Initial and Signature Page

Initials: Division Chair _____ Registrar_____ Teacher Education Chair _____

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Division:

Record of vote: _____ Approve _____ Disapprove _____ Abstain

_____   _____
Division Chair   Date

Reason(s) for disapproval: _____
_____
_____

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Teacher Education Committee:

Record of vote: _____ Approve _____ Disapprove _____ Abstain
_____ TE vote not required

_____   _____
Teacher Education Chair   Date

Reason(s) for disapproval: _____
_____
_____

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Curriculum Committee:

Record of vote: _____ Approve _____ Disapprove _____ Abstain

_____   _____
Curriculum Committee Chair   Date

Reason(s) for disapproval: _____
_____
_____

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Faculty Association:

Record of vote: _____ Approve _____ Disapprove _____ Abstain

_____   _____
Faculty Association President   Date

Reason(s) for disapproval: _____
_____
_____

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VPAA:

_____ Approve _____ Disapprove

_____   _____
VPAA   Date

Reason(s) for disapproval: _____
_____
_____

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University President:

_____ Approve _____ Disapprove

_____   _____
University President   Date

Reason(s) for disapproval: _____
_____
_____

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USAO Board of Regents:

_____ Approve _____ Disapprove

_____   _____
Chair, USAO Board of Regents   Date

Reason(s) for disapproval: _____
_____
_____

Procedure

1. The originating faculty member (OFM) works with department faculty and division chair to develop curriculum change (CC).[1]
2. OFM sends CC to division chair, *then* to registrar, and *then* to chair of teacher education. Each person electronically initials and returns CC to OFM. This step is only to communicate that a change is being proposed.
3. OFM forwards CC to curriculum committee chair and to faculty association president.
4. Curriculum committee holds digital forum for faculty and staff for questions and discussion of CC. Faculty/staff are notified by e-mail about the forum. The forum lasts five business days.[2]
5. Division faculty vote on CC. Division chair records result of the vote, electronically signs CC, and forwards to chair of teacher education.
6. Chair of teacher education determines if vote by teacher education committee is required. If so, teacher education committee votes on CC. Chair of teacher education records result of vote or indicates that vote was not required, electronically signs CC, and forwards to chair of the curriculum committee.
7. Curriculum committee votes on CC. President of curriculum committee records result of vote and electronically signs CC.
8. Chair of curriculum committee presents CC to faculty association. Faculty association votes on CC. Faculty association president records result of vote, electronically signs CC, and forwards to vice president of academic affairs (VPAA).
9. VPAA determines approval of CC, electronically signs it, and forwards to university president.
10. The university president determines approval of CC, electronically signs it, and forwards to USAO board of regents. University president sends letter of intent (LOI) to chancellor of the state regents.
11. USAO board of regents votes on CC. Chair of the board of regents signs CC and returns to university president. University president forwards CC to state regents no earlier than one month after the LOI was submitted. If the change is substantive a vote is required by the state regents. If it is non-substantive, only notification to the state regents is necessary.[3]
12. Once approved by state regents, the University president contacts Academic Affairs. Academic Affairs contacts OFM, registrar, and division chair about approval.
13. Registrar updates changes in Jenzabar and verifies updated checksheet. Registrar forwards verified checksheet to C&M who updates the checksheet on the website.
14. OFM works with administrative assistant to VPAA to update course catalog. CC record is held in the office of VPAA for 5 years. After 5 years it is relocated to university archives in Nash library.

[1] A curriculum change will take approximately two months to complete the cycle of approvals within the university and another 6 months to be approved by the state regents. However, that time may be longer based on the date when the proposal is initially submitted, the timing of regents' meetings, and the level of completeness of the proposal.

[2] It is the responsibility of the OFM to incorporate text of any agreed upon changes to the original proposal, as they see fit, based on comments from the faculty forum period in step 4. The division chair will review the revised proposal to verify that the text was altered accurately.

[3] A substantive change is a change in what students must complete to graduate (# of hours, deleting/adding a required course, changing admission requirements). A non-substantive change does not change what students must complete to graduate (adding/removing an elective, changing a course prefix or title, changing a course #)

Originating Faculty Member _____   Date _____

      Department: _____ _____

      Division: _____ _____

      Title of program to be changed: _____

      Has your program undergone a program review within the last 5 years?   yes   no

Append the following:
- A.   Description of changes.
- B.   Justification for changes.
- C.   Current degree checksheet (highlight areas of change).
- D.   Proposed degree checksheet (highlight areas of change).
- E.   If this is a resubmission of a previous curriculum change, include a description of the changes that have been made to the proposal.

A. Description of Changes
   1-Changes include reducing the core from 22 hours to 10 hours, plus 3 hours of art history, allowing for 11 hours to be taken from any Art electives of the student's choosing. 24 hrs total.
   2-Remove "with approval of discipline chair".

B. Justification for changes.
   1-Changes will allow students a large selection of studio choices.
   2-Changes will assist with controlling enrollments as some of the major courses fill very quickly. It was sometimes difficult to get minors into the current required coursework with limited enrollments.

C. Current degree checksheet (highlight areas of change).

Art Minor Checksheet
(updated 6-28-17)

Name_____Advisor_____

Art Courses (Total 24)_____

Required (22 hrs)   Hours/Grade_____
Art 1003 Beginning Drawing Studio I   3_____
Art 1013 Beginning Drawing Studio II   3_____
Art 1112 Design & Composition Studio I   2_____
Art 1122 Design & Composition Studio II 2_____
Art 1212 Ceramic Handbuilding   2_____
Art 1312 Sculpture Studio I   2_____
Art 2112 Figure Drawing Studio I   2_____
Art 2413 Oil Paint & Comp Studio I   3_____

 3 hours of Art History are required
*Art 3493 Ancient/Classical Art History *3____
*Art 4113 European Art History   *3____
*Art 4223 19th Century Art History   *3____
*Art 4433 20th Century Art History   *3____

Required (2 hrs)
Art Electives with approval of discipline chair
ART 1662 Jewelry Studio I   2_____
ART 2701 Business of Art   1_____
ART 2711 Creativity   1_____
Art 2122 Figure Drawing Studio II   2_____
Art 2222 Pottery on the Wheel   2_____
Art 2322 Sculpture Studio II   2_____
Art 3413 Oil Paint & Comp Studio II   3_____
Art 3102 Watercolor   2_____
Art 3113 Graphic Design I   3_____
Art 3513 Printmaking Studio I   3_____
Art 3523 Printmaking Studio II   3_____
PHOT 1023 Beg B & W Photo I   3_____
PHOT 2133 Digital Photo I   3_____

Art GPA_____Completed on_____Art Dept Coordinator_____

D. Proposed degree checksheet (highlight areas of change).

Art Minor Checksheet
(Proposed 8-29-19)

Name_____ Advisor_____

Art Courses (Total 24 hrs)

Foundation (10 hrs)   Hours/Grade
Art 1003 Beginning Drawing Studio I   3_____
Art 1013 Beginning Drawing Studio II   3_____
Art 1112 Design & Composition Studio I   2_____
Art 1122 Design & Composition Studio II   2_____

Art History (3 hours)
Art 3493 Ancient/Classical Art History   3_____
Art 4113 European Art History   3_____
Art 4223 19th Century Art History   3_____
Art 4433 20th Century Art History   3_____

Art Electives (11 hours)
Art 1212 Ceramic Handbuilding   2_____
Art 1312 Sculpture Studio I   2_____
Art 1662 Jewelry Studio I   2_____
Art 2112 Figure Drawing Studio I   2_____
Art 2222 Pottery on the Wheel   2_____
Art 2322 Sculpture Studio II   2_____
Art 2332 Performance   2_____
Art 2333 Expanded Media   3_____
Art 2413 Oil Paint & Comp Studio I   3_____
Art 3102 Watercolor   2_____
Art 3513 Printmaking Studio I   3_____
Art 3523 Printmaking Studio II   3_____
PHOT 1023 Beg B & W Photo I   3_____
PHOT 2133 Digital Photo I   3_____

Art GPA_____Completed on_____Art Dept Coordinator_____