

APPLICATION FOR CHANGE IN EXISTING COURSE: MAJOR & MINOR

1. Submitted by College of: Fine Arts Date: October 24, 2003
Department/Division offering course: Theatre/Arts Administration Program
2. Changes proposed:
 - a. Present prefix & number: AAD 200 b. Proposed prefix & number: Same
 - b. Present Title: Arts Administration Communications
New Title: Same
 - c. If course title is changed and exceeds 24 characters (including spaces), include a sensible title (not to exceed 24 characters) for use on transcripts:
N/A
 - d. Present credits: 3
 - e. Proposed credits: 3
 - f. Effective Date of Change: Fall 2004
3. To be Cross-listed as: N/A
4. Proposed change in Bulletin description:
 - (a) Old: The purpose of this course is to introduce students to the primary writing styles that they will be using throughout the remainder of their arts administration courses. For example, business letters, education and program guides, print and electronic advertisements, publicity materials, sales brochures, invitations and advocacy letters, all require mastering a different writing style. Additionally, students will learn how to make effective public presentations, based upon their writing assignments.
 - (b) New: The purpose of this course is to introduce students to the primary writing styles that they will be using throughout the remainder of their arts administration courses. For example, business letters, education and program guides, print and electronic advertisements, publicity materials, sales brochures, invitations and advocacy letters, all require mastering a different writing style. Additionally, students will learn how to make effective public presentations, based upon their writing assignments. Completion of USP English requirements.
 - * (c) Prerequisite(s) for course as changed: Completion of USP requirements.
 - (d) What has prompted this proposal?

AAD 200 is meant to be the course that introduces students to the Arts Administration discipline, and insures that the students will have the writing and presentation skills in place that they will need to succeed in their future 300 and 400 level Arts Administration classes. Given this course's concentration on writing skills development, the students who take this course are much more

likely to be successful, if they have already completed their USP English requirements.

- 5. If there are to be significant changes in the content or teaching objectives of this course, indicate changes: N/A
- 7. What other departments could be affected by this proposed change? None
- 8. Will this course change the degree requirements in one or more programs? No
- 9. Is this course currently included in the University Studies Program? No
If yes, please attach correspondence indicating concurrence of the University Studies Committee. N/A
- 10. If the course is a 100 – 200 level course, please submit evidence (e.g. correspondence) that the Community College System has been consulted.
See attached emails and responses.
- 11. Is this a minor change? Yes
(NOTE: See the description on this form of what constitutes a minor change. Minor changes are sent directly from the Dean of the College to the Chair of the Senate Council. If the latter deems the change to be minor, it will be sent to the appropriate Council for normal process.
- 12. Within the Department, who should be consulted for further information on the proposed change?
Name: Michael Braun Phone Extension: 257 4142

***NOTE:** Approval of this change will constitute approval of the program change unless other program modifications are proposed.

Signatures of Approval:

Michael Braun
Department Chair

11-13-2003
Date

[Signature]
Dean of the College

1/104
Date

10-24-2003
Date of Notice to the Faculty

[Signature]
*Undergraduate Council

3/2/04
Date

*University Studies Date

*Graduate Council Date

*Academic Council for the Medical Center Date

*Senate Council (Chair) Date of Notice to University Senate

*If applicable, as provided by the Rules of the University Senate

ACTION OTHER THAN APPROVAL

.....

The Minor Change route for courses is provided as a mechanism to make changes in existing courses and is limited to one or more of the following:

- a. change in number within the same series;
- b. editorial change in description which does not imply change in content or emphasis;
- c. editorial change in title which does not imply change in content or emphasis;
- d. change in prerequisite which does not imply change in content or emphasis;
- e. cross-listing courses under conditions set forth in item 3.0;
- f. correction of typographical errors. (University Senate Rules, Section III – 3.1)

X-Auth-No:
X-Sender: dbschu2@pop.uky.edu
Date: Thu, 06 Nov 2003 14:09:15 -0500
To: Michael Braun <Michael.Braun@uky.edu>
From: Dan Schuman <dbschu2@uky.edu>
Subject: Re: Course Change
X-Mail-Router: No infection found

Michael- The revision proposal looks appropriate and has my approval as Coordinator of the art courses at Lexington Community College.
Dan

At 01:49 PM 11/6/2003 -0500, you wrote:

Hi Dan.

I'm the Director of the Arts Administration Program in the College of Fine Arts at UK. I'm doing a minor curriculum revision, and want the students to complete their English composition requirements before they take AAD 200 Arts Administration Communications. AAD 200 is a writing intensive class, so I think the students will get the most out of it if they first complete their English composition requirements. Attached as a Word document is the official proposal regarding this course change.

Since this is a 200 level course, I need to show that I've gotten the ok for the change from LCC and the other community colleges. I was given you as the contact with LCC. I was also told that an email response back from you was sufficient, so if you could do that, I'd greatly appreciate it. Thanks.

--

Michael Braun
111 Fine Arts
Arts Administration Program
University of Kentucky
Lexington, KY 40506 0022
Telephone 859 257 4142
Email Michael.Braun@uky.edu
Fax 859 323 3010

Daniel Schuman, Ph.D.
Assistant Professor of Philosophy and Area Coordinator
Lexington Community College

X-Auth-No:
From: Carolyn.O'Daniel@kctcs.edu
To: Michael.Braun@uky.edu
Subject: RE: Missing Attachment
Date: Fri, 7 Nov 2003 07:40:04 -0500
X-Mail-Router: No infection found
X-Mail-Router-SpamScore: \$

If you haven't heard anything regarding your course revision proposal from KCTCS faculty within a couple of weeks, there are probably no concerns.

-----Original Message-----

From: Michael Braun [<mailto:Michael.Braun@uky.edu>]
Sent: Thursday, November 06, 2003 5:40 PM
To: Carolyn.O'Daniel@kctcs.edu
Subject: RE: Missing Attachment

Thanks for getting back to me so promptly. How long does this process generally take? By what date should I check back with you if I haven't heard anything?

>I've shared your proposed revision with the academic deans and will advise you of any comments they submit.

>-----Original Message-----

>From: Michael Braun [<mailto:Michael.Braun@uky.edu>]
>Sent: Thursday, November 06, 2003 2:02 PM
>To: carolyn.o'daniel@kctcs.edu
>Subject: Missing Attachment

>Sorry. I forgot the attachment on my first email. Here it is.

>Michael Braun
>111 Fine Arts
>Arts Administration Program
>University of Kentucky
>Lexington, KY 40506 0022
>Telephone 859 257 4142
>Email Michael.Braun@uky.edu
>Fax 859 323 3010

--
Michael Braun
111 Fine Arts
Arts Administration Program
University of Kentucky
Lexington, KY 40506 0022
Telephone 859 257 4142
Email Michael.Braun@uky.edu
Fax 859 323 3010