

**REQUEST TO ADD A TRANSCRIPT-RECOGNIZED UNDERGRADUATE ACADEMIC MINOR
AND/OR REQUEST FOR RECOGNITION ON THE UNIVERSITY TRANSCRIPTS¹**

1. **TYPE OF PROPOSAL:** New Transcript-Recognized Minor
 Change an Existing Transcript-Recognized Minor
 Delete a Transcript-Recognized Minor

2. **OFFICIAL NAME:** Undergraduate Minor in Arts Management and Administration

3. **PROPOSED IMPLEMENTATION DATE:**² Fall 2016

4. **FIELD OF STUDY, CIP CODE** (administrative unit awarding the certificate):³ **50.1001 Arts, Entertainment, and Media management, General** (College of Fine Arts)

5. **STATEMENT OF OBJECTIVE:** Addition of a course to the list of electives; change in composition of faculty committee

6. **ADMISSIONS REQUIREMENT (IF ANY):** GPA of 2.5 or above; completion of 30 undergraduate credit hours.

7. **NUMBER OF STUDENTS EXPECTED TO RECEIVE THE TRANSCRIPT-RECOGNIZED MINOR EACH SEMESTER:** 10-20 annually

8. **ANTICIPATED ENROLLMENT CAPACITY?** 40-50

9. **NUMBER OF HOURS REQUIRED FOR COMPLETION:**⁴ 15

10. **COMPOSITION OF THE MINOR FACULTY COMMITTEE (INCLUDING THE COMMITTEE CHAIR):**⁵

<i>Name of Faculty Member</i>	<i>College/Department</i>	<i>Title at UT Austin</i>	<i>Highest Degree and Awarding Institution</i>
Paul Bonin-Rodriguez <u>(committee chair)</u>	COFA (Theatre and Dance)	Assistant Professor, Performance as Public Practice	PhD, The University of Texas at Austin
Andrew Dell'Antonio	COFA (Butler School of Music)	Assoc. Dean of Undergraduate Studies COFA, and University Distinguished Teaching Professor of Musicology	PhD, UC-Berkeley
Doug Dempster	COFA (Theatre and Dance)	Dean of COFA, and Marie and Joseph D. Jamail Senior Regents Professorship and the Effie Marie Cain Regents Chair in Theatre and Dance	PhD, UNC Chapel Hill
Martha Hilley (committee chair)	COFA (Butler School of Music)	Professor of Group Piano and Pedagogy University Distinguished Teaching Professor	MA, Sam Houston State University
Regina Hughes	McCombs Business School	Distinguished Senior Lecturer in Finance Director, Business Foundations Program	MS, University of North Texas
<u>Karen Munnelly</u>	<u>COFA</u>	<u>Director of Professional Programs</u>	<u>PhD, Ohio State University</u>
Francie Ostrower	LBJ and COFA (Theatre and	Professor, Director of Graduate Portfolio Program	PhD, Yale University

	Dance)	in Arts and Cultural Management and Entrepreneurship	
Kathy Panoff	COFA	Director and Associate Dean Texas Performing Arts, and Senior Lecturer	MA, U. of Cincinnati

11. Academic Course Requirements:⁶ Use this table to identify the courses that qualify for this certificate program.

Course Abbreviation and Number	Course Title	SCH ⁷
F A 362	Foundations of Arts Management	3
F A 363	Arts Entrepreneurship and New Venture Creation	3
F A 364	Developing and Reaching Audiences	3
F A 340	Fine Arts Internship	3
F A 365	Fundraising in the Arts	3
F A 366	Managing Arts Organizations	3
F A 367	Philanthropy and Arts Organizations	3
F A 368	Cultural Policy and Participation	3
F A 369 / AET 367	The Entrepreneurial Artist	3
F A 370	Longhorn Startup (Spring Semester)	3
F A 371	<u>Special Topics in Arts Management and Administration</u>	3
MAN 320F	Foundations of Management (or MAN 336)	3
MKT 320F	Foundations of Marketing (or MKT 337)	3
#FIN 320F	Foundations of Finance (prereq. ACC 310F) (or FIN 357)	3
ACC 310F	Foundations of Accounting (or ACC 311)	3
LEB 320F	Foundations of Business Law (or LEB 323)	3
I B 320F	Foundations of International Business (or IB 350)	3

12. OTHER MINOR REQUIREMENTS: Completion of Minor requires two Fine Arts (FA) courses (of which one must be Foundations of Arts Management or equivalent), two courses from the McCombs Business Foundations Program offerings, one of which must be Foundations of Accounting (or equivalents in the case of McCombs School Business majors), and one three credit internship (FA 340) coordinated by the College of Fine Arts Career Services Office. Students are required to have an overall 2.5 or above in minor coursework; no coursework taken for credit/no credit may be counted toward the minor.

13. COLLEGE/SCHOOL APPROVAL PROCESS:

Department approval date: February 24, 2017	Approved by whom: MAMA faculty committee
College approval date: March 9, 2017	Approved by whom: CoFA Curriculum Committee
Dean approval date: March 9, 2017	Approved by whom: Dean Doug Dempster

Arts Management and Administration Minor

The Arts Management and Administration Minor requirements are:

1. Fifteen semester hours, consisting of:
 - a. Fine Arts 362, Foundations of Arts Management
 - b. Accounting 310F or 312
 - c. Fine Arts 340: Fine Arts Internship
 - d. Three hours chosen from Fine Arts 363, 364, 365, 366, 367, 368, 369, ~~or~~ 370, or 371 (any numbered topic)
 - e. Three hours chosen from MAN 320F or 336; MKT 320F or 337; FIN 320F or 357; LEB 320F or 323; I B 320F or 350
2. 2.50 overall grade point average in minor coursework. All courses must be taken on the letter-grade basis.

Please include a draft of the catalog copy immediately following the above form. If this is an update of an existing copy, the draft should be based on the text of the current catalog available at: <http://catalog.utexas.edu/undergraduate/>.

Strike through and replace (with underlines) only the specific language to be changed. Do NOT use track changes. Submit form electronically to the Office of the General Faculty and Faculty Council at fc@austin.utexas.edu. For questions on completing this section, please contact Victoria Cervantes, fc@austin.utexas.edu, 471-5934 or Brenda Schumann, brenda.schumann@austin.utexas.edu, 475-7654

¹ Proposed Policy on the Recognition of Undergraduate Academic Minors on Official University Transcripts as Approved by the Educational Policy Committee ([D 10359-10361](#)):

- A. Minimum Criteria for a Transcript-Recognized Undergraduate Academic Minor
- The transcript-recognized undergraduate academic minor must be completed in conjunction with an undergraduate degree at the University of Texas at Austin; students pursuing an integrated undergraduate/graduate program must complete the requirements for the minor within one year after completing the undergraduate requirements of their program.
 - Transcript-recognized undergraduate academic minors must require a minimum of fifteen hours of course work but not more than eighteen hours. None of the specified coursework for the minor can include unnumbered topics courses. Minors will include a minimum of six hours of upper division coursework except in cases where students are pursuing a minor in a foreign language. In those instances, the minor must include at least nine semester hours of coursework beyond first year competence in a foreign language, including at least three hours of upper-division coursework.
 - At least half of the required course work in the minor must be completed in residence at The University of Texas at Austin.
 - A student may not earn a minor in the same field of study as his or her major, and at least nine of the hours required for the minor must include coursework not used to satisfy the requirements of the student's major. However, courses in the minor may fulfill other degree requirements such as general education requirements or required elective hours.
 - Students apply for transcript-recognized undergraduate academic minors at the time they complete their undergraduate degree. Transcript recognition is awarded at that time.
- B. Approval Process For Transcript-Recognized Undergraduate Academic Minors
- The requirements of transcript-recognized undergraduate academic minors shall be listed in the undergraduate catalog, with proposals reviewed and approved by the Committee on Undergraduate Degree Program Review (CUDPR) and subsequently sent to the Faculty Council as minor legislation for approval. Proposals for these minors are required to obtain prior approval from the sponsoring college(s) or school(s).

Program proposals submitted by the offering unit (e.g., the department or academic program) must include a statement of objective and need (expected demand), anticipated enrollment capacity, academic course and other requirements, the field of study (and CIP code), and the composition of the minor faculty committee, including the committee chair. Proposals for a transcriptable minor should describe the admissions process (if any) for acceptance into the minor. In cases where minors are offered in the same field of study as a major, the faculty of the unit offering the major will de facto constitute the faculty committee for the minor, and the department chair (or designate) will be designated as the committee chair for the minor. The committee must have a minimum of five members, and at least two-thirds of the committee must be tenured or tenure-track faculty.

Once approved, programs are required to submit a report to CUDPR every four years. The report must list the current chair and all committee members and include the number of students completing the minor in each of the prior four years. If the committee plans any changes in the requirements of the minor, these changes should be explained; changes require the same approvals as an original application, that is, approval by the college(s) or school(s), CUDPR, and the Faculty Council.

- C. The Certification Process for Students Completing the Requirements for a Minor
- Certification of completion of the requirements is done by the program's faculty committee chair (or the department's undergraduate advisor). An application for the certification of completion is initiated by the student and submitted to the chair of the faculty oversight committee at the time they complete their undergraduate degree or the certificate program, whichever comes later. Transcript

recognition is awarded at that time.

Application for certification must be made directly to the academic unit offering the minor and is not a substitute for the application for graduation required by a student's degree-granting school or college.

After approval of the student's application, the Office of the Registrar will be notified so that the minor can be shown on the official transcript.

² Transcript-recognized minors will not appear on the University transcripts until next catalog.

³ Use the federal CIP code selector site to pick a code, <http://nces.ed.gov/ipeds/cipcode>. After all other areas of this form are completed, forward a copy to the Office of Institutional Reporting, Research, and Information Systems (IRRIS) IRRIS_data_request@utlists.utexas.edu with a request to verify the CIP code ("CIP CODE" in the subject line). Include your contact information, so an IRRIS member may contact you with any questions.

⁴ See footnote ¹A.b. above: 15-20hours are required.

⁵ See footnote ¹B. above

⁶ Note with an asterisk (*) courses that would be added if the transcript-recognized minor is approved. Specify changes to the qualifying courses by noting those no longer qualifying and those now qualifying. (*Add and delete rows as needed.*) If the course numbers and titles change on a regular basis, please indicate the types of courses and number of hours for required for each.

Note with a hashtag (#) courses that require a prerequisite and provide the prerequisite course numbers.

⁷ Semester Credit Hours.