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.

ARTM 340, Course Form;
ARTM, Change Program Form

B. APPROVAL AND SIGNATURES.

1. Signature of Department Chair or Program Director:

   [Signature]
   Date: 12/4/14

2. Signature of Academic Dean:

   [Signature]
   Date: 12/4/14

3. Signature of Provost:

   [Signature]
   Date: 12/22/14

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: 1/20/2015

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
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, 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: Karen Chandler
Phone: chandlerk@cofc.edu
Email: 843.953.5474

Department or Program: Arts Management Program
School: School of the Arts

Subject Acronym and Course Number: ARTM 340

Catalog Year in which changes will take effect: FALL 2015

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)
☒ Change Part of an Existing Course (complete parts C, D, E, F, G, I, J)
    ☐ Course Number (you must submit a course deactivation request for the old 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)
☐ Reactivate a Previously-Deactivated Course (complete parts C, D, E, G, I, J)

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

We would like to update the course description and remove “permission of instructor” from the course restrictions because we no longer allow overrides for the prerequisite requirements for this course.

D. IMPACT ON EXISTING PROGRAMS AND COURSES. Please briefly describe the impact of your request on your own programs and courses as well 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.

None

This form was last updated on 12/13/13 and replaces all others.
E. EXISTING COURSE INFORMATION. If you are proposing a new course, just leave this blank. Otherwise, please fill out all fields.

Department: Arts Management  School: School of the Arts  Subject Acronym: ARTM  Course Number: 340

Credit hours: 3 lecture
Contact hours: 2 hour 45 minute lecture

Course title: Arts Financial Management

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

A study of the financial aspects of nonprofit arts organizations to include budgeting, earned and unearned income, fund management, accounting systems, financial statements, bookkeeping systems, cash management, reporting requirements, cost-benefit analysis, and financial decision-making.

Restrictions (pre-requisites, co-requisites, majors only, etc.): ARTM 200, ARTM 310 and ACCT 203 or permission of instructor.

Cross-listing, if any: None

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: Arts Management  School: School of the Arts  Subject Acronym: ARTM  Course Number: 340

Credit hours: 3 lecture
Contact hours: 2 hour 45 minute lecture

Course title: Arts Financial Management

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

A study of the financial aspects of nonprofit arts organizations to include budgeting, earned and contributed income, trend analysis, asset restrictions, fundraising, cash flow management, economic impact, cultural economics, and financial decisions.

Restrictions (pre-requisites, co-requisites, majors only, etc.): ARTM 200, ARTM 310 and ACCT 203

If this is a newly-created course, is it intended to be the equivalent of an existing course? □ yes  ☒ no
If so, which course? _______________________

If equivalent, will the newly-created course replace the existing course? □ yes  ☒ no
Note: If yes, you must deactivate that course by submitting an additional Course Form.

Cross-listing, if any (submit approval from relevant department): None
Note: Cross-listed courses are equivalent.

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

This form was last updated on 12/13/13 and replaces all others. *see attached email*
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.

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? ☐ yes ☒ no

If yes, please attach a Change Minor and/or Change Major/Program Form as appropriate.

J. CHECKLIST.

This form was last updated on 12/13/13 and replaces all others.
☒ 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.

☒ I have submitted one Signature Form that lists all of the different forms I am submitting.
Cathy, below is for ARTM. It’s not really a question it’s just more of a heads up to a correction that is being made to the form:

This is more of an FYI but the form to change the prerequisites of ARTM 340 to remove “or permission of the instructor” is being modified. The form does not accurately depict the new C- prerequisite that takes effect in Fall 2015 and since the proposed change will also take effect in Fall 2015 I am amending the form to reflect that. Below is the information related to the change passed in Feb. 2014 for the ‘C- prerequisite’ for easy reference.

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>N/A</th>
<th>New/Change/Deactivate</th>
<th>Faculty Senate Approval</th>
<th>Description &amp; notes (if applicable)</th>
</tr>
</thead>
</table>
| ARTM 340 | Arts Financial Management       |     | Change                | 4-Feb-14                 | • Effective Fall 2015
• prerequisite change: “C- or better in” requirement added
• Applies to: ARTM 200 & ARTM 310 |

Thanks!
Franklin

Franklin J. Czwazka, M.A.
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843.953.5421 (voice) | 843.953.6560 (fax) | czwazka@cofc.edu
Office of the Registrar website: http://registrar.cofc.edu/
Academic Catalogs: http://catalogs.cofc.edu/

Treasurer | Carolina Association of Collegiate Registrars and Admissions Officers (CACRAO)
FACULTY CURRICULUM COMMITTEE
CHANGE/DELETE PROGRAM 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: Karen Chandler  Phone: 843.953.5474  Email: chandlerk@cofc.edu
School: School of the Arts  Department or Program: Arts Management
Name and Acronym of Major: Arts Management/ ARTM

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

☒ Change Request (fill out all sections)
  ☒ Add an existing course to requirements or electives
  ☐ Add a new course to requirements or electives (attach completed course form for each)
  ☐ Delete courses from requirements or electives
  ☐ Add or modify concentration*
  ☐ Add or modify cognate*

*Note: Only concentrations and cognates requiring 18 or more credit hours will be tracked in Banner and Degree Works and noted on the transcript.

☐ Terminate Program (fill out E, G, H, and I)
  ☐ Terminate degree
  ☐ Terminate major
  ☐ Terminate concentration
  ☐ Terminate cognate

C. GENERAL INFORMATION

Number of Current Credit Hours (for existing program): 45
Number of Proposed Credit Hours (for changed program): 45
Catalog Year in which changes will take effect: FALL 2015

D. CURRICULUM. Please list every change you are making below AND attach the current Program of Study Worksheet for this major (http://registrar.cofc.edu/program-of-study-resources/program-of-study-worksheets/index.php) 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. Provide the catalog description and course list exactly as they should appear in the catalog. For each new course, submit the Curriculum Committee’s Course Form and a sample syllabus.

This form was last updated on 6/6/2013 and replaces all others.
ARTS MANAGEMENT PROGRAM
45+ HOURS

Required Courses
ARTM 200 Contemporary Issues in Arts Management (3) PR: None
ARTM 310 Principles and Practices in Arts Management (3) PR: ARTM 200
ARTM 340 Arts Financial Management (3) PR: ARTM 200, ARTM 310 and ACCT 203 or instructor permission
ARTM 350 Fund Raising and Grant Writing for the Arts (3) PR: ARTM 310
ARTM 420 Policy in the Arts (3) PR: ARTM 310, 350 and junior standing
ACCT 203 Financial Accounting (3) PR: Sophomore standing
ECON 200 Principles of Microeconomics (3) PR: None
ECON 201 Principles of Macroeconomics (3) PR: ECON 200

Choose one of the following:
ARTM 400 Internship in Arts Management (3) PR: Junior standing, ARTM 310 and faculty permission
ARTM 401 Music Industry Internship (3) PR: Junior standing, ARTM 210, ARTM 310, and faculty permission

Choose one of the following:
ARTM 370 Arts Marketing and Public Relations (3) PR: ARTM 200, ARTM 310, departmental permission
MKTG 302 Marketing Concepts (3) PR: ECON 200, 201; junior standing

Choose one of the following:
BLAW 205 Legal Environment of Business (3) PR: Sophomore standing
ARTM 390 Legal Aspects of the Entertainment Industry (3) PR: Junior standing or instructor permission

Choose one of the following:
ARTM 325 Understanding Creativity (3) PR: None
PHIL 280 Aesthetics (3) PR: None
PHIL 185: Philosophy and Film (3) PR: None
PHIL 282: Philosophy and Music (3) PR: None

Arts Requirement. Choose 9 credit hrs from these approved courses with no more than 3 hrs in any one area:

Art History
ARTH 101 History of Art: Prehistoric Through Medieval (3) PR: None
ARTH 102 History of Art: Renaissance Through Modern (3) PR: None
ARTH 103 History of Asian Art (3) PR: None
ARTH 104 Themes in the History of Arts (3) PR: None
ARTH 105 Introduction to Architecture (3) PR: None
ARTH 190 Special Topics in Art History (3) PR: None
ARTH 205 Pre-Columbian Art and Culture (3) PR: None
ARTH 210 African Art (3) PR: None
ARTH 220 Greek and Roman Art (3) PR: None
ARTH 225 Medieval Art (3) PR: None
ARTH 241 History of the Art of India (3) PR: None
ARTH 242 History of the Art of China (3) PR: None
ARTH 243 History of the Art of Japan (3) PR: None
ARTH 250 American Art (3) PR: None
ARTH 260 A ddlestone Seminar on the Arts and Culture of the Lowcountry (3) PR: None
ARTH 265 The City as a Work of Art (3) PR: None
ARTH 275 The History of Land Design (3) PR: None
ARTH 277 Renaissance Art (3) PR: None
ARTH 280 History of Baroque Art (3) PR: None
ARTH 285 Modern Art (3) PR: None
ARTH 290 Selected Topics in Art History (3) PR: None
ARTH 293 Introduction to Film Art (3) PR: None (CONTINUED)

Computing in the Arts
CITA 180 Computers, Music, and Art (cross-listed with CSCI 180) (3) PR: None
English
ENGL 212 The Cinema: History and Criticism (3) PR: ENGL 110 or equivalent
ENGL 220 Poetry Writing I (3) PR: ENGL 110 or equivalent
ENGL 223 Fiction Writing I (3) PR: ENGL 110 or equivalent
ENGL 367 Creative Nonfiction (3) PR: None

Historic Preservation
HPCP 199 Introduction to Historic Preservation (3) PR: None

Music
MUSC 121 Class Piano I (1) PR: None
MUSC 131 Music Appreciation (3) PR: None
MUSC 222 Special Topics for Non-Majors (3) PR: None
MUSC 232 History of Popular Music in the United States (3) PR: None
MUSC 246 Music Theory I (3) PR: Instructor or music faculty representative permission
MUSC 345 Jazz Theory (3) PR: None
MUSC 347 History of Jazz (3) PR: None

Theatre and Dance
DANC 290 Special Topics in Dance (1-3) PR: None
DANC 330 History of Non-Western Dance (3) PR: None
DANC 331 History of Western Dance (3) PR: None
THTR 135 Elementary Jazz Dance for Non-Majors (2) PR: None
THTR 137 Elementary Modern Dance for Non-Majors (2) PR: None
THTR 145 Elementary Tap (2) PR: None
THTR 176 Introduction to Theatre (3) PR: None
THTR 185 Beginning Ballet for Non-Majors (2) PR: None
THTR 200 General Practicum (1) PR: Instructor permission
THTR 201 Production Practicum (1) PR: Instructor permission
THTR 202 Theatre Performance Practicum (1) PR: Instructor permission
THTR 209 Stagecraft I (3) PR: None
THTR 240 Costume I: Introductory Studies (3) PR: None
THTR 276 Script Analysis (3) PR: None
THTR 316 African American Theatre (3) PR: Junior or senior standing
THTR 318 History of Fashion and Manners (3) PR: None

Spoleto Courses
SPOL 150 Music and the Arts in the Spoleto Festival USA (3) PR: None. Taught during Maymester only

Studio Art
ARTS 119 Drawing I (3) PR: None
ARTS 220 Sculpture I (3) PR: None

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

Currently students must take either ARTM 325: Understanding Creativity or PHIL 280: Aesthetics. This change will add PHIL 185: Philosophy and Film and PHIL 282: Philosophy and Music to the list of choices for this course requirement.

An essential arts management skill is the ability to write and speak about artistic process, taste and judgment. Our students currently refine those skills in ARTM 325: Understanding Creativity or PHIL 280: Aesthetics. The Philosophy Department only offers PHIL 280 intermittently but has developed two new classes, PHIL 185: Philosophy and Film and PHIL 282: Philosophy and Music. Because ARTM majors would benefit from the opportunity to choose between the study of creativity, visual, film or music depending on their area of interest, we have begun accepting these two new classes as options to fulfill the creativity/aesthetics requirement for the major.
### Student Learning Outcomes

<table>
<thead>
<tr>
<th>What will students know and be able to do when they complete the major or program?</th>
<th>Assessment Method and Performance Expected 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?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Students express clear, persuasive ideas that demonstrate communication skills.</strong></td>
<td>ARTM 420: Advocacy letters and oral presentations will demonstrate clear, persuasive ideas. 90% of enrolled students should be able to achieve objective. ARTM 400: Intern’s weekly journal entries and final paper reflect clear, persuasive ideas that demonstrate communication skills; and the internship sponsor’s final evaluation of interns’ communication skills reflects that the student expressed clear, persuasive ideas in the workplace. 90% of enrolled students should be able to achieve objective.</td>
</tr>
<tr>
<td><strong>2. Students understand and demonstrate knowledge of the support structure of the arts and its relationship to sustainability.</strong></td>
<td>ARTM 350: MARKETING, FUNDRAISING &amp; GRANT WRITING FOR THE ARTS The fundraising support guide (mid-semester) and one written grant application (end of the semester) created by students demonstrate an understanding and knowledge of the support structure of the arts and its relationship to sustainability. 95% of students enrolled in ARTM 350 should achieve SLO. ARTM 420: POLICY IN THE ARTS The Advocacy Package and assigned policy response paper demonstrate an understanding and knowledge of the support structure of the arts and their relationship to sustainability. 90% of enrolled students should be able to achieve SLO.</td>
</tr>
<tr>
<td><strong>3. Students promote the arts to a wide range of diverse audiences.</strong></td>
<td>ARTM 350 FUNDRAISING AND GRANT WRITING: The webpages and strategic marketing plans (created mid-semester) and related marketing materials (completed end of semester) demonstrate students’ understanding of methods and ability to reach diverse audiences. 90% of enrolled students should be able to achieve objective.</td>
</tr>
<tr>
<td><strong>4. Students critically analyze the arts from multiple perspectives.</strong></td>
<td>ARTM 325 CREATIVITY: Weekly idea book entries class participation and arts events reviews demonstrate critical analysis of art forms from perspectives of creator, audience and stewards. 90% of enrolled students should achieve objective.</td>
</tr>
</tbody>
</table>

**Additional Outcomes or Comments:** None.
H. COSTS ASSOCIATED WITH THE REQUESTED ACTION. List all of the new costs or cost savings (including new faculty/staff requests, library, or equipment) associated with your request.

None.

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 program, concentration, emphasis, etc., 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.
8 December 2014

Dear Dr. Chandler,

The Department of Philosophy approves the curriculum request of the Arts Management Program to add PHIL 185 (Philosophy and Film) and PHIL 282 (Philosophy and Music) as alternatives for the current PHIL 280 (Aesthetics) or ARTM 325 (Understanding Creativity) as requirements in the Arts Management major.

Sincerely,

Todd A. Grantham
Chair, Department of Philosophy