FACULTY COMMITTEE ON GRADUATE EDUCATION, CONTINUING EDUCATION AND SPECIAL PROGRAMS

CHANGE/DELETE GRADUATE PROGRAM PROPOSAL FORM

Contact Name: Jo Ann Ewalt Email: ewaltjg@cofc.edu Phone: 3-6697

Department and School Name: Master of Public Administration, Humanities & Social Science Name and Acronym of Graduate Program: MPA

Date (Semester/Year) changed/deleted program will take effect: Immediately upon approval of Senate

I. CATEGORY OF REVIEW (Check all that apply)

☐ Change Request (attach details):
  ☑ Add existing course or courses to requirements or electives
  ☐ Add new course(s) to requirements or electives (complete and attach COURSE FORM for each)
  ☐ Delete courses from requirements or electives
  ☐ Add new emphasis (check one): ☐ concentration ☐ track Total # of hours:
    (note: any emphasis involving more than 18 credit hours will also require CHE approval)

☐ Terminate Program (check one): ☐ Degree ☐ Certificate ☐ Emphasis (concentration/track)
  (if checked, skip section II, IV, V, and VII below)

Are students currently enrolled in the program? ☐ Yes ☐ No
If yes, what semester will students complete the program?

If the program termination includes deleting courses from the inventory, a COURSE FORM must be included with this form for each course deletion.

☐ Interdisciplinary (attach evidence of acknowledgement from relevant departments)

II. DESCRIPTION OF CHANGES: If a changed program—please explain changes below; if a new emphasis—please provide the details below.

Add PUBA 617 Urban Transportation: Problems and Prospects to the list of approved electives for the MPA program.
III. RATIONALE or JUSTIFICATION

For changes or termination, please provide a detailed justification. For a new emphasis, briefly address the goals/objectives for the new emphasis, provide evidence of student interest (i.e., has the program offered special topics courses in this area? has the program interviewed student focus groups as part of an internal assessment? etc.), and explain how the emphasis supports the liberal arts tradition and the mission of the institution.

When PUBA 617 Urban Transportation: Problems and Prospects was approved as a new course, having previously been offered numerous times as a special topics course, we had intended to add it to the list of approved electives for the MPA program AND to the list of approved courses in the Policy and Management area of the Urban and Regional Certificate program. Apparently we neglected to submit the program change forms and are rectifying that omission now.

IV. CURRICULUM

Provide the COMPLETE curriculum for the changed program and/or new emphasis distinguishing between required and elective courses. Note pre-requisite courses where appropriate. Note any sequencing of courses or requirements in the program, listed exactly as it should appear in the catalog.

The core curriculum required of all students emphasizes the skills and knowledge required to effectively manage and develop organizational resources and the ability to understand the larger constitutional and political setting in which public policy is developed and administrative, managerial, and leadership tasks are defined and assessed. The core curriculum consists of 21 credit hours of coursework and a three-hour internship:

- PUBA 600 Public Service Roles and Responsibilities (3)
- PUBA 601 Research and Quantitative Methods for Public Administration (3)
- PUBA 602 Public Policy (3) or EVSS 602 Public Policy (3)
- PUBA 603 Managing Public Organizations (3)
- PUBA 604 Managing Human Resources (3)
- PUBA 605 Managing Financial Resources (3)
- PUBA 701 Capstone Seminar (3) (Capstone can be waived and replaced with PUBA 710 Thesis for students who intend to pursue a Ph.D. or seek employment in research or policy analysis.)
- PUBA 777 Internship (3) (The internship can be waived for students with requisite employment experience in public administration. Students granted a waiver are required to take an additional three hour elective.)

Elective Courses
Students in the M.P.A. program may take any electives listed below. For students who are interested in a
specialized field of study, relevant courses in Nonprofit Administration, Arts Management, Municipal Government and Urban Planning, and Environmental Policy and Administration have been listed together. Specializations do not appear on student transcripts and there are no requirements regarding specific coursework that must be completed in specialization areas. If a student is interested in earning a graduate certificate in Arts Management or Urban and Regional Planning, please review the certificate program requirements elsewhere in this Catalog. Upon the approval of the program director, Arts Management and Urban and Regional Planning certificate courses will count toward the elective requirements of the M.P.A. degree.

**Nonprofit Administration**
- PUBA 650 Essential Elements of Nonprofit Administration (3)
- PUBA 654 Human Resource Management for Nonprofit Organizations (3)
- PUBA 655 Nonprofit Capacity Building (3)
- PUBA 656 Fundraising and Marketing for Nonprofits (3)
- PUBA 705 Managing Public/Private Partnerships (3)

**Arts Management**
- PUBA 660 Contemporary Perspectives on Arts Management (3)
- PUBA 661 Advanced Arts Management (3)
- PUBA 663 Arts and Technology (3)
- PUBA 664 Arts Education (3)

**Environmental Policy and Administration**
- PUBA 613 Planning Law (3)
- PUBA 630 Natural Resources Law and Policy (3) or EVSS 630 Natural Resources Law and Policy (3)
- PUBA 631 Administrative Law (3)
- PUBA 634 Environmental Law and Regulatory Policy (3) or EVSS 605 Environmental Law and Regulatory Policy (3)
- PUBA 635 Land Use Law (3) or EVSS 635 Land Use Law (3)
- PUBA 637 Wetlands Protection (3) or EVSS 632 Wetlands Policy (3)

**Municipal Government and Urban Planning**
- PUBA 611 Urban Policy (3) or EVSS 633 Urban Policy (3)
- PUBA 612 History and Theory of American Urban Planning (3)
- PUBA 613 Planning Law (3)
- PUBA 614 Urban Applications of Geographic Information Systems (3)
- PUBA 615 Theories of Urban and Regional Development (3)
- PUBA 616 Local and Regional Economic Development: Policy and Practice (3)
- PUBA 617 Urban Transportation: Problems and Prospects (3)
- PUBA 620 Local Government Politics and Administration (3)
- PUBA 622 Intergovernmental Relations (3)
- PUBA 631 Administrative Law (3)
- PUBA 635 Land Use Law (3)
- PUBA 705 Managing Public Private Partnerships (3)

**General Electives**
- PUBA 502 Special Topics in Public Affairs Seminars (1-3)
- PUBA 512 Females/Minorities in Public Administration (3)
- PUBA 640 Leadership and Decision Making (3)
- PUBA 706 Economic Theory for Policy Analysis (3) or EVSS 601 Economic Theory for Policy Analysis (3)
- PUBA 711 Independent Study (1-3)
- PUBA 720 The Practice of Public Administration (3)
- EVSS 649 Geographic Information Systems (4)
- COMM 514 Social Media (3)
- COMM 540 Uses and Effects of Media (3)
Attach the completed COURSE FORM and a sample syllabus for each new course.

Is a syllabus for each new course attached?  ☑ Yes  ☐ No

V. STUDENT LEARNING OUTCOMES and ASSESSMENT

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Additional Outcomes or Comments:

VI. IMPACT ON EXISTING PROGRAMS and COURSES Please briefly document the impact of this changed/deleted program or new emphasis on other programs and courses; if changing/deleting a program——

September 2011
list all programs that will be impacted (and how); if adding a new emphasis—explain any overlap with existing programs or courses in the same or different departments.

No change

Is this changed/deleted program used by others?  □ Yes  □ No
If yes, please provide a letter of support in each case.

VII. COSTS ASSOCIATED WITH THE ACTION REQUESTED  List all of the new costs or cost savings, (including new faculty/staff requests, library or equipment, etc.) associated with the action requested.

No cost
VIII. APPROVAL and SIGNATURES

Signature of Program Director: 
[Signature] Date: 2/20/16

Signature of Department Chair: 
[Signature] Date: 2/20/16

Signature of School Dean: 
[Signature] Date: 2/29/16

Signature of the Provost: 
[Signature] Date: 3/9/16

Return form to the Graduate School Office for Further Processing

Signature of Chair of the Faculty Committee on Graduate Education, Continuing Education & Special Programs: 
[Signature] Date: 3/25/16

Signature of Chair of the Graduate Council: 
[Signature] Date: 3/28/16

Signature of Faculty Senate Secretary: 
[Signature] Date: 

Date Approved by Faculty Senate: 

September 2011
23 February (online): Tailoring the Transportation Planning Process to Specific Objectives
  - Hanson / Giuliano: Chapter 7 GIS in Urban-Regional Transportation Planning (Nyerges)
  - Weiner: Chapters 9, 11, and 13
  - Submit a summary of one chapter following the format specified by 6:00 p.m. to my email box: KeenanK@cofc.edu.

1 March (face-to-face): Policy Issues – Transit
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  - Downs: Chapter 9 Creating More Public Transit Capacity (OAKS)
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15 March (face-to-face): Policy Issues – Finance
  - Hanson / Giuliano: Chapter 11 The Geography of Urban Transportation Finance (Taylor)
  - Dowas: Chapter 10 Peak-Hour and Other Road Pricing
  - Dowas: Chapter 11 Demand-Side Behavioral Tactics

22 March (online): Policy Issues – Energy
  - Hanson / Giuliano: Chapter 10 Transportation and Energy (Greene)
  - Submit a summary of this chapter following the format specified by 6:00 p.m. to my email box: KeenanK@cofc.edu

29 March (face-to-face): Policy Issues – Environment
  - Hanson / Giuliano: Chapter 13 Transportation and the Environment (Bae)
General Policies and Procedures

- **Statement on Academic Integrity**: The College of Charleston regards acts of academic dishonesty (e.g., plagiarism, cheating on examinations, obtaining unfair advantage, and falsification of records and official documents) as serious offenses against the values of intellectual honesty. The College is committed to enforcing the Student Honor Code and the Code of Conduct. The College will pursue cases of academic dishonesty.

  Complete information about the College of Charleston’s academic integrity policies is available through the Office of Student Services. Please see the following document, available online: [http://studentlife.cofc.edu/general_info/honor_system/index.html](http://studentlife.cofc.edu/general_info/honor_system/index.html).

- **Student Email**: Students are required to have a College of Charleston email account and to check it at least once per day. All notices regarding the course will be sent to the College of Charleston account.

- **Faculty Email**: The professor uses KeenanK@cofc.edu and will check it at least once per day. Immediate responses via email should not be expected, but can generally be expected within a 24-hour period.

- **Cell phones and pagers may be left on, but they must be turned to silent mode. Please do not text in class.**

- **Special needs or concerns**: Any students who have special learning needs or concerns are urged to speak with me during the first week of the semester if accommodations are needed. The Center for Disability Services provides a comprehensive list of accessibility resources available at the College on the following website: [http://spinnr.cofc.edu/~cdis](http://spinnr.cofc.edu/~cdis).

- **Mutual respect for differing questions and ideas**: The College is a place for open inquiry and exchange of ideas. All members of the College should treat all other members of the College and members of society with mutual respect and appreciation.
Course Outline

- Thursday, 12 January (face-to-face): Introductions and syllabus review.
- Thursday, 19 January (face-to-face): Basic Concepts
- Thursday, 26 January (online): Early History of Transportation Planning
- Thursday, 2 February (face-to-face): The City and the Car
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- Thursday, 15 March (face-to-face): Finance
- Thursday, 22 March (online): Energy
- Thursday, 29 March (face-to-face): Environment
- Thursday, 5 April (online): Justice
- Thursday, 12 April (online): Transportation Planning in Transition
- Thursday, 19 April (face-to-face): Managing the Auto
- Wednesday, 2 May: Poster presentation and panel discussion

Assignments & Evaluation

In-class participation: This course is a hybrid online / face-to-face course. We will meet in person 8 times. You will work independently during the other class periods to create formatted reading summaries (see schedule above and assignment description below). The in-class participation grade will be determined by your attendance at each class, your engagement during the lectures, and your responses to questions and other students’ comments. The participation grade will also be determined by your willingness to speak up and share thoughts, questions, and concerns during the class and to connect constructively with the contributions of your classmates. In class participation counts as 15% of your grade. See Rubric #1: “Evaluating In-class Participation” for the specific guidelines that I will use to evaluate your work.
Urban Transportation Policy: Problems & Prospects
PUBA 502-1490 6/15

Spring 2012
Thursdays, 6:00 p.m. to 8:45 p.m.
This course is a hybrid online course and it will not meet every Thursday; see the course schedule below.
Lowcountry Graduate Center, Room 138

Kevin Keenan, Ph.D.
Office: 114 Wentworth, Room 105
Phone: (843) 953-5679

Email: KeenanK@cofc.edu
Office hours: M: 1:00 to 1:45 PM;
W: 1:00 to 1:45 PM & By appointment.

Course Description
Transportation and transportation planning are vital to urban settlement patterns and urban life. Because transportation and land use patterns are intimately related, transportation plans quite literally shape cities and the lives of their inhabitants. Transportation planning is a policy tool, and while it is generally carried out with the goal of facilitating movement in the city, that is rarely the only goal. Other goals include encouraging overall economic development, fostering specific kinds of development in specific places, reducing energy consumption and environmental pollution, promoting growth in the construction and transport machinery industries, creating a more equitable society, isolating “undesirable” neighborhoods, creating a sense of community, and building impressive engineering monuments. These other goals, some of which are contradictory as you can see, frequently co-exist with the primary goal of facilitating movement and often impose conflicting demands on proposed solutions.

This course will focus on transportation and land use issues in the U.S. context. The logic of the course is as follows:
- How might we broadly define the urban transportation problem facing U.S. society?
- Where did this problem (or, really, set of problems) come from? How did we reach this state of affairs?
- How might we think anew about transportation and land use questions so as to put our society on a more sustainable trajectory?
FACULTY COMMITTEE ON GRADUATE EDUCATION, CONTINUING EDUCATION
AND SPECIAL PROGRAMS

CHANGE/DELETE GRADUATE PROGRAM PROPOSAL FORM

Contact Name: Jo Ann Ewalt  Email: ewaltjig@cofc.edu  Phone: 3-6697

Department and School Name: Master of Public Administration, Humanities & Social Science
Name and
Acronym of Graduate Program: Urban and Regional Planning Certificate, URPB

Date (Semester/Year) changed/deleted program will take effect: Immediately upon Senate approval

I. CATEGORY OF REVIEW (Check all that apply)

☐ Change Request (attach details):
  ☑ Add existing course or courses to requirements or electives
  ☐ Add new course(s) to requirements or electives (complete and attach COURSE FORM for each)
  ☐ Delete courses from requirements or electives
  ☐ Add new emphasis (check one): ☐ concentration ☐ track  Total # of hours:
  (note: any emphasis involving more than 18 credit hours will also require CHE approval)

☐ Terminate Program (check one): ☐ Degree  ☐ Certificate  ☐ Emphasis (concentration/track)
(if checked, skip section II, IV, V, and VII below)

Are students currently enrolled in the program? ☐ Yes  ☐ No
If yes, what semester will students complete the program?

If the program termination includes deleting courses from the inventory, a COURSE FORM must be included
with this form for each course deletion.

☐ Interdisciplinary (attach evidence of acknowledgement from relevant departments)

II. DESCRIPTION OF CHANGES: If a changed program—please explain changes below: if a new
emphasis—please provide the details below.

Add PUBA 617 Urban Transportation: Problems and Prospects to the list of approved electives for the Policy and
Management area of the Urban and Regional Certificate program.

September 2011
III. RATIONALE or JUSTIFICATION

For changes or termination, please provide a detailed justification. For a new emphasis, briefly address the goals/objectives for the new emphasis, provide evidence of student interest (i.e., has the program offered special topics courses in this area? has the program interviewed student focus groups as part of an internal assessment? etc.), and explain how the emphasis supports the liberal arts tradition and the mission of the institution.

When PUBA 617 Urban Transportation: Problems and Prospects was approved as a new course, having previously been offered numerous times as a special topics course, we had intended to add it to the list of approved electives for the MPA program AND to the list of approved courses in the Policy and Management area of the Urban and Regional Certificate program. Apparently we neglected to submit the program change forms and are rectifying that omission now.

IV. CURRICULUM

Provide the COMPLETE curriculum for the changed program and or new emphasis distinguishing between required and elective courses. Note pre-requisite courses where appropriate. Note any sequencing of courses or requirements in the program, listed exactly as it should appear in the catalog.

Core Course PUBA 612 History and Theory of American Urban Planning (required)

Policy and Management (Complete 1 Course)
PUBA 611 Urban Policy
PUBA 617 Urban Transportation: Problems and Prospects
PUBA 620 Local Government Politics and Administration

Legal Issues (Complete 1 Course)
PUBA 613 Planning Law
PUBA 631 Administrative Law
PUBA 635 Land Use Law

Development Practice (Complete 1 Course)
PUBA 614 Urban Applications of Geographic Information Systems
PUBA 615 Theories of Urban and Regional Development

September 2011
PUBA 616 Local and Regional Economic Development: Policy and Practice

Attach the completed COURSE FORM and a sample syllabus for each new course.

Is a syllabus for each new course attached?  ☑ Yes  ☐ No

V. STUDENT LEARNING OUTCOMES and ASSESSMENT

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* Dr. Keenan is on sabbatical but we have postponed until next fall
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Spring 2012
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☐ Interdisciplinary (attach evidence of acknowledgement from relevant departments)

II. DESCRIPTION OF CHANGES: If a changed program—please explain changes below; if a new emphasis—please provide the details below:

Add the following courses to the list of approved courses for the MPA program.

EVSS 630 Natural Resources Law and Policy (3)
EVSS 605 Environmental Law and Regulatory Policy (3)
EVSS 635 Land Use Law (3)
EVSS 632 Wetlands Policy (3)
EVSS 633 Urban Policy (3)
EVSS 649 Geographic Information Systems (4)
COMM 514 Social Media (3)
COMM 540 Uses and Effects of Media (3)

September 2011
III. RATIONALE or JUSTIFICATION

For changes or termination, please provide a detailed justification. For a new emphasis, briefly address the goals, objectives for the new emphasis, provide evidence of student interest (i.e., has the program offered special topics courses in this area? has the program interviewed student focus groups as part of an internal assessment? etc.), and explain how the emphasis supports the liberal arts tradition and the mission of the institution.

All of these courses have been approved in the past but apparently have not been officially designated as approved courses.

IV. CURRICULUM

Provide the COMPLETE curriculum for the changed program and or new emphasis distinguishing between required and elective courses. Note pre-requisite courses where appropriate. Note any sequencing of courses or requirements in the program, listed exactly as it should appear in the catalog.

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<td>PUBA 604</td>
<td>Managing Human Resources</td>
<td>3</td>
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<td>PUBA 605</td>
<td>Managing Financial Resources</td>
<td>3</td>
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<tr>
<td>PUBA 701</td>
<td>Capstone Seminar</td>
<td>3</td>
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<tr>
<td>PUBA 710</td>
<td>Thesis</td>
<td>3</td>
</tr>
</tbody>
</table>

The core curriculum required of all students emphasizes the skills and knowledge required to effectively manage and develop organizational resources and the ability to understand the larger constitutional and political setting in which public policy is developed and administrative, managerial, and leadership tasks are defined and assessed. The core curriculum consists of 21 credit hours of coursework and a three-hour internship:

The internship can be waived for students with requisite employment experience in...
Elective Courses

Students in the M.P.A. program may take any electives listed below. For students who are interested in a specialized field of study, relevant courses in Nonprofit Administration, Arts Management, Municipal Government and Urban Planning, and Environmental Policy and Administration have been listed together. Specializations do not appear on student transcripts and there are no requirements regarding specific coursework that must be completed in specialization areas. If a student is interested in earning a graduate certificate in Arts Management or Urban and Regional Planning, please review the certificate program requirements elsewhere in this Catalog. Upon the approval of the program director, Arts Management and Urban and Regional Planning certificate courses will count toward the elective requirements of the M.P.A. degree.

Nonprofit Administration
PUBA 650 Essential Elements of Nonprofit Administration (3)
PUBA 654 Human Resource Management for Nonprofit Organizations (3)
PUBA 655 Nonprofit Capacity Building (3)
PUBA 656 Fundraising and Marketing for Nonprofits (3)
PUBA 705 Managing Public/Private Partnerships (3)

Arts Management
PUBA 660 Contemporary Perspectives on Arts Management (3)
PUBA 661 Advanced Arts Management (3)
PUBA 663 Arts and Technology (3)
PUBA 664 Arts Education (3)

Environmental Policy and Administration
PUBA 613 Planning Law (3)
PUBA 630 Natural Resources Law and Policy (3) or EVSS 630 Natural Resources Law and Policy (3)
PUBA 631 Administrative Law (3)
PUBA 634 Environmental Law and Regulatory Policy (3) or EVSS 605 Environmental Law and Regulatory Policy (3)
PUBA 635 Land Use Law (3) or EVSS 635 Land Use Law (3)
PUBA 637 Wetlands Protection (3) or EVSS 632 Wetlands Policy (3)

Municipal Government and Urban Planning
PUBA 611 Urban Policy (3) or EVSS 633 Urban Policy (3)
PUBA 612 History and Theory of American Urban Planning (3)
PUBA 613 Planning Law (3)
PUBA 614 Urban Applications of Geographic Information Systems (3)
PUBA 615 Theories of Urban and Regional Development (3)
PUBA 616 Local and Regional Economic Development: Policy and Practice (3)
PUBA 617 Urban Transportation: Problems and Prospects (3)
PUBA 620 Local Government Politics and Administration (3)
PUBA 622 Intergovernmental Relations (3)
PUBA 631 Administrative Law (3)
PUBA 635 Land Use Law (3)
PUBA 705 Managing Public Private Partnerships (3)

General Electives
PUBA 502 Special Topics in Public Affairs Seminars (1-3)
PUBA 512 Females/Minorities in Public Administration (3)
PUBA 640 Leadership and Decision Making (3)
PUBA 706 Economic Theory for Policy Analysis (3) or EVSS 601 Economic Theory for Policy Analysis (3)
PUBA 711 Independent Study (1-3)
PUBA 720 The Practice of Public Administration (3)
EVSS 649 Geographic Information Systems (4)
COMM 514 Social Media (3)
COMM 540 Uses and Effects of Media (3)

Attach the completed COURSE FORM and a sample syllabus for each new course.

Is a syllabus for each new course attached? ☒ Yes ☐ No

V. STUDENT LEARNING OUTCOMES and ASSESSMENT

<table>
<thead>
<tr>
<th>Program-Level 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 program/emphasis? Attach 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>
<td>1.</td>
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<tr>
<td>2.</td>
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<tr>
<td>3.</td>
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<td>4.</td>
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</tbody>
</table>

Additional Outcomes or Comments:
VI. IMPACT ON EXISTING PROGRAMS and COURSES Please briefly document the impact of this changed/deleted program or new emphasis on other programs and courses. If changing/deleting a program—list all programs that will be impacted (and how); if adding a new emphasis—explain any overlap with existing programs or courses in the same or different departments.

No change

Is this changed/deleted program used by others? □ Yes □ No
If yes, please provide a letter of support in each case.

VII. COSTS ASSOCIATED WITH THE ACTION REQUESTED List all of the new costs or cost savings, (including new faculty/staff requests, library or equipment, etc.) associated with the action requested.

No cost
VIII. APPROVAL and SIGNATURES

Signature of Program Director:

Date: 2/26/16

Signature of Department Chair:

Date: 2/26/16

Signature of School Dean:

Date: 3/18/16

Signature of the Provost:

Date: 

Return form to the Graduate School Office for Further Processing

Signature of Chair of the Faculty Committee on Graduate Education, Continuing Education & Special Programs:

Date: 3/25/16

Signature of Chair of the Graduate Council:

Date: 3/25/16

Signature of Faculty Senate Secretary:

Date: 

Date Approved by Faculty Senate: 

September 2011