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Course Information

MAY 15 2013

Date Submitted: 5/14/2013

OFFICE OF THE

Current Prefix and Number: AAD - Arts Administration , AAD 520 - LEADERSHIP AND PLANNING IN THE ARTS COUNCIL

Other Course:

Proposed Prefix and Number: AAD 520

What type of change is being proposed?

Major Change

Should this course be a UK Core Course? No

1. General Information

a. Submitted by the College of: College of Fine Arts

b. Department/Division: Arts Administration

c. Is there a change in 'ownership' of the course? No

If YES, what college/department will offer the course instead: Select...

e. Contact Person

Name: Rachel Shane

Email: Rachel.Shane@uky.edu

Phone: 859 257 7717

Responsible Faculty ID (if different from Contact)

Name:

Email:

Phone:

f. Requested Effective Date

Semester Following Approval: Yes OR Effective Semester:

2. Designation and Description of Proposed Course

a. Current Distance Learning (DL) Status: PLEASE ADD

b. Full Title: LEADERSHIP AND PLANNING IN THE ARTS

Proposed Title: The Arts and Artists in Society

c. Current Transcript Title: LEADERSHIP AND PLANNING IN THE ARTS

Proposed Transcript Title: The Arts and Artists in Society

d. Current Cross-listing: none

   Proposed – ADD Cross-listing :

   Proposed – REMOVE Cross-listing:

e. Current Meeting Patterns

   Proposed Meeting Patterns

      LECTURE: 3

f. Current Grading System: ABC Letter Grade Scale

   Proposed Grading System: PropGradingSys

g. Current number of credit hours: 3

   Proposed number of credit hours: 3

h. Currently, is this course repeatable for additional credit? No

   Proposed to be repeatable for additional credit? No

   If Yes: Maximum number of credit hours:

   If Yes: Will this course allow multiple registrations during the same semester? No

2i. Current Course Description for Bulletin: This course will examine how arts administrators and arts organizations address the issues of planning and leadership. In regard to planning, students will learn how to develop a business plan, and how nonprofit arts organizations develop short and long-term strategic plans. In regard to leadership, students will examine their own leadership capabilities, as well as those of others, and how leadership is applied in governing nonprofit arts organizations.

   Proposed Course Description for Bulletin: The arts and artists have influenced concepts of love, war, religion, race, ethnicity and gender and helped societies face problems, celebrate accomplishments, mourn losses, beautify environments and drive economies. The course will investigate the intersection of arts and civic life. Through writing research papers, exploring topics including the intrinsic and extrinsic value of the arts, and through analyzing social, economic and political trends, students will learn the role of the arts and artists in historical and contemporary society.

2j. Current Prerequisites, if any: Prereq: Undergraduate Arts Administration Students: Senior Status

   Proposed Prerequisites, if any: Prereq: Undergraduate Arts Administration Students: Senior Status

2k. Current Supplementary Teaching Component:

   Proposed Supplementary Teaching Component:

3. Currently, is this course taught off campus? No

   Proposed to be taught off campus? No

   If YES, enter the off campus address:

4. Are significant changes in content/student learning outcomes of the course being proposed? No

   If YES, explain and offer brief rational:

5a. Are there other depts. and/or pgms that could be affected by the proposed change?   No

　　If YES, identify the depts. and/or pgms:

5b. Will modifying this course result in a new requirement of ANY program?   No

　　If YES, list the program(s) here:

6. Check box if changed to 400G or 500:   No

Distance Learning Form

Instructor Name: Rachel Shane

Instructor Email: Rachel.Shane@uky.edu

Internet/Web-based: Yes

Interactive Video: No

Hybrid: No

1.How does this course provide for timely and appropriate interaction between students and faculty and among students? Does the course syllabus conform to University Senate Syllabus Guidelines, specifically the Distance Learning Considerations?   Engaged interaction between students and faculty are built into the curriculum. There are submission and discussion requirements for every module. The instructor is required to be available for virtual 'office hours' 3 days a week for an hour, at a set time, to take questions. The instructor is required to answer emails from students within 24 hours of receiving them. The syllabus meets all requirements of the UK Senate Syllabus Guidelines and its Distance Learning Considerations.

2.How do you ensure that the experience for a DL student is comparable to that of a classroom-based student's experience? Aspects to explore: textbooks, course goals, assessment of student learning outcomes, etc.   This course directly mirrors the quality of the classroom experience, while embracing the advantages of distance learning. The course matches traditional versions of this class in all ways: - The course description, learning outcomes and expectations - The content and schedule of assignments and exercises - The draft, review, and final product workflow for creating final projects - The grading assessment, as in the classroom, is determined both by the quality of student work and student participation and engagement throughout the semester By offering this class in a Distance Learning environment, there will be areas in which the student's experience will exceed that of the classroom, including, but not limited to, offering flexibility for various schedules, life circumstances, and learning styles.

3.How is the integrity of student work ensured? Please speak to aspects such as password-protected course portals, proctors for exams at interactive video sites; academic offense policy; etc.   Quizzes and exams will be given via Blackboard and myUK, which require secure password authentication. All exams will consist of random ordering of questions in a category and random ordering of answers for questions, helping to prevent copying from one computer to another. Quizzes and exams will be open book, and timed, to assure that all students have the same opportunities for success. Written work will be read closely for evidence of plagiarism and appropriate tools will be used to check for this (e.g., SafeAssign).

4.Will offering this course via DL result in at least 25% or at least 50% (based on total credit hours required for completion) of a degree program being offered via any form of DL, as defined above?   Yes

If yes, which percentage, and which program(s)? All courses in the major will be offered online.

5.How are students taking the course via DL assured of equivalent access to student services, similar to that of a student taking the class in a traditional classroom setting? Distance Learning Students have access to the Distance Learning Library, and access to UKIT as outlined on the syllabus. Students have access to the instructor through live 'office hours' three days a week, and the instructor will answer emails within 24 hours of receiving them.

6.How do course requirements ensure that students make appropriate use of learning resources? There are 16 units in this course, all of which require extensive readings of books, articles and online resources, followed by discussions of those materials. The course also requires students to read two texts on writing research papers and complete 6 exercises to demonstrate they understand their readings. Finally, undergraduate students must write two longer research papers, and graduate students three.

7.Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program. The hardware and software required to complete this course are widely available, are spelled out in the course syllabus and are available in the University of Kentucky computer labs. Students without access to the University of Kentucky will be required to have access to this hardware and software thorough other avenues.

8.How are students informed of procedures for resolving technical complaints? Does the syllabus list the entities available to offer technical help with the delivery and/or receipt of the course, such as the Information Technology Customer Service Center (http://www.uky.edu/UKIT/)? Contact information for the Information Technology Customer Service Center is in the syllabus for this course.

9.Will the course be delivered via services available through the Distance Learning Program (DLP) and the Academic Technology Group (ATL)? YES

If no, explain how student enrolled in DL courses are able to use the technology employed, as well as how students will be provided with assistance in using said technology. For some reason, the program is insisting I write something in here before I can submit this form, even though I've checked yes above.

10.Does the syllabus contain all the required components? YES

11.I, the instructor of record, have read and understood all of the university-level statements regarding DL.

Instructor Name: Rachel Shane

SIGNATURE|WF-BATCH|Batch User|Get the department head person|20130419

SIGNATURE|GMASC1|Geraldine Maschio|AAD 520 CHANGE College Review|20130419

e

Courses	Request Tracking

Course Change Form

https://myuk.uky.edu/sap/bc/soap/rfc?services=

Generate F

Open in full window to print or save

Attachments:

[Browse...]   Upload File

	ID	Attachment
Delete	1737	AAD 520 Proposal Change.docx
Delete	1738	AAD 520 Distance Learning Form .doc

First 1 Last

Select saved project to retrieve...   ☐ Get   New

NOTE: Start form entry by choosing the Current Prefix and Number
(*denotes required fields)

		AAD - Arts Administration AAD 520 - LEADERSHIP AND PLANNING IN THE ARTS	*Proposed Prefix & Number.*	AAD 520
*	**Current Prefix and Number:**			

		☑ Major Change
		☐ Major – Add Distance Learning
		⊙ Minor - change in number within the same hundred series, excepti 799 is the same "hundred series"
*	What type of change is being proposed?	⊙ Minor - editorial change in course title or description which does nc change in content or emphasis
		⊙ Minor - a change in prerequisite(s) which does not imply a change content or emphasis, or which is made necessary by the elimination c significant alteration of the prerequisite(s)
		⊙ Minor - a cross listing of a course as described above

Should this course be a UK Core Course? ○ Yes ⊙ No
If YES, check the areas that apply:
☐ Inquiry - Arts & Creativity   ☐ Composition & Communications - II
☐ Inquiry - Humanities   ☐ Quantitative Foundations
☐ Inquiry - Nat/Math/Phys Sci   ☐ Statistical Inferential Reasoning
☐ Inquiry - Social Sciences   ☐ U.S. Citizenship, Community, Diversity
☐ Composition & Communications - I ☐ Global Dynamics

1.	General Information		
a.	Submitted by the College of: College of Fine Arts		Today's Date: 5/14/2013
b.	Department/Division: Arts Administration		
c.*	Is there a change in "ownership" of the course?		
	○ Yes ⊙ No If YES, what college/department will offer the course instead? Select...		
e.*	* Contact Person Name: Rachel Shane Email: Rachel.Shane@uky.edu Phone: 859 257 7717		
	* Responsible Faculty ID (if different from Contact) Email: Phone:		
f.*	Requested Effective Date: ☑ Semester Following Approval OR Specific Term: ²		
2.	Designation and Description of Proposed Course.		

a.	Current Distance Learning(DL) Status:	○ N/A ⊙ Already approved for DL* ○ Please Add ○ Please Drop

*If already approved for DL, the Distance Learning Form must also be submitted unless the department affirms (by checking this box) that the proposed chan; affect DL delivery.

b.	Full Title:	LEADERSHIP AND PLANNING IN THE ARTS	*Proposed Title:* *	The Arts and Artists in Soci

c.	Current Transcript Title (if full title is more than 40 characters):	LEADERSHIP AND PLANNING IN THE ARTS

c.	Proposed Transcript Title (if full title is more than 40 characters):		The Arts and Artists in Society		
d.	Current Cross-listing:	☑ N/A	OR	Currently[3] Cross-listed with (Prefix & Number):	none

	Proposed – ADD[3] Cross-listing (Prefix & Number):
	Proposed – REMOVE [3,4] Cross-listing (Prefix & Number):

e. Courses must be described by **at least one** of the meeting patterns below. Include number of actual contact hours [6] for each meeting pattern

Current:	Lecture	Laboratory[5]	Recitation	Discussion	Indep. Study
	Clinical	Colloquium	Practicum	Research	Residency
	Seminar	Studio	Other	Please explain:	

Proposed: *	Lecture 3	Laboratory[5]	Recitation	Discussion	Indep. Study
	Clinical	Colloquium	Practicum	Research	Residency
	Seminar	Studio	Other	Please explain:	

f.	Current Grading System:	ABC Letter Grade Scale
	Proposed Grading System:*	◉ Letter (A, B, C, etc.) ○ Pass/Fail ○ Medicine Numeric Grade (Non-medical students will receive a letter grade) ○ Graduate School Grade Scale

g.	Current number of credit hours:	3	Proposed number of credit hours:*	3

h.*	Currently, is this course repeatable for additional credit?	○ Yes ◉ No
*	Proposed to be repeatable for additional credit?	○ Yes ◉ No
If YES:	Maximum number of credit hours:	
If YES:	Will this course allow multiple registrations during the same semester?	○ Yes ○ No

i. Current Course Description for Bulletin:

This course will examine how arts administrators and arts organizations address the issues of planning and leadership. In regard to planning, students will learn how to develop a business plan, and how nonprofit arts organizations develop short and long-term strategic plans. In regard to leadership, students will examine their own leadership capabilities, as well as those of others, and how leadership is applied in governing nonprofit arts organizations.

* Proposed Course Description for Bulletin:

The arts and artists have influenced concepts of love, war, religion, race, ethnicity and gender and helped societies face problems, celebrate accomplishments, mourn losses, beautify environments and drive economies. The course will investigate the intersection of arts and civic life. Through writing research papers, exploring topics including the intrinsic and extrinsic value of the arts, and through analyzing social, economic and political trends, students will learn the role of the arts and artists in historical and contemporary society.

j. Current Prerequisites, if any:

Prereq: Undergraduate Arts Administration Students: Senior Status

* Proposed Prerequisites, if any:

Prereq: Undergraduate Arts Administration Students: Senior Status

k.	Current Supplementary Teaching Component, if any:	○ Community-Based Experience ○ Service Learning ○ Both
	Proposed Supplementary Teaching Component:	○ Community-Based Experience ○ Service Learning ○ Both ○ No Change

3.	Currently, is this course taught off campus?	○ Yes ◉ No
*	Proposed to be taught off campus?	○ Yes ◉ No
	If YES, enter the off campus address:	
4.*	Are significant changes in content/student learning outcomes of the course being proposed?	○ Yes ◉ No
	If YES, explain and offer brief rationale:	

5.	Course Relationship to Program(s).	
a.*	Are there other depts and/or pgms that could be affected by the proposed change?	○ Yes ◉ No
	If YES, identify the depts. and/or pgms:	
b.*	Will modifying this course result in a new requirement[7] for ANY program?	○ Yes ◉ No
	If YES[7], list the program(s) here:	

6.	Information to be Placed on Syllabus.	
a.	☐ Check box if changed to 400G or 500.	If changed to 400G- or 500-level course you must send in a syllabus and *you must include the differentiation* between undergraduate and graduate students by: (i) requiring additional assignments by the graduate students; and/or (ii) esta different grading criteria in the course for graduate students. (See SR 3.1.4.)

[1] See comment description regarding minor course change. *Minor changes are sent directly from dean's office to Senate Council Chair.* If Chair deems the change as "not minor," the form will appropriate academic Council for normal processing and contact person is informed.
[2] Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.
[3] Signature of the chair of the cross-listing department is required on the Signature Routing Log.
[4] Removing a cross-listing does not drop the other course – it merely unlinks the two courses.
[5] Generally, undergrad courses are developed such that one semester hr of credit represents 1 hr of classroom meeting per wk for a semester, exclusive of any lab meeting. Lab meeting gene least two hrs per wk for a semester for 1 credit hour. (See SR 5.2.1.)
[6] You must *also* submit the Distance Learning Form in order for the course to be considered for DL delivery.
[7] In order to change a program, a program change form must also be submitted.

Submit as New Proposal   Save Current Changes

AAD 520 Proposal Change

About two years ago, a proposal to create an MA in Arts Administration to be delivered in a traditional, in-the-class room, manner was developed and was about to be reviewed by the Faculty Senate. However, before that review began, the proposal was withdrawn, and subsequently replaced by a new proposal, which called for an MA in Arts Administration delivered online, as opposed to the traditional in-the-class room manner. This second proposal was ultimately reviewed by the University Senate and approved.

When the courses for the new MA in Arts Administration appeared in the fall 2013 course registration system, the title and description for AAD 520, for some unknown reason, was wrongly described as Leadership and Planning in the Arts, which was the course's title in the original in-the-class room version that had been withdrawn from Senate consideration. This course change proposal is an attempt to change the title and description for AAD 520 to The Arts and Artists in Society, which is the correct title and description that was approved by the University Senate.

While the Arts Administration Program believes that since the confusion in the title and description for the class was merely a clerical error, the simple solution would be to just go into the system and put the right title and description in. However, we were instructed by the Senate that instead, we needed to submit a course change proposal in order for the change to be made.

Introduction/Definition: For the purposes of the Commission on Colleges Southern Association of Colleges and Schools accreditation review, *distance learning* is defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place. Instruction may be synchronous or asynchronous. A distance learning (DL) course may employ correspondence study, or audio, video, or computer technologies.

A number of specific requirements are listed for DL courses. **The *department* proposing the change in delivery method is responsible for ensuring that the requirements below are satisfied at the individual course level.** It is the responsibility of the instructor to have read and understood the university-level assurances regarding an equivalent experience for students utilizing DL (available at http://www.uky.edu/USC/New/forms.htm).

Course Number and Prefix: AAD 520	Date: February 6, 2011
Instructor Name: Rachel Shane	Instructor Email: rachel.shane@uky.edu

Check the method below that best reflects how the majority of course of the course content will be delivered.
Internet/Web-based ☒   Interactive Video ☐   Hybrid ☐

	Curriculum and Instruction
1.	How does this course provide for timely and appropriate interaction between students and faculty and among students? Does the course syllabus conform to University Senate Syllabus Guidelines, specifically the Distance Learning Considerations? Engaged interaction between students and faculty are built into the curriculum. There are submission and discussion requirements for every module. The instructor is required to be available for virtual 'office hours' 3 days a week for an hour, at a set time, to take questions. The instructor is required to answer emails from students within 24 hours of receiving them. The syllabus meets all requirements of the UK Senate Syllabus Guidelines and its Distance Learning Considerations.
2.	How do you ensure that the experience for a DL student is comparable to that of a classroom-based student's experience? Aspects to explore: textbooks, course goals, assessment of student learning outcomes, etc. This course directly mirrors the quality of the classroom experience, while embracing the advantages of distance learning. The course matches traditional versions of this class in all ways: - The course description, learning outcomes and expectations - The content and schedule of assignments and exercises - The draft, review, and final product workflow for creating final projects - The grading assessment, as in the classroom, is determined both by the quality of student work and student participation and engagement throughout the semester By offering this class in a Distance Learning environment, there will be areas in which the student's experience will exceed that of the classroom, including, but not limited to, offering flexibility for various schedules, life circumstances, and learning styles.
3.	How is the integrity of student work ensured? Please speak to aspects such as password-protected course portals, proctors for exams at interactive video sites; academic offense policy; etc. Quizzes and exams will be given via Blackboard and myUK, which require secure password authentication. All exams will consist of random ordering of questions in a category and random ordering of answers for questions, helping to prevent copying from one computer to another. Quizzes and exams will be open book,

	and timed, to assure that all students have the same opportunities for success. Written work will be read closely for evidence of plagiarism and appropriate tools will be used to check for this (e.g., SafeAssign).
4.	Will offering this course via DL result in at least 25% or at least 50%* (based on total credit hours required for completion) of a degree program being offered via any form of DL, as defined above?

Yes.

If yes, which percentage, and which program(s)?

*As a general rule, if approval of a course for DL delivery results in 50% or more of a program being delivered through DL, the effective date of the course's DL delivery will be six months from the date of approval. |
| 5. | How are students taking the course via DL assured of equivalent access to student services, similar to that of a student taking the class in a traditional classroom setting?

Distance Learning Students have access to the Distance Learning Library, and access to UKIT as outlined on the syllabus. Students have access to the instructor through live 'office hours' three days a week, and the instructor will answer emails within 24 hours of receiving them. |

Library and Learning Resources

6.	How do course requirements ensure that students make appropriate use of learning resources?

There are 16 units in this course, all of which require extensive readings of books, articles and online resources, followed by discussions of those materials. The course also requires students to read two texts on writing research papers and complete 6 exercises to demonstrate they understand their readings. Finally, undergraduate students must write two longer research papers, and graduate students three. |
| 7. | Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program.

The hardware and software required to complete this course are widely available, are spelled out in the course syllabus and are available in the University of Kentucky computer labs. Students without access to the University of Kentucky will be required to have access to this hardware and software thorough other avenues. |

Student Services

8.	How are students informed of procedures for resolving technical complaints? Does the syllabus list the entities available to offer technical help with the delivery and/or receipt of the course, such as the Teaching and Academic Support Center (http://www.uky.edu/TASC/index.php) and the Information Technology Customer Service Center (http://www.uky.edu/UKIT/)?

Contact information for the Information Technology Customer Service Center is in the syllabus for this course. |
| 9. | Will the course be delivered via services available through the Teaching and Academic Support Center?

Yes   X

No   ☐

If no, explain how students enrolled in DL courses are able to use the technology employed, as well as how students will be provided with assistance in using said technology. |

10.	Does the syllabus contain all the required components, below? X Yes
	☐ Instructor's *virtual* office hours, if any.
	☐ The technological requirements for the course.
	☐ Contact information for TASC (http://www.uky.edu/TASC/; 859-257-8272) and Information Technology Customer Service Center (http://www.uky.edu/UKIT/; 859-257-1300).
	☐ Procedure for resolving technical complaints.
	☐ Preferred method for reaching instructor, e.g. email, phone, text message.
	☐ Maximum timeframe for responding to student communications.
	☐ Language pertaining academic accommodations:
	o "If you have a documented disability that requires academic accommodations in this course, please make your request to the University Disability Resource Center. The Center will require current disability documentation. When accommodations are approved, the Center will provide me with a Letter of Accommodation, which details the recommended accommodations. Contact the Disability Resource Center, Jake Karnes, Director at 859-257-2754 or jkarnes@email.uky.edu."
	☐ Information on Distance Learning Library Services (http://www.uky.edu/Libraries/DLLS)
	o Carla Cantagallo, DL Librarian
	o Local phone number: 859 257-0500, ext. 2171; long-distance phone number: (800) 828-0439 (option #6)
	o Email: dllservice@email.uky.edu
	o DL Interlibrary Loan Service: http://www.uky.edu/Libraries/libpage.php?lweb_id=253&llib_id=16
11.	I, the instructor of record, have read and understood all of the university-level statements regarding DL.
	Instructor Name: Rachel Shane Instructor Signature: