Code # Enter text…

**New Course Proposal Form**

**[x] Undergraduate Curriculum Council**

**[ ] Graduate Council**

|  |
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| **[x] New Course or [ ]Experimental Course (1-time offering) (Check one box)** |

Signed paper copies of proposals submitted for consideration are no longer required. Please type approver name and enter date of approval.

Email completed proposals to curriculum@astate.edu for inclusion in curriculum committee agenda.

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| Shelley Gipson 8/30/2017**Department Curriculum Committee Chair** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**COPE Chair (if applicable)** |
| Temma Balducci ￼9/8/2017**Department Chair:**  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**Head of Unit (If applicable)**   |
| Warren Johnson 9/27/2017**College Curriculum Committee Chair** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**Undergraduate Curriculum Council Chair** |
| Gina Hogue 9/27/2017**College Dean** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**Graduate Curriculum Committee Chair** |
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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Enter date |

**General Education Committee Chair (If applicable)**   | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**Vice Chancellor for Academic Affairs** |

1. Contact Person (Name, Email Address, Phone Number)

**Temma Balducci,** **tbalducci@astate.edu****, 870.972.3050**

2. Proposed Starting Term and Bulletin Year

**Fall 2018 Bulletin**

3. Proposed Course Prefix and Number (Confirm that number chosen has not been used before. For variable credit courses, indicate variable range. *Proposed number for experimental course is 9*.

**ARTM 4023**

4. Course Title – if title is more than 30 characters (including spaces), provide short title to be used on transcripts. Title cannot have any symbols (e.g. slash, colon, semi-colon, apostrophe, dash, and parenthesis). Please indicate if this course will have variable titles (e.g. independent study, thesis, special topics).

**Museum Fundamentals I: Collections Management and Museum Law**

**Short Title: Museum Fundamentals I**

5. Brief course description (40 words or fewer) as it should appear in the bulletin.

**Instruction and hands-on practice in managing historical and anthropological collections, including object-handling, accessioning, deaccessioning, cataloguing, loans, valuating collections, conservation environments, registration transactions and forms, museum law and policies.**

6. Prerequisites and major restrictions. (Indicate all prerequisites. If this course is restricted to a specific major, which major. If a student does not have the prerequisites or does not have the appropriate major, the student will not be allowed to register).

1. Are there any prerequisites? Yes
	1. If yes, which ones?

**junior level standing or permission of instructor;**

* 1. Why or why not?

**Ideally, students will have taken both of the introductory Art History Surveys if they are BA – AH or BFA students. We chose to use junior standing, however, to allow for non-art students to easily take this class after they have a sufficient non-art background to pass the reading, writing, and research requirements of this course. With the permission of instructor, outstanding students may take this course before their junior year.**

1. Is this course restricted to a specific major? **No**
	1. If yes, which major? Enter text...

7. Course frequency(e.g. Fall, Spring, Summer). *Not applicable to Graduate courses.*

**Fall even**

8. Will this course be lecture only, lab only, lecture and lab, activity, dissertation, experiential learning, independent study, internship, performance, practicum, recitation, seminar, special problems, special topics, studio, student exchange, occupational learning credit, or course for fee purpose only (e.g. an exam)? Please choose one.

**seminar**

9. What is the grade type (i.e. standard letter, credit/no credit, pass/fail, no grade, developmental, or other [please elaborate])

**standard letter**

10. Is this course dual listed (undergraduate/graduate)?

**no**

11. Is this course cross listed? (If it is, all course entries must be identical including course descriptions. It is important to check the course description of an existing course when adding a new cross listed course.)

**no**

1. If yes, please list the prefix and course number of cross listed course.

 Enter text...

1. Are these courses offered for equivalent credit? **No**

 Please explain. Enter text...

12. Is this course in support of a new program? **Yes**

a. If yes, what program?

 **Museum Studies Certificate**

13. Does this course replace a course being deleted? **No**

a. If yes, what course?

Enter text...

14. Will this course be equivalent to a deleted course? **No**

a. If yes, which course?

Enter text...

15. Has it been confirmed that this course number is available for use? **Yes**

 *If no: Contact Registrar’s Office for assistance.*

16. Does this course affect another program? **No**

NB: When developing the certificate, Katherine and Temma, spoke with both Heritage Studies and the History Department to determine if any of their course offerings would be relevant to our certificate. The Museum Collections Management course (HIST 4513) was considered, but it is only taught on demand, which makes it unusable for a certificate. Also, it is not a history of museums of collecting, but rather, focuses on museum management, so it would not serve the needs of the certificate.

If yes, provide contact information from the Dean, Department Head, and/or Program Director whose area this affects.

Enter text...

**Course Details**

17. Outline (The course outline should be topical by weeks and should be sufficient in detail to allow for judgment of the content of the course.)

**Week 1-2            Collections stewardship, the public trust, object handling, and condition-reporting**

**Weeks 3-6           Donations, accessioning, and deaccessioning and related law and policies; cataloguing**

**Weeks 7 -10       Loans, valuating collections, and related law and policies; conservation environment,**

**preventive conservation**

**Weeks 11-14      NAGPRA, 36 CFR part 79, registration issues**

18. Special features (e.g. labs, exhibits, site visitations, etc.)

19. Department staffing and classroom/lab resources

**Existing faculty**

1. Will this require additional faculty, supplies, etc.?

 **No**

20. Does this course require course fees? **No**

 *If yes: please attach the New Program Tuition and Fees form, which is available from the UCC website.*

**Course Justification**

21. Justification for course being included in program. Must include:

 a. Academic rationale and goals for the course (skills or level of knowledge students can be expected to attain)

 **The course is intended to give Museum Studies Certificate students real-world application of art/art history/history as well as training in museology in a professional setting. It is hoped that the course will be a step towards job placement for students after their degree.**

**For our program-level goals, this course will reinforce student knowledge of the museum field and current best practices within museology, emphasizing hands-on experience in working with objects. Furthermore, the course will reinforce critical thinking, research, and observation skills.**

b. How does the course fit with the mission established by the department for the curriculum? If course is mandated by an accrediting or certifying agency, include the directive.

**The Department of Art and Design is dedicated to the creative, aesthetic, and cultural development of visual art students that builds upon a well-rounded liberal arts education. This course/certificate will reinforce analysis, interpretation, critical thinking, and writing/research skills.**

c. Student population served.

**The certificate is designed to give practical and hands-on experience for any student who is interested in pursuing a career in the museum field. It will provide enrollees with a grounding in the study of cultural objects and an understanding of the departments, tasks, and current methods of a working museum**

d. Rationale for the level of the course (lower, upper, or graduate).

**This course is part of a Museum Studies Certificate aimed at junior- and senior-level students. It is meant to sharpen students’ observations skills, critical thinking, and research skills in a practical setting.**

**Assessment**

**University Outcomes**

22. Please indicate the university-level student learning outcomes for which this new course will contribute. Check all that apply.

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| * 1. **[ ]** Global Awareness
 | * 1. **[x]** Thinking Critically
 | * 1. **[x]** Information Literacy
 |

**Relationship with Current Program-Level Assessment Process**

23. What is/are the intended program-level learning outcome/s for students enrolled in this course? **Information Literacy**

PSLO 1: SWBAT communicate knowledgeably about diverse aspects of museum practice including history and organization, collection management, conservation, and curation.

PLSO 2: SWBAT design an exhibition based on a specific topic, that includes all curator and preparator duties.

PSLO 3: SWBAT successfully apply critical thinking skills in museum-based art criticism.

Where will this course fit into an already existing program assessment process?

**PLSO 1 – Introduce**

**PLSO 2 – Introduce**

**PLSO 3 – Introduce**

24. Considering the indicated program-level learning outcome/s (from question #23), please fill out the following table to show how and where this course fits into the program’s continuous improvement assessment process.

*For further assistance, please see the ‘Expanded Instructions’ document available on the UCC - Forms website for guidance, or contact the Office of Assessment at 870-972-2989.*

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| **Program-Level Outcome 1 (from question #23)** | SWBAT communicate knowledgeably about diverse aspects of museum practice including history and organization, collection management, conservation, and curation. |
| **Assessment Measure** | **Successful creation of appropriate Exhibition Labels**  |
| **Assessment** **Timetable** | **Portfolio of Work Assessed during capstone - Internship**  |
| **Who is responsible for assessing and reporting on the results?** | **Faculty report to assessment committee and curriculum committee** |

 *(Repeat if this new course will support additional program-level outcomes)*

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| **Program-Level Outcome 2 (from question #23)** | SWBAT design an exhibition based on a specific topic, that includes all curator and preparator duties. |
| **Assessment Measure** | **Successful completion of exhibition**  |
| **Assessment** **Timetable** | **Portfolio of Work Assessed during capstone - Internship**  |
| **Who is responsible for assessing and reporting on the results?** | **Faculty report to assessment committee and curriculum committee** |

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| **Program-Level Outcome 3 (from question #23)** | SWBAT successfully apply critical thinking skills in museum-based art criticism. |
| **Assessment Measure** | **Successful defense of exhibition**  |
| **Assessment** **Timetable** | **Portfolio of Work Assessed during capstone - Internship.**  |
| **Who is responsible for assessing and reporting on the results?** | **Faculty report to assessment committee and curriculum committee** |

 *(Repeat if this new course will support additional program-level outcomes)*

 **Course-Level Outcomes**

25. What are the course-level outcomes for students enrolled in this course and the associated assessment measures?

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| **Outcome 1** | **SWBAT write condition reports and catalogue entries, to appraise and accession and deaccession objects in a collection** |
| Which learning activities are responsible for this outcome? | Lecture, discussion, and application: 1. **Handle objects appropriately including condition reports, accessioning, deaccessioning, and cataloguing**  |
| Assessment Measure  | successfully complete a condition report |
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| **Outcome 2** | **SWBAT write condition reports and catalogue entries, to appraise and accession and deaccession objects in a collection** |
| Which learning activities are responsible for this outcome? | Lecture, discussion, and application: **Perform registration transactions including the completion of the appropriate forms** |
| Assessment Measure  | successfully complete a deaccessioning form |
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| **Outcome 3** | **SWBAT write condition reports and catalogue entries, to appraise and accession and deaccession objects in a collection** |
| Which learning activities are responsible for this outcome? | Lecture, discussion, and application: **Write and speak knowledgeably about conservation issues, museum law, and the evaluation of collections s** |
| Assessment Measure  | successfully complete a loan agreement |
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**Bulletin Changes**

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| **Instructions**  |
| **Please visit** [**http://www.astate.edu/a/registrar/students/bulletins/index.dot**](http://www.astate.edu/a/registrar/students/bulletins/index.dot) **and select the most recent version of the bulletin. Copy and paste all bulletin pages this proposal affects below. Follow the following guidelines for indicating necessary changes.** **\*Please note: Courses are often listed in multiple sections of the bulletin. To ensure that all affected sections have been located, please search the bulletin (ctrl+F) for the appropriate courses before submission of this form.** - Deleted courses/credit hours should be marked with a red strike-through (~~red strikethrough~~)- New credit hours and text changes should be listed in blue using enlarged font (blue using enlarged font). - Any new courses should be listed in blue bold italics using enlarged font (***blue bold italics using enlarged font***)*You can easily apply any of these changes by selecting the example text in the instructions above, double-clicking the ‘format painter’ icon 🡪 , and selecting the text you would like to apply the change to.* *Please visit* [*https://youtu.be/yjdL2n4lZm4*](https://youtu.be/yjdL2n4lZm4) *for more detailed instructions.* |

**2017-2018 ASU-J Undergraduate Bulletin, page 473**

**ARTH 4803. Art Theory and Criticism** This course develops a link between art criticism and studio practice, relating contemporary art production and critical theory. Includes written reports and oral presentations concerning methodology and results of research. Prerequisites, a grade of CR in ART 3330; a minimum of 48 hours ART/ARTH courses; or permission of instructor. Spring.

**ARTH 4894. Advanced Research** Research and writing of an art historical essay that proves an original thesis; to be completed in the final semester. Restricted to BA in Art, Art History emphasis majors. Prerequisites, 2.75 GPA in all ART/ARED/ARTH courses, a grade of “Credit” in ARTH 2890 and ARTH 3890, 12 hours of ARTH and permission of instructor. Fall, Spring.

**MUSEUM STUDIES**

ARTM 4023. **Museum Fundamentals I: Collections Management and Museum Law.** Instruction and hands-on practice in managing historical and anthropological collections, including object-handling, accessioning, deaccessioning, cataloguing, loans, valuating collections, conservation environments, registration transactions and forms, museum law and policies. Prerequisite: junior level standing or permission of instructor. Fall, even.

ARTM 4033. **Museum Fundamentals II: Exhibition Seminar.** Hands-on practice in exhibit development and production, including topic and object selection, curatorial research, mocking up, label writing, and basic program evaluation. Prerequisite: junior level standing or permission of instructor. Spring, odd.