24 November 2014

Prof. Bonnie Springer
College of Charleston Curriculum Committee

Dear Prof Springer and Curriculum Committee:

I am writing with regard to a small change to the Historic Preservation and Community Planning course prerequisite requirements. Currently HPCP 199 Introduction to Historic Preservation is a prerequisite to our HPCP 290 Special Topics courses.

We are applying to permit major and non-major students to take HPCP 290 without the HPCP 199 prerequisite requirement. We feel that the HPCP 290 course offerings will be even more attractive to non-majors with this change. As it stands many non-majors are requesting prerequisite overrides. This change will relieve us of this burden.

If I can answer any questions or provide additional information, please do not hesitate to contact me.

Sincerely,

[Signature]

R. Grant Gilmore III, PhD, RPA, IFA, ICAHM Expert Member
Director, Historic Preservation and Community Planning Program
Addlestone Chair in Historic Preservation

843 953 6352
College of Charleston, Charleston, South Carolina
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: 2/5/2014

2. Signature of Academic Dean:

   Date: 1/15/2014

3. Signature of Provost:

   Date: 12/22/2014

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

   Date: 

   Fee approved on 

   BOT approval pending

5. Signature of Curriculum Committee Chair:

   Date: 1/20/2015

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: 

HPCP 290
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: Grant Gjilmore  
Phone: 953-6352  
Email: gilmorerg@cofc.edu

Department or Program: HPCP  
School: School of the Arts

Subject Acronym and Course Number: HPCP 290

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)
X 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.

Removal of HPCP 199, Introduction to Historic Preservation, as a pre-requisite for HPCP 290 level special topic courses. The 290 level of special topics courses is intended to attract both majors and non-majors, therefore HPCP 199 is not a necessary course requirement for HPCP 290.

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.

No impact on HPCP Program or other programs and courses.

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: HPCP     School: SOTA     Subject Acronym: HPCP     Course Number: 290

Credit hours: 3 lecture ___ lab ___ seminar ___ independent study
Contact hours: 42 (3 hrs. x 14 weeks) lecture ___ lab ___ seminar ___ independent study

Course title: Special Topics in Historic Preservation

Course description (maximum 50 words, exactly as it appears in the catalog): Special topics courses in Historic Preservation and Community Planning includes travel abroad courses. May be repeated for credit with differing topics.

Restrictions (pre-requisites, co-requisites, majors only, etc.): Pre-requisite HPCP 199, Introduction to Historic Preservation

Cross-listing, if any: None

Is this course repeatable? X yes    □ no   If yes, how many total credit hours may the student earn? 12

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: HPCP     School: SOTA     Subject Acronym: HPCP     Course Number: 290

Credit hours: 3 lecture ___ lab ___ seminar ___ independent study
Contact hours: 42 (3 hrs. x 14 weeks) lecture ___ lab ___ seminar ___ independent study

Course title: Special Topics in Historic Preservation

Course description (maximum 50 words, exactly as it appears in the catalog): Special topics courses in Historic Preservation and Community Planning includes travel abroad courses. May be repeated for credit with differing topics. No prerequisites are required.

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

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*

This form was last updated on 12/13/13 and replaces all others.
Is this course repeatable? X yes □ no  If yes, how many total credit hours may the student earn? 12

Is there an activity, lab, or other fee associated with this course? □ yes X 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.

No new costs or cost savings associated with request.

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>
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<td>2.</td>
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<td>3.</td>
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<td>4.</td>
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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? □ yes X 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.

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

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

N/A ☐ (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.