

CHANGE UNDERGRADUATE PROGRAM FORM

1. General Information

College:	<u>Fine Arts</u>	Department:	<u>Arts Administration Program</u>
Current Major Name:	<u>Arts Administration</u>	Proposed Major Name:	<u>Arts Administration</u>
Current Degree Title:	<u>BA</u>	Proposed Degree Title:	<u>BA</u>
Formal Option(s):	<u>N/A</u>	Proposed Formal Option(s):	<u>N/A</u>
Specialty Field w/in Formal Option:	<u>N/A</u>	Proposed Specialty Field w/in Formal Options:	<u>N/A</u>
Date of Contact with Associate Provost for Academic Administration ¹ :		<u>12.12.14</u>	
Bulletin (yr & pgs):	<u>2014/15, Pages 265 - 266</u>	CIP Code ¹ :	<u>50.1001</u>
Accrediting Agency (if applicable):		<u>N/A</u>	
Requested Effective Date:	<input type="checkbox"/> Semester following approval.	OR	<input checked="" type="checkbox"/> Specific Date ² : <u>Fall 2015</u>
Dept. Contact Person:	<u>Rachel Shane</u>	Phone:	<u>859 257 7717</u>
Email:		<u>Rachel.Shane@uky.edu</u>	

2. General Education Curriculum for this Program:

The new General Education curriculum is comprised of the equivalent of 30 credit hours of course work. There are, however, some courses that exceed 3 credits & this would result in more than 30 credits in some majors.

- There is no foreign language requirement for the new Gen Ed curriculum.
- There is no General Education Electives requirement.

Please list the courses/credit hours currently used to fulfill the University Studies/General Education curriculum:

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| <p><u>I. Intellectual Inquiry in Arts and Creativity</u>
Choose one course from approved list (3)</p> <p><u>II. Intellectual Inquiry in the Humanities</u>
Choose one course from approved list (3)</p> <p><u>III. Intellectual Inquiry in the Social Sciences</u>
Choose one course from approved list (3)</p> <p><u>IV. Intellectual Inquiry in the Natural, Physical, and Mathematical Sciences</u>
Choose one course from approved list (3)</p> <p><u>V. Composition and Communication I</u>
CIS/WRD 110 Composition and Communication I (3) or CIS/WRD 112 Accelerated Comp and Comm (3)</p> <p><u>VI. Composition and Communication II</u>
CIS/WRD 111 Composition and Communication II (3) or CIS/WRD 112 Accelerated Comp and Comm (3)</p> <p><u>VII. Quantitative Foundations</u>
Choose one course from approved list (3)</p> <p><u>VIII. Statistical Inferential Reasoning</u>
Choose one course from approved list (3)</p> <p><u>IX. Community, Culture and Citizenship in the USA</u></p> |
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¹ Prior to filling out this form, you MUST contact the Associate Provost for Academic Administration (APAA). If you do not know the CIP code, the (APAA) can provide you with that during the contact.

² Program changes are typically made effective for the semester following approval. No program will be made effective until all approvals are received.

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Choose one course from approved list (3)
X. Global Dynamics
 Choose one course from approved list (3)

Please identify below the suggested courses/credit hours to fulfill the General Education curriculum.

General Education Area	Course	Credit Hrs
I. Intellectual Inquiry (one course in each area)		
Arts and Creativity	<u>Any Approved Course</u>	<u>3</u>
Humanities	<u>Any Approved Course</u>	<u>3</u>
Social Sciences	<u>Any Approved Course</u>	<u>3</u>
Natural/Physical/Mathematical	<u>Any Approved Course</u>	<u>3</u>
II. Composition and Communication		
Composition and Communication I	CIS or WRD 110	3
Composition and Communication II	CIS or WRD 111	3
III. Quantitative Reasoning (one course in each area)		
Quantitative Foundations ³	<u>Any Approved Course</u>	<u>3</u>
Statistical Inferential Reasoning	<u>Any Approved Course</u>	<u>3</u>
IV. Citizenship (one course in each area)		
Community, Culture and Citizenship in the USA	<u>Any Approved Course</u>	<u>3</u>
Global Dynamics	<u>Any Approved Course</u>	<u>3</u>
Total General Education Hours		<u>30</u>

3. Explain whether the proposed changes to the program (as described in sections 4 to 12) involve courses offered by another department/program. Routing Signature Log must include approval by faculty of additional department(s).

N/A

4. Explain how satisfaction of the University Graduation Writing Requirement will be changed.

Current	Proposed
<input type="checkbox"/> Standard University course offering. List: _____	<input type="checkbox"/> Standard University course offering. List: _____
<input checked="" type="checkbox"/> Specific course – list: <u>AAD 450</u>	<input checked="" type="checkbox"/> Specific course) – list: <u>AAD 450</u>

5. List any changes to college-level requirements that must be satisfied.

³ Note that MA 109 is NOT approved as a Quantitative Foundations course. Students in a major requiring calculus will use a calculus course (MA 113, 123, 137 or 138) while students not requiring calculus should take MA 111, PHI 120 or another approved course.

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<p>Current</p> <p><input checked="" type="checkbox"/> Standard college requirement. List: _____</p> <p><input type="checkbox"/> Specific required course – list: _____</p>	<p>Proposed</p> <p><input checked="" type="checkbox"/> <i>Standard college requirement.</i> List: _____</p> <p><input type="checkbox"/> <i>Specific course – list:</i> _____</p>
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6. List pre-major or pre-professional course requirements that will change, including credit hours.

Current	Proposed
<p><u>AAD 150 Introduction to Arts Administration (3)</u> <u>AAD 200 Arts Administration Communications (3)</u> <u>AAD 202 Graphic Design for Print and the Web (3)</u> <u>Completion of Composition and Communication II in UK Core (3)</u> <u>Completion of Quantitative Foundations in UK Core (3)</u> <u>Completion of Statistical Inferential Reasoning in UK Core (3)</u></p> <p><u>GPA of 3.0 in pre-major courses</u> <u>Overall GPA of 2.8</u> <u>Completion of 45 Credit hours</u></p>	<p><i><u>AAD 150 Exploring Arts Administration (3)</u></i> <i><u>AAD 200 Arts Administration Communications (3)</u></i> <i><u>AAD 250 Digital Design for Arts Administrators I (3)</u></i> <i><u>Completion of Composition and Communication II in UK Core (3)</u></i> <i><u>Completion of Quantitative Foundations in UK Core (3)</u></i> <i><u>Completion of Statistical Inferential Reasoning in UK Core (3)</u></i></p> <p><i><u>GPA of 3.0 in pre-major courses</u></i> <i><u>Overall GPA of 2.8</u></i> <i><u>Completion of 30 Credit hours</u></i></p>

7. List the major's course requirements that will change, including credit hours.

Current	Proposed
<p><u>AACC 201 Financial Accounting I (3)</u> <u>ACC 202 Managerial Uses of Accounting Information (3)</u> <u>ECO 201 Principles of Economics I (3)</u> <u>ECO 202 Principles of Economics II (3)</u> <u>AAD 302 Web Site Design and Maintenance (3)</u> <u>AAD 310 Marketing the Arts (3)</u> <u>AAD 320 Fund Raising for the Arts (3)</u> <u>AAD 340 Arts Management Issues (3)</u> <u>AAD 350 Financial Management of Arts Organizations (3)</u> <u>AAD 399 Arts Administration Practicum (1)</u> <u>AAD 402 Topics in Arts Administration (Subtitle required) (3)*</u> <u>AAD 450 Senior Seminar (3)</u> <u>AAD 499 Internship in Arts Administration (6)</u></p> <p><u>*Additional AAD 402 courses may be taken under different subtitles as Directed Electives; may be repeated up to 9 credits.</u></p> <p><u>Students may use a maximum of six UK Core course credits to meet major requirements.</u></p> <p><u>In addition to the Major Requirements, students must take 30 credits within the College of Fine</u></p>	<p><i><u>*AAD 299: Internship Orientation (1)</u></i> <i><u>**AAD 260: Digital Design for Arts Administrators II (3)</u></i> <i><u>*AAD 300: Management and Planning in the Arts (3)</u></i> <i><u>AAD 310: Marketing in the Arts (3)</u></i> <i><u>AAD 320: Fundraising for the Arts (3)</u></i> <i><u>AAD 350: Financial Management for the Arts I (3)</u></i> <i><u>*AAD 370: Financial Management for the Arts II (3)</u></i> <i><u>*AAD 390: Programming and Event Planning (3)</u></i> <i><u>*AAD 410: Arts Entrepreneurship (3)</u></i> <i><u>**AAD 420: Arts Administration: Practices, Policies and the Law (3)</u></i> <i><u>AAD 450: Senior Seminar (3)</u></i> <i><u>AAD 499: Internship in Art Administration (6)</u></i></p> <p><i><u>* new course</u></i> <i><u>** new course number and/or name change</u></i></p> <p><i><u>In addition to the Major Requirements, students must take 30 credits within the College of Fine Arts, outside of their Arts Administration courses. Within these 30 credits, students must complete a minor or a double major in the College of Fine Arts. Additionally, six (6) credit hours must be outside of the student's minor or double major arts discipline area.</u></i></p>

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<u>Arts, outside of their Arts Administration courses.</u> <u>Within these 30 credits, students must complete a minor in one of the arts disciplines of Art, Dance, Music or Theatre. Additionally, no more than 24 credits may be in one arts discipline.</u>	<u>Overall GPA of 2.8</u>
<u>Overall GPA of 2.8</u>	

8. Does the pgm require a minor AND does the proposed change affect the required minor? N/A Yes No
 If "Yes," indicate current courses and proposed changes below.

Current	<i>Proposed</i>
_____	_____

9. Does the proposed change affect any option(s)? N/A Yes No
 If "Yes," indicate current courses and proposed changes below, including credit hours, and also specialties and subspecialties, if any.

Current	<i>Proposed</i>
_____	_____

10. Does the change affect pgm requirements for number of credit hrs outside the major subject in a related field? Yes No
 If so, indicate current courses and proposed changes below.

Current	<i>Proposed</i>
_____	_____

11. Does the change affect pgm requirements for technical or professional support electives? Yes No
 If so, indicate current courses and proposed changes below.

Current	<i>Proposed</i>
_____	_____

12. Does the change affect a minimum number of free credit hours or support electives? Yes No
 If "Yes," indicate current courses and proposed changes below.

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Current	<i>Proposed</i>
<u>Directed Electives Hours</u> <u>Six (6) credits chosen in consultation with the student's academic advisor from the following areas:</u>	<u><i>Directed Electives Hours</i></u> <u><i>Nine (9) credits chosen in consultation with the student's academic advisor from the following areas:</i></u>
<u>1. At least three credits must be 500 level AAD courses.</u>	<u><i>1. AAD 402 Topics in Arts Administration (Subtitle required) (3) May be repeated to a maximum of six (6) credit hours when identified by different subtitles.</i></u>
<u>2. AAD 402 Topics in Arts Administration (Subtitle required) ... 3 May be repeated to a maximum of 9 credit hours when identified by different subtitles. Must be different subtitle than that used to meet Arts Administration Core Requirement.</u>	<u><i>2. AAD 500-level courses. At least three (3) credit hours must be from 500-level AAD courses.</i></u>
<u>3. Courses from the College of Business and Economics.</u>	<u><i>3. Upper division courses from the College of Business and Economics.</i></u>
<u>4. Courses from the College of Communication and Information.</u>	<u><i>4. Upper division courses from the College of Communication and Information.</i></u>
<u>Directed electives may not be used to meet UK Core requirements.</u>	

13. Summary of changes in required credit hours:

	Current	<i>Proposed</i>
a. Credit Hours of Premajor or Preprofessional Courses:	<u>18</u>	<u><i>18</i></u>
b. Credit Hours of Major's Requirements:	<u>40</u>	<u><i>37</i></u>
c. Credit Hours for Required Minor:	<u>18 - 21</u>	<u><i>18 - 21</i></u>
d. Credit Hours Needed for a Specific Option:	<u>N/A</u>	<u><i>N/A</i></u>
e. Credit Hours Outside of Major Subject in Related Field:	<u>N/A</u>	<u><i>N/A</i></u>
f. Credit Hours in Technical or Professional Support Electives:	<u>N/A</u>	<u><i>N/A</i></u>
g. Minimum Credit Hours of Free/Supportive Electives:	<u>12</u>	<u><i>15</i></u>
h. Total Credit Hours Required by Level:	100: <u>3</u>	<u><i>3</i></u>
	200: <u>18</u>	<u><i>10</i></u>
	300: <u>16-19</u>	<u><i>18-24</i></u>
	400-500: <u>15-24</u>	<u><i>18-24</i></u>
i. Total Credit Hours Required for Graduation:	<u>121</u>	<u><i>121</i></u>

14. Rationale for Change(s) – if rationale involves accreditation requirements, please include specific references to that.

The following changes will bring the BA in Arts Administration in line with Standards of Curricular Best Practices: Undergraduate Programs as published by the Association of Arts Administration Educators (<http://www.artsadministration.org/undergraduate-standards/>).

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The proposed changes to the BA in Arts Administration degree are in three areas: revised courses, new courses and dropped courses. Each area is described below in more detail.

Revised Courses

As part of our strategic planning and curricular review process, the faculty of the Arts Administration Program reviewed and revised every course in the program. During this curriculum mapping process, each course was examined for content, learning outcomes, field-based changes, and missing relevant content. As a result, every course in the curriculum has been revised -- either through minor or major revisions. Those proposals have been submitted concurrently to the program change request. Those courses are AAD 150: Exploring Arts Administration (minor change); AAD 250: Digital Design for Arts Administrators I (minor change); AAD 260: Digital Design for Arts Administrators II (major change); AAD 350: Financial Management in the Arts I (minor change); and AAD 420: Arts Administration: Practices, Policies and the Law (major change).

The three courses (AAD 150, AAD 250 and AAD 350) with minor changes are undergoing name changes and/or a change in number within the same number series. Each has also had a revision to the course description.

The two courses (AAD 260 and AAD 420) are undergoing a name change and a change in number series. AAD 260 is being dropped in number from AAD 302 as it is now part our digital design series that students should take back-to-back within their sophomore year. It also has a change in title and course description. AAD 420 is changing number series from a 300-level course to a 400-level course due to the complexity in subject matter. It has also undergone a name and course description change.

New Courses

During the strategic planning and curricular review process, it became clear that there were several relevant content areas in Arts Administration that could be developed in more depth for the students. These decisions were based on three sources of information: 1) a review of the Standards of Curricular Best Practices: Undergraduate Program as published by the Association of Arts Administration Educators (<http://www.artsadministration.org/undergraduate-standards/>); 2) an assessment of alumni survey results and graduating senior survey and focus group reports; and 3) a systematic evaluation of current curriculum through a curriculum mapping process completed by the entire Arts Administration program faculty in 2014.

As a result five new courses have been designed to be added to the BA in Arts Administration curriculum: AAD 299: Internship Orientation (1 credit hour); AAD 300: Management and Planning in the Arts (3 credit hours); AAD 370: Financial Management for the Arts II (3 credit hours); AAD 390: Programming and Event Planning (3 credit hours); and AAD 410: Arts Entrepreneurship (3 credit hours). AAD 300, 390 and 410 have each been piloted over the last several years under the program's AAD 402 Special Topics course. These courses have proved valuable for the students who took them and are critical content areas in the field of arts administration in the 21st century.

The two additional courses: AAD 299 and AAD 370 have been created based on an evaluation of need by the faculty and student feedback. AAD 299 is a one credit hour course intended to help students prepare for their required internship hours in order to make them the most meaningful. The faculty has found that many students arrive in college without the necessary skills to navigate a workplace. This course will help them focus on expectations and requirements of experiential learning and well as provide the students tools and guidance for finding appropriate arts administration internships successfully.

AAD 370 is designed as the second part of the Financial Management sequence. After teaching this course for many years, it is clear that there is too much relevant and critical information to be explored in just one semester. As such, the course has divided into two semesters. This will allow the faculty members to go into greater depth on key subjects such as budgeting and allows for topics that previously couldn't be covered due

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to course length such as economic impact studies, time value of money, and investment portfolios.

Dropped Courses

The proposed changes include the removal of five courses: ECO 201: Principles of Economics I, ECO 202: Principles of Economics II, ACC 201: Financial Accounting, AAC 202: Managerial Use of Accounting, and AAD 399: Arts Administration Practicum. When the program was first created 27 years ago, it had only one full-time faculty member. Thus, in order to provide students a appropriately broad education, courses from outside the field were implemented. As of 2014, the program has 3.5 full-time faculty and 12 adjunct faculty. It now has the capabilities of providing the appropriate breadth and depth of education within the field from its program resources. Moreover, the proposed curriculum is more closely aligned with the Standards of Curricular Best Practices: Undergraduate Programs as published by the Association of Arts Administration Educators (<http://www.artsadministration.org/undergraduate-standards/>).

15. List below the typical semester by semester program for the major. If multiple options are available, attach a separate sheet for each option.

<p>YEAR 1 – FALL: (e.g. “BIO 103; 3 credits”)</p>	<p><u>AAD 150: Exploring Arts Administration (3)</u> <u>Arts Discipline Course (3)</u> <u>CIS/WRD 110: Comp & Comm I (3)</u> <u>UK Core Quantitative Foundations (3)</u> <u>UK Core Humanities (3) or Arts Discipline Course (3)</u></p> <p><u>Total Credits = 15</u></p>	<p>YEAR 1 – SPRING:</p>	<p><u>AAD 200: Arts Administration Communications (3)</u> <u>Arts Discipline Course (3)</u> <u>CIS/WRD 111: Comp & Comm II (3)</u> <u>UK Core Statistical Inf. Reasoning (3)</u> <u>UK Core Course (3)</u></p> <p><u>Total Credits = 15</u></p>
<p>YEAR 2 - FALL :</p>	<p><u>AAD 250: Digital Design for Arts Administrators I (3)</u> <u>AAD 300: Management and Planning in the Arts (3)</u> <u>Arts Discipline Course (3)</u> <u>UK Core Course (3)</u> <u>UK Core Course (3)</u></p> <p><u>Total Credits = 15</u></p>	<p>YEAR 2 – SPRING:</p>	<p><u>AAD 299: Internship Orientation (1)</u> <u>AAD 260: Digital Design for Arts Administrators II (3)</u> <u>AAD 310: Marketing in the Arts (3)</u> <u>Arts Discipline Course (3)</u> <u>Arts Discipline Course (3) or UK Core Humanities (3)</u> <u>UK Core Course (3)</u></p> <p><u>Total Credits = 16</u></p>
<p>YEAR 3 - FALL:</p>	<p><u>AAD 320: Fundraising for the Arts (3)</u> <u>AAD 350: Financial Management for the Arts I (3)</u> <u>Arts Discipline Course (3)</u> <u>Arts Discipline Course (3)</u> <u>UK Core Course (3)</u></p>	<p>YEAR 3 - SPRING:</p>	<p><u>AAD 370: Financial Management for the Arts II (3)</u> <u>AAD 390: Programming and Event Planning (3)</u> <u>Directed Elective (3)</u> <u>Arts Discipline Course (3)</u></p>

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	<u>Total Credits = 15</u>		<u>Elective (3)</u> <u>Total Credits = 15</u>
YEAR 4 - FALL:	<u>AAD 410: Arts Entrepreneurship (3)</u> <u>AAD 499: Internship in Art Administration (3)</u> <u>Directed Elective (3)</u> <u>Arts Discipline Course (3)</u> <u>Elective (3)</u> <u>Total Credits = 15</u>	YEAR 4 - SPRING:	<u>AAD 420 Arts Administration: Practices, Policies and the Law (3)</u> <u>AAD 450: Senior Seminar (3)</u> <u>Arts Discipline Course (3)</u> <u>Directed Elective (3)</u> <u>AAD 499: Internship in Art Administration (3)</u> <u>Total Credits = 15</u>

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Signature Routing Log

General Information:

Current Degree Title and Major Name: BA Arts Administration

Proposal Contact Person Name: Rachel Shane


Phone: 859 257 7717

Email: Rachel.Shane@uky.edu

INSTRUCTIONS:

Identify the groups or individuals reviewing the proposal; note the date of approval; offer a contact person for each entry; and obtain signature of person authorized to report approval.

Internal College Approvals and Course Cross-listing Approvals:

Reviewing Group	Date Approved	Contact Person (name/phone/email)	Signature
CFA Curriculum Comm.	11/28/15	A. Brzyski 17-2211/anna.brzyski@uky.edu	
		/ /	
		/ /	
		/ /	
		/ /	

External-to-College Approvals:

Council	Date Approved	Signature	Approval of Revision ⁴
Undergraduate Council	4/14/15	Joanie Ett-Mims	
Graduate Council			
Health Care Colleges Council			
Senate Council Approval		University Senate Approval	

Comments:

⁴ Councils use this space to indicate approval of revisions made subsequent to that council's approval, if deemed necessary by the revising council.