoffmann, Heath C  
Sent: Saturday, August 31, 2013 6:14 AM  
To: Scippa, Norbert  
Subject: RE: Proposal to delete French Studies from Undergrad catalogue

Norbert,  
I don't think this is something for which you need my support but I do support your proposal to delete the French Studies program.  
Best,  
Heath

From: Jestice, Phyllis G  
Sent: Friday, August 30, 2013 11:31 AM  
To: Scippa, Norbert  
Subject: Re: Proposal to delete French Studies from Undergrad catalogue

I agree to deletion of the interdisciplinary French Studies program on behalf of the History Department. History does not have faculty to support such a program.

Best,  
Phyllis
From: McNerney, Todd James  
Sent: Tuesday, May 10, 2011 4:45 PM  
To: Scippa, Norbert  
Subject: Re: Proposal to delete French Studies from Undergrad catalogue

To Whom it May Concern,

The Theatre Department is aware of the desire to delete the French Studies program from the undergraduate curriculum and fully agree and accept the doing so.

Sincerely,

Todd

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

From: Grantham, Todd  
Sent: Friday, May 06, 2011 11:41 AM  
To: Scippa, Norbert  
Subject: FW: Proposal to delete French Studies from Undergrad catalogue

Hi Norbert -- I'm sorry to hear that French Studies isn't enrolling students but I have no objection to deleting the program from the catalog.  
Best,  
Todd

From: Ward, Trish  
Sent: Thursday, May 05, 2011 9:22 PM  
To: Scippa, Norbert  
Subject: RE: Proposal to delete French Studies from Undergrad catalogue

Thank you for letting us know.

Trish Ward  
Professor and Chair  
Department of English  
College of Charleston  
Charleston, SC 29424
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.

B. APPROVAL AND SIGNATURES.

1. Signature of Department Chair or Program Director:
   _______________________________________________________________________
   Date: 9/10/13

2. Signature of Academic Dean:
   _______________________________________________________________________
   Date: 9/13/13

3. Signature of Provost:
   _______________________________________________________________________
   Date: 10/5/13

4. Signature of Business Affairs (only for course fees):
   ___________________________ ___________________________ ☐ fee
   approved on ___________
   ___________________________ Date: ____________________ ☐ BOT approval pending

5. Signature of Curriculum Committee Chair:
   _______________________________________________________________________
   ___________________________ Date: ____________________

6. Signature of Budget Committee Chair (only for new programs):
   _______________________________________________________________________
   ___________________________ Date: ____________________

7. Signature of Academic Planning Committee Chair (only for new programs):
   _______________________________________________________________________
   ___________________________ Date: ____________________

8. Signature of Faculty Senate Secretary:
   _______________________________________________________________________
   ___________________________ Date: ____________________

Date Approved by Faculty Senate: ____________________