The SAASC convened on Thursday, April 18, 2019 to consider a proposal from the College of Fine Arts, Department of Arts Administration regarding a proposal for changes to the B.A. in Arts Administration.

Attendance: Azhar Swanson, Kevin Donohue, Shawn Caudill, Tom Troland, Brad Kerns, Herman Farrell (Chair), Rachel Shane

Tom Troland served as facilitator of this proposal.

Discussion:

The proposal involves new courses, revised courses and the change of the total credit hours for the required Minor from 30 to 21. The proposal states: "Minors (in the CFA) have reduced required hours to 18-21. Therefore, students now are having to take more hours than necessary within the college to complete a minor. Thus we have reduced the requirement to 21." All of these changes have come about as a result of an "extensive curriculum review and mapping process."

Vote:

A motion was made and seconded that the SAASC approve the proposal.

The vote in favor of the proposal was unanimous.

PLEASE NOTE: To ensure that a series of changes to an existing degree program does not essentially create a new program, the Southern Association for the Accreditation of Colleges and Schools (SACS) requires submission of its Substantive Change Checklist for every program change. Prior to college-level review, you must fill out and submit the [SACS Substantive Change Checklist](link) to the Office of Institutional Effectiveness. Contact Institutional Effectiveness (OSPIE@uky.edu) for assistance.

Once approved at the college level, your college will send the proposal to the appropriate Senate academic council (HCCC and/or UC) for review and approval. Once approved at the academic council level, the academic council will send your proposal to the Senate Council office for additional review and then a 10-day posting online, during which senators review on their own and have an option to register an objection if they so desire. If no objection is raised to the Senate Council Office within ten days of the posting the proposal, then the program change is approved. The Senate Council Office will report approvals to the Provost, Registrar and other appropriate entities, including the contact person.

For every proposed change, you MUST also include the existing requirement.

SUMMARY OF CHANGES			
Check all that apply.			
☒ Courses	☐ Program name	☒ Total required credit hours	☒ Student learning outcomes
☒ Criteria for admissions/progression/termination		☐ Certificate assessment	☐ Other

1. General Information			
1a	Date of contact with Institutional Effectiveness (IE)[1] :		9.24.2018
	☒ Appended to the end of this form is a PDF of the reply from Institutional Effectiveness.		
1b	College[2]: Fine Arts	Department[2]:	Arts Administration
1c	CIP code[3]: 50.1001	Today's Date:	1.25.2019
1d	Current major name: (Biology, Design, etc.) Arts Administration	*Proposed major name:*	*Arts Administration*
1e	Current Degree (BA, BFA, etc.): BA	*Proposed degree:*	BA
1f	Will there be any changes regarding a track(s) for the program?	Yes ☐	No ☒
1g	Accrediting agency, if applicable:		
1h	Date of most recent periodic program review for this degree:	January 2015	
1i	Requested effective date: ☐ Fall semester following approval.	OR	☒ Specific Date[4]: *Fall 2019*

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[1] Prior to college-level review, you must fill out and submit the SACS Substantive Change Checklist to the Office of Institutional Effectiveness. You can reach Institutional Effectiveness by phone or email (257-1962 or OSPIE@uky.edu).

[2] It is not possible to change the home academic unit of a degree program via this form. To change the home unit, visit https://www.uky.edu/universitysenate/forms and look for the heading, "Forms Related to Academic Organizational Structure."

[3] The CIP code is provided by Institutional Effectiveness. If a different CIP code is necessary, the program may undergo a review similar to the new program approval process.

[4] No program change(s) will be effective until all approvals are received.

1j	Contact person name:	Rachel Shane	Phone / Email:	7.7717 / rachel.shane@uky.edu

2. Overview of Changes

2a	Describe the rationale for the changes, including results from the most recent program review if applicable. (*450 word limit*)

The changes that are put forth in this BA Change Form proposed come from an extensive curriculum review and mapping process. During this process, each course – and the program as a whole – was examined for content, learning outcomes, field-based changes, and new relevant content for consideration. As a result, this proposal outlines changes to the BA in Arts Administration degree in four primary areas: new courses, revised courses, minor/College of Fine Arts requirements, and directed elective requirements.

Each area is described below in more detail:

New Courses
After a comprehensive examination of the BA required courses along with the contemporary needs of students entering the program, the faculty wish to incorporate five new one-credit courses into the BA degree. These courses are specifically focused on soft-skills development and how soft-skills are applied within an arts administration context. The new courses are AAD 103: Emotional Intelligence in Arts Administration I; AAD 203: Emotional Intelligence in Arts Administration II; AAD 303: Collaboration and Teamwork in Arts Administration; AAD 353: Emotional Intelligence in Arts Administration III; and AAD 403: Decision Making in Arts Administration.

Revised Courses
In order to better align and separate skill sets for the students, the new curriculum will divide communications into two categories: interpersonal communications and business communications. Interpersonal communications will be taught as part of the new courses, AAD 103 and AAD 203. Business communications will be taught in the revised course: AAD 305: Arts Administration Business Communications (formerly AAD 200: Arts Administration Communications).

Required Minor / College of Fine Arts Requirement
Students in the Arts Administration major have always been required to earn a minor within the College of Fine Arts. The current plan requires 30 credit hours in the college outside of the major and must include the minor. The number of credit hours was determined based on the number of credit hours most minors in the college. However, since the 30 credit hours was established, the minors have reduced the required hours to 18-21. Therefore, students now are having to take more hours than necessary within the college to complete a minor. Thus, we have reduced the requirement to 21.

Additionally, we have clarified that the minor meets the CFA requirement of completing 6 credit hours outside of the major.

Directed Elective Requirement
The directed elective requirement has been expanded to include additional options including adding a second minor from outside the College of Fine Arts.

2b	Use the fields below, as applicable, to identify the areas in which changes will be made.		
		Current	*Proposed*
i.	Credit Hours of Premajor Courses:	18	*17*
ii.	Credit Hours of Preprofessional Courses:	NA	*NA*
iii.	Credit Hours of Major Core Course Requirements	67	*64*
iv.	Minimum Credit Hours of Guided Electives:	9	*12*

v.	Minimum Credit Hours of Free Electives:	6	*6*
vi.	Credit Hours for Track 1 (name):		
vii.	Credit Hours for Track 2 (name):		
viii.	Credit Hours for Track 3 (name):		
ix.	Credit Hours for Track 4 (name):		
x.	Credit Hours for Track 5 (name):		
xi.	Credit Hours for Required Minor:	Included in major requirements	*Included in major requirements*
xii.	Total Credit Hours Required by Level: 100-level:		
	200-level:		
	300-level:		
	400-level:		
	500-level:		
	TOTAL CREDIT HOURS REQUIRED FOR GRADUATION:	121	*120*
xv.	If the total hours required for graduation have changed, explain below. (*150 word limit*)		
	The total hours for graduation have changed by the reduction of one credit hour.		
2c	Will the requested change(s) result in the use of courses from another educational unit?	Yes ☐	No ☒
	If "Yes," describe generally the courses and how they will used.		
	If "Yes," two pieces of supporting documentation are required. ☐ Check to confirm that appended to the end of this form is a letter of support from the appropriate chair/director[5] of each unit from which individual courses will be used. ☐ Check to confirm that appended to the end of this form is verification that the chair/director of each affected unit has consent from the faculty members of the unit. This typically takes the form of meeting minutes.		
2d	Will the proposed change(s) affect an associated minor?	Yes ☐	No ☒
	If "Yes," the department must also submit a change form to change the minor.		

3. UK Core Courses

3a	Are there any proposed changes to the UK Core requirements for the program? (If "Yes," indicate and proceed to next question. If "No," indicate and proceed to 4a.)	Yes ☐	No ☒
	If "Yes," note the specific changes in the grid below.		

UK Core Area	Current Course	Current Credits	*Proposed Course*	*Proposed Credits*
I. Intellectual Inquiry				

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[5] A dean may submit a letter only when there is no educational unit below the college level, i.e. there is no department/school.

	Arts and Creativity				
	Humanities				
	Social Sciences				
	Natural/Physical/Mathematical				
II. Composition and Communication					
	Composition and Communication I	CIS/WRD 110	3	*CIS/WRD 110*	*3*
	Composition and Communication II	CIS/WRD 111	3	*CIS/WRD 111*	*3*
III. Quantitative Reasoning					
	Quantitative Foundations				
	Statistical Inferential Reasoning				
IV. Citizenship (one course in each area)					
	Community, Culture & Citizenship in USA				
	Global Dynamics				
	Total UK Core Hours		____		____

3b	Provide the Bulletin language about UK Core.
	The courses recommended in UK core are (a) recommended by the college, or (b) required courses that also fulfill UK Core areas. Students should work closely with their advisor to complete the UK Core Requirements.

4. Graduation Composition and Communication Requirement

4a	Will the Graduation Composition and Communication requirement be changed? (If "Yes," indicate and proceed to next question. If "No," indicate and proceed to 5a.) Yes ☐ No ☒
	If "Yes," note the specific changes below, including changes to credit hours.
	If the course(s) used are from outside the home unit, one piece of supporting documentation is required.
	☐ Check to confirm that appended to the end of this form is a letter of support from the other units' chair/director[6] from which individual courses will be used.

	Current	Proposed
i.	☐ Single course in home unit:	☐ *Single course in home unit:*
ii.	☐ Multiple courses in home unit.	☐ *Multiple courses in home unit.*
iii.	☐ Single course outside home unit.	☐ *Single course outside home unit.*
iv.	☐ Multiple courses outside home unit.	☐ *Multiple courses outside home unit.*
v.	☐ Course(s) inside & outside home unit.	☐ *Course(s) inside & outside home unit.*

4b	Provide the Bulletin language about GCCR below.

5. Other Course Changes

5a	Will the college-level requirements change? (If "Yes," indicate and note the specific changes in the grid below. If "No," indicate and proceed to question 5c.) Yes ☐ No ☒

Current	Proposed

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[6] A dean may submit a letter only when there is no educational unit below the college level, i.e. there are no departments/schools.

	☐ Standard college requirement				☐ *Standard college requirement*	
	☐ Specific course				☐ *Specific course*	
Prefix & Nmbr	Credit Hrs	Title	*Prefix & Nmbr*	*Credit Hrs*	*Title*	*Course Status[7]*
						Select one….
						Select one….
						Select one….

5b	Will the existing language in the Bulletin about college-level requirements change?	Yes ☒ No ☐
	If "Yes," provide the new language below.	

Students must complete 6 credit hours outside of the arts administration discipline, but within the College of Fine Arts. This requirement is satisfied by the student's required CFA minor. Students must complete 39 credit hours at the 300-level or above. This requirement is satisfied by the required coursework in Arts Administration.

The BA in Arts Administration requires a 2.8 cumulative GPA for graduation.

5c	Will the pre-major or pre-professional course requirements change? (If "Yes," indicate and note the specific changes in the grid below. If "No," indicate and proceed to question 5e.)	Yes ☒ No ☐

Current			Proposed			
Prefix & Nmbr	Credit Hrs	Title	*Prefix & Nmbr*	*Credit Hrs*	*Title*	*Course Status[8]*
AAD 150	3	Exploring Arts Administration	AAD 103	1	Emotional Intelligence in Arts Administration	New
AAD 200	3	Arts Administration Communications	AAD 150	3	Exploring Arts Administration	No Change
AAD 250	3	Digital Design for Arts Administrators I	AAD 203	1	Emotional Intelligence in Arts Administration II	New
UK Core	3	Composition and Communications II	AAD 250	3	Digital Design for Arts Administrators I	No Change
UK Core UK Core	3 3	UK Core - Quantitative Foundations UK Core - Statistical/Inferential Reasoning	CIS/WRD 111 UK Core UK Core	3 3 3	Composition and Communications II Quantitative Foundations Statistical/Inferential Reasoning	No Change

5d	Provide the Bulletin language about pre-major or pre-professional courses below.

In order to be admitted in the BA in Arts Administration as a full-major, students must first:
1. Be enrolled in the University of Kentucky;
2. Complete 30 credit hours of course work;

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[7] Use the drop-down list to indicate if the course is a new course ("new"), an existing course that will change ("change"), or if the course is an existing course that will not change ("no change").
[8] Use the drop-down list to indicate if the course is new, exists but will change, or exists but will not change.

	3. Have a minimum 2.8 cumulative grade point average; 4. Complete all premajor courses with a grade point average of 3.0 in premajor courses; 5. Submit an application; and 6. Participate in an interview process with the arts administration faculty.					

5e	Will the major's core course requirements change? (If "Yes," indicate and note the specific changes in the grid below. If "No," indicate and proceed to question 5g.)			Yes ☒		No ☐
	If "Yes," note the specific changes in the grid below.					

Current			Proposed			
Prefix & Nmbr	Credit Hrs	Title	Prefix & Nmbr	Credit Hrs	Title	Course Status[9]
			AAD 260	3	Digital Design for Arts Administrators II	No Change
			AAD 299	1	Internship Orientation	No Change
			AAD 300	3	Management and Planning in the Arts	No Change
			AAD 303	1	Collaboration and Teamwork in Arts Administration	New
			AAD 305	3	Arts Administration Communication	Change
			AAD 310	3	Marketing in the Arts	No Change
			AAD 320	3	Fundraising for the Arts	No Change
			AAD 350	3	Financial Management for the Arts I	No Change
			AAD 353	1	Emotional Intelligence in Arts Administration III (1)	New
			AAD 370	3	Financial Management for the Arts II	No Change
			AAD 390	3	Programming and Event Planning	No Change
			AAD 403	1	Decision Making in Arts Administration	New
			AAD 410	3	Arts Entrepreneurship	No Change
			AAD 420	3	Arts Administration: Practices, Policies and the Law Senior Seminar	No Change
			AAD 499	6	Internship in Art Administration	Change

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[9] Use the drop-down list to indicate if the course is new, exists but will change, or exists but will not change.

5f	Provide the Bulletin language for major core course requirements.
	In addition to the Major Requirements, students must take 21 credit hours with the College of Fine Arts, outside of their Arts Administration courses. Within these 21 credit hours, students must complete a minor or double major in the College of Fine Arts. The College of Fine Arts requires that all students must complete 6 credit hours outside of their major but within the college. For Arts Administration students, this requirement is satisfied by the student's required CFA minor. The BA in Arts Administration requires a 2.8 cumulative GPA for graduation.

5g	Will the guided electives change? (If "Yes," indicate and note the specific changes in the grid below. If "No," indicate and proceed to question 5i.)			Yes ☒		No ☐

Current			Proposed			
Prefix & Nmbr	Credit Hrs	Title	Prefix & Nmbr	Credit Hrs	Title	Course Status[10]
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....

5h	Provide the Bulletin language for guided electives.
	Twelve (12) credits of Directed Electives chosen in consultation with the student's academic advisor from the following areas: o AAD electives at the 300-level or above. o AAD 500-level courses. At least 3 credit hours must be from 500-level AAD courses. o AAD 395. Independent Study in Arts Administration. May complete up to 6 credit hours of an individually designed and approved project under the guidance of a faculty member. o AAD 402. Special Topics in Arts Administration. May be repeated to a maximum of 6 credit hours when identified with different subtitles. o AAD 499. An additional 3-credit hours (above the required 6-credit hours) of arts administration internship may be used toward directed elective credit. o Study abroad courses may apply to directed elected credit. Consult department chair for approval. o Individual courses (up to 6 credit hours) from any of the approved minors listed below. Alternatively, students may select one of the following options for their directed electives: 1. Students may complete the Certificate in Innovation and Entrepreneurial Thinking (12 credit hours). Students may not use AAD courses as electives in the certificate. 2. A student may complete the following approved minors as their directed elective credit: o African American Studies o Appalachian Studies o Communication o Community & Leadership Development o Gender and Women's Studies o Information Studies

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[10] Use the drop-down list to indicate if the course is new, exists but will change, or exists but will not change.

- o   International Studies Minor
- o   Journalism Studies
- o   Media Arts and Studies
- o   Professional and Technical Writing
- o   Statistics
- o   Writing, Rhetoric, and Digital Studies

5i	Will the free electives change? (If "Yes," indicate and note the specific changes in the space below. If "No," indicate and proceed to question 5j.)	Yes ☐	No ☒

5j	Does the proposed change affect any track(s)? (If "Yes," note the specific changes using the grid below. If "No," proceed to question 6.)	Yes ☐	No ☒
	If more than one track is affected, click HERE for a template. Append a PDF for each affected track to the end of this form.		

Track Name:		☐ New Track	☐ Changed Track	☐ Deleted Track

Current			Proposed			
Prefix & Nmbr	Credit Hrs	Title	Prefix & Nmbr	Credit Hrs	Title	Course Status[11]
						Select one….
						Select one….
						Select one….
						Select one….
						Select one….
						Select one….

5k	Provide the Bulletin language for the track.

6. Semester by Semester Program

List below the typical semester-by-semester program for the major. If multiple tracks are available, click HERE for a template for additional tracks and append a PDF of each track's courses to the end of this form.

YEAR 1 – FALL: (e.g. "BIO 103; 3 credits")	AAD 103: Emotional Intelligence in Arts Administration I (1) AAD 150: Exploring Arts Administration (3) Minor/Arts Discipline Course (3) CIS/WRD 110: Comp & Comm I (3) UK Core Quantitative Foundations (3)	YEAR 1 – SPRING:	AAD 203: Emotional Intelligence in Arts Administration II (1) AAD 250: Digital Design for Arts Administrators I (3) Minor/Arts Discipline Course (3) CIS/WRD 111: Comp & Comm II (3) UK Core Statistical Inf. Reasoning (3) UK Core Humanities (3)
YEAR 2 - FALL :	AAD 260: Digital Design for Arts Administrators II	YEAR 2 – SPRING:	AAD 310: Marketing in the Arts (3)

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[11] Use the drop-down list to indicate if the course is new, exists but will change, or exists but will not change.

	(3) AAD 299: Internship Orientation (1) AAD 300: Management and Planning in the Arts (3) +AAD 305: Arts Administration Business Communications (3) Minor/Arts Discipline Course (3) UK Core Course (3)		*AAD 303: Collaboration and Teamwork in Arts Administration (1)* *Minor/Arts Discipline Course (3)* *UK Core Course (3)* *UK Core Course (3)* *UK Core Course (3)*
YEAR 3 - FALL:	AAD 353: Emotional Intelligence in Arts Administration III (1) AAD 320: Fundraising for the Arts (3) AAD 350: Financial Management for the Arts I (3) Minor/Arts Discipline Course (3) UK Core Course (3)	**YEAR 3 - SPRING:**	*AAD 370: Financial Management for the Arts II (3)* *AAD 390: Programming and Event Planning (3)* *Directed Elective (3)* *Minor/Arts Discipline Course (3)* *Elective (3)*
YEAR 4 - FALL:	AAD 410: Arts Entrepreneurship (3) AAD 499: Internship in Art Administration (3) Directed Elective (3) Minor/Arts Discipline Course (3) Elective (3)	**YEAR 4 - SPRING:**	*AAD 403: Decision Making in Arts Administration (1)* *AAD 420 Arts Administration: Practices, Policies and the Law (3)* *AAD 450: Senior Seminar (3)* *Directed Elective (3)* *Directed Elective (3)* *AAD 499: Internship in Art Administration (3)*

7. Approvals/Reviews

Information below does not supersede the requirement for individual letters of support from educational unit administrators and verification of faculty support (typically takes the form of meeting minutes).

In addition to the information below, attach documentation of department and college approval. This typically takes the form of meeting minutes but may also be an email from the unit head reporting department- and college-level votes.

		Reviewing Group Name	Date Approved	Contact Person Name/Phone/Email
7a	(Within College)			
		Department of Arts Administration	**1/28/2019**	**Rachel Shane / 257-7717 / rachel.shane@uky.edu**
		College of Fine Arts		**Beth Arnold / 257-8172 / elizabeth.arnold@uky.edu**
				/ /
				/ /
7b	(Collaborating and/or Affected Units)			

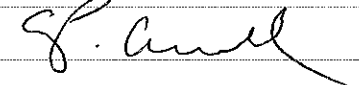|			
	for Arts Administrators II (3) AAD 299: Internship Orientation (1) AAD 300: Management and Planning in the Arts (3) +AAD 305: Arts Administration Business Communications (3) Minor/Arts Discipline Course (3) UK Core Course (3)		(3) *AAD 303: Collaboration and Teamwork in Arts Administration (1) Minor/Arts Discipline Course (3) UK Core Course (3) UK Core Course (3) UK Core Course (3)*
YEAR 3 - FALL:	AAD 353: Emotional Intelligence in Arts Administration III (1) AAD 320: Fundraising for the Arts (3) AAD 350: Financial Management for the Arts I (3) Minor/Arts Discipline Course (3) UK Core Course (3)	**YEAR 3 - SPRING:**	*AAD 370: Financial Management for the Arts II (3) AAD 390: Programming and Event Planning (3) Directed Elective (3) Minor/Arts Discipline Course (3) Elective (3)*
YEAR 4 - FALL:	AAD 410: Arts Entrepreneurship (3) AAD 499: Internship in Art Administration (3) Directed Elective (3) Minor/Arts Discipline Course (3) Elective (3)	**YEAR 4 - SPRING:**	*AAD 403: Decision Making in Arts Administration (1) AAD 420 Arts Administration: Practices, Policies and the Law (3) AAD 450: Senior Seminar (3) Directed Elective (3) Directed Elective (3) AAD 499: Internship in Art Administration (3)*

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In addition to the information below, attach documentation of department and college approval. This typically takes the form of meeting minutes but may also be an email from the unit head reporting department- and college-level votes.

		Reviewing Group Name	Date Approved	Contact Person Name/Phone/Email
7a	(Within College)			
		Department of Arts Administration	1/28/2019	Rachel Shane / 257-7717 / rachel.shane@uky.edu
		College of Fine Arts	2/11/2019	Beth Arnold / 257-8172 / elizabeth.arnold@uky.edu
			/ /	
			/ /	
7b	(Collaborating and/or Affected Units)			

7b	(Collaborating and/or Affected Units)			
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7c	(Senate Academic Council)	Date Approved	Contact Person Name
	Health Care Colleges Council (if applicable)		
	Undergraduate Council	3/5/19	Joanie Ett-Mims

Subject: Substantive Change Decision

Date: Monday, September 24, 2018 at 4:33:22 PM Eastern Daylight Time

From: noreply@qualtrics-survey.com

To: Shane, Rachel

Dear Rachel Shane,

Thank you for your email regarding the proposed program change(s) to **BA in Arts Administration, Bachelor's (50.1011)**.

My email will serve 2 purposes: 1.) Next steps for SACSCOC, and 2.) Verification and notification that you have contacted OSPIE—a Senate requirement for proposal approval.

1. **Next steps for SACSCOC:** None required
2. **Verification that OSPIE has reviewed the proposal:** Based on the proposal documentation presented and Substantive Change Checklist, the proposed program changes (refer to list below) are not substantive changes as defined by the University or SACSCOC, the university's regional accreditor. Therefore, no additional information is required by the Office of Strategic Planning & Institutional Effectiveness at this time. The proposed program change(s) may move forward in accordance with college and university-level approval processes.

Description of Proposed Change(s):
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Should you have questions or concerns about UK's substantive change policy and its procedures, please do not hesitate contacting our office.

Office of Strategic Planning & Institutional Effectiveness
University of Kentucky
Visit the Institutional Effectiveness Website: https://proxy.qualtrics.com/proxy/?
url=http%3A%2F%2Fwww.uky.edu%2Fie&token=w%2BXHkAS0tASxS4xDceQ8e0MxnHdJ2Eu4smnkDcY
odCE%3D

January 28, 2019

To Whom It May Concern:

I am writing to confirm the full support of the proposal submitted for the BA in Arts Administration program change by the Department of Arts Administration. On January 28, 2019, the faculty of the Department of Arts Administration voted to approve the proposal for the proposed changes for the BA in Arts Administration unanimously. The vote was recorded via a Qualtrics survey.

If you should need any additional information, please do not hesitate to contact me at (859) 257-7717 or rachel.shane@uky.edu.

Sincerely,

Rachel Shane, Ph.D.
Chair, Department of Arts Administration

CFA Curriculum Committee Meeting
Monday, February 11, 2019
9-11am

Special guest: Jacob Coleman

- Meeting called to order by Jill Schinberg: 9:00am

- Lee Eachus continues the discussion of MUS 524 & 525 with additional feedback from Nelson Fields to help Jacob Coleman understand the importance of justifying a movement from 500 to 600 level.
    - Jill explains proposal process to Jacob.
    - Jennifer Campbell requested Jacob email the updated rational to Jill for distribution to the committee for voting during today's meeting.
    - Jacob asked about clarification about deadlines for getting program changes approved for the fall and was informed he is not technically behind the deadline, but that the proposal would not move from this committee to the Graduate Committee or University Senate in time for approval for the fall.
- Jill Schinberg moves to accept the updated rationale for MUS 524 & 525 and move the proposal forward pending changes. Jill amends motion to include both courses; Lee seconds the motion. Group unanimously votes to approve the proposals.
- Garrett Hansen discusses reconciliation of issues from AAD 303, 353, & 403 with proposal submitter as discussed from February 4 meeting.
    - Garrett recommends moving 303, 353, & 403 forward in light of additional sequencing document to clarify previous concerns.
- Jennifer moves to approve 303, 353, & 403 pending changes; Nelson seconds. Group unanimously votes to approve the proposals.
- Raleigh discusses findings for AAD305:
    - 305 moving from a 200 level course with additional course content changes exclusively for majors (a previous pre-major course);
    - Course description for the bulletin has grammatical issue -- resolved by Beth directly through curriculog.
- Jill moves to approve course change; Jennifer seconds. Group unanimously votes to approve course change proposal.
- Raleigh discusses findings for AAD499:
    - Proposal includes distance learning information and clarification of maximum number of credit hours
        - Nelson asks for further clarification of variable credit as the fact it is repeatable up to 12 credits doesn't make sense given students are only required to complete 6 credits.
- Nelson moves to approve course changes; Jill seconds. Group unanimously votes to approve course change proposal.

- Committee discusses suggested changes to the ==AAD BA== from the previous meeting: 1) electives and 2) credit hour requirements, both of which have been addressed by Rachel Shane. Garrett moves to approve, Nelson seconds: ==motion carries unanimously==.
- DMDAE - Jill discusses her investigation, including 1) admission criteria (item 5a), assessment (6b), and missing signatures and other elements (8a). Jill to approach the submitter re: these changes before Mar 4 for discussion at the 3/18 meeting.
- AAD PhD - Nelson discusses his recommended changes to the program, including clarification to items 2a, 2e, 11d, 11a, 13b, and 14b. Nelson moves to approve; Jennifer seconds and motion carries unanimously.
- Chair adjourns meeting.