

MEMORANDUM

To: Bliss Adkinson

From: Rose Koopman

Subject: COAS Undergraduate New Program proposals

Date: October 26, 2018

The following undergraduate curriculum proposals were approved by the College of Arts and Sciences Curriculum Committee on October 16, 2018. Please include these items on the agenda for the next University Curriculum Committee meeting.

1. **Consideration of requests from the Department of Visual Arts and Design:**
 - a. **Culinary Arts Management**
 1. (U) Proposed new degree: B.S. in Culinary Arts Management (replacing former concentration in B.S. in Culinary, Nutrition, and Hospitality Management).
 2. (U) Proposal for Revised Course Prefixes to support above degree.
 3. (U) Revised Course numbers, titles, and/or descriptions.
 4. (U) Proposed new courses CAM 327, 427, 441, 460, 465, 470.
 5. (U) Change in course description CAM 241, 341, 353, 355, and 400.
 - b. **Fashion Merchandising and Design**
 1. (U) Proposed new degree: BS in Fashion Merchandising and Design (replacing B.S. in Human Environmental Sciences with a concentration in Fashion Merchandising.)
 2. (U) Revised Course prefixes, titles, and numbers.
 3. (U) Change in course description for Fashion 350.
 4. (U) Proposed new courses in Fashion Merchandising and Design: FASH 330, 331, 440, 442, 451, 470, 475.
 5. (U) New minor in Apparel Design.
 - c. **Hotel and Event Management**
 1. (U) Proposed new degree: B.S. in Hospitality and Events Management (replacing B.S. in Culinary, Nutrition and Hospitality Management with a concentration in Hospitality Management).
 2. (U) Proposed new courses: HEM 125, 203, 204, 306, 307, 308, 405, 406, 407.
 3. (U) Change in Prefixes from CNH to HEM or CAM.
 - d. **Interior and Architecture Design**
 1. (U) Proposed new degree: B.F.A. in Interior Architecture and Design (replacing B.S. in Human Environmental Sciences with a concentration in Interior Design).
 2. (U) Revised course prefixes, titles, and numbers.
 3. (U) Change in course descriptions.
 4. (U) Proposed new courses: IAD 250, 280, 380, 400, 475.
 5. (U) Revised minors: Design Build Technology minor, Kitchen and Bath design minor, Space Planning and Design minor.
 6. (U) Revision to Certificate programs: Design Build Technology certificate, Kitchen and Bath certificate.

**Undergraduate Curriculum Committee
Curriculum Change Proposal Form**

College Name: College of Arts & Sciences _____ **Department Name:** Visual Arts & Design _____

Item(s) to be considered by the Undergraduate Curriculum Committee: (please check all spaces relevant to this proposed change)

- | | |
|--|---|
| <input type="checkbox"/> Proposed New Course(s)–attach one page syllabus | <input type="checkbox"/> Change in Course Description |
| <input type="checkbox"/> Addition Of/Change in Course Fee | <input checked="" type="checkbox"/> *New Major/Option/Concentration/Minor |
| <input type="checkbox"/> Cross Listing of Course | <input type="checkbox"/> *Revised Major/Option/Concentration/Minor |
| <input type="checkbox"/> Inactivation of Course | <input type="checkbox"/> *New/Revised Certificate Program |
| <input type="checkbox"/> *Merger of Major/Option/Concentration/Minor | <input type="checkbox"/> Revised Admission Requirement |
| <input type="checkbox"/> Revised Course Number/Title/Credit/Prerequisite | <input type="checkbox"/> Editorial Change |
| <input type="checkbox"/> Other | <input type="checkbox"/> **Change to General Education Component |

Will this proposal result in the need for a revised Faculty Credentials Certification Form? Yes ☐ No ☒

If yes, for whom: _____

Will the change require additions or deletions to the Major's Course List? Yes ☐ No ☒

List courses that will be added or deleted for EACH major affected by the curriculum change (see current Major's Courses List). Include major, course number, and title (e.g., "Add to Biology and Marine Biology – BI 498 Study of Pelagic Birds. _____

Brief Description and Rationale – (1) include catalog course prefix, proposed number, credit hours, title, description, prerequisite, if any; (2) include relevant information concerning UNA's mission and goals, student learning opportunities, impact on existing programs and financial implications **(you must attach a copy of the current catalog page(s) with all suggested changes made using the *Guidelines and Style Manual*):**

The degree currently offered at UNA is the B.S. in Culinary, Nutrition, and Hospitality Management with a concentration in Culinary Arts. The proposed program will create a degree program that will provide students with the specific skills to compete professionally in the culinary and food service professions

The core objective of the Bachelor of Science in Culinary Arts Management will be to prepare students to plan, manage, and market in the culinary and/or food service industry. The program will focus on the development of advanced culinary techniques; management and leadership skills; and innovation and entrepreneurship. Graduates of the program will be prepared for successful entry into administrative positions in the culinary and/or food service industry.

The proposed B.S. in Culinary Arts Management will focus on the following learning objectives. Students in the program will be able to:

- Plan, prepare, and serve food for individuals, families, and/or commercial industry that is appropriate based on nutrition, cultural, and socioeconomic needs.
- Demonstrate advanced culinary techniques.
- Demonstrate safe and sanitary practices in food preparation, service, and preservation.
- Analyze the impact of various cooking methods on different foods.
- Develop and utilize a menu as a management tool in every area of operation (e.g., facility planning, food purchasing, and dining room service)
- Develop and demonstrate creative and professional service strategies for restaurant and catering outlets.
- Identify major trends in the culinary and/or food service industry.
- Demonstrate management and leadership skills.

Degree Plan:

Area V

Additional Requirement: (19 hours)

CIS 125 or HEM 125	Managing Technology in Hospitality Industry	3
CAM 242	Food Science	2
DMA 342	Nutrition	3
HEM 102	Intro. To Hospitality	3
CAM 112	Food Safety & Sanitation	2
CAM 221	Basic Baking	3
CAM 251	Menu Planning	3

Culinary Arts Management Core Requirement: (60 hours)

CAM 241	Food Preparation I	3
CAM 290	Cake Decoration	3
CAM 332	Pastry & Desserts	3
CAM 333	Garde Manger	3
CAM 335	Event Planning	3
CAM 341	Food Preparation II	3
CAM 353	International Cuisine	3
CAM 355	Supervision in Hospitality Industry	3
CAM 365	Wine, Beer, & Spirits	3
CAM 327	Internship I	3
CAM 400	Hospitality Facilities Management	3
HEM 403	Hospitality Law	3
CAM 427	Internship II	3
CAM 430	Food & Beverage Cost Control	3
CAM 431	Managing F & B operations	3
CAM 441	Food Preparation III	3
CAM 455	Quantity Food	3
CAM 460	Regional Cuisine	3
CAM 465	Hospitality Senior Project (W)	3
CAM 470	Culinary Entrepreneurship	3

- Minor is not required for this major

Proposed Banner Course Title (30 character maximum): _____

The proposed change(s) will be effective beginning: Fall semester 2019 _____ year

If Addition of/Change in Course Fee, provide justification: _____

List the departments or programs on campus consulted on the issues of duplication, overlap, or impact on program: _____

10/02/2018

Date Approved by Department Curriculum Committee

Anthony Crisafulli

Chair's Signature

10/16/2018

Date Approved by College Curriculum Committee***

Sara Lynn Baird

Academic Dean's Signature***

*Proposals within this category require submission and approval by ACHE. Consult ACHE website for appropriate form for submission with UCC form.

**Proposals within this category require submission to the VPAA for transmittal to the Gen Ed Work Group (GEWG) prior to Curriculum Committee consideration.

***Courses that are not specific to an academic department/college must be submitted through the VPAA Office and approved by the Council of Academic Deans prior to submission to the NTICC/Curriculum Committee.

BS Major - ~~Culinary, Nutrition, and Hospitality Management~~

Culinary Arts Management

Requirements for the Bachelor of Science Degree in ~~Culinary, Nutrition, and Hospitality Management~~

Culinary Arts Management

Additional Graduation Requirements

Code	Title	Hours
General Education Component		
Area I (Written Composition)		6
Area II (Humanities and Fine Arts)		12
Area III (Natural Sciences and Mathematics)		11
CH 101 & CH 102	Introductory Chemistry and Introduction to Organic and Biochemistry	
Area IV (History, Social and Behavioral Sciences)		12
EC 251 or EC 252	Principles of Macroeconomics¹ Principles of Microeconomics	
PY 201	General Psychology	
Area V		
Additional Requirements		
CIS 125	Business Applications of Microcomputer Software or HEM: Managing Technology in hospitality Industry	3
CNH CAM 242	Food Science	3 2

Code	Title	Hours
CNH CAM 112	Food Safety and Sanitation	2
CNH 342	Nutrition	3
CNH HEM 102	Introduction to Hospitality	3
CNH CAM 221	Basic Baking	3
CNH CAM 251	Menu Planning	3

Course List

~~Concentration in~~ Culinary Arts Management

Code	Title	Hours
CNH 221 CAM 222	Basic Baking Hospitality Facilities Management	3
CNH 222 CAM 241	Food Prep I	3
CNH 230 CAM 290 or 326 or 426	Culinary Math Cake Deco or Adv. Baking or Adv. Pastries & Desserts	3
CNH 251 CAM 332	Menu Planning Pastries and Desserts	3
CNH 330 CAM 333	Food Preparation I Garde Manger	3
CNH 331 CAM 335	Food Preparation II Event Planning	3
CNH 332 CAM 341	Pastries and Desserts Food Prep II	3
CNH 353 CAM 353 or CNH 326	Cultural Foods International Cuisine Advanced Baking	3
CNH 430 CAM 355	Food and Beverage, Cost Control Supervision in Hospitality Management	3
CAM 365	Wine, Beer, & Spirits	3
CAM 327	Internship I	3
CAM 427	Internship II	3

Code	Title	Hours
CNH HEM 403	Hospitality Law	3
CNH CAM 340	Food and Beverage, Cost Control	3
CNH CAM 431	Dining Room Service Managing Food & Beverage Operations	3
CAM 441	Food Prep III	3
CNH 455 or CNH 426 CAM 455	Quantity Food or Adv. Pastries & Desserts	3
CAM 460	Regional Cuisine	3
CAM 465	Hospitality Senior Project (W)	3
CAM 470	Culinary Entrepreneurship	3
Total Hours		60
Course List		

IMPORTANT INFORMATION!

The implementation of using the new application tool and format “PROPOSAL FOR A NEW DEGREE PROGRAM” (below) begins with the program proposals to be included in the September 14, 2018 Commission agenda.

NEW APPLICATION TOOL FOLLOWS DIRECTLY BELOW

Alabama Commission on Higher Education

PROPOSAL FOR A NEW DEGREE PROGRAM – NEW APPLICATION TOOL

Please check one: ☒ Baccalaureate Program ☐ Graduate Program

A. General Information

1. Institution: University of North Alabama
2. Institutional Contact Person: Dr. Ross C. Alexander
Title: Vice President for Academic Affairs and Provost
Telephone: 256-765-4258
E-mail: ralexander3@una.edu
3. Program Identification--
Field of Study/ Program Title: Culinary Arts Management
Degree: Bachelor of Science
CIP Code: 52.0905
4. Date of Proposal Submission: September 14, 2018
5. Proposed Program Implementation Date: Fall 2019
6. Program Administration:
Name of College/School: College of Arts and Sciences
Name of Dean: Dr. Carmen L. Burkhalter
Name of Department: Visual Arts and Design
Name of Chair: Prof. Anthony Crisafulli

Note: Please expand all response fields as necessary.

B. Program Purpose and Description

1. In no more than one paragraph describe the purpose of the proposed program. Please also include a brief statement regarding how the program's purpose is related to the University's mission and goals.
 - Bachelor of Science in Culinary Arts Management is proposed solely to replace the existing concentration in Culinary Arts in the Bachelor of Science in Culinary, Nutrition, and Hospitality Management.
 - The core objective of the Bachelor of Science in Culinary Arts Management will be to prepare students to plan, manage, and market themselves in the culinary and/or food service industry. The program will focus on the development of advanced culinary techniques; management and leadership skills; and innovation and entrepreneurship. Graduates of the program will be prepared for successful entry into a variety of service and administrative positions in the culinary and/or food service industry.
 - The Bachelor of Science in Culinary Arts Management is in line with UNA's 2014 – 2019 Strategic Plan, which includes the goals of *building an enriched academic experience* and *enhancing programs that distinguish the University*.
2. Please provide a description of the specific kinds of employment opportunities, post-graduate professional degree programs, and other graduate programs that will be available to the graduates.

Graduates in Culinary Arts Management will be prepared to gain employment in service and management positions in businesses such as fine dining restaurants, chain restaurants, full-service hotel with food and beverage / banquet operations, private/golf clubs dining, elementary/high school café, university food service, food-service distributors, hospitals café, assisted living and nursing homes café. Graduates are fully equipped to start up their own business.

Positions easily attainable for graduates in culinary Arts Management listed as follows:

- General Manager in Food Service
- Food and Beverage Director
- Restaurant Manager
- Catering/Banquet Manager
- Food and Beverage Analyst
- Club manager

- Food Service Manager
 - Lunch room Manager
 - Executive Chef
 - Food service sales rep.
 - Production Manager
3. Succinctly list at least four (4) but no more than seven (7) of the most prominent ***student learning outcomes*** of the program. These outcomes should lend themselves to subsequent review and assessment of program accomplishments.
- 1) Demonstrate knowledge and understanding the chemical composition of various foods.
 - 2) Analyze the effects of various cooking methods on different foods.
 - 3) Apply the knowledge of equivalents and substitutions in recipes.
 - 4) Demonstrate the ability to use different kinds of commercial equipment in preparing and serving food.
 - 5) Demonstrate the skills required to plan, prepare, and serve food for individual and family uses and/or commercial foods in relation to nutritional needs and cultural, socio-economic, safety and sanitation.
 - 6) Develop and manage a successful dining room operation.
 - 7) Identify and evaluate the factors which influence management decisions on various issues and create service strategies for successful operation.

C. Need for the Program

1. State need. Briefly describe why the program is specifically needed for the State of Alabama. (State need is considered a priority in the review process.)

- There are no other institutions in the state offering the Bachelor of Science degree in Culinary Arts Management, therefore, this degree will provide a unique set of skills for individuals serving and managing food service industries and any related field where food is prepared and served.
- The state encourages the development of workforce readiness; therefore, this degree will meet a recognized demand by supplying candidates with specialized expertise in a growing job market.

2. Employment Opportunities. Based on your research on the employment market for graduates of this program, please complete the following table reporting the total projected job openings (including both growth and replacement

demands) in your local area, the state, the SREB region, and the nation. These job openings should represent positions that require graduation from a program such as the one proposed.

Career and College Readiness/Preparation -- Projected Job Openings

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Total
Local	135	135	135	135	135	135	135	945
State	645	645	645	645	645	645	645	4,515
SREB	53350	53350	53350	53350	53350	53350	53350	373,450
Nation	166000	166000	166000	166000	166000	166000	166000	1,162,000

Please briefly describe your methodology for determining employment opportunities – projected job openings. Be sure to cite any data sources used in formulating these projections. The actual survey instrument, detailed results, and associated data file(s) must be maintained internally by the institution for five years from the implementation date. The survey upon which the proposal is based must be available for ACHE Staff examination upon request for that five year timeframe. The survey instrument, detailed results, or associated data file(s) should not be included in the proposal.)

The annual job openings projection for food preparation and serving workers with emphasis on chefs and head chefs & first line supervisors were searched using the data from U.S. Bureau of Labor Statistic (www.bls.gov) and Alabama department of labor (www2.labor.alabama.gov) databases. The job description and duties of the food preparation and serving workers were narrowed down to chefs, head chefs, and first line supervisors.

Average annual job openings projections for local and state data for employment opportunities for both chefs & head chefs and first line supervisors for a ten-year span 2014 – 2024 were collected from the Alabama Department of Labor and occupation outlook handbook (www2.alabama.gov/projections/occupation). The North Alabama region search showed 135 job openings and 645 for the state.

Southern Regional Educational Board (SREB) data for 2014-2024 were collected from the Projections Central database. Long term job projections yearly per state are as listed: Alabama 2710, Arkansas 1720, Delaware 540, Florida 12,330, Georgia 4970, Kentucky 2410, Louisiana 3080, Maryland 2910, Mississippi 1520, North Carolina 6250, Oklahoma 2480, South Carolina 3550, Tennessee 3340, Texas no data, Virginia 4720, and West Virginia 820 for a total of 53350 for SREB.

The Nationwide Projection according to Projection Central is 9% growth in job openings for Supervisor in Food preparation and serving workers. Based on this projected growth, an average of 166,000 additional job opportunities can be expected in this field.

3. Student Demand - Enrollment projection. Please briefly describe your methodology for determining enrollment projections. If a survey of student interest was conducted, please briefly describe the survey instrument, number and percentage of respondents, and summary of results.
(The survey instrument, and associated data file(s) need not be included in the proposal. This proposal information should be maintained for ACHE Staff review for five years from the actual implementation date.)

During the upcoming academic year, UNA's Department of Human Sciences, Hospitality, and Design (HSHD) will transition all of its academic concentrations to other academic units on campus. HSHD currently offers two bachelor degree options: (1) a Bachelor of Science in Human Environmental Sciences with concentrations in Child Development, Fashion Merchandising, and Interior Design, and (2) a Bachelor of Science in Culinary, Nutrition, and Hospitality Management with concentrations in Culinary Arts, Food Service Management, Hospitality Management, and Therapeutic Nutrition.

Since these programs currently exist as concentrations, the Office of Institutional Research was able to provide enrollment data for the previous five years to assist with enrollment projections. Table 1 outlines enrollment data for the B.S. in Culinary, Nutrition, and Hospitality Management with a concentration in Culinary Arts for the last five years. There is a downward trend in the number of students enrolled in the concentration over the last five years, which is most likely attributable to the fact that the program is a concentration which students perceived will limit their career potentials to just cooking or becoming a chef instead of a major with more emphasis on management potential in the industry. It is our contention that once the program changes to a major with the inclusion of management, the program will return to, or exceed, its previous levels of enrollment.

Table 1. Enrollment for B.S. in Culinary, Nutrition, and Hospitality Management with a concentration in Culinary Arts for the previous five years.

	Fall 2013	Fall 2014	Fall 2015	Fall 2016	Fall 2017
BS in CNH – Culinary Arts	74	61	64	55	49

In addition to these data, a survey was sent to all current HSHD students and HSHD alumni. The surveys were created and data were collected through Qualtrics. A link to the survey was provided to all current HSHD students and alumni via email.

HSHD Current Student Survey

The survey asked students to identify their current concentration. It asked students if they were aware that their program was a concentration and not a major. Then, using skip logic, students were asked to indicate whether they would prefer their current degree or a stand-alone major in their field of study. For example, students who indicated Fashion Merchandising was their concentration were asked if they would prefer a Bachelor of Science in Human Environmental Sciences with a concentration in Fashion Merchandising *or* a Bachelor of Science in Fashion Merchandising.

Then, students were asked to rate on a scale of 1 to 5 (1 = strongly disagree; 5 = strongly agree) their agreement with the following statements.

“If I had the option to pursue a bachelor’s degree with the title of my chosen field...”

- I would have more opportunities to take courses in my chosen field of study because I would not have to take courses in the HSHD common core (i.e., HES 100, HES 400).
- It would be easier for me to explain my degree to others (e.g., my parents, peers, etc.).
- I would be more competitive with other students in my field when seeking internship placement.
- I would be more competitive with other students in my field when seeking employment post-graduation.
- I would be more competitive with other students in my field when applying for graduate study.
- I would be more likely to recommend my degree to others.
- I believe it would be easier for UNA to recruit students to the program.

A total of 94 current HSHD students completed the survey: Child Development ($N = 9$); Culinary Arts ($N = 23$); Fashion Merchandising ($N = 16$); Hospitality Management ($N = 6$); and Interior Design ($N = 40$). Sixty-seven (67%) of the respondents indicated that they were aware that they were currently pursuing a concentration and not a major. Nearly three quarters of respondents (72%) indicated that would prefer a stand-alone bachelor’s degree rather than a concentration.

As indicated in Table 2, the vast majority (ranging from 72 – 91%) of respondents agreed or strongly agreed that if they had the option to pursue a bachelor’s degree with the title of their chosen field they would have more opportunities to take courses in their chosen field of study; it would be easier to explain their degree to others; they believe they would be more competitive with other students in their field when seeking internship placement, employment post-graduation, or when applying for graduate study; and they would be more likely to recommend their degree to others. Eighty-six (86%) of respondents indicated that they believed it would be easier for UNA to recruit students to their program if they offered a bachelor’s degree with the title of their chosen field.

Table 2. HSHD Current Student Survey Responses

“If I had the option to pursue a bachelor’s degree with the title of my chosen field...”	% of respondents that agreed or strongly agreed with this statement
I would have more opportunities to take courses in my chosen field of study because I would not have to take courses in the HSHD common core (i.e., HES 100, HES 400).	85%
It would be easier for me to explain my degree to others (e.g., my parents, peers, etc.).	91%
I would be more competitive with other students in my field when seeking internship placement.	72%
I would be more competitive with other students in my field when seeking employment post-graduation.	80%
I would be more competitive with other students in my field when applying for graduate study.	72%
I would be more likely to recommend my degree to others.	80%
I believe it would be easier for UNA to recruit students to the program.	86%

HSHD Alumni Survey

All current HSHD alumni were sent a similar online survey. A total of 56 HSHD alumni completed the survey: Child Development ($N = 5$); Culinary Arts ($N = 5$); Fashion Merchandising ($N = 19$); Hospitality Management ($N = 6$); and Interior Design ($N = 21$). Seventy-three (73%) of the respondents indicated that they were aware that they were pursuing a concentration and not a major when they were working toward their degree. Nearly three quarters of respondents (71%) indicated that they would have preferred a stand-alone bachelor’s degree instead of a concentration.

As indicated in Table 3, the majority (ranging from 51 – 75%) of respondents agreed or strongly agreed that if they had earned a bachelor’s degree with the title of their chosen field they would have had more opportunities to take courses in their chosen field of study; it would be easier to explain their degree to others; they believe they would have been more competitive with other students in their field when seeking internship placement, employment post-graduation, or when applying for graduate study; and they would be more likely to recommend their degree to others. Seventy-three (73%) of respondents indicated that they believe it would be easier for UNA to recruit students to their program if they offered a bachelor’s degree with the title of their chosen field.

Table 3. HSHD Alumni Survey Responses

“If I had earned a bachelor’s degree with the title of my chosen field...”	% of respondents that agreed or strongly agreed with this statement
I would have had more opportunities to take courses in my chosen field of study because I would not have had to take courses in the common core (i.e., HES 100, HES 400).	70%
It would be easier for me to explain my degree to others (e.g., my parents, peers, etc.).	75%
I would have been more competitive with other students in my field when seeking internship placement.	68%
I would be more competitive with other students in my field when seeking employment.	66%
I would be more competitive with other students in my field when applying for graduate study.	54%
I would be more likely to recommend my degree to others.	51%
I believe it would be easier for UNA to recruit students to the program.	73%

The responses from HSHD current students and alumni indicate that once the concentrations transition to stand-alone majors they will be more attractive to current and potential students. The expected impact on enrollment is reflected in the enrollment projections for the Bachelor of Science in Culinary Arts Management in the New Academic Degree Program Proposal Summary Form.

D. Specific Rationale (Strengths) for Program

What is the specific rationale (strengths) for recommending approval of this proposal? List no fewer than three (3) and no more than five (5) potential program strengths.

1. The major will provide a stronger foundation (management) of academics for graduates to contribute to the food service industry.
2. The major will allow for additional specialization in the study of culinary arts and provide essential training in food safety.
3. The major will provide graduates for the specific (management) labor force needed in the industry.
4. There are no other four-year degree programs in the state of Alabama in the culinary field.

Please note that letters of support may be included with the proposal.

E. Similar Programs

Using the ACHE Academic Program inventory found at <http://www.ache.state.al.us/Content/Departments/Instruction/StudentInfo.aspx>
List below all programs at the same degree level (by institution) that utilize the same 6-digit CIP code as the one being requested in the program proposal.

Also, list any programs at other CIP codes that may be offering similar instruction.

If there are no similar programs place a "0/none" by 1. in the listing directly below.

Note: Institutions should consult with ACHE Staff during the NISP phase of proposal development to determine what existing programs are considered duplicative of the proposed program.

The following institutions offer similar programs at this level:

1. None in the state of Alabama.

Please add numeration and list additional similar programs, if applicable.

If the program duplicates, closely resembles, or is similar to another program already offered in the State, provide justification for that duplication.

Also, if a graduate program, please identify and list any similar programs at institutions in other SREB states.

- None

F. Collaboration With Other Institutions/Agencies

Does the institution plan on collaborating with other institutions in the delivery of this program?

☐ Yes

No ☒

If yes, please indicate below which institutions and describe the basis of this collaboration.

If no, please indicate your reasons why.

We will be the only four-year institution in the state offering a degree in culinary arts management. Opportunities for collaboration with two-year programs will be welcomed.

G. Curriculum

1. Program Completion Requirements: (Enter a credit hour value for all applicable components, write N/A if not applicable)

Credit hours required in major courses

Credit hours required in minor

60
N/A

Credit hours in institutional general education or core curriculum	__41__
Credit hours required in support courses	__19__
Credit hours in required or free electives	_____
Credit hours for thesis or dissertation	_____
Total credit hours required for completion	__120__

2. Will this program be related to other programs at your institution?

- Yes

If so, which ones and how?

The program will utilize existing courses that were in the previous Culinary Arts concentration to comprise the Culinary Arts Management component of the major in Culinary Arts Management. It will also utilize existing Nutrition courses formerly in the CNH major, now moving to College of Nursing to complete the course component. All programs have been consulted and provided their support for the program.

3. Please identify any existing program, option, concentration or track that this program will replace at your institution.

- The proposal will remove and replace the existing concentration of culinary arts from culinary, nutrition, hospitality management (CNH), resulting in a new major.

4. Is it likely that this program will reduce enrollments in other graduate programs at your institution? If so, please explain.

- N/A

5. If this is a graduate program, please list any existing undergraduate programs at the institution, which are directly or indirectly related to the proposed graduate program. If this is a doctoral proposal, also list related master's programs at your institution.

- N/A

6. Please complete the table below indicating the proposed program's courses. Include the course number, and number of credits. (If feasible/useful, please group courses by sub-headings within the table.)

Course Number and Title	Number of Credit Hours	* If New Course
General Education Area I – IV (41 hours)	41	

Area V (additional Requirements) 19 hours		
CAM 125 or HEM 125 Managing Technology in Hospitality	3	*
CAM 242 Food Science	2	
DMA 342 Nutrition	3	
HEM 102 Introduction to Hospitality	3	
CAM 112 Food Safety & Sanitation	2	
CAM 221 Basic Baking	3	
CAM 251 Menu Planning	3	
Culinary Arts Core 60 hours		
HEM 403 Hospitality Law	3	
CAM 290 Cake Decoration	3	
CAM 240 Food Preparation I	3	
CAM 330 Food Preparation II	3	
CAM 441 Food Preparation III	3	
CAM 332 Pastry & Dessert	3	
CAM 333 Garde Manger	3	
CAM 335 Event Planning	3	
CAM 353 International Cuisine	3	
CAM 355 Supervision in Hospitality Management	3	
CAM 365 Wine, Beer, & Spirit	3	
CAM 400 Hospitality Facility management	3	
327 Internship I	3	
427 Internship II	3	
CAM 430 Food & Beverage Cost Control	3	
CAM 431 Managing Food & Beverage Operations	3	
CAM 455 Quantity Food Production	3	
CAM 465 Hospitality Senior Project (W)	3	*
CAM 460 Regional Cuisine	3	*
CAM 470 Culinary Entrepreneurship	3	*

7. Enumerate and briefly describe any additional requirements such as preliminary qualifying examination, comprehensive examination, thesis, dissertation, practicum or internship, some of which may carry credit hours included in the list above.

- Students will be required to complete an internship I - 150 hours (3 credits) and Internship II - 200 hours (3 credit) during the junior and senior year.

8. Does the program include any options/concentration. If so, please describe the purpose and rationale and list the courses in the option.

- No option/concentration

9. State and list if the program has any special admission requirements. If none, state: "The program has no special admission requirements".

- Major core credit hours: 60 hours
- Supporting (STAR) courses (Area V): 19 hours
- No minor required: 0
- UNA general education credit hours: 41 hours
- Total credit hours required for degree completion: 120 hours

H. Program Review and Assessment

In the final analysis, the institution and its governing board are accountable for the quality, utility and productivity of this and all other programs of instruction.

With this in mind, please describe the procedures that will be used in assessing the program's outcomes.

Be sure to include:

1. An assessment process for the student learning outcomes;

Student Learning Outcomes will be assessed through formative and summative methods, both formal and informal, to determine the satisfaction of students and graduates with the program and its outcomes. Formative methods will include ongoing feedback from course activities to determine the student's strengths and weaknesses in target areas (e.g. concept mapping, journaling, group discussion). Summative methods to evaluate student learning will be conducted at the end of each course. These methods will include but not limited to final project, final paper, internship, and final exam.

2. A follow-up plan to determine accomplishments of graduates such as obtaining relevant employment or being admitted to a masters or doctoral program (graduate or professional).

- The unit will track job placement for graduates and use survey instruments to gather data related to employment status, graduate degree enrollment, or attainment.

I. Accreditation

If there is a recognized (USDE or CHEA) or other specialized accreditation agency for this program, please identify the agency and explain why you do or not plan to seek accreditation. If there is no accrediting or similar body for this degree program state as such in your response.

- The American Culinary Federation is a well-known accreditation body for culinary arts. The concentration has not held ACF accreditation, but accreditation for the new degree, if approved, will be sought in the near future.

J. Instructional Delivery Method

1. Describe which instructional delivery methods will be utilized in delivering this program.

The proposed program will be housed within the Department of Visual Arts and Design in the College of Arts and Sciences at UNA. The course delivery methods will include: traditional classroom, Laboratory hands-on and experiential classes, some distance/online classes. It is not anticipated that 100% of the courses will be offered online at this time.

2. If distance technology is being utilized, indicate an approximate percent of the total program's courses offered that will be provided by distance education ___40___ %

3. If distance education is not being utilized, please explain why not.

N/A

K. Resource Requirements

1. Faculty. Do not attach the curriculum vitae of each existing or additional faculty members to this proposal. (The institution must maintain and have current and additional primary and support faculty curriculum vitae available upon ACHE request for as long as the program is active.) *Please do provide a brief summary of Faculty and their qualifications specific to the program proposal.*

Johnson Ogun

Associate Professor and Director of Culinary Arts

Education: Ed.D. Higher Education Administration-University of Alabama
MS Home Economic: Hotel and Restaurant Management -
Western Kentucky University
BS Finance - Western Kentucky University

Certifications:

- Servsafe Proctor (2007 to Present)

- Certified Food & Beverage Executive (The America Hotel and Lodging Educational Institute)

Johnson Ogun is an associate professor and Director of Culinary Arts in the Department of Visual Arts and Design. He has twenty-four years of experience in the culinary and hospitality industry in the positions of Food and Beverage Director and General Manager of Holiday Inns throughout the region. Dr. Ogun planned and implemented the curriculum of Culinary Arts concentration that began in 2007. Dr. Ogun the program enrollment to nearly one hundred (2011-2012) at point where a second faculty line was created. Average annual graduation of students in the program is over ten under the direction of Dr. Ogun. His research efforts at the university have been in the area of nutritional methods of food planning and preparation. He is certified as a Servsafe instructor and proctor and has been instrumental in offering the required training for professionals in the local feed industry.

Prema A. Monteiro

Associate Professor

Education: Ed.S. Career, Technical Education- University of Wisconsin-Stout
MSc. Hospitality and Tourism - University of Wisconsin-Stout
BSc. Hotel, Restaurant and Tourism Management - University of Wisconsin-Stout

Certifications:

- Servsafe

Ms. Prema Monteiro is an associate professor in Culinary Arts and Hospitality Management in the Department of Visual Arts and Design. Ms. Monteiro has sixteen years of professional experience in Hospitality Management industry. In 2007, she became the program Coordinator and instructor for the Culinary Arts program at J.F. Drake Technical College. She joined the University of North Alabama culinary faculty in 2012. Her research interests have been in Asian tourism and restaurants.

Mr. Einar Gudmundsson

Assistant Professor

Education: MBA - GLION Institute of Higher Learning, Suisse
BS - Hotel & Veitingaskoli Islands (Hotel & Restaurant School of Iceland)

Certifications:

- Servsafe
- Certified Executive Chef (American Culinary Federation)

Mr. Gudmundsson is an assistant professor and fine dining specialist in the Department of Visual Arts and Design. He has twenty years of experience in the culinary and hospitality industry in the positions of executive chef and Food and

Beverage Director of Marriott Hotels throughout the country. He joined the University of North Alabama faculty in 2016.

a) Please provide faculty counts for the proposed program:

Status	Faculty Type	
	Primary	Support
Current- Full Time	3	1
Current-Part Time	0	
Additional-Full Time (to be hired)	0	
Additional-Part Time (to be hired)	0	

b) Briefly describe the qualifications of new faculty to be hired.

No new faculty anticipated.

2. Equipment. Will any special equipment be needed specifically for this program?

☐ Yes ☒ No

If "Yes", please list:

The cost of the new equipment should be included in the table following (Section K.).

3. Facilities. Will any new facilities be required specifically for the program?

☐ Yes ☒ No

If "Yes", please list. Only new facilities need be listed. Their cost should be included in the table following (Section K.).

4. Library. Are there sufficient library resources to support the program?

☒ Yes ☐ No

Please provide a brief description of the current status of the library collections supporting the proposed program.

Overview of the Library

To support the learning, teaching, and research needs of the University, as of September 30, 2017, the libraries at the University of North Alabama (UNA) house more than 351,273 cataloged volumes, including 56,658 bound periodical volumes. The libraries' holdings also include 1,082,476 microform units (including

government documents in microform) and 305,498 electronic books. The libraries provide access to more than 32,700 periodical titles, the vast majority in electronic format. The libraries' physical collection of audiovisual and other media materials contains more than 12,000 items and includes compact discs, DVDs, computer software, and media kits. The physical holdings are supplemented by more than 77,000 streaming videos and thousands of streaming audio files. The libraries also provide access to more than 180 electronic databases, including the databases of the Alabama Virtual Library. The majority of these databases are accessible remotely via the Internet.

The libraries' collections are enhanced by UNA's participation in the Network of Alabama Academic Libraries (NAAL), LYRASIS, and the Online Computer Library Center (OCLC). Materials not available locally can be obtained through Collier Library's interlibrary loan (ILL) services, which are made available to students and faculty free of charge.

Collier Library provides over 50 network-connected public workstations, including two workstations with flatbed scanners and two equipped with hardware and software to aid persons with visual impairment. Printing services, in-library checkout of laptop computers, and course reserves are available for student and faculty convenience.

Collier Library's professional staff includes eight full-time librarians, all with American Library Association accredited master's degrees. In addition to individual responsibilities by position, librarians act as liaisons to academic departments and facilitate selection of new materials within assigned subject areas. Instructional services available for UNA faculty and students include information literacy and research assistance sessions tailored to course content, virtual instruction sessions delivered via UNA's course management software (Canvas), and librarians embedded semester-long in online or hybrid courses. Research consultations (scheduled one-on-one or small group meetings with a librarian) are also offered in person, by telephone, or online.

Books, Media, and Other Non-Periodical Materials

The collecting level for the Human Environmental Sciences department, the previous home of the nutrition and culinary arts programs, is at the intermediate study or instructional support level, with predominantly English language materials, and includes primarily books, audiovisuals, and electronic resources. This collecting level provides resources adequate for imparting and maintaining knowledge about the basic or primary topics of a subject area at a level adequate to support advanced undergraduate course work. The library has collected to support the Bachelor of Science degree in culinary, nutrition science and hospitality arts management for the last few years. Collections supporting several

business programs proved additional related resources in areas such as accounting, marketing, and management.

Serials and Databases

To supplement the monograph collection, the University Libraries currently subscribes to a number of serial titles available both in print and electronically. Local serials holdings in this area include titles such as *Annals of Leisure Research*, *Cornell Hospitality Quarterly*, *Food and Hospitality World*, *Hospitality*, *International Journal of Hospitality & Tourism Administration*, *International Journal of Hospitality Management*, *Journal of Hospitality and Marketing Management*, *Journal of Hospitality & Tourism Education*, *Journal of Hospitality and Tourism Management*, *Journal of Hospitality & Tourism Research*, *Journal of Leisure Research*, *Journal of Policy Research in Tourism*, *Journal of Venue & Event Management*, *Leisure and Events*, *Leisure Sciences*, *Leisure Studies*, *Restaurant Hospitality*, *Society and Leisure*, *Tourism & Hospitality Management*, *Tourism and Hospitality Planning and Development*, *Tourism and Hospitality Research*, *Tourism Recreation Research*, and *World Leisure Journal*.

The periodical subscriptions are supplemented by a number of research databases that include full-text access to other core journals. The databases most relevant to the business, educational, and health science aspects of the proposed program, include ABI/INFORM, Business Source Complete, ERIC, Science Direct, and SPORTDiscus (for leisure, recreation, and event planning). As the university offers graduate programs in business and education, the libraries have a large collection of both print and electronic resources to support these aspects of the proposed program. Additionally, several large cross-disciplinary databases such as Academic Search Complete, ProQuest Central, and Academic OneFile provide additional coverage for the other aspects of the program. The libraries' collection also includes streaming educational videos from multiple vendors, accessible both on-campus and off-campus.

Summary and Conclusions

The library's current collections is adequate to support advanced undergraduate course work in the degree program. To maintain library support for the program, current levels of funding must at least continue at current levels. Increasing costs of resources must also be considered. If "No", please briefly describe how any deficiencies will be remedied; include the cost in the table following (Section K.).

5. Assistantships/Fellowships. Will you offer any assistantships specifically for this program?

☐ Yes ☒ No

If "Yes", how many assistantships will be offered? Be sure to include the amount in the table following.

--

Number of assistantships offered

Be sure to include the cost of assistantships in the table following (Section K.).

6. Program Budget. The proposal projected that a total of \$ in estimated new funds will be required to support the proposed program.

A projected total of \$ will be available to support the new program.

L. New Academic Degree Program Proposal Summary Form

- In the following “NEW ACADEMIC DEGREE PROGRAM PROPOSAL SUMMARY” table, please provide a realistic estimate of the costs of the program.
- This should only include the additional costs that will be incurred, not current costs.
- Indicate the sources and amounts of funds available for the program’s support.
- DO NOT LEAVE ANY PORTION/SOURCES OF THE NEW FUNDS OR FUNDS AVAILABLE BLANK. ENTER “\$0” IF THERE ARE NO NEW FUNDS NEEDED OR NO FUNDS AVAILABLE.
- THERE MUST BE AN ACTUAL DOLLAR AMOUNT PROVIDED FOR TUITION, SINCE THOSE FIGURES REPRESENT PROJECTED ENROLLED STUDENTS.
- **If it is stated that new funds are requested or if it is a reallocation of resources, please explain directly below from what source(s) the funds for the proposed new program, (e.g. faculty, equipment, etc.) will be attained.**
- **If tuition is used to support the program, what start-up revenue source will be used to initiate the program.**

Also, include enrollment and completer projections.

- New enrollment headcounts are defined as **unduplicated** counts across years. For example, if “Student A” would be initially enrolled in the program in year 2, and again is enrolled in the program in years 4 and 5; “Student A” is only counted in the new enrollment headcount in year 2.
- Total enrollment headcounts represent the actual number of students enrolled (both part-time and full time each year. This is a **duplicated** count).

NEW ACADEMIC DEGREE PROGRAM PROPOSAL SUMMARY								
INSTITUTION: University of North Alabama								
PROGRAM: Culinary Arts Management								
ESTIMATED NEW FUNDS REQUIRED TO SUPPORT PROPOSED PROGRAM								
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	TOTAL
FACULTY								
LIBRARY								
FACILITIES								
EQUIPMENT	\$0							\$0
STAFF								
ASSISTANTSHIPS								
OTHER								
TOTAL	\$0							\$0
SOURCES OF FUNDS AVAILABLE FOR PROGRAM SUPPORT								
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	TOTAL
INTERNAL REALLOCATIONS	\$0							\$0
EXTRAMURAL	0	0	0	0	0	0	0	0
TUITION	\$249,300*	\$249,300	\$249,300	\$249,300	\$249,300	\$249,300	\$249,300	\$1,745,100
TOTAL	\$249,300*	\$249,300	\$249,300	\$249,300	\$249,300	\$249,300	\$249,300	\$1,745,100
ENROLLMENT PROJECTIONS								
<i>Note: "New Enrollment Headcount" is defined as unduplicated counts across years.</i>								
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	6-YEAR AVERAGE
FULL TIME HEADCOUNT	Year 1 - 49 data reporting required	30	32	34	35	34	34	
PART TIME HEADCOUNT	Year 1 - No data reporting required	0	0	0	0	0	0	0
TOTAL HEADCOUNT	Year 1 - 49 data reporting required	30	32	34	35	34	34	33.17
NEW ENROLLMENT HEADCOUNT	Year 1 - No data reporting required	5	2	2	2	2	2	2.5
NEW ENROLLMENT HEADCOUNT								
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	AVERAGE
DEGREE COMPLETION PROJECTIONS	Year 1 - 8 data reporting required	5	6	7	8	9	10	7.5

*Calculated as \$4,155 per semester X 2 for fall and spring (\$8,310) X 30 students

**Undergraduate Curriculum Committee
Curriculum Change Proposal Form**

College Name: College of Arts & Sciences _____ **Department Name:** Visual Arts & Design _____

Item(s) to be considered by the Undergraduate Curriculum Committee: (please check all spaces relevant to this proposed change)

- | | |
|---|--|
| <input type="checkbox"/> Proposed New Course(s)–attach one page syllabus | <input type="checkbox"/> Change in Course Description |
| <input type="checkbox"/> Addition Of/Change in Course Fee | <input type="checkbox"/> *New Major/Option/Concentration/Minor |
| <input type="checkbox"/> Cross Listing of Course | <input type="checkbox"/> *Revised Major/Option/Concentration/Minor |
| <input type="checkbox"/> Inactivation of Course | <input type="checkbox"/> *New/Revised Certificate Program |
| <input type="checkbox"/> *Merger of Major/Option/Concentration/Minor | <input type="checkbox"/> Revised Admission Requirement |
| <input checked="" type="checkbox"/> Revised Course Number/Title/Credit/Prerequisite | <input type="checkbox"/> Editorial Change |
| <input type="checkbox"/> Other | <input type="checkbox"/> **Change to General Education Component |

Will this proposal result in the need for a revised Faculty Credentials Certification Form? Yes ☐ No ☒

If yes, for whom: _____

Will the change require additions or deletions to the Major's Course List? Yes ☐ No ☒

List courses that will be added or deleted for EACH major affected by the curriculum change (see current Major's Courses List). Include major, course number, and title (e.g., "Add to Biology and Marine Biology – BI 498 Study of Pelagic Birds. _____

Brief Description and Rationale – (1) include catalog course prefix, proposed number, credit hours, title, description, prerequisite, if any; (2) include relevant information concerning UNA's mission and goals, student learning opportunities, impact on existing programs and financial implications (you must attach a copy of the current catalog page(s) with all suggested changes made using the *Guidelines and Style Manual*):

The degree currently offered at UNA is the B.S. in Culinary, Nutrition, and Hospitality Management with a concentration in Culinary Arts. The proposed program will create a degree program that will provide students with the specific skills to compete professionally in the culinary and food service professions

The following courses prefix will change from CNH to CAM or HEM:

From	To
CNH 242	CAM 242
CNH 102	HEM 102
CNH 112	CAM 112
CNH 221	CAM 221
CNH 250	CAM 250
CNH 251	CAM 251
CNH 290	CAM 290
CNH 326	CAM 326
CNH 332	CAM332
CNH 333	CAM 333
CNH 359	CAM 359
CNH 365	CAM 365
CNH 403	HEM 403
CNH 426	CAM 426
CNH 430	CAM 430
CNH 455	CAM 455

Proposed Banner Course Title (30 character maximum): _____

The proposed change(s) will be effective beginning: Fall _____ semester 2019 _____ year

If Addition of/Change in Course Fee, provide justification: _____

List the departments or programs on campus consulted on the issues of duplication, overlap, or impact on program: _____

10/2/2018

Date Approved by Department Curriculum Committee

Anthony Crisafulli

Chair's Signature

10/16/2018

Date Approved by College Curriculum Committee***

Sara Lynn Baird

Academic Dean's Signature***

*Proposals within this category require submission and approval by ACHE. Consult ACHE website for appropriate form for submission with UCC form.

**Proposals within this category require submission to the VPAA for transmittal to the Gen Ed Work Group (GEWG) prior to Curriculum Committee consideration.

***Courses that are not specific to an academic department/college must be submitted through the VPAA Office and approved by the Council of Academic Deans prior to submission to the NTICC/Curriculum Committee.

Culinary Arts concentration

Culinary Arts Management

~~CNH 112. Food Safety and Sanitation. (2 Credits)~~

~~This course prepares students for successful completion of the National Restaurant Association's ServSafe® Food Protection Manager Certification examination. Focus is placed on key food safety principles and practices including physical, chemical, and biological contaminants, risk factors, and unsafe practices that can cause foodborne illnesses and how to prevent them. The course also explains active managerial control and Hazard Analysis Critical Control Point (HACCP). This course is a pre/co-requisite for the culinary food production classes.~~

CAM 112. Food Safety and Sanitation. (2 Credits)

This course prepares students for successful completion of the National Restaurant Association's ServSafe® Food Protection Manager Certification examination. The focus is placed on key food safety principles and practices including physical, chemical, and biological contaminants, risk factors, and unsafe practices that can cause foodborne illnesses and how to prevent them. The course also explains active managerial control and Hazard Analysis Critical Control Point (HACCP). This course is a pre/co-requisite for the culinary food production classes.

~~CNH 221. Basic Baking. (3 Credits)~~

~~Fundamental principles and practice of baking and working with a variety of dough and batters. Instruction in basic ingredients and techniques, weights and measures, baking terminology, mixing methods, and formula calculation used in making breads, cookies, pies, and tarts. Two class periods; one 2-hour laboratory period per week. Prerequisite: CNH 230.~~

CAM 221. Basic Baking. (3 Credits)

Fundamental principles and practice of baking and working with a variety of dough and batters. Instruction in basic ingredients and techniques, weights and measures, baking terminology, mixing methods and formula calculations used in making breads, cookies, pies, and tarts. Course fee: \$30.00.

~~CNH 242. Food Science. (3 Credits)~~

~~A study of the relationship between food composition and structure; and the preparation and service of food. Two class periods; one 2-hour laboratory period per week.~~

~~Course Fees: \$30.~~

CAM 242. Food Science. (2 credits) This course is a study of the relationship between food composition and structure as well as the preparation and service of food. Course fee: \$30.00.

~~CNH 250. Introduction to Culinary Arts. (1 Credit)~~

~~This course provides an overview of the history of the culinary profession and explores the entire spectrum of careers in the food industry, both in and out of the kitchen. This course will explore personal and educational resources needed to become a professional chef.~~

CAM 250. Intro to Culinary Arts. (1 credit) This course provides an overview of the history of the culinary profession and explores the entire spectrum of careers in the food industry, both in and out of the kitchen. This course will explore the personal and educational resources needed to become a professional chef.

~~CNH 251. Menu Planning. (3 Credits)~~

~~Menu Planning. Review of the menu as the key component in the success of any food service operation. Understanding of who your customer is, what your restaurant is, menu content and nutrition, as well as basic principles and functions of purchasing, along with analysis of pricing strategy are discussed in this class. (Spring)~~

CAM 251. Menu Planning. (3 credits) Review of the menu as the key component in the success of any food service operation. Understanding of who your customers are, what your restaurant is, menu content and nutrition, as well as basic principles and functions of purchasing, along with an analysis of pricing strategy are discussed in this class.

~~CNH 290. Cake Decorating and Design. (3 Credits)~~

~~This course focuses on preparing a variety of popular and contemporary cakes, piping skills using different mediums such as buttercream and royal icing, and assembling cakes using basic finishing and decorating techniques. It also emphasizes the importance of the implementing sanitation and safety practices necessary when working in a kitchen.~~

CAM 290. Cake Decorating and Design. (3 credits) This course focuses on preparing a variety of popular and contemporary cakes, piping skills using different mediums such as, buttercream and royal icing, and assembling cakes using basic finishing and decorating techniques. Course fee: \$30.00.

~~CNH 326. Advanced Baking. (3 Credits)~~

~~This course builds on the basic knowledge and skills acquired in CNH 221 Basic Baking. It provides students the opportunity to improve their skills and perfect their techniques through additional hands-on experience in the production of breads, quick breads, cookies, pies, and tarts. It will also emphasize the importance of implementation of the principles of safety and sanitation and mise en place. Prerequisites: CNH 230 and CNH 221~~

~~Course Fees: \$30~~

CAM 326. Advanced Baking. (3 credits)

This course builds on the basic knowledge and skills acquired in CAM 221, Basic Baking. It provides students the opportunity to improve their skills and perfect their techniques through additional hands-on experience in the production of breads, quick breads, cookies, pies, and tarts. Course Fee: \$30.00.

~~CNH 332. Pastries and Desserts. (3 Credits)~~

~~This course introduces students to the techniques required to prepare a variety of hot and cold pastries and desserts, such as flans, custards, creams, sauces, mousses, and ice creams/frozen dessert. It emphasizes production of high quality, classical dessert, while maintaining safe and sanitary handling of equipment and supplies. Two class periods; one 2-hour laboratory period per week. Prerequisite: CNH 221 and 230.~~

CAM 332. Pastries and Desserts. (3 Credits)

This course introduces students to the techniques required to prepare a variety of hot and cold pastries and desserts such as flans, custards, creams sauces, mousses, and ice creams/frozen desserts. It emphasizes production of high quality, classical desserts, while maintaining safe and sanitary handling of equipment and supplies. Course Fee: \$30.00.

~~CNH 333–This course was approved, but is not in the 2018-19 catalog.~~

CAM 333. Garde Manger. (3 Credits)

This course is designed to teach students the techniques used in Garde Manger, to include preparing and presenting cold foods, Hors d'Oeuvres, canapés, salads and salad dressings for buffet, a la carte as well as for culinary showpieces. Course Fee: \$30.00.

~~CNH 359. Special Course. (1-6 Credits)~~

~~Course number reserved for special courses offered from time to time in response to special circumstances. The courses are discipline specific with variable credit and when offered, they are identified by department content and credit.~~

CAM 359. Special Topics. (1-6 Credits)

This course is reserved for special topics offered periodically in response to special circumstances. The course is repeatable for up to six credit hours.

~~CNH 365–This course was approved, but is not in the 2018-19 catalog.~~

CAM 365. Wine, Beer, and Spirits. (3 Credits)

This course gives students basic knowledge of the components and production of wine, beer, and spirits and explores its use in culinary and food service. It enables students to make appropriate beverage selections related to food pairing and the preparation of food. Legal aspects of purchasing, selling, and consumption of alcohol within food service operation will be discussed. Students will have the opportunity to tour local wineries, breweries, and distilleries. No consumption of alcohol is required. Course Fee: \$30.00.

~~CNH 426 Advanced Pastries and Desserts. (3 Credits)~~

~~This course builds on the knowledge and skills acquired in CNH 332 Pastries and Desserts. It offers students the opportunity to gain valuable hands-on experience in the advanced techniques required to prepare a variety of hot and cold pastry and dessert components, such as custards, creams, sauces,~~

~~mousses, ice creams/frozen desserts, petit fours, chocolates and chocolate decorations, and various dessert garnishes. It emphasizes improving skills in each area, and producing high quality, handcrafted desserts, while maintaining safe and sanitary handling of equipment and supplies.~~

~~Prerequisites: [CNH 230](#), [CNH 221](#), And [CNH 332](#).~~

~~Course Fees: \$30~~

CAM 426. Advanced Pastries and Desserts. (3 Credits)

This course builds on the knowledge and skills acquired in pastry and dessert (CAM 332), it offers students the opportunity to gain valuable hands-on experience required to prepare a variety of hot and cold pastry and dessert components. Course Fee: \$30.00.

~~CNH 430. Food and Beverage, Cost Control. (3 Credits)~~

~~Exploring the financial areas of hospitality operations in the area of budgeting, forecasting, profit and loss reporting, food, labor, and beverage cost control. Two class periods; one 2-hour laboratory period per week.~~

~~Course Fees: \$30~~

CAM 430. Food and Beverage Cost Control. (3 Credits)

For foodservice managers to control costs effectively, they must have a firm grasp of accounting, marketing, and legal issues, as well as food and beverage sanitation, production, and service methods. This course will explore the financial aspects of hospitality operations, such as budgeting, forecasting, profit and loss reporting, food, labor, and beverage cost control and provide students with a wealth of knowledge and the specific tools they need to keep costs low and profit margins high.

~~CNH 431. Dining Room Services. (3 Credits)~~

~~Topics covered include basic principles and types of table and banquet services, dining and banquet room organization and table settings, staffing, responsibilities of dining room personnel, customer sales and service. Emphasizes effective serving procedures and techniques, including cordial and prompt attention to customers, proper dress and grooming practices, and in-depth knowledge of menu items. Two class periods; one 2-hour laboratory period per week. Prerequisite: [CNH 230](#) and [430](#).~~

CAM 431. Managing Food and Beverage Operations. (3 Credits)

Topics covered include basic principles and types of table and banquet services, dining and banquet room organization and table setting, staffing, responsibilities of dining room personnel, customer sales and service. Emphasizes effective serving procedures and techniques, including cordial and prompt attention to customers, proper dress and grooming practices and in-depth knowledge of menu items.

~~CNH 331. Food Preparation II. (3 Credits)~~

~~Advanced principles of food production. Advanced knowledge of principles and techniques used in a professional kitchen, including stimulating blend of interactive and laboratory demonstrations of kitchen~~

~~sanitation, knife handling, advanced cooking skills, techniques and procedures. Supervisory skills of training, planning, delegating and maintaining records. Two class periods; one 2-hour laboratory period per week.~~

~~Prerequisite: CNH 330.~~

~~Course Fees: \$30~~

CAM 441. Food Preparation III. (3 Credits)

Advanced principles of food production. Advance knowledge of principles and techniques used in a professional kitchen, including stimulating blends of interactive and laboratory demonstrations of kitchen sanitation, knife handling, advanced cooking skills, techniques, and procedures. Supervisory skills of training, planning, delegating and maintaining records. Course Fee: \$30.00.

~~CNH 455. Quantity Food Production. (3 Credits)~~

~~Principles and methods of procuring, producing, and serving food in quantity, including organization, management, sanitation, safety, analysis, and design of jobs. Two class periods; one 2-hour laboratory period per week. Prerequisite: CNH 355.~~

CAM 455. Quantity Food Production. (3 Credits)

This course will focus on principles and methods used in menu writing and food procurement, production, and service in large quantities for any style of service. Students develop event themes, plan menus, write recipe cards, produce grocery lists with estimate event cost, schedule production staff, design table presentation and execute one planned event. Course Fee: \$30.00.

**Undergraduate Curriculum Committee
Curriculum Change Proposal Form**

College Name: College of Arts and Sciences_____ **Department Name:** Visual Arts & Design_____

Item(s) to be considered by the Undergraduate Curriculum Committee: (please check all spaces relevant to this proposed change)

- | | |
|---|--|
| <input type="checkbox"/> Proposed New Course(s)–attach one page syllabus | <input type="checkbox"/> Change in Course Description |
| <input type="checkbox"/> Addition Of/Change in Course Fee | <input type="checkbox"/> *New Major/Option/Concentration/Minor |
| <input type="checkbox"/> Cross Listing of Course | <input type="checkbox"/> *Revised Major/Option/Concentration/Minor |
| <input type="checkbox"/> Inactivation of Course | <input type="checkbox"/> *New/Revised Certificate Program |
| <input type="checkbox"/> *Merger of Major/Option/Concentration/Minor | <input type="checkbox"/> Revised Admission Requirement |
| <input checked="" type="checkbox"/> Revised Course Number/Title/Credit/Prerequisite | <input type="checkbox"/> Editorial Change |
| <input type="checkbox"/> Other | <input type="checkbox"/> **Change to General Education Component |

Will this proposal result in the need for a revised Faculty Credentials Certification Form? Yes ☐ No ☒

If yes, for whom: _____

Will the change require additions or deletions to the Major's Course List? Yes ☐ No ☒

List courses that will be added or deleted for EACH major affected by the curriculum change (see current Major's Courses List). Include major, course number, and title (e.g., "Add to Biology and Marine Biology – BI 498 Study of Pelagic Birds. _____

Brief Description and Rationale – (1) include catalog course prefix, proposed number, credit hours, title, description, prerequisite, if any; (2) include relevant information concerning UNA's mission and goals, student learning opportunities, impact on existing programs and financial implications (you must attach a copy of the current catalog page(s) with all suggested changes made using the *Guidelines and Style Manual*):

The degree currently offered at UNA is the B.S. in Culinary, Nutrition, and Hospitality Management with a concentration in Culinary Arts. The proposed program will create a degree program that will provide students with the specific skills to compete professionally in the culinary and foodservice professions

The course prefix, title, and number will change as listed:

From	To
CNH 330 Food Prep I	CAM 241 Food Preparation I
CNH 335 Catering & Event Planning	CAM 335 Event Planning
CNH 331 Food Prep II	CAM 341 Food Preparation II
CNH 353 Cultural Food	CAM 353 International Cuisine
CNH 355 Food Service Planning	CAM 355 Supervision in Hospitality Management
CNH 222 Hospitality Facilities Mgt	CAM 400 Hospitality Facilities Management
CNH 431 Dining room service	CAM 431 Managing Food & Beverage Operations

Proposed Banner Course Title (30 character maximum): _____

The proposed change(s) will be effective beginning: Fall _____ semester 2019 _____ year

If Addition of/Change in Course Fee, provide justification: _____

List the departments or programs on campus consulted on the issues of duplication, overlap, or impact on program: _____

10/02/2018

Date Approved by Department Curriculum Committee

Anthony Crisafulli

Chair's Signature

10/16/2018

Date Approved by College Curriculum Committee***

Sara Lynn Baird

Academic Dean's Signature***

*Proposals within this category require submission and approval by ACHE. Consult ACHE website for appropriate form for submission with UCC form.

**Proposals within this category require submission to the VPAA for transmittal to the Gen Ed Work Group (GEWG) prior to Curriculum Committee consideration.

***Courses that are not specific to an academic department/college must be submitted through the VPAA Office and approved by the Council of Academic Deans prior to submission to the NTICC/Curriculum Committee.

~~Culinary, Nutrition, and Hospitality~~

Culinary Arts Management

~~CNH 330. Food Preparation I. (3 Credits)~~

~~Introduction to principles of food production. Foundational knowledge of principles and techniques used in a professional kitchen, including stimulating blend of interactive and laboratory demonstrations of kitchen sanitation, knife handling, pantry maintenance, and basic cooking skills. Two class periods; one 2-hour laboratory period per week. Prerequisite: CNH 230 and CNH 242.~~

~~Course Fees: \$30~~

CAM 241. Food Preparation I. (2 Credits)

In this course, students will execute the fabrication of meat, fish and poultry products, and skills necessary for any professional kitchen operation. Students will perform yield tests and calculate portion cost of fabricated items. Course Fee: \$30.00.

~~CNH 335 catering & Event Planning (3 Credits).~~

~~This course covers all aspects of event planning and catering, such as acquiring, implementing, and monitoring all the products, systems, purveyors, processes, and services needed to organize events successfully. It includes instructions on various types of events from weddings and personal events to corporate conferences and large festivals. Course Fees: \$30~~

CAM 335. Event Planning. (3 Credits)

This course covers all aspects of event planning and catering, such as acquiring, implementing, and monitoring all the products, systems, purveyors, processes, and services needed to organize events successfully. It includes instructions on various types of events from weddings and personal events to corporate conferences and large festivals.

~~CNH 331. Food Preparation II. (3 Credits)~~

~~Advanced principles of food production. Advanced knowledge of principles and techniques used in a professional kitchen, including stimulating blend of interactive and laboratory demonstrations of kitchen sanitation, knife handling, advanced cooking skills, techniques and procedures. Supervisory skills of training, planning, delegating and maintaining records. Two class periods; one 2-hour laboratory period per week. Prerequisite: CNH 330.~~

~~Course Fees: \$30~~

CAM 341. Food Preparation II. (3 Credits)

Introduction to principles of food production. Foundational knowledge of principles and techniques used in a professional kitchen, including a stimulating blend of interactive and laboratory demonstrations of kitchen sanitation, knife handling, pantry maintenance, and basic cooking skills. Course Fee: \$30.00

~~CNH 353. Cultural Foods. (3 Credits)~~

~~Planning of meals and food preparation demonstrations with emphasis on cultural foods, aesthetic values, and management of time and the food budget on various economic levels. Two class periods; one 2-hour laboratory period per week.~~

~~Course Fees: \$30~~

CAM 353. International Cuisines. (3 Credits)

This course focuses on the planning of meals and food preparation with emphasis on international/cultural cuisines, aesthetic values, and management of time and food budget on various economic levels. Course Fee: \$30.00.

~~CNH 355. Food Service Planning. (3 Credits)~~

~~The class will cover space allocation, flow of work layout, environmental planning, and understanding the principles for equipment selection.~~

CAM 355. Supervision in Hospitality Management (3 Credits).

This course provides students an informational foundation and explains effective use of management resources. Examine management functions, decision-making tools, and management principles. Discusses the role of management as it pertains to conflict Management, Resolution, and Prevention.

~~CNH 222. Hospitality Facilities Management. (3 Credits)~~

~~Discuss the principles of management in the areas of planning, organizing, and staffing in hospitality industry. Field trips and special projects will also be explored.~~

~~Course Fees: \$30~~

CAM 400. Hospitality Facilities Management (3 Credits).

This class will cover space allocation, work flow, equipment layout, environmental planning, and understanding the principles for equipment selection. ~~Instruction in student preparation and provide resources needed to effectively represent the owner in the design of a new or renovated foodservice facility.~~

~~CNH 431. Dining Room Services. (3 Credits)~~

~~Topics covered include basic principles and types of table and banquet services, dining and banquet room organization and table settings, staffing, responsibilities of dining room personnel, customer sales and service. Emphasizes effective serving procedures and techniques, including cordial and prompt attention to customers, proper dress and grooming practices, and in-depth knowledge of menu items. Two class periods; one 2-hour laboratory period per week. Prerequisite: CNH 230 and 430.~~

CAM 431. Managing Food and Beverage Operations (3 Credits).

Topics covered include basic principles and types of table and banquet services, dining and banquet room

organization and table setting, staffing, responsibilities of dining room personnel, customer sales and service. Emphasizes effective serving procedures and techniques, including cordial and prompt attention to customers, proper dress and grooming practices and in-depth knowledge of menu items.

4-26-16

**Undergraduate Curriculum Committee
Curriculum Change Proposal Form**

College Name: College of Arts & Sciences _____ **Department Name:** Visual Arts & Design _____

Item(s) to be considered by the Undergraduate Curriculum Committee: (please check all spaces relevant to this proposed change)

- | | |
|---|--|
| <input checked="" type="checkbox"/> Proposed New Course(s)—attach one page syllabus | <input type="checkbox"/> Change in Course Description |
| <input type="checkbox"/> Addition Of/Change in Course Fee | <input type="checkbox"/> *New Major/Option/Concentration/Minor |
| <input type="checkbox"/> Cross Listing of Course | <input type="checkbox"/> *Revised Major/Option/Concentration/Minor |
| <input type="checkbox"/> Inactivation of Course | <input type="checkbox"/> *New/Revised Certificate Program |
| <input type="checkbox"/> *Merger of Major/Option/Concentration/Minor | <input type="checkbox"/> Revised Admission Requirement |
| <input type="checkbox"/> Revised Course Number/Title/Credit/Prerequisite | <input type="checkbox"/> Editorial Change |
| <input type="checkbox"/> Other | <input type="checkbox"/> **Change to General Education Component |

Will this proposal result in the need for a revised Faculty Credentials Certification Form? Yes ☐ No ☒

If yes, for whom: _____

Will the change require additions or deletions to the Major's Course List? Yes ☐ No ☒

List courses that will be added or deleted for EACH major affected by the curriculum change (see current Major's Courses List). Include major, course number, and title (e.g., "Add to Biology and Marine Biology – BI 498 Study of Pelagic Birds. _____

Brief Description and Rationale – (1) include catalog course prefix, proposed number, credit hours, title, description, prerequisite, if any; (2) include relevant information concerning UNA's mission and goals, student learning opportunities, impact on existing programs and financial implications (you must attach a copy of the current catalog page(s) with all suggested changes made using the *Guidelines and Style Manual*):

The degree currently offered at UNA is the B.S. in Culinary, Nutrition, and Hospitality Management with a concentration in Culinary Arts. The proposed program will create a degree program that will provide students with the specific skills to compete professionally in the culinary and foodservice professions.

Culinary Arts students will be better prepared and will acquire the advanced skills needed in the profession with the addition of these proposed courses:

CAM 327 Internship I (3)
CAM 427 Internship II (3)
CAM 441 Food Preparation III (3)
CAM 460 Regional Cuisine (3)
CAM 465 (W) Hospitality Senior Project (3)
CAM 470 Culinary Entrepreneurship (3)

Course Descriptions:

CAM 327. Internship II .(3 Credits)

Approved off-campus experience with select businesses under joint faculty and industry management supervision. This internship opportunity will be at the completion of 150 hours. Prerequisite: approval of instructor.

CAM 427. Internship II. (3 Credits)

Approved off-campus experience with select businesses under joint faculty and industry management supervision. This internship opportunity will be at the completion of 200 hours. Prerequisite: approval of instructor.

CAM 441. Food Preparation III. (3 credits)

This course instructs students in advanced principles of food production, particularly, those used in a professional kitchen, including stimulating blends of interactive and laboratory demonstrations of kitchen sanitation, knife handling, advanced cooking skills, techniques and procedures. Includes supervisory skills of training, planning, delegating and maintaining records. Course Fee: \$30.00

CAM 460. Regional Cuisine. (3 credits)

This course will allow students the opportunity to learn about regional cuisines and service from regions to regions and the principles guiding regional foods. Through lectures and group discussions, students will learn the important foodservice principles and concepts in different regions relating to business practices in culinary arts. Students will learn the purchasing guideline using technological advancement tools in culinary art profession. Course Fee: \$30.00.

CAM 465 (W). Hospitality Senior Project. (3 credits)

This course provides the opportunity to explore important historic events and milestones that influenced culinary and hospitality practices from ancient times to the present. Students will research growth and development of the foodservice and hospitality industry, focusing on the influence of significant contributors, and discover their major contributions and impact on modern-day industry.

CAM 470. Culinary Entrepreneurship. (3 credits)

This course provides students with an understanding of the process and effective use of resources and public relations as applied to the hospitality industry with a focus on restaurants. Students will acquire distinctive guide for starting and growing a successful professional personal chef business.

Proposed Banner Course Title (30 character maximum): see above

The proposed change(s) will be effective beginning: Fall _____ semester 2019 _____ year

If Addition of/Change in Course Fee, provide justification: course fee required for purchase of food in instruction.

List the departments or programs on campus consulted on the issues of duplication, overlap, or impact on program: NA

10/02/2018

Date Approved by Department Curriculum Committee

Anthony Crisafulli

Chair's Signature

10/16/2018

Date Approved by College Curriculum Committee***

Sara Lynn Baird

Academic Dean's Signature***

*Proposals within this category require submission and approval by ACHE. Consult ACHE website for appropriate form for submission with UCC form.

**Proposals within this category require submission to the VPAA for transmittal to the Gen Ed Work Group (GEWG) prior to Curriculum Committee consideration.

**Courses that are not specific to an academic department/college must be submitted through the VPAA Office and approved by the Council of Academic Deans prior to submission to the NTICC/Curriculum Committee.

**University of North Alabama
College of Arts and Sciences
Department of Visual Arts and Design**

Course Syllabus

Course Title: CAM 441 Food Preparation III

Credit Hours: 3

Required Text:

Garlough, Robert/Campbell, Angus, Modern Garde Manger: A Global Perspective/2e, Delmar Cengage Learning ISBN: 9781111307615

Instructor: Mr. Einar Gudmundsson

Office: East Campus Room 303

Phone: 256-765-6224

Email: egudmundsson@una.edu

Course Catalog Description:

Advanced principles of food production. Advance knowledge of principles and techniques used in a professional kitchen, including stimulating blends of interactive and laboratory demonstrations of kitchen sanitation, knife handling, advanced cooking skills, techniques and procedures. Supervisory skills of training, planning, delegating and maintaining records.

Course Overview:

Upon completion of this class, student will:

1. Demonstrate an understanding and comprehension of technique-based cooking principles by preparing foods using benchmark recipes required in the culinary arts profession.
2. Demonstrate an understanding of the back of the house management of kitchen operations, sanitation, knife handling, and basic cooking knowledge.
3. Plan, assemble ingredients, and prepare a five-course fine dining meal that exhibits meal design principles, an understanding of advanced cooking techniques, food safety requirements, and serving techniques.

Course Requirements:

1. Read assigned readings and handouts
2. Regular class attendance
3. Active participation in the laboratory
4. Complete assigned quizzes, tests, and case studies.

Grading:

Grade in this course will be determined as follows:

Component	Points
Chapter Quizzes	100
Weekly Assignments	100
Tests	200
Final Cooking Project	100
Total	500

A: 450-500 points B: 400-449 points C: 350-399 points
D: 300-349 points F < 300 points

**University of North Alabama
College of Arts and Sciences
Department of Visual Arts and Design**

Course Syllabus

Course Title: CAM 460 American Regional Cuisine

Credit Hours: 3

Required Text:

Lou Sackett & David Haynes: American Regional Cooking: Food Culture and Cooking, New Jersey: Prentice Hall Company, ISBN: 978-0-13-110936-0

Instructor: Dr. Johnson Ogun Ed. D.

Office: East Campus Room 308B

Phone: 256-765-6920

Email: jaogun@una.edu

Course Catalog Description:

This course will allow students the opportunity to learn about regional cuisines and service from regions to regions and the principles guiding regional foods. Through lectures and group discussions, students will learn the important foodservice principles and concepts in different regions relating to business practices in culinary arts. Students will learn the purchasing guideline through the use of technological advancement tools in culinary art profession.

Course Overview:

Upon completion of this class, student will:

1. Demonstrate an understanding of the regional dwellers narratives and how their cuisine is influenced by these narratives.
2. Demonstrate a knowledge of the important foodservice principles and concepts in different regions relating to business practices in culinary arts.
3. Demonstrate an understanding of guidelines through the use of technological advancement tools in culinary art profession.

Course Requirements:

1. Final cooking Project
2. Regular class attendance
3. Complete assigned quizzes, tests, and case studies.

Grading:

Grade in this course will be determined as follows:

Component	Points
Chapter Quizzes	100
Weekly Assignments	100
Tests	200
Final cooking Project	100
Total	500

A: 450-500 points B: 400-449 points C: 350-399 points
D: 300-349 points F < 300 points

University of North Alabama
College of Arts and Sciences
Department of Visual Arts and Design

Course Syllabus

Course Title: CAM 465 Hospitality Senior Project (W)

Credit Hours: 3

Required Text:

On Cooking Update, 5th Edition: A Textbook of Culinary Fundamentals, Sarah R. Labensky; Alan M. Hause; Pricilla R. Martel Publisher: Prentice Hall: ISBN: 9780133458558

Instructor: Mr. Einar Gudmundsson

Office: East Campus Room 303

Phone: 256-765-6224

Email: egudmundsson@una.edu

Course Catalog Description:

This course provides the opportunity to explore important historic events and milestones that influenced culinary and hospitality practices from ancient times to the present. Students will research growth and development of the foodservice and hospitality industry, focusing on the influence of significant contributors, and discover their major contributions and the impact on modern-day industry.

Course Overview:

Upon completion of this class, student will:

1. Demonstrate a knowledge and understanding of the history of the culinary profession.
2. Demonstrate an understanding and commitment to the professional code of ethics in the culinary profession.
3. Demonstrate an understanding of and the ability to relate to the uniform foundation in culinary arts.
4. Demonstrate an understanding of career opportunities in the industry and the ability to effectively explore career opportunities and resources.

Course Requirements:

1. Read assigned readings and handouts
2. Regular class attendance
3. Complete assigned quizzes, tests, and case studies.

Grading:

Grade in this course will be determined as follows:

Component	Points
Chapter Quizzes	100
Weekly Assignments	100
Tests	200
Senior portfolio project	100
Total	500

A: 450-500 points B: 400-449 points C: 350-399 points
D: 300-349 points F < 300 points

**University of North Alabama
College of Arts and Sciences
Department of Visual Arts and Design**

Course Syllabus

Course Title: CAM 470 Culinary Entrepreneurship

Credit Hours: 3

Required Text:

Wallace, Candy, & Forte, Greg. The Professional Personal Chef: The Business of Doing Business as a Personal Chef, New Jersey, Wiley and Sons Inc. ISBN: 9780470079690

Instructor: Dr. Johnson Ogun Ed. D.

Office: East Campus Room 308B

Phone: 256-765-6920

Email: jaogun@una.edu

Course Catalog Description:

This course provides students with an understanding of the process and effective use of resources and public relations as applied to the hospitality industry with a focus on restaurants. Students will acquire distinctive guide for starting and growing a successful professional personal chef business.

Course Overview:

Upon completion of this class, student will be able to:

1. Identify target markets and revenue streams.
2. Write an effective business plan for a new business.
3. Demonstrate the ability to manage and secure financing to start a business.
4. Demonstrate the ability to prepare a practical road map for challenging and rewarding career.
5. Obtain ACF personal chef certification.

Course Requirements:

1. Final project
2. Regular class attendance
3. Complete assigned quizzes, tests, and case studies.

Grading:

Grade in this course will be determined as follows:

Component	Points
Chapter Quizzes	100
Case Studies	100
Tests	200
Final project	100
Total	500

A: 450-500 points B: 400-449 points C: 350-399 points
D: 300-349 points F < 300 points

**University of North Alabama
College of Arts and Sciences
Department of Visual Arts and Design**

Course Syllabus

Course Title: CAM 327 Internship I

Credit Hours: 3

Required Text: None required

Instructor: Dr. Johnson Ogun Ed. D.

Office: East Campus Room 308B

Phone: 256-765-6920

Email: jaogun@una.edu

Course Catalog Description:

Students will gain work experience in culinary production while under faculty supervision. Students obtain industry jobs, work a minimum of 150 hours, log their experiences, and write a final analysis. The networking opportunities often lead to rewarding co-op, part time, or full time employment opportunities. Students take CAM 327 or CAM 427.

Course Overview:

Upon completion of this class, student will be able to:

1. Demonstrate the ability to network with professionals in the culinary industry.
2. Demonstrate an understanding of making connections for employment upon graduation.
3. Demonstrate a complete understanding of culinary industry operation.

Course Requirements:

1. Submit weekly report on hours worked and learning outcome
2. Work schedule attendance
3. Submission of report from industry supervisor.

Grading:

Grade in this course will be determined as follows:

Component	Points
Weekly report	200
Supervisor report	200
Exit interview report	100
Total	500

A: 450-500 points B: 400-449 points C: 350-399 points
D: 300-349 points F < 300 points

**University of North Alabama
College of Arts and Sciences
Department of Visual Arts and Design**

Course Syllabus

Course Title: CAM 427 Internship II

Credit Hours: 3

Required Text: None required

Instructor: Dr. Johnson Ogun Ed. D.

Office: East Campus Room 308B

Phone: 256-765-6920

Email: jaogun@una.edu

Course Catalog Description:

Students will gain work experience in culinary production while under faculty supervision. Students obtain industry jobs, work a minimum of 150 hours, log their experiences, and write a final analysis. The networking opportunities often lead to rewarding co-op, part time, or full time employment opportunities. Students take CAM 327 or CAM 427.

Course Overview:

Upon completion of this class, student will be able to:

1. Demonstrate an advanced ability to network with professionals in the culinary industry.
2. Demonstrate an advanced understanding of making connections for employment upon graduation.
3. Demonstrate an advanced understanding of culinary industry operation.

Course Requirements:

1. Submit weekly report on hours worked and learning outcome
2. Work schedule attendance
3. Submission of report form industry supervisor.

Grading:

Grade in this course will be determined as follows:

Component	Points
Weekly report	200
Supervisor report	200
Exit interview report	100
Total	500

A: 450-500 points B: 400-449 points C: 350-399 points

D: 300-349 points F < 300 points

**Undergraduate Curriculum Committee
Curriculum Change Proposal Form**

College Name: College of Arts & Sciences _____ **Department Name:** Visual Arts & Design _____

Item(s) to be considered by the Undergraduate Curriculum Committee: (please check all spaces relevant to this proposed change)

- | | | |
|--|-------------------------------------|---|
| <input type="checkbox"/> Proposed New Course(s)—attach one page syllabus | <input checked="" type="checkbox"/> | Change in Course Description |
| <input type="checkbox"/> Addition Of/Change in Course Fee | <input type="checkbox"/> | *New Major/Option/Concentration/Minor |
| <input type="checkbox"/> Cross Listing of Course | <input type="checkbox"/> | *Revised Major/Option/Concentration/Minor |
| <input type="checkbox"/> Inactivation of Course | <input type="checkbox"/> | *New/Revised Certificate Program |
| <input type="checkbox"/> *Merger of Major/Option/Concentration/Minor | <input type="checkbox"/> | Revised Admission Requirement |
| <input type="checkbox"/> Revised Course Number/Title/Credit/Prerequisite | <input type="checkbox"/> | Editorial Change |
| <input type="checkbox"/> Other | <input type="checkbox"/> | **Change to General Education Component |

Will this proposal result in the need for a revised Faculty Credentials Certification Form? Yes ☐ No ☒

If yes, for whom: _____

Will the change require additions or deletions to the Major's Course List? Yes ☐ No ☒

List courses that will be added or deleted for EACH major affected by the curriculum change (see current Major's Courses List). Include major, course number, and title (e.g., "Add to Biology and Marine Biology – BI 498 Study of Pelagic Birds. _____

Brief Description and Rationale – (1) include catalog course prefix, proposed number, credit hours, title, description, prerequisite, if any; (2) include relevant information concerning UNA's mission and goals, student learning opportunities, impact on existing programs and financial implications (you must attach a copy of the current catalog page(s) with all suggested changes made using the *Guidelines and Style Manual*):

The degree currently offered at UNA is the B.S. in Culinary, Nutrition, and Hospitality Management with a concentration in Culinary Arts. The proposed program will create a degree program that will provide students with the specific skills to compete professionally in the culinary and food service professions. The changes in course numbers reflect the plan for students to have courses in Food Preparation in consecutive years, hence CAM 241, 341 and 441 (a new course on a different form). The course description changes will better inform students of the expected learning outcomes.

Listed are the courses with changed descriptions:

CAM 241
CAM 341
CAM 353
CAM 355
CAM 400

Course Description:

~~CNH-330~~ CAM 241

CAM 241. Food Preparation I. (2 Credits)

In this course, students will execute the fabrication of meat, fish and poultry products, and skills necessary for any professional kitchen operation. Students will perform yield tests and calculate portion cost of fabricated items. Course Fee: \$30.00

~~CNH-331~~ CAM 341

CAM 341. Food Preparation II. (3 Credits)

Introduction to principles of food production. Foundational knowledge of principles and techniques used in a professional kitchen, including a stimulating blend of interactive and laboratory demonstrations of kitchen sanitation, knife handling, pantry maintenance, and basic cooking skills. Course Fee: \$30.00

~~CNH-353~~ CAM 353

CAM 353. International Cuisines. (3 Credits)

This course focuses on the planning of meals and food preparation with emphasis on international/cultural cuisines, aesthetic values, and management of time and food budget on various economic levels. Course Fee: \$30.00

~~CNH-355~~ CAM 355

CAM 355. Supervision in Hospitality Management. (3 credits)

This course provides students an informational foundation and explains effective use of management resources. Examine management functions, decision-making tools, and management principles. Discusses the role of management as it pertains to conflict Management, Resolution, and Prevention.

~~CNH-222~~ CAM 400.

CAM 400. Hospitality Facilities Management. (3 Credits)

The class will cover space allocation, work flow, equipment layout, environmental planning, and understanding the principles for equipment selection. **Instruction in student preparation and provide resources needed to effectively represent the owner in the design of a new or renovated foodservice facility.** Course Fee: \$30.00

Proposed Banner Course Title (30 character maximum): see above

The proposed change(s) will be effective beginning: Fall _____ semester 2019 _____ year

If Addition of/Change in Course Fee, provide justification: _____

List the departments or programs on campus consulted on the issues of duplication, overlap, or impact on program: _____

10/02/2018

Date Approved by Department Curriculum Committee

Anthony Crisafulli

Chair's Signature

10/16/2018

Date Approved by College Curriculum Committee***

Sara Lynn Baird

Academic Dean's Signature***

*Proposals within this category require submission and approval by ACHE. Consult ACHE website for appropriate form for submission with UCC form.

**Proposals within this category require submission to the VPAA for transmittal to the Gen Ed Work Group (GEWG) prior to Curriculum Committee consideration.

***Courses that are not specific to an academic department/college must be submitted through the VPAA Office and approved by the Council of Academic Deans prior to submission to the NTICC/Curriculum Committee.

Culinary Arts Management

Catalog course description:

~~CNH 330. Food Preparation I. (3 Credits)~~

~~Introduction to principles of food production. Foundational knowledge of principles and techniques used in a professional kitchen, including stimulating blend of interactive and laboratory demonstrations of kitchen sanitation, knife handling, pantry maintenance, and basic cooking skills. Two class periods; one 2-hour laboratory period per week. Prerequisite: CNH 230 and CNH 242. Course Fees: \$30~~

CAM 241. Food Preparation I. (2 Credits)

In this course, students will execute the fabrication of meat, fish and poultry products, and skills necessary for any professional kitchen operation. Students will perform yield tests and calculate portion cost of fabricated items. Course Fee: \$30.00

~~CNH 331. Food Preparation II. (3 Credits)~~

~~Advanced principles of food production. Advanced knowledge of principles and techniques used in a professional kitchen, including stimulating blend of interactive and laboratory demonstrations of kitchen sanitation, knife handling, advanced cooking skills, techniques and procedures. Supervisory skills of training, planning, delegating and maintaining records. Two class periods; one 2-hour laboratory period per week. Prerequisite: CNH 330. Course Fees: \$30~~

CAM 341. Food Preparation II. (3 Credits)

Introduction to principles of food production. Foundational knowledge of principles and techniques used in a professional kitchen, including a stimulating blend of interactive and laboratory demonstrations of kitchen sanitation, knife handling, pantry maintenance, and basic cooking skills. Course Fee; \$30.00

~~CNH 353. Cultural Foods. (3 Credits)~~

~~Planning of meals and food preparation demonstrations with emphasis on cultural foods, aesthetic values, and management of time and the food budget on various economic levels. Two class periods; one 2-hour laboratory period per week. Course Fees: \$30~~

CAM 353. International Cuisines. (3 Credits)

This course focuses on the planning of meals and food preparation with emphasis on international/cultural cuisines, aesthetic values, and management of time and food budget on various economic levels. Course Fee: \$30.00

~~CNH 355. Food Service Planning. (3 Credits)~~

~~The class will cover space allocation, flow of work layout, environmental planning, and understanding the principles for equipment selection.~~

CAM 355. Supervision in Hospitality Management. (3 credits)

This course provides students an informational foundation and explains effective use of management resources. Examine management functions, decision-making tools, and management principles. Discusses the role of management as it pertains to conflict Management, Resolution, and Prevention.

~~CNH 222. Hospitality Facilities Management. (3 Credits)~~

~~Discuss the principles of management in the areas of planning, organizing, and staffing in hospitality industry. Field trips and special projects will also be explored.~~

~~Course Fees: \$30~~

CAM 400. Hospitality Facilities Management. (3 Credits)

The class will cover space allocation, workflow, equipment layout, environmental planning, and understanding the principles for equipment selection. As part of the class project, students will be asked to prepare a computerized space layout and submit other resources needed to effectively complete a business owner's request of designing or renovate a foodservice facility. Course Fee: \$30.00

**Undergraduate Curriculum Committee
Curriculum Change Proposal Form**

College Name: College of Arts & Sciences

Department Name: Visual Arts and Design

Item(s) to be considered by the Undergraduate Curriculum Committee: (please check all spaces relevant to this proposed change)

- | | |
|--|---|
| <input type="checkbox"/> Proposed New Course(s)—attach one page syllabus | <input type="checkbox"/> Change in Course Description |
| <input type="checkbox"/> Addition Of/Change in Course Fee | <input checked="" type="checkbox"/> *New Major/Option/Concentration/Minor |
| <input type="checkbox"/> Cross Listing of Course | <input type="checkbox"/> *Revised Major/Option/Concentration/Minor |
| <input type="checkbox"/> Inactivation of Course | <input type="checkbox"/> *New/Revised Certificate Program |
| <input type="checkbox"/> *Merger of Major/Option/Concentration/Minor | <input type="checkbox"/> Revised Admission Requirement |
| <input type="checkbox"/> Revised Course Number/Title/Credit/Prerequisite | <input type="checkbox"/> Editorial Change |
| <input type="checkbox"/> Other | <input type="checkbox"/> **Change to General Education Component |

Will this proposal result in the need for a revised Faculty Credentials Certification Form? Yes ☐ No ☒

If yes, for whom: _____

Will the change require additions or deletions to the Major's Course List? Yes ☒ No ☐

List courses that will be added or deleted for EACH major affected by the curriculum change (see current Major's Courses List). Include major, course number, and title (e.g., "Add to Biology and Marine Biology – BI 498 Study of Pelagic Birds. _____

Brief Description and Rationale – (1) include catalog course prefix, proposed number, credit hours, title, description, prerequisite, if any; (2) include relevant information concerning UNA's mission and goals, student learning opportunities, impact on existing programs and financial implications (you must attach a copy of the current catalog page(s) with all suggested changes made using the *Guidelines and Style Manual*):

This program was previously offered as a Bachelor of Science – Human Environmental Sciences, concentration Fashion Merchandising. The newly named program, Bachelor of Science in Fashion Merchandising & Design will offer two concentrations: Fashion Merchandising/Apparel Design.

The Bachelor of Science in Fashion Merchandising & Design will be the development of textile products and their distribution and use in terms of psychological, social, economic, and physical needs of consumers. The program will offer two track options: Fashion Merchandising and Apparel Design. The program will include instruction in the production, distribution, marketing, and end use of various apparel and textile products. Students will be able to:

- Utilize critical thinking and decision-making skills in a variety of merchandising settings and retail situations.
- Explore current retail business trends and the global retail perspective.
- Develop communication skills in presenting ideas and communicating the thought process used in decision making.
- Demonstrate knowledge of fashion merchandising and apparel design.
- Apply knowledge of textiles in decision making for patterns and designs.
- Demonstrate a knowledge of global perspective and trends in textiles and retail.
- Develop an understanding of merchandising strategies designed to attract a diverse consumer population.

The Bachelor of Science in Fashion Merchandising and Design will prepare students to work in a multitude of Fashion related careers. The Bachelor of Science in Fashion Merchandising and Design is in line with UNA's mission to provide educational opportunities for students, an environment for discovery and creative accomplishment, and a variety of outreach activities meeting the professional, civic, social, cultural, and economic development needs of our region in the context of a global community.

**DEGREE PLAN - FASHION MERCHANDISING & DESIGN:
Area I-IV General Education Component**

41 hours

Area V – Fashion Merchandising Concentration

19 hours

CIS 125	Business Applications of Microcomputer Software	3 hours
FYE 101	First Year Experience	1 hour
AR 221	Drawing I	3 hours
AR 231	Design I	3 hours
Electives		9 hours

Area V – Apparel Design Concentration

19 hours

FYE 101	First Year Experience	1 hour
CIS 125	Business Applications of Microcomputer Software	3 hours
AR 221	Drawing I	3 hours
AR 231	Design I	3 hours
AR 347	Digital Media	3 hours
AR 423	Digital Portfolio Design	3 hours
Electives		3 hours

Fashion Merchandising and Design CORE

27 hours

FASH 241	Textile Product Analysis	3 hours
FASH 320	History of Dress and Adornment	3 hours
FASH 340	Textile Global Sourcing	3 hours
FASH 341W	Textiles and Materials	3 hours
FASH 350	Advanced Apparel Construction	3 hours
FASH 440	Sustainability in Fashion	3 hours
FASH 470	Senior Prep/Capstone	3 hours
FASH 475	Internship	6 hours

Fashion Merchandising Concentration

15 hours

FASH 321	Merchandising	3 hours
FASH 322	Visual Presentation	3 hours
FASH 325	Social & Cultural Aspects of Dress	3 hours
FASH 450	Retail Buying	3 hours
FASH elective		3 hours

Apparel Design Concentration

16 hours

FASH 330	Apparel Illustration	3 hours
FASH 331	Computer Aided Design for Apparel Patterns	3 hours
FASH 442	Product Development: Technical Design	4 hours
FASH 451	Draping	3 hours
FASH elective		3 hours

Minor Required

18 hours

TOTAL

**Fashion Merchandising Concentration
Apparel Design Concentration**

**120 hours
121 hours**

Proposed Banner Course Title (30 character maximum): NA
The proposed change(s) will be effective beginning: Fall semester 2019 year
If Addition of/Change in Course Fee, provide justification: NA
List the departments or programs on campus consulted on the issues of duplication, overlap, or impact on program: NA

10/02/2018
Date Approved by Department Curriculum Committee

Anthony Crisafulli
Chair's Signature

10/16/2018
Date Approved by College Curriculum Committee***

Sara Lynn Baird
Academic Dean's Signature***

*Proposals within this category require submission and approval by ACHE. Consult ACHE website for appropriate form for submission with UCC form.

**Proposals within this category require submission to the VPAA for transmittal to the Gen Ed Work Group (GEWG) prior to Curriculum Committee consideration.

***Courses that are not specific to an academic department/college must be submitted through the VPAA Office and approved by the Council of Academic Deans prior to submission to the NTICC/Curriculum Committee.

4-26-16

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BS Major - ~~Human-Environmental~~ Sciences Fashion Merchandising & Design

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The Bachelor of Science in Fashion Merchandising & Design offers two track options for students: Fashion Merchandising & Apparel Design. Both concentrations will prepare students to work in a multitude of Fashion related careers. The Bachelor of Science in Fashion Merchandising & Design is in line with UNA's mission to provide educational opportunities for students, an environment for discovery and creative accomplishment, and a variety of outreach activities meeting the professional, civic, social, cultural, and economic development needs of our region in the context of a global community.

The track option in Fashion Merchandising will prepare students for careers in areas of fashion, retail, manufacturing, wholesaling, visual merchandising, styling, marketing and other areas of creative expression in the business world. The track option in Apparel Design will prepare students for careers in areas of fashion, apparel design, costume design, production, materials specialist and other areas of creative expression in the business world.

Bachelor of Science in Fashion Merchandising & Design student outcomes:

- 1) Utilize critical thinking and decision-making skills in a variety of merchandising settings and retail situations.
- 2) Explore current retail business trends and the global retail perspective.
- 3) Develop communication skills in presenting ideas and communication the thought process used in decision making.
- 4) Demonstrate knowledge of fashion merchandising and apparel design.

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- 5) Apply knowledge of textiles in decision making for patterns and designs.
- 6) Demonstrate a knowledge of global perspective and trends in textile and retail.
- 7) Develop an understanding of merchandising strategies designed to attract a diverse consumer population.

Requirements for the Bachelor of Science Degree in ~~Human Environmental Sciences~~ Fashion Merchandising & Design

~~Additional Graduation Requirements~~ Additional Graduation Requirements

Course List			
Code	Title		Hours
<u>Degree Plan</u>			
<u>Fashion</u>			
<u>Merchandising &</u>			
<u>Design</u>			
<u>General Education Component</u>			
Area I (Written Composition)			6
Area II (Humanities and Fine Arts)			12
Area III (Natural Sciences and Mathematics)			11
Area IV (History, Social and Behavioral Sciences)			12
<u>Area V – Fashion Merchandising Concentration</u>			
<u>Additional Requirements</u>			
FYE 101	First Year Experience		<u>1</u>
CIS 125	Business Applications of Microcomputer Software ¹		3
<u>CNH 242</u>	<u>Food Science</u>		<u>3</u>
<u>CNH 342</u>	<u>Nutrition</u>		<u>3</u>
AR 221	Drawing I		3
AR 231	Design I		3
Electives *			9
<u>HES or CNH or AR Elective ²</u>			<u>3</u>
<u>Area V – Apparel Design Concentration</u>			

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Code

Hours

Fashion

Design

FYE 101 First Year Experience	1
CIS 125 Business Applications of Microcomputer Software	3
AR 221 Drawing I	3
AR 231 Design I	3
AR 347 Digital Media	3
AR 423 Digital Portfolio Design	3
Electives *	3

Major Core Requirements	Fashion Merchandising & Design	27 hours
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<u>HES 100</u>	Introduction to Human Sciences, Hospitality, and Design	1
<u>HES 261</u>	Introduction to Interior Design	3
<u>HES 341W</u>	Textiles and Materials	3
<u>HES 400</u>	Senior Semeinar	3
<u>HES 427</u>	Internship	6
<u>HES 443</u>	Family Development	3

~~Select one from the following concentrations:~~

30-37

Concentration in Child Development

Concentration in Interior Design

Concentration in Fashion Merchandising

~~Approved Minor~~

Select from approved minors

18

Total Hours	120
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~~4. Interior Design students should select Technical Drawing I (HES 264) , which fulfills the computer literacy requirement.~~

~~2. Interior Design students must select Drawing I (AR 221) and Merchandising students may select Drawing I (AR 221) or Design I (AR 231).~~

~~Concentration in Child Development~~

Code

Hours

ED 299	Human Growth and Development	3
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Concentration in Fashion Merchandising

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Course List

Code	Title	Hours
HES 241 FASH 241	Textile Product Analysis	3
HES 320 FASH 320	Historic Costume History of Dress and Adornment	3
HES 321 FASH 321	Merchandising	3
HES 322 FASH 322	Visual Presentation I Visual Presentation	3
HES 325 FASH 325	Social and Cultural Aspects of Clothing	3
HES 340 FASH 340	Textile Global Sourcing	3
HES 441 FASH 441 350	Advanced Clothing Advanced Apparel Construction-g	3
HES 450 FASH 450	Retail Buying	3
HES FASH Electives		63
Total Hours		27
FASH 341W	Textiles and Materials	3
FASH 440	Sustainability in Fashion	3
FASH 470	Senior Prep/Capstone	3
FASH 475	Internship	6
Fashion Merchandising Concentration		15 hours
FASH 321	Merchandising	3 hours
FASH 322	Visual Presentation	3 hours
FASH 325	Social & Cultural Aspects of Dress	3 hours
FASH 450	Retail Buying	3 hours
FASH elective		3 hours
Apparel Design Concentration		16 hours
FASH 330	Apparel Illustration	3 hours
FASH 331	Computer Aided Design for Apparel Patterns	3 hours
FASH 442	Product Development: Technical Design	4 hours
FASH 451	Draping	3 hours
FASH elective		3 hours
Minor Required		18 hours
TOTAL	Fashion Merchandising Concentration	120 hours
TOTAL	Apparel Design Concentration	121 hours

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FASH 241. Textile Product Analysis. (3 Credits)

Units on basic construction techniques; wardrobe analysis, pattern selection, and garment construction; selection of ready-to-wear, from a buyer's viewpoint; pattern alteration and fitting. Two class periods; one 2-hour laboratory period per week. Special fee: \$30.00. (Fall)

Course Fees: \$30

FASH 320. History of Dress and Adornment. (3 Credits)

The development of costume from Ancient Egypt to present. Emphasis will be on knowledge of fashion influences of past and present as a tool for making fashion predictions. (Fall, odd-numbered years)

FASH 321. Merchandising. (3 Credits)

Principles, practices, and organization of fashion merchandising; job descriptions and responsibilities at the management level; financial and control functions; process of fashion innovation, variables of fashion affecting production, and distribution of consumer goals. (Fall)

FASH 322. Visual Presentation. (3 Credits)

Development of visual communication skills in the promotion of products for both the interiors and merchandising industries. Emphasis on visual display and selling techniques, special events, and other promotional activities. (Spring)

FASH 325. Social and Cultural Aspects of Clothing. (3 Credits)

An exploration of the sociological, economical, psychological, and cultural aspects of dress. (Fall, even-numbered years)

FASH 330. Apparel Illustration. (3 credits)

Creative approach to illustrating apparel through the use of various media as related to drawings of clothing, fashion poses, and textile prints and includes merchandising techniques, electronic portfolio preparation, technical drawings, and tech packs. Prerequisite: AR 221. (Fall)

FASH 331. Computer Aided Design for Apparel Patterns. (3 credits)

Emphasis on patternmaking and grading using Gerber AccuMark Pattern Design software and includes focus on various aspects of patternmaking, pattern creation, drafting, digitizing, plotting, knockoffs, data conversion, spec sheets, and costing markers. (Fall)

FASH 340. Textile Global Sourcing. (3 Credits)

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A study of global sourcing examines this crucial function in the textile and apparel industries, providing practical insight into both how and why global sourcing is pursued. Topics include step-by-step global sourcing procedures and explores the theoretical, political, economic, social, and environmental implications of global sourcing decisions with an emphasis on sustainability. (Spring, odd-numbered years)

FASH 341W. Textiles and Materials. (3 Credits)

Consumer oriented study of textiles emphasizing fibers, yarns, fabric, dyeing, printing, finishing, care, and serviceability for apparel and the interior environment. Knowledge of testing standards and legislation concerning apparel and interiors. Prerequisite: EN 111, and EN 112. (Spring, even-numbered years)

FASH ~~444.350~~ Advanced ~~Clothing~~. Apparel Construction (3 Credits)

Couture techniques and problem fabrics; construction of a designer garment; commercial skills such as mass production, and managing a sewing laboratory. Two class periods; one 2-hour laboratory period per week. Prerequisites: ~~HES FASH 241~~, ~~FASH 341W~~. Special fee: \$30.00. ~~(Offered on sufficient demand).~~ (Spring)

Course Fees: \$30

FASH 442. Product Development: Technical Design. (3 credits)

Preparation for apparel designers for technical design skills in the apparel industry reflecting current apparel production and manufacturing practices. (Spring)

FASH 451. Draping. (3 credits)

Guide to draping fabric on a dress form teaching skills and techniques needed to develop creative patterns from the basic bodice to bias-cut gowns. Prerequisite FASH 441. (Spring)

FASH 450. Retail Buying. (3 Credits)

The study of buyer's responsibilities in the fashion industry; includes buying philosophies, merchandising math, simulated exercises that mimic real-life buying responsibilities, research of new market and clothing

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trends, projected sales, stock requirements and mark-downs, and development of a merchandise plan and factors to increase sales of a department.

FASH ~~475~~*. Internship (6 Credits)**

Approved off-campus experience with select businesses or studios under faculty and management supervision. Students may enroll in Internship two times. The first opportunity will be at the completion of 59 hours. Prerequisite: must be a junior or senior; approval of instructor. (Summer)

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FASH ~~*440~~. Sustainability in Fashion. (3 Credits)**

The study of enhancing the sustainability potential in common fibers used in the fashion industry. Focus from fundamentals of fiber production and the product lifecycle. Emphasis on sustainability benefits and environmental impacts at each stage of the lifecycle, improving sustainability benefits, availability, and marketing and innovation opportunities that lead to more sustainable fashion. Prerequisite: FASH 441.
(Fall)

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FASH ~~*470~~Senior Prep/Capstone. (3 Credits)**

Fashion ~~Merchandising~~merchandising topics selected according to the interest and needs of the individual student, with study at advanced undergraduate level. Focus on interview preparation, employment research, and portfolio development. Comprehensive exit exam included. Prerequisite: senior classification. (Summer)

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FASH 497. Special Topics in Fashion Merchandising & Design (1-3 Credits)

FASH 499. Independent Study-Practicum. (1-3 Credits)

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IMPORTANT INFORMATION!

The implementation of using the new application tool and format “PROPOSAL FOR A NEW DEGREE PROGRAM” (below) begins with the program proposals to be included in the September 14, 2018 Commission agenda.

NEW APPLICATION TOOL FOLLOWS DIRECTLY BELOW

Alabama Commission on Higher Education

PROPOSAL FOR A NEW DEGREE PROGRAM – NEW APPLICATION TOOL

Please check one: ☒ Baccalaureate Program ☐ Graduate Program

A. General Information

1. Institution:

University of North Alabama

2. Institutional Contact Person: Dr. Ross Alexander

Title: VPAA-Provost

Telephone: 256-765-4258

E-mail: ralexander3@una.edu

3. Program Identification—

Field of Study/ Program Title: Fashion Merchandising & Design

Degree: Bachelor of Science in Fashion Merchandising & Design

Two Concentration offers: Fashion Merchandising/Apparel Design

CIP Code: 19.0901 (Apparel & Textiles, general)

4. Date of Proposal Submission: Fall 2018

5. Proposed Program Implementation Date: Fall 2019

6. Program Administration:

Name of College/School: College of Arts & Sciences

Name of Dean: Dr. Carmen Burkhalter

Name of Department: Visual Arts & Design

Name of Chair: Anthony Crisafulli

Note: Please expand all response fields as necessary.

B. Program Purpose and Description

1. In no more than one paragraph describe the purpose of the proposed program. Please also include a brief statement regarding how the program's purpose is related to the University's mission and goals.

UNA currently offers a B.S. in Human Environmental Sciences with a concentration in Fashion Merchandising that focuses solely preparing students to work in retail, manufacturing, wholesaling, visual merchandising, and marketing in the fashion industry. The proposed Bachelor of Science in Fashion Merchandising and Design will transition the Fashion Merchandising program from a concentration to a stand-alone bachelor's degree that will incorporate a core of Design course work, which will prepare students for a greater variety of careers in the fashion industry. The Bachelor of Science in Fashion Merchandising & Design is in line with UNA's mission to provide educational opportunities for students, an environment for discovery and creative accomplishment, and a variety of outreach activities meeting the professional, civic, social, cultural, and economic development needs of our region in the context of a global community.

2. Please provide a description of the specific kinds of employment opportunities, post-graduate professional degree programs, and other graduate programs that will be available to the graduates.

The Bachelor of Science in Fashion Merchandising & Design will prepare students for careers in retail, manufacturing, wholesaling, visual merchandising, marketing, design, styling, and other areas of creative expression in the fashion industry.

3. Succinctly list at least four (4) but no more than seven (7) of the most prominent ***student learning outcomes*** of the program. These outcomes should lend themselves to subsequent review and assessment of program accomplishments.

- 1) Demonstrate critical thinking and decision-making skills in a variety of merchandising settings and retail situations.
- 2) Analyze current retail business trends and the global retail perspective.
- 3) Demonstrate communication skills in presenting ideas and communication the thought process used in decision making.
- 4) Demonstrate knowledge of fashion merchandising and apparel design.

- 5) Apply knowledge of textiles in decision making for patterns and designs.
- 6) Demonstrate a knowledge of global perspective and trends in textile and retail.
- 7) Apply effective merchandising strategies to attract a diverse consumer population.

C. Need for the Program

1. State need. Briefly describe why the program is specifically needed for the State of Alabama. (State need is considered a priority in the review process.)

Auburn University has a B.S. in Apparel Merchandising, Design, and Production Management, and the University of Alabama has a B.S. in Clothing, Textiles, and Interior Design. However, no other program in the state offers a B.S. in Fashion Merchandising and Design. While our proposed program will offer similar course work to the programs at Alabama and Auburn, our program will offer a unique combination of course work that will focus equally on merchandising *and* design. Also, our program will be located in a different service region and more readily allow students in the north Alabama region to pursue this degree.

2. Employment Opportunities. Based on your research on the employment market for graduates of this program, please complete the following table reporting the total projected job openings (including both growth and replacement demands) in your local area, the state, the SREB region, and the nation. These job openings should represent positions that require graduation from a program such as the one proposed.

Career and College Readiness/Preparation -- Projected Job Openings

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Total
Local	1005	1005	1005	1005	1005	1005	1005	7,035
State	3995	3995	3995	3995	3995	3995	3995	27,965
SREB	247,300	247,300	247,300	247,300	247,300	247,300	247,300	1,731,100
Nation	940,200	940,200	940,200	940,200	940,200	940,200	940,200	6,581,400

Please briefly describe your methodology for determining employment opportunities – projected job openings. Be sure to cite any data sources used in formulating these projections. The actual survey instrument, detailed results, and associated data file(s) must be maintained internally by the institution for five years from the implementation date. The survey upon which the proposal is

based must be available for ACHE Staff examination upon request for that five year timeframe. The survey instrument, detailed results, or associated data file(s) should not be included in the proposal.)

The Alabama Department of Labor (www2.labor.alabama.gov) was the source used to gather data regarding local and state employment projections. The projections from the Alabama Department of Labor included the years 2016-2026. Occupational information was totaled for several categories, including: first-line supervisors of production and operating workers; pressers; textile, garment, and related materials; sewing machine operators; textile, apparel, and furnishing workers; merchandise displayers and window trimmers; designers; wholesale and retail buyers (except farm); marketing managers; sales managers; first-line supervisors of retail sales workers; and retail sales.

Data for the SREB job projections were extracted from the Projections Central database (www.projectcentral.com). Long term projections from 2016-2026 were extracted by totaling different occupations for each state in the Southeast region. Occupations are similar as titles documented above which were used for the Local and State projections. Long term job projections annually per state are as follows: Alabama 13,150, Florida 74,490, Georgia 32,130, Kentucky 11,750, Louisiana 13,940, Mississippi 9,130, North Carolina 31,310, South Carolina 16,170, Tennessee 21,340, and Virginia 23,890.

3. *Student Demand - Enrollment projection.* Please briefly describe your methodology for determining enrollment projections. If a survey of student interest was conducted, *please briefly describe the survey instrument, number and percentage of respondents, and summary of results.* (The survey instrument, and associated data file(s) need not be included in the proposal. This proposal information should be maintained for ACHE Staff review for five years from the actual implementation date.)

The following methodology was used to determine the student demand for a Bachelor of Science degree in Fashion Merchandising. An anonymous Qualtrics Survey was electronically distributed to U.N.A. current students and Alumni from the Human Environmental Sciences department.

During the upcoming academic year, UNA's Department of Human Sciences, Hospitality, and Design (HSHD) will transition all of its academic concentrations to other academic units on campus. HSHD currently offers two bachelor degree options: (1) a Bachelor of Science in Human Environmental Sciences with concentrations in Child Development, Fashion Merchandising, and Interior Design, and (2) a Bachelor of Science in Culinary, Nutrition, and Hospitality Management with concentrations in Culinary Arts, Food Service Management, Hospitality Management, and Therapeutic Nutrition.

Since these programs currently exist as concentrations, the Office of Institutional Research was able to provide enrollment data for the previous five years to assist with enrollment projections. Table 1 outlines enrollment data for the B.S. in

Human Environmental Sciences with a concentration in Merchandising for the last five years.

Table 1. Enrollment for B.S. in Human Environmental Sciences with a concentration in Merchandising for the previous five years.

Major	Concentration	Fall 13	Fall 14	Fall 15	Fall 16	Fall 17
Human Environmental Science	Merchandising	25	32	31	33	29

In addition to these data, a survey was sent to all current HSHD students and HSHD alumni. The surveys were created and data were collected through Qualtrics. A link to the survey was provided to all current HSHD students and alumni via email.

HSHD Current Student Survey

The survey asked students to identify their current concentration. It asked students if they were aware that their program was a concentration and not a major. Then, using skip logic, students were asked to indicate whether they would prefer their current degree or a stand-alone major in their field of study. For example, students who indicated Fashion Merchandising was their concentration were asked if they would prefer a Bachelor of Science in Human Environmental Sciences with a concentration in Fashion Merchandising or a Bachelor of Science in Fashion Merchandising.

Then, students were asked to rate on a scale of 1 to 5 (1 = strongly disagree; 5 = strongly agree) their agreement with the following statements.

“If I had the option to pursue a bachelor’s degree with the title of my chosen field...”

* I would have more opportunities to take courses in my chosen field of study because I would not have to take courses in the HSHD common core (i.e., HES 100, HES 400).

* It would be easier for me to explain my degree to others (e.g., my parents, peers, etc.).

* I would be more competitive with other students in my field when seeking internship placement.

* I would be more competitive with other students in my field when seeking employment post-graduation.

* I would be more competitive with other students in my field when applying for graduate study.

* I would be more likely to recommend my degree to others.

* I believe it would be easier for UNA to recruit students to the program.

A total of 94 current HSHD students completed the survey: Child Development (N = 9); Culinary Arts (N = 23); Fashion Merchandising (N = 16); Hospitality Management (N = 6); and Interior Design (N = 40). Sixty-seven (67%) of the respondents indicated that they were aware that they were currently pursuing a concentration and not a major. Nearly three quarters of respondents (72%) indicated that would prefer a stand-alone bachelor's degree rather than a concentration.

As indicated in Table 2, the vast majority (ranging from 72 – 91%) of respondents agreed or strongly agreed that if they had the option to pursue a bachelor's degree with the title of their chosen field they would have more opportunities to take courses in their chosen field of study; it would be easier to explain their degree to others; they believe they would be more competitive with other students in their field when seeking internship placement, employment post-graduation, or when applying for graduate study; and they would be more likely to recommend their degree to others. Eighty-six (86%) of respondents indicated that they believed it would be easier for UNA to recruit students to their program if they offered a bachelor's degree with the title of their chosen field.

Table 2. HSHD Current Student Survey Responses

% of respondents that agreed or “If I had the option to pursue a bachelor’s degree with the title of my chosen field...”	% that strongly agreed with this statement
I would have more opportunities to take courses in my chosen field of study because I would not have to take courses in the HSHD common core (i.e., HES 100, HES 400).	85%
It would be easier for me to explain my degree to others (e.g., my parents, peers, etc.).	91%
I would be more competitive with other students in my field when seeking internship placement.	72%
I would be more competitive with other students in my field when seeking employment post-graduation.	80%
I would be more competitive with other students in my field when applying for graduate study.	72%
I would be more likely to recommend my degree to others.	80%

I believe it would be easier for UNA to recruit students to the Program.	86%
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HSHD Alumni Survey

All current HSHD alumni were sent a similar online survey. A total of 56 HSHD alumni completed the survey: Child Development (N = 5); Culinary Arts (N = 5); Fashion Merchandising (N = 19); Hospitality Management (N = 6); and Interior Design (N = 21). Seventy-three (73%) of the respondents indicated that they were aware that they were pursuing a concentration and not a major when they were working toward their degree. Nearly three quarters of respondents (71%) indicated that they would have preferred a stand-alone bachelor's degree instead of a concentration.

As indicated in Table 3, the majority (ranging from 51 – 75%) of respondents agreed or strongly agreed that if they had earned a bachelor's degree with the title of their chosen field they would have had more opportunities to take courses in their chosen field of study; it would be easier to explain their degree to others; they believe they would have been more competitive with other students in their field when seeking internship placement, employment post-graduation, or when applying for graduate study; and they would be more likely to recommend their degree to others. Seventy-three (73%) of respondents indicated that they believe it would be easier for UNA to recruit students to their program if they offered a bachelor's degree with the title of their chosen field.

Table 3. HSHD Alumni Survey Responses

% of respondents that agreed or “If I had the option to pursue a bachelor’s degree with the title of my chosen field...”	% that strongly agreed with this statement
I would have more opportunities to take courses in my chosen field of study because I would not have to take courses in the HSHD common core (i.e., HES 100, HES 400).	70%
It would be easier for me to explain my degree to others (e.g., my parents, peers, etc.).	75%
I would be more competitive with other students in my field when seeking internship placement.	68%
I would be more competitive with other students in my field when seeking employment.	66%
I would be more competitive with other students in my field when applying for graduate study.	54%
I would be more likely to recommend my degree to others.	51%

I believe it would be easier for UNA to recruit students to the Program.	73%
--	-----

The responses from HSHD current students and alumni indicate that once the concentrations transition to stand-alone majors they will be more attractive to current and potential students. The expected impact on enrollment is reflected in the enrollment projections for the Bachelor of Science in Fashion Merchandising in the New Academic Degree Program Proposal Summary Form.

D. Specific Rationale (Strengths) for Program

What is the specific rationale (strengths) for recommending approval of this proposal? List no fewer than three (3) and no more than five (5) potential program strengths.

1. 1. No other program in the state offers a B.S. in Fashion Merchandising and Design. While our proposed program will offer similar course work to programs at Alabama and Auburn, our program will offer a unique combination of course work that will focus equally on merchandising and design, which will prepare students for a greater variety of careers in the fashion industry.
2. Our proposed program will help meet the demand for the expected growth in job in the fashion industry in the state. The ADOL projects that there will be approximately 4,000 jobs in the fashion industry in the state of Alabama and over 240,000 in the SREB region by 2026.
3. Our program be located in a different service region than the programs at Auburn and Alabama and more readily allow students in the north Alabama region to pursue this degree.

Please note that letters of support may be included with the proposal.

E. Similar Programs

Using the ACHE Academic Program inventory found at <http://www.ache.state.al.us/Content/Departments/Instruction/StudentInfo.aspx> List below all programs at the same degree level (by institution) that utilize the same 6-digit CIP code as the one being requested in the program proposal.

Also, list any programs at other CIP codes that may be offering similar instruction.

If there are no similar programs place a "0/none" by 1. in the listing directly below.

Note: Institutions should consult with ACHE Staff during the NISP phase of proposal development to determine what existing programs are considered duplicative of the proposed program.

The following institutions offer similar programs at this level:

1. 19.0901 - University of Alabama, B.S. in Human Environmental Sciences, APPAREL & TEXTILES (program), Apparel and Textiles, General (CIP)
2. 19.0905 - Auburn University, Bachelor of Science, APPAREL MERCH, DESIGN & PRODUCTION MGT (program), Apparel and Textile Marketing Management (CIP)

Please add numeration and list additional similar programs, if applicable.

If the program duplicates, closely resembles, or is similar to another program already offered in the State, provide justification for that duplication.
Also, if a graduate program, please identify and list any similar programs at institutions in other SREB states.

The University of Alabama offers a program with the same CIP code as the proposed program, with two concentrations: Fashion Retail and Apparel Design. The curriculum offered at UNA differs and is the only program in the state offering a B.S. in Fashion Merchandising and Design. UNA students choosing a degree in Fashion Merchandising & Design will have core courses and a chosen track in either Fashion Merchandising or Apparel Design. UNA also serves a different geographical area than other institutions with similar programs. These areas include northwest Alabama, southern Tennessee, and northeast Mississippi.

F. Collaboration With Other Institutions/Agencies

Does the institution plan on collaborating with other institutions in the delivery of this program?

☐ Yes No ☒

If yes, please indicate below which institutions and describe the basis of this collaboration.

If no, please indicate your reasons why.

No collaborations with other institutions have been identified at this time; however, collaborations will be explored if a need or opportunity arises.

G. Curriculum

1. Program Completion Requirements: (Enter a credit hour value for all applicable components, write N/A if not applicable)

Credit hours required in major courses	42 FM/43 AD
Credit hours required in minor	__ 18 __
Credit hours in institutional general education or core curriculum	__ 60 __
Credit hours required in support courses	__ NA __
Credit hours in required or free electives	__ NA __
Credit hours for thesis or dissertation	__ NA __
Total credit hours required for completion	__ 120/121 __

2. Will this program be related to other programs at your institution?
 No, the University of North Alabama does not offer bachelor degree programs related to Fashion Merchandising and Design.

If so, which ones and how?

3. Please identify any existing program, option, concentration or track that this program will replace at your institution.

This program will replace the Bachelor of Science in Human Environmental Sciences with a concentration in Fashion Merchandising.

4. Is it likely that this program will reduce enrollments in other graduate programs at your institution? If so, please explain.

N/A

5. If this is a graduate program, please list any existing undergraduate programs at the institution which are directly or indirectly related to the proposed graduate program. If this is a doctoral proposal, also list related master's programs at your institution.

N/A

6. Please complete the table below indicating the proposed program's courses. Include the course number, and number of credits. (If feasible/useful, please group courses by sub-headings within the table.)

Course Number and Title	Number of Credit Hours	* If New Course
Fashion Merchandising and Design CORE (27 credit hours)		
FASH 241 – Textile Product Analysis	3	
FASH 320 – History of Dress and Adornment	3	
FASH 340 – Textile Global Sourcing	3	
FASH 341W – Textiles and Materials	3	
FASH 350 – Advanced Apparel Construction	3	
FASH 440- Sustainability in Fashion	3	*

FASH 470 - Senior Prep/Capstone	3	
FASH 475 - Internship	6	
Fashion Merchandising Concentration (15 credit hours)		
FASH 321 - Merchandising	3	
FASH 322 – Visual Merchandising	3	
FASH 325 – Social and Cultural Aspects of Clothing	3	
FASH 450 – Retail Buying	3	
FASH elective	3	
Apparel Design Concentration (16 credit hours)		
FASH 330 – Apparel Illustration	3	*
FASH 331 – Computer Aided Design for Apparel Patterns	3	*
FASH 442 – Product Development: Technical Design	4	*
FASH 451 - Draping	3	*
FASH elective	3	

7. Enumerate and briefly describe any additional requirements such as preliminary qualifying examination, comprehensive examination, thesis, dissertation, practicum or internship, some of which may carry credit hours included in the list above.

Students graduating with a degree in Fashion Merchandising and Design will have the following requirements:

- 350 hour internship (course FASH 475 - Internship)
- Comprehensive Exit Exam (part of FASH 470 - Senior Prep/Capstone)

8. Does the program include any options/concentration. If so, please describe the purpose and rationale and list the courses in the option.

Each student choosing a Bachelor of Science in Fashion Merchandising & Design will pick a concentration, either Fashion Merchandising or Apparel Design. The two concentrations will share seven core courses. The course requirements for each concentration are listed above in G. 6.

In addition, each student enrolled in the program will be required to choose a Minor with a minimum of 18 hours.

9. State and list if the program has any special admission requirements. If none, state: "The program has no special admission requirements".

Eligibility for the program includes admission to UNA, applicants must demonstrate academic competency by achieving a grade point average (GPA) of at least 2.25 (4.0 scale) on an unweighted scale.

H. Program Review and Assessment

In the final analysis, the institution and its governing board are accountable for the quality, utility and productivity of this and all other programs of instruction.

With this in mind, please describe the procedures that will be used in assessing the program's outcomes.

Be sure to include:

1. An assessment process for the student learning outcomes;

Student Learning Outcomes will be assessed through formative and summative methods, both formal and informal, to determine the satisfaction of students and graduates with the program and its outcomes. Formative methods will include ongoing feedback from course activities to determine the student's strengths and weaknesses in target areas (e.g. concept mapping, journaling, group discussion). Summative methods to evaluate student learning will be conducted at the end of each course. These methods will include but not limited to final project, final paper, and final exam.

At the end of each semester the program will disseminate a graduate survey to assess satisfaction with the program, graduates' achievement of program outcomes, and career status. Data collected from the graduation survey will be used to foster program improvement and attainment of student learning outcomes. In addition to the graduate survey, other factors such as graduation rates, awards/recognition, and scholarly activities will be assessed to reveal achievements and accomplishments of graduates.

2. A follow-up plan to determine accomplishments of graduates such as obtaining relevant employment or being admitted to a masters or doctoral program (graduate or professional).

The program will disseminate a survey to all of its graduates at one year post-graduation. This survey will gather data related to employment status and graduate degree enrollment or attainment.

I. Accreditation

If there is a recognized (USDE or CHEA) or other specialized accreditation agency for this program, please identify the agency and explain why you do or not plan to seek accreditation. If there is no accrediting or similar body for this degree program state as such in your response.

At this time, there are no recognized accrediting bodies for Fashion Merchandising. Once the concentration is added for Apparel Design, we will re-evaluate the need for an accrediting agency.

J. Instructional Delivery Method

1. Describe which instructional delivery methods will be utilized in delivering this program.

This program will be taught primarily on campus with a few courses utilizing distance technology.

2. If distance technology is being utilized, indicate an approximate percent of the total program's courses offered that will be provided by distance education_30 %

3. If distance education is not being utilized, please explain why not.

NA

K. Resource Requirements

1. Faculty. Do not attach the curriculum vitae of each existing or additional faculty members to this proposal. (The institution must maintain and have current and additional primary and support faculty curriculum vitae available upon ACHE request for as long as the program is active.) *Please do provide a brief summary of Faculty and their qualifications specific to the program proposal.*

Laura McKee – Mrs. McKee joined the faculty at UNA in fall 2015, and she is currently the Program Director for Fashion Merchandising at UNA. She holds both the Master's of Science and Bachelor of Science degrees in Merchandising. Prior to joining the team at UNA, Mrs. McKee worked as a General Manager for Gap Inc. for twelve years.

a) Please provide faculty counts for the proposed program:

Status	Faculty Type	
	Primary	Support
Current- Full Time	1	
Current-Part Time		
Additional-Full Time (to be hired)		
Additional-Part Time (to be hired)		4 adjuncts

b) Briefly describe the qualifications of new faculty to be hired.

The qualifications for the new faculty include a Bachelor of Science in a Fashion/Apparel related field, a Master of Science in Fashion/Apparel related field, and experience in the fashion/apparel industry.

2. Equipment. Will any special equipment be needed specifically for this program?

☐☒ 4

Yes No

If "Yes", please list:

The cost of the new equipment should be included in the table following (Section K.).

3. Facilities. Will any new facilities be required specifically for the program?

☐ Yes ☒ No

If "Yes", please list. Only new facilities need be listed. Their cost should be included in the table following (Section K.).

4. Library. Are there sufficient library resources to support the program?

☒ Yes ☐ No

Please provide a brief description of the current status of the library collections supporting the proposed program.

The libraries at the University of North Alabama (UNA) currently house more than 349,000 cataloged volumes, including 56,283 bound periodical volumes. The libraries' holdings also include 1,081,886 microform units (including government documents in microform) and more than 401,000 electronic books. The libraries provide current access to more than 32,395 periodical titles, the vast majority in electronic format. The library's physical collection of audiovisual and other media materials contains more than 12,900 items; physical holdings are supplemented by more than 34,000 streaming videos and thousands of streaming audio files. The libraries also provide access to 150 electronic databases, including the databases of the Alabama Virtual Library. The libraries' collections are enhanced by UNA's participation in the Network of Alabama Academic Libraries (NAAL), LYRASIS (the nation's largest regional membership organization serving libraries), and the Online Computer Library Center (OCLC). Materials not available locally can be obtained through interlibrary loan (ILL) services, which are made available to students and faculty free of charge.

If "No", please briefly describe how any deficiencies will be remedied; include the cost in the table following (Section K.).

5. Assistantships/Fellowships. Will you offer any assistantships specifically for this program?

☐ Yes ☒ No

If “Yes”, how many assistantships will be offered? Be sure to include the amount in the table following.

Number of assistantships offered

Be sure to include the cost of assistantships in the table following (Section K.).

6. Program Budget. The proposal projected that a total of \$ in estimated new funds will be required to support the proposed program.

A projected total of \$ will be available to support the new program.

L. New Academic Degree Program Proposal Summary Form

- In the following “NEW ACADEMIC DEGREE PROGRAM PROPOSAL SUMMARY” table, please provide a realistic estimate of the costs of the program.
- This should only include the additional costs that will be incurred, not current costs.
- Indicate the sources and amounts of funds available for the program’s support.
- DO NOT LEAVE ANY PORTION/SOURCES OF THE NEW FUNDS OR FUNDS AVAILABLE BLANK. ENTER “\$0” IF THERE ARE NO NEW FUNDS NEEDED OR NO FUNDS AVAILABLE.
- THERE MUST BE AN ACTUAL DOLLAR AMOUNT PROVIDED FOR TUITION, SINCE THOSE FIGURES REPRESENT PROJECTED ENROLLED STUDENTS.
- **If it is stated that new funds are requested or if it is a reallocation of resources, please explain directly below from what source(s) the funds for the proposed new program, (e.g. faculty, equipment, etc.) will be attained.**
- **If tuition is used to support the program, what start-up revenue source will be used to initiate the program.**

Also, include enrollment and completer projections.

- New enrollment headcounts are defined as unduplicated counts across years. For example, if “Student A” would be initially enrolled in the program in year 2, and again is enrolled in the program in years 4 and 5; “Student A” is only counted in the new enrollment headcount in year 2.

- Total enrollment headcounts represent the actual number of students enrolled (both part-time and full time each year. This is a **duplicated** count).

NEW ACADEMIC DEGREE PROGRAM PROPOSAL SUMMARY								
INSTITUTION: University of North Alabama								
PROGRAM: Bachelor of Science, Fashion Merchandising & Design (CIP 19.0901)								
ESTIMATED NEW FUNDS REQUIRED TO SUPPORT PROPOSED PROGRAM								
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	TOTAL
FACULTY	\$0	\$0	\$0	\$0	\$0	\$0	\$00	\$0
LIBRARY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FACILITIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
EQUIPMENT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
STAFF	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ASSISTANTSHIPS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
OTHER	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SOURCES OF FUNDS AVAILABLE FOR PROGRAM SUPPORT								
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	TOTAL
INTERNAL REALLOCATIONS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
EXTRAMURAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TUITION	\$24,930*	\$24,930	\$33,240	\$41,550	\$49,860	\$58,170	\$66,480	\$299,160
TOTAL	\$24,930*	\$24,930	\$33,240	\$41,550	\$49,860	\$58,170	\$66,480	\$299,160
ENROLLMENT PROJECTIONS								
<i>Note: "New Enrollment Headcount" is defined as unduplicated counts across years.</i>								
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	6-YEAR AVERAGE
FULL TIME HEADCOUNT	Year 1 - No data reporting required	3	4	5	6	7	8	5.5
PART TIME HEADCOUNT	Year 1 - No data reporting required	2	3	4	5	6	7	4.5
TOTAL HEADCOUNT	Year 1 - No data reporting required	5	7	9	11	13	15	10
NEW ENROLLMENT HEADCOUNT	Year 1 - No data reporting required	5	2	2	2	2	2	2.5
DEGREE COMPLETION PROJECTIONS								
<i>Note: Do not count Lead "0"s and Lead 0 years in computing the degree completions projections average.</i>								
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	AVERAGE
DEGREE COMPLETION PROJECTIONS	Year 1 - No data reporting required	5	6	7	8	9	10	7.5

**Undergraduate Curriculum Committee
Curriculum Change Proposal Form**

College Name: College of Arts & Sciences

Department Name: Visual Arts & Design

Item(s) to be considered by the Undergraduate Curriculum Committee: (please check all spaces relevant to this proposed change)

- | | |
|---|--|
| <input type="checkbox"/> Proposed New Course(s)–attach one page syllabus | <input type="checkbox"/> Change in Course Description |
| <input type="checkbox"/> Addition Of/Change in Course Fee | <input type="checkbox"/> *New Major/Option/Concentration/Minor |
| <input type="checkbox"/> Cross Listing of Course | <input type="checkbox"/> *Revised Major/Option/Concentration/Minor |
| <input type="checkbox"/> Inactivation of Course | <input type="checkbox"/> *New/Revised Certificate Program |
| <input type="checkbox"/> *Merger of Major/Option/Concentration/Minor | <input type="checkbox"/> Revised Admission Requirement |
| <input checked="" type="checkbox"/> Revised Course Number/Title/Credit/Prerequisite | <input type="checkbox"/> Editorial Change |
| <input type="checkbox"/> Other | <input type="checkbox"/> **Change to General Education Component |

Will this proposal result in the need for a revised Faculty Credentials Certification Form? Yes ☐ No ☒

If yes, for whom: _____

Will the change require additions or deletions to the Major's Course List? Yes ☒ No ☐

List courses that will be added or deleted for EACH major affected by the curriculum change (see current Major's Courses List). Include major, course number, and title (e.g., "Add to Biology and Marine Biology – BI 498 Study of Pelagic Birds. _____

Brief Description and Rationale – (1) include catalog course prefix, proposed number, credit hours, title, description, prerequisite, if any; (2) include relevant information concerning UNA's mission and goals, student learning opportunities, impact on existing programs and financial implications (you must attach a copy of the current catalog page(s) with all suggested changes made using the *Guidelines and Style Manual*):

The B.S. in Human Environmental Sciences with a concentration in Fashion Merchandising will transition to a B.S. in Fashion Merchandising & Design that will be housed in the Department of Visual Arts & Design.

It is proposed that the course prefix for the following courses change from HES (Human Environmental Sciences) to FASH (Fashion):

Proposed

<u>HES 241</u>	<u>FASH 241 – Textile Product Analysis (3) – prefix change</u>
<u>HES 320</u>	<u>FASH 320 – History of Dress and Adornment (3) – prefix change, title revision</u>
<u>HES 321</u>	<u>FASH 321 – Merchandising (3) – prefix change</u>
<u>HES 322</u>	<u>FASH 322 – Visual Presentation (3) – prefix change, title revision</u>
<u>HES 325</u>	<u>FASH 325 – Social and Cultural Aspects of Clothing (3) – prefix change</u>
<u>HES 340</u>	<u>FASH 340 – Textile Global Sourcing (3) – prefix change</u>
<u>HES 341W</u>	<u>FASH 341W – Textiles and Materials (3) – prefix change</u>
<u>HES 441</u>	<u>FASH 350 – Advanced Apparel Construction (3) – prefix & number change, title revision</u>
<u>HES 450</u>	<u>FASH 450 – Retail Buying (3) – prefix change</u>
<u>HES 497</u>	<u>FASH 497. Special Topics in Fashion Merchandising & Design (1-3 Credits) – prefix change, title revision</u>
<u>HES 499</u>	<u>FASH 499. Independent Study-Practicum. (1-3 Credits) – prefix change</u>

Proposed Banner Course Title (30 character maximum): NA

The proposed change(s) will be effective beginning: Fall semester 2019 year

If Addition of/Change in Course Fee, provide justification: NA

List the departments or programs on campus consulted on the issues of duplication, overlap, or impact on program: NA

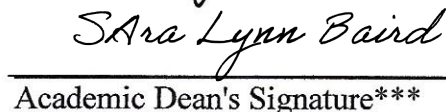
10/02/2018

Date Approved by Department Curriculum Committee


Chair's Signature

10/16/2018

Date Approved by College Curriculum Committee***


Academic Dean's Signature***

*Proposals within this category require submission and approval by ACHE. Consult ACHE website for appropriate form for submission with UCC form.

**Proposals within this category require submission to the VPAA for transmittal to the Gen Ed Work Group (GEWG) prior to Curriculum Committee consideration.

**Courses that are not specific to an academic department/college must be submitted through the VPAA Office and approved by the Council of Academic Deans prior to submission to the NTICC/Curriculum Committee.

BS Major - ~~Human Environmental Sciences~~ Fashion Merchandising & Design

Requirements for the Bachelor of Science Degree in ~~Human Environmental Sciences~~ Fashion Merchandising

The Bachelor of Science in Fashion Merchandising will prepare students to work in a multitude of Fashion related careers. The Bachelor of Science in Fashion Merchandising is in line with UNA's mission to provide educational opportunities for students, an environment for discovery and creative accomplishment, and a variety of outreach activities meeting the professional, civic, social, cultural, and economic development needs of our region in the context of a global community.

The Bachelor of Science in Fashion Merchandising will prepare students for careers in areas of fashion, retail, manufacturing, wholesaling, visual merchandising, styling, marketing and other areas of creative expression in the business world.

Bachelor of Science in Fashion Merchandising & Design student outcomes:

- 1) Utilize critical thinking and decision-making skills in a variety of merchandising settings and retail situations.
- 2) Explore current retail business trends and the global retail perspective.
- 3) Develop communication skills in presenting ideas and communication the thought process used in decision making.
- 4) Demonstrate knowledge of fashion merchandising and apparel design.
- 5) Apply knowledge of textiles in decision making for patterns and designs.
- 6) Demonstrate a knowledge of global perspective and trends in textile and retail.
- 7) Develop an understanding of merchandising strategies designed to attract a diverse consumer population.

Additional Graduation Requirements

Code	Title	Hours
General Education Component		
Area I (Written Composition)		6
Area II (Humanities and Fine Arts)		12
Area III (Natural Sciences and Mathematics)		11
Area IV (History, Social and Behavioral Sciences)		12
Area V		
Additional Requirements		
CIS 125	Business Applications of Microcomputer Software ¹	3
CNH 242	Food Science	3
CNH 342	Nutrition	3
HES or CNH or AR Elective²		3
FYE 101	First Year Experience	1
AR 221	Drawing 1	3
AR 231	Design 1	3
Electives *		
*Advisor approved		9
Major Core Requirements - Fashion Merchandising		
HES FASH 241	Textile Product Analysis	3
HES FASH 320	Historic Costume History of Dress and Adornment	3
HES FASH 321	Merchandising	3
HES FASH 322	Visual Presentation I	3
HES FASH 325	Social and Cultural Aspects of Clothing	3
HES FASH 340	Textile Global Sourcing	3
HES FASH 441 350	Advanced Clothing Advanced Clothing Construction	3

Code	Title	Hours
HES FASH 450	Retail Buying	3
HES FASH Electives		6-3
FASH 440	Sustainability in Fashion	3
FASH 470	Senior Prep/Capstone	3
FASH 475	Internship	6
Total Hours		27
HES 100	Introduction to Human Sciences, Hospitality, and Design	1
HES 261	Introduction to Interior Design	3
HES-FASH341W	Textiles and Materials	3
HES 400	Senior Semeinar	3
HES 427	Internship	6
HES 443	Family Development	3
Major Concentrations		
Select one from the following concentrations:		30-37
Concentration in Child Development		
Concentration in Interior Design		
Concentration in Fashion Merchandising		
Approved Minor		
Select from approved minors		18
Total Hours		120
Course List		

1

2

~~Interior Design students must select Drawing I (AR-221) and Merchandising students may select Drawing I (AR-221) or Design I (AR-231)-~~

Minor listed page 159.

Retailing and Clothing Minor

Requirements for a Minor in Retailing and Clothing

Course List

Code	Title	Hours	
HES FASH 241	Textile Product Analysis	3	Formatted: Font color: Red, Strikethrough
HES FASH 320	Historic Costume History of Dress and Adornment	3	Formatted: Font color: Red, Strikethrough
or HES FASH 325	Social and Cultural Aspects of Clothing		Formatted: Font color: Red, Strikethrough
HES FASH 321	Merchandising	3	Formatted: Font color: Red, Strikethrough
HES FASH 322	Visual Presentation ↓	3	Formatted: Font color: Red, Strikethrough
HES FASH 341W	Textiles and Materials	3	Formatted: Font color: Red, Strikethrough
HES FASH 441350	Advanced Clothing Advanced Apparel Construction	3	Formatted: Font color: Red, Strikethrough
Total Hours		18	Formatted: Font color: Red, Strikethrough
			Formatted: Font color: Red, Strikethrough

~~HES – Human Environmental Sci (HES)~~

FASH – Fashion Merchandising & Design

~~HES FASH 241.~~ Textile Product Analysis. (3 Credits)

Units on basic construction techniques; wardrobe analysis, pattern selection, and garment construction; selection of ready-to-wear, from a buyer's viewpoint; pattern alteration and fitting. Two class periods; one 2-hour laboratory period per week. Special fee: \$30.00. (Fall)

Course Fees: \$30

~~HES FASH 320. Historic Costume.~~ History of Dress & Adornment. (3 Credits)

The development of costume from Ancient Egypt to present. Emphasis will be on knowledge of fashion influences of past and present as a tool for making fashion predictions. (Fall, odd-numbered years)

~~HES FASH 321.~~ Merchandising. (3 Credits)

Principles, practices, and organization of fashion merchandising; job descriptions and responsibilities at the management level; financial and control functions; process of fashion innovation, variables of fashion affecting production, and distribution of consumer goals. (Fall)

~~HES FASH 322. Visual Presentation I.~~ Visual Presentation. (3 Credits)

Development of visual communication skills in the promotion of products for both the interiors and merchandising industries. Emphasis on visual display and selling techniques, special events, and other promotional activities. (Spring)

~~HES FASH 325.~~ Social and Cultural Aspects of Clothing. (3 Credits)

An exploration of the sociological, economical, psychological, and cultural aspects of dress. (Fall, even-numbered years)

~~HES FASH 340.~~ Textile Global Sourcing. (3 Credits)

A study of global sourcing examines this crucial function in the textile and apparel industries, providing practical insight into both how and why global sourcing is pursued. Topics include step-by-

step global sourcing procedures and explores the theoretical, political, economic, social, and environmental implications of global sourcing decisions with an emphasis on sustainability. (Spring, odd-numbered years)

HES FASH 341W. Textiles and Materials. (3 Credits)

Consumer oriented study of textiles emphasizing fibers, yarns, fabric, dyeing, printing, finishing, care, and serviceability for apparel and the interior environment. Knowledge of testing standards and legislation concerning apparel and interiors. Prerequisite: [EN 111](#), and [EN 112](#). (Spring, even-numbered years)

HES FASH 441.350 ~~Advanced Clothing~~. Advanced Apparel Construction (3 Credits)

Couture techniques and problem fabrics; construction of a designer garment; commercial skills such as mass production, and managing a sewing laboratory. Two class periods; one 2-hour laboratory period per week. Prerequisites: [HES 241](#), 341. Special fee: \$30.00. (Offered on sufficient demand)

Course Fees: \$30

~~HES-FASH~~ 450. Retail Buying. (3 Credits)

The study of buyer's responsibilities in the fashion industry; includes buying philosophies, merchandising math, simulated exercises that mimic real-life buying responsibilities, research of new market and clothing trends, projected sales, stock requirements and mark-downs, and development of a merchandise plan and factors to increase sales of a department.

HES FASH 497. Special Topics in ~~Human-Environmental Sciences~~. Fashion Merchandising & Design. (1-3 Credits)

Detailed examination of a specific topic related to the disciplines in human environmental sciences. Topic will be announced prior to the scheduling of the class. A special fee may be required according to the topic and course content. This course may be taken a maximum of two times for credit.

Prerequisite: Departmental approval.

HES FASH 499. Independent Study-Practicum. (1-3 Credits)

Independent study, projects, or field experiences under departmental determination, supervision, and evaluation. Open to majors on approval of department chair. (Offered on sufficient demand)

**Undergraduate Curriculum Committee
Curriculum Change Proposal Form**

College Name: College of Arts & Sciences

Department Name: Visual Arts & Design

Item(s) to be considered by the Undergraduate Curriculum Committee: (please check all spaces relevant to this proposed change)

- | | | |
|--|-------------------------------------|---|
| <input type="checkbox"/> Proposed New Course(s)—attach one page syllabus | <input checked="" type="checkbox"/> | Change in Course Description |
| <input type="checkbox"/> Addition Of/Change in Course Fee | <input type="checkbox"/> | *New Major/Option/Concentration/Minor |
| <input type="checkbox"/> Cross Listing of Course | <input type="checkbox"/> | *Revised Major/Option/Concentration/Minor |
| <input type="checkbox"/> Inactivation of Course | <input type="checkbox"/> | *New/Revised Certificate Program |
| <input type="checkbox"/> *Merger of Major/Option/Concentration/Minor | <input type="checkbox"/> | Revised Admission Requirement |
| <input type="checkbox"/> Revised Course Number/Title/Credit/Prerequisite | <input type="checkbox"/> | Editorial Change |
| <input type="checkbox"/> Other | <input type="checkbox"/> | **Change to General Education Component |

Will this proposal result in the need for a revised Faculty Credentials Certification Form? Yes ☐ No ☒

If yes, for whom: _____

Will the change require additions or deletions to the Major's Course List? Yes ☐ No ☒

List courses that will be added or deleted for EACH major affected by the curriculum change (see current Major's Courses List). Include major, course number, and title (e.g., "Add to Biology and Marine Biology – BI 498 Study of Pelagic Birds. _____

Brief Description and Rationale – (1) include catalog course prefix, proposed number, credit hours, title, description, prerequisite, if any; (2) include relevant information concerning UNA's mission and goals, student learning opportunities, impact on existing programs and financial implications (you must attach a copy of the current catalog page(s) with all suggested changes made using the *Guidelines and Style Manual*):

The B.S. in Human Environmental Sciences with a concentration in Fashion Merchandising will transition to a B.S. in Fashion Merchandising & Design that will be housed in the Department of Visual Arts & Design.

The following course description requires an update because:

1. A previously used prefix found in the description
2. Elimination of "Special fee: \$30.00"
3. Elimination of "offered on sufficient demand".
4. NOTE: There is NO change in course fee

Old description:

HES 350 - Advanced Apparel Construction (3 Credits)

Couture techniques and problem fabrics; construction of a designer garment; commercial skills such as mass production, and managing a sewing laboratory. Two class periods; one 2-hour laboratory period per week.

Prerequisites: HES 241, 341. Special fee: \$30.00. (Offered on sufficient demand)

Course Fees: \$30

New description will read:

FASH 350 – Advanced Apparel Construction (3 Credits)

Couture techniques and problem fabrics; construction of a designer garment; commercial skills such as mass production, and managing a sewing laboratory. Two class periods; one 2-hour laboratory period per week.

Prerequisites: FASH 241, 341. Course Fees: \$30

Proposed Banner Course Title (30 character maximum): Advanced Apparel Construction

The proposed change(s) will be effective beginning: Fall _____ semester 2019 _____ year

If Addition of/Change in Course Fee, provide justification: NA

List the departments or programs on campus consulted on the issues of duplication, overlap, or impact on program: NA_____

10/2/2018

Date Approved by Department Curriculum Committee

Anthony Crisafulli

Chair's Signature

10/16/2018

Date Approved by College Curriculum Committee***

Sara Lynn Baird

Academic Dean's Signature***

*Proposals within this category require submission and approval by ACHE. Consult ACHE website for appropriate form for submission with UCC form.

**Proposals within this category require submission to the VPAA for transmittal to the Gen Ed Work Group (GEWG) prior to Curriculum Committee consideration.

**Courses that are not specific to an academic department/college must be submitted through the VPAA Office and approved by the Council of Academic Deans prior to submission to the NTICC/Curriculum Committee.

4-26-16

~~HES – Human Environmental Sci~~ ~~(HES)~~

FASH – Fashion Merchandising & Design

~~HES FASH 441. 350 Advanced Clothing.~~ **Advanced Apparel Construction (3 Credits)**

Couture techniques and problem fabrics; construction of a designer garment; commercial skills such as mass production, and managing a sewing laboratory. Two class periods; one 2-hour laboratory period per week. Prerequisites: [HES FASH 241](#), FASH 341. ~~Special fee: \$30.00. (Offered on sufficient demand)~~ (Spring)

Course Fees: \$30

**Undergraduate Curriculum Committee
Curriculum Change Proposal Form**

College Name: College of Arts & Sciences

Department Name: Visual Arts & Design

Item(s) to be considered by the Undergraduate Curriculum Committee: (please check all spaces relevant to this proposed change)

- | | |
|---|--|
| <input checked="" type="checkbox"/> Proposed New Course(s)–attach one page syllabus | <input type="checkbox"/> Change in Course Description |
| <input type="checkbox"/> Addition Of/Change in Course Fee | <input type="checkbox"/> *New Major/Option/Concentration/Minor |
| <input type="checkbox"/> Cross Listing of Course | <input type="checkbox"/> *Revised Major/Option/Concentration/Minor |
| <input type="checkbox"/> Inactivation of Course | <input type="checkbox"/> *New/Revised Certificate Program |
| <input type="checkbox"/> *Merger of Major/Option/Concentration/Minor | <input type="checkbox"/> Revised Admission Requirement |
| <input type="checkbox"/> Revised Course Number/Title/Credit/Prerequisite | <input type="checkbox"/> Editorial Change |
| <input type="checkbox"/> Other | <input type="checkbox"/> **Change to General Education Component |

Will this proposal result in the need for a revised Faculty Credentials Certification Form? Yes ☐ No ☒

If yes, for whom: _____

Will the change require additions or deletions to the Major's Course List? Yes ☒ No ☐

List courses that will be added or deleted for EACH major affected by the curriculum change (see current Major's Courses List). Include major, course number, and title (e.g., "Add to Biology and Marine Biology – BI 498 Study of Pelagic Birds).

To align with the proposed B.S. in Fashion Merchandising & Design, the following new courses are recommended:

FASH 330 Apparel Illustration
FASH 331 Computer Aided Design for Apparel Patterns
FASH 440 Sustainability in Fashion
FASH 442 Product Development: Technical Design
FASH 451 Draping
FASH 470 Senior Prep/Capstone (replacing HES 400)
FASH 475 Internship (replacing HES 427)

Brief Description and Rationale – (1) include catalog course prefix, proposed number, credit hours, title, description, prerequisite, if any; (2) include relevant information concerning UNA's mission and goals, student learning opportunities, impact on existing programs and financial implications (you must attach a copy of the current catalog page(s) with all suggested changes made using the *Guidelines and Style Manual*):

The B.S. in Human Environmental Sciences with a concentration in Fashion Merchandising will transition to a B.S. in Fashion Merchandising & Design that will be housed in the Department of Visual Arts & Design.

To provide students with a foundation in fashion merchandising and design, the following courses are proposed:

FASH 330 Apparel Illustration	3 hours
FASH 331 Computer Aided Design for Apparel Patterns	3 hours
FASH 440 Sustainability in Fashion	3 hours
FASH 442 Product Development: Technical Design	4 hours
FASH 451 Draping	3 hours
FASH 470 Senior Prep/Capstone	3 hours (replacing HES 400)
FASH 475 Internship	6 hours (replacing HES 427)

Course Descriptions:

FASH 330. Apparel Illustration. (3 credits)

Creative approach to illustrating apparel through the use of various media as related to drawings of clothing, fashion poses, and textile prints and includes merchandising techniques, electronic portfolio preparation, technical drawings, and tech packs. Prerequisite: AR 221. (Fall)

FASH 331. Computer Aided Design for Apparel Patterns. (3 credits)

Emphasis on patternmaking and grading using Gerber AccuMark Pattern Design software and includes focus on various aspects of patternmaking, pattern creation, drafting, digitizing, plotting, knockoffs, data conversion, spec sheets, and costing markers. (Fall)

FASH 440. Sustainability in Fashion. (3 Credits)

The study of enhancing the sustainability potential in common fibers used in the fashion industry. Focus from fundamentals of fiber production and the product lifecycle. Emphasis on sustainability benefits and environmental impacts at each stage of the lifecycle, improving sustainability benefits, availability, and marketing and innovation opportunities that lead to more sustainable fashion. Prerequisite: FASH 241 (Fall)

FASH 442. Product Development: Technical Design. (4 credits)

Preparation for apparel designers for technical design skills in the apparel industry reflecting current apparel production and manufacturing practices. (Spring)

FASH 451. Draping. (3 credits)

Guide to draping fabric on a dress form teaching skills and techniques needed to develop creative patterns from the basic bodice to bias-cut gowns. Prerequisite: FASH 350. (Spring)

FASH 470 Senior Prep/Capstone. (3 Credits)

Fashion Merchandising & Design topics selected according to the interest and needs of the individual student, with study at advanced undergraduate level. Focus on interview preparation, employment research, and portfolio development. Comprehensive exit exam included. Prerequisite: Senior classification. (Spring)

FASH 475. Internship (6 Credits)

Approved off-campus experience with select businesses or studios under faculty and management supervision. Students may enroll in Internship two times. The first opportunity will be at the completion of 59 hours. Prerequisite: must be a junior or senior; approval of instructor. (Summer)

Proposed Banner Course Title (30 character maximum): NA

The proposed change(s) will be effective beginning: Fall semester 2019 year

If Addition of/Change in Course Fee, provide justification: NA

List the departments or programs on campus consulted on the issues of duplication, overlap, or impact on program: NA

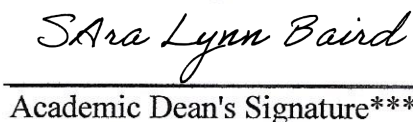
10/02/2018

Date Approved by Department Curriculum Committee


Chair's Signature

10/16/2018

Date Approved by College Curriculum Committee***


Academic Dean's Signature***

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**Proposals within this category require submission to the VPAA for transmittal to the Gen Ed Work Group (GEWG) prior to Curriculum Committee consideration.

***Courses that are not specific to an academic department/college must be submitted through the VPAA Office and approved by the Council of Academic Deans prior to submission to the NTICC/Curriculum Committee.

~~HES - Human Environmental Sci (HES)~~

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Fashion Merchandising & Design

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HES 241. Textile Product Analysis. (3 Credits)

Units on basic construction techniques; wardrobe analysis, pattern selection, and garment construction; selection of ready-to-wear, from a buyers viewpoint; pattern alteration and fitting. Two class periods; one 2-hour laboratory period per week. Special fee: \$30.00. (Fall)

Course Fees: \$30

HES 320. Historic Costume. (3 Credits)

The development of costume from Ancient Egypt to present. Emphasis will be on knowledge of fashion influences of past and present as a tool for making fashion predictions. (Fall, odd-numbered years)

HES 321. Merchandising. (3 Credits)

Principles, practices, and organization of fashion merchandising; job descriptions and responsibilities at the management level; financial and control functions; process of fashion innovation, variables of fashion affecting production, and distribution of consumer goals. (Fall)

HES 322. Visual Presentation I. (3 Credits)

Development of visual communication skills in the promotion of products for both the interiors and merchandising industries. Emphasis on visual display and selling techniques, special events, and other promotional activities. (Spring)

HES 325. Social and Cultural Aspects of Clothing. (3 Credits)

An exploration of the sociological, economical, psychological, and cultural aspects of dress. (Fall, even-numbered years)

FASH 330. Apparel Illustration. (3 credits)

Creative approach to illustrating apparel through the use of various media as related to drawings of clothing, fashion poses, and textile prints and includes merchandising techniques, electronic portfolio preparation, technical drawings, and tech packs. Prerequisite: AR 221. (Fall)

FASH 331. Computer Aided Design for Apparel Patterns. (3 credits)

Emphasis on patternmaking and grading using Gerber AccuMark Pattern Design software and includes focus on various aspects of patternmaking, pattern creation, drafting, digitizing, plotting, knockoffs, data conversion, spec sheets, and costing markers. (Fall)

HES 340. Textile Global Sourcing. (3 Credits)

A study of global sourcing examines this crucial function in the textile and apparel industries, providing practical insight into both how and why global sourcing is pursued. Topics include step-by-step global sourcing procedures and explores the theoretical, political, economic, social, and environmental implications of global sourcing decisions with an emphasis on sustainability. (Spring, odd-numbered years)

HES 341W. Textiles and Materials. (3 Credits)

Consumer oriented study of textiles emphasizing fibers, yarns, fabric, dyeing, printing, finishing, care, and serviceability for apparel and the interior environment. Knowledge of testing standards and legislation concerning apparel and interiors. Prerequisite: [EN 111](#), and [EN 112](#). (Spring, even-numbered years)

FASH 440. Sustainability in Fashion. (3 Credits)

The study of enhancing the sustainability potential in common fibers used in the fashion industry. Focus from fundamentals of fiber production and the product lifecycle. Emphasis on sustainability benefits and environmental impacts at each stage of the lifecycle, improving sustainability benefits, availability, and marketing and innovation opportunities that lead to more sustainable fashion. Prerequisite: FASH 241 (Fall)

HES 441. Advanced Clothing. (3 Credits)

Couture techniques and problem fabrics; construction of a designer garment; commercial skills such as mass production, and managing a sewing laboratory. Two class periods; one 2-hour laboratory period per week. Prerequisites: [HES 241](#), 341. Special fee: \$30.00. (Offered on sufficient demand)

Course Fees: \$30

FASH 442. Product Development: Technical Design. (4 credits)

Preparation for apparel designers for technical design skills in the apparel industry reflecting current apparel production and manufacturing practices. (Spring)

HES 450. Retail Buying. (3 Credits)

The study of buyer's responsibilities in the fashion industry; includes buying philosophies, merchandising math, simulated exercises that mimic real-life buying responsibilities, research of new market and clothing trends, projected sales, stock requirements and mark-downs, and development of a merchandise plan and factors to increase sales of a department.

FASH 451. Draping. (3 credits)

Guide to draping fabric on a dress form teaching skills and techniques needed to develop creative patterns from the basic bodice to bias-cut gowns. Prerequisite: FASH 350. (Spring)

FASH 470 Senior Prep/Capstone. (3 Credits)

Fashion Merchandising & Design topics selected according to the interest and needs of the individual student, with study at advanced undergraduate level. Focus on interview preparation, employment research, and portfolio development. Comprehensive exit exam included. Prerequisite: Senior classification. (Spring)

FASH 475. Internship (6 Credits)

Approved off-campus experience with select businesses or studios under faculty and management supervision. Students may enroll in Internship two times. The first opportunity will be at the completion of 59 hours. Prerequisite: must be a junior or senior; approval of instructor. (Summer)

FASH 330

Apparel Illustration

3 Credit Hours

Semester: Fall

Course Description:

Creative approach to illustrating apparel through the use of various media as related to drawings of clothing, fashion poses, and textile prints and includes merchandising techniques, electronic portfolio preparation, technical drawings, and tech packs. Prerequisite: AR 221. (FALL)

Objectives:

1. Prepare students to create professional fashion presentation materials.
2. Facilitate students to prepare for the broad array of tasks they may be called upon to perform throughout the industry.
3. Prepare students with essential skills and experience they can use in all fashion applications.
4. Train students with supplemental hands-on learning combined with a deeper conceptual understanding of apparel illustration.

Textbook:

Lazear, S. (2012). *Adobe Illustrator for Fashion Design*. (2nd edition). ISBN: 978-0-13-278577-8

FASH 331

Computer Aided Design for Apparel Patterns

3 Credit Hours

Semester: Fall

Course Description:

Emphasis on patternmaking and grading using Gerber AccuMark Pattern Design software and includes focus on various aspects of patternmaking, pattern creation, drafting, digitizing, plotting, knockoffs, data conversion, spec sheets, and costing markers. (Fall)

Objectives:

1. Prepare students to produce patterns using computer aided pattern making.
2. Educate students to analyze garment features or fabric characteristics that may affect the grading process.
3. Communicate collaboratively using written and oral methods in a team environment relevant to fashion and textiles practice.
4. Train students to research and think logically, reflectively and creatively to solve fashion design and production industry related problems.

Textbook:

Lininger, M. (2015). *Patternmaking and Grading using Gerber's Accumark Pattern Design Software*. ISBN: 978-0-13-351436-0

FASH 440

Sustainability in Fashion

3 hours

Semester:

Fall

Faculty:

Laura McKee

Office # 109

Connie D. McKinney Building

lmckee@una.edu

256-765-4875

Course Description:

The study of enhancing the sustainability potential in common fibers used in the fashion industry. Focus from fundamentals of fiber production and the product lifecycle. Emphasis on sustainability benefits and environmental impacts at each stage of the lifecycle, improving sustainability benefits, availability, and marketing and innovation opportunities that lead to more sustainable fashion.

Student Outcomes:

1. Describe key issues associated with the production, use and disposal of fashion clothing.
2. Examine each key stage in the life cycle of a fashion garment.
3. Discuss ways in which designers can reduce the negative impacts associated with the life cycle of fashion garments.
4. Differentiate how to identify and evaluate the potential impacts of a garment during the design process.
5. Use critical thinking to explore approaches to low-impact apparel through its life cycle.

Textbook required:

Gwilt, A. (2014). *A Practical Guide to Sustainable Fashion*. (2ND ed.). ISBN: 9781628925319

FASH 442

Product Development: Technical Design

4 Credit Hours

Semester: Spring

Course Description:

Preparation for apparel designers for technical design skills in the apparel industry reflecting current apparel production and manufacturing practices. (Spring)

Objectives:

1. Introduction of apparel designer considerations through the selection of fabrics, finding seasonal fashion trends, garment construction, and fit evaluation.
2. Educate students in process of meeting the needs of the target consumer through cost-effective decisions.
3. Critical thinking to prepare students for decisions of product lifecycle management (PLM) and sustainability.
4. Facilitate essential tools to develop specification sheets and technical packages for specific markets.

Textbook:

Lee, J. & Steen, C. (2015). *Technical Sourcebook for Designers*. (2nd edition). ISBN: 978-1-50-139600-7

FASH 451

Draping

3 Credit Hours

Semester: Spring

Course Description:

Guide to draping fabric on a dress form teaching skills and techniques needed to develop creative patterns from the basic bodice to bias-cut gowns. Prerequisite: FASH 350. (Spring)

Objectives:

1. Prepare students for apparel design industry using draping techniques.
2. Provide students with simplified methods of developing designs to enable them to combine flat pattern making and draping.
3. Educate students on use of both muslin and fabric prototypes for design preparation.
4. Discuss changes of computer integration into the basic design and pattern development process *and* demonstrates simplified methods wherever they are employed in the industry.

Textbook:

Jaffe, H. & Relis, N. (2012). *Draping for Fashion Design*. (5th edition). ISBN: 978-0-13-300338-3

FASH 470

Senior Prep/Capstone

3 hours

Semester:

Spring

Faculty:

Laura McKee

Office # 109

Connie D. McKinney Building

lmckee@una.edu

256-765-4875

Course Description:

Fashion Merchandising & Design topics selected according to the interest and needs of the individual student, with study at advanced undergraduate level. Focus will center around interview preparation, employment research, careers, and portfolio development.

Comprehensive exit exam included. **Prerequisite:** Senior classification.

Student Outcomes:

1. Discussion of career paths for Fashion Merchandising and Design students.
2. Evaluate careers and companies, looking at trends and statistics.
3. Identify areas of strengths for each student and discuss ways to maximize their talents through Portfolios.
4. Use critical thinking when researching potential employers.
5. Describe professional development for retail and apparel merchandising.

Required Textbook:

Hillery, J.L. & Paulins, V. A. (2015). *Careers! Professional Development for Retailing and Apparel Merchandising!* ISBN: 9781501395413

FASH 475

INTERNSHIP

6 hours

Faculty:

Laura McKee
Office # 109
Connie D. McKinney Building
lmckee@una.edu
256-765-4875

COURSE DESCRIPTION: An internship is a supervised on-the-job learning experience that enables the student to apply classroom knowledge and theory to a practical working situation. In the internship program, a student, usually a senior, works in a job that is directly related to his/her major field of study. Six academic credit hours are granted upon successful completion of the work experience. The student must enroll for the internship through his/her academic advisor. The internship, FASH 475, is offered only during the regular summer session.

LEARNING OUTCOMES:

Students who successfully complete an internship will be able to:

1. Apply knowledge to real-world challenges in an internship environment.
2. Develop and enact a compelling professional vision that values diversity in the workplace.
3. Engage in responsible conduct while working as an intern.

WHY AN INTERNSHIP? The internship program is based on the premise that the integration of on campus study with off-campus work experience makes education more relevant and meaningful. The internship experience furthers the student's development in the following ways:

1. It allows students to learn through “hands on” experience.
2. Because it places students in challenging situations which increase experience and build self-confidence, the internship contributes to the student's personal, social and academic development.
3. An internship allows students to make an enlightened career choice.
4. Students who have participated in an internship are more adequately and realistically prepared to enter the world of work.

HOW ARE STUDENTS SELECTED?

1. Students must have completed the appropriate course work as preparation for the position desired and have a Junior or Senior classification.

2. Students must be approved through a personal interview by: his/her major professor and the internship agency supervisor.

HOW ARE INTERNSHIP AGENCIES SELECTED?

1. Internship opportunities are often made available through networks established by the Fashion Merchandising & Design faculty. Students should take advantage of these opportunities whenever possible.

2. A student may obtain his/her own internship agency, but it must be approved by the major professor.

WHAT ARE THE STUDENT'S RESPONSIBILITIES?

1. The student will follow agency policies and standards of productivity. His/her appearance and conduct will be in accordance with agency policy.
2. The student will represent the University of North Alabama in a favorable manner.
3. If the student is unable to resolve internship problems, he/she will contact the major professor for assistance. The student may not withdraw from an internship before consulting with his/her major professor.

WHAT ARE THE INTERNSHIP AGENCY'S RESPONSIBILITIES?

1. The agency supervisor will direct and supervise the student's work activity so that the internship will be a maximum learning experience.

2. The agency supervisor will assist the student in the development of the LEARNING CONTRACT. The contract must be completed by the end of the Second week of the internship. It is the student's responsibility to write up and deliver the contract to his/her major professor at or before the beginning of the third week of the internship. The agency supervisor's signature on the LEARNING CONTRACT indicates that the objectives and responsibilities have been mutually agreed upon.

3. Upon the student's completion of the internship, the agency supervisor will provide the major professor with a final evaluation and a suggested final grade.

HOW ARE STUDENTS EVALUATED?

1. The intern supervisor might be contacted by Mrs. Laura McKee (FASH 475 Internship instructor) to establish a line of communication, so that any problems may be resolved.

2. The agency supervisor will be asked to complete two evaluation forms during the internship program and mail them to the instructor. One evaluation should be completed at mid-term and the other evaluation form completed upon conclusion of the internship. The student cannot receive a grade until the supervisor's evaluation is received by Mrs. Laura McKee.

3. The student will keep an informal daily log of his/her experience. At the conclusion of each week, the student will send a WEEKLY REPORT summary and work schedule to Mrs. Laura McKee.

4. At the conclusion of the internship, the student may consult with the major Professor, either by phone or in person, to evaluate the overall internship experience.

5. Students will earn a traditional grade for the internship, which will be recorded by the major professor.

Required Text: None required.

**Undergraduate Curriculum Committee
Curriculum Change Proposal Form**

College Name: College of Arts & Sciences

Department Name: Visual Arts & Design

Item(s) to be considered by the Undergraduate Curriculum Committee: (please check all spaces relevant to this proposed change)

- | | |
|--|---|
| <input type="checkbox"/> Proposed New Course(s)—attach one page syllabus | <input type="checkbox"/> Change in Course Description |
| <input type="checkbox"/> Addition Of/Change in Course Fee | <input checked="" type="checkbox"/> *New Major/Option/Concentration/Minor |
| <input type="checkbox"/> Cross Listing of Course | <input type="checkbox"/> *Revised Major/Option/Concentration/Minor |
| <input type="checkbox"/> Inactivation of Course | <input type="checkbox"/> *New/Revised Certificate Program |
| <input type="checkbox"/> *Merger of Major/Option/Concentration/Minor | <input type="checkbox"/> Revised Admission Requirement |
| <input type="checkbox"/> Revised Course Number/Title/Credit/Prerequisite | <input type="checkbox"/> Editorial Change |
| <input type="checkbox"/> Other | <input type="checkbox"/> **Change to General Education Component |

Will this proposal result in the need for a revised Faculty Credentials Certification Form? Yes ☐ No ☒

If yes, for whom: _____

Will the change require additions or deletions to the Major's Course List? Yes ☐ No ☒

List courses that will be added or deleted for EACH major affected by the curriculum change (see current Major's Courses List). Include major, course number, and title (e.g., "Add to Biology and Marine Biology – BI 498 Study of Pelagic Birds. _____

Brief Description and Rationale – (1) include catalog course prefix, proposed number, credit hours, title, description, prerequisite, if any; (2) include relevant information concerning UNA's mission and goals, student learning opportunities, impact on existing programs and financial implications (you must attach a copy of the current catalog page(s) with all suggested changes made using the *Guidelines and Style Manual*):

The newly named program, Bachelor of Science in Fashion Merchandising & Design will offer a new minor in Apparel Design.

Minor in Apparel Design

FASH 241 Textile Product Analysis	3 hours
FASH 330 Apparel Illustration	3 hours
FASH 331 Computer Aided Design for Apparel Patterns	3 hours
FASH 350 Advanced Apparel Construction	3 hours
FASH 442 Product Development: Technical Design	4 hours
FASH 451 Draping	3 hours
TOTAL	19 hours

Proposed Banner Course Title (30 character maximum): _____

The proposed change(s) will be effective beginning: Fall semester 2019 year

If Addition of/Change in Course Fee, provide justification: None

List the departments or programs on campus consulted on the issues of duplication, overlap, or impact on program: _____

10/02/2018

Date Approved by Department Curriculum Committee

Anthony Crisafulli

Chair's Signature

10/16/2018

Sara Lynn Baird

Date Approved by College Curriculum Committee***

Academic Dean's Signature***

*Proposals within this category require submission and approval by ACHE. Consult ACHE website for appropriate form for submission with UCC form.

**Proposals within this category require submission to the VPAA for transmittal to the Gen Ed Work Group (GEWG) prior to Curriculum Committee consideration.

**Courses that are not specific to an academic department/college must be submitted through the VPAA Office and approved by the Council of Academic Deans prior to submission to the NTICC/Curriculum Committee.

4-26-16

New program of Fashion Merchandising & Design now resides in College of Arts & Sciences, Department of Visual Arts & Design. This department found on page 49 of 2018 Catalog.

Fashion Merchandising & Design

Minor in Apparel Design

FASH 241 Textile Product Analysis	3 hours
FASH 330 Apparel Illustration	3 hours
FASH 331 Computer Aided Design for Apparel Patterns	3 hours
FASH 350 Advanced Apparel Construction	3 hours
FASH 442 Product Development: Technical Design	4 hours
FASH 451 Draping	3 hours
TOTAL	19 hours

**Undergraduate Curriculum Committee
Curriculum Change Proposal Form**

College Name: College of Arts & Sciences **Department Name:** Visual Arts & Design

Item(s) to be considered by the Undergraduate Curriculum Committee: (please check all spaces relevant to this proposed change)

- | | |
|--|---|
| <input type="checkbox"/> Proposed New Course(s)—attach one page syllabus | <input type="checkbox"/> Change in Course Description |
| <input type="checkbox"/> Addition Of/Change in Course Fee | <input checked="" type="checkbox"/> *New Major/ Option/Concentration/Minor |
| <input type="checkbox"/> Cross Listing of Course | <input type="checkbox"/> *Revised Major/Option/Concentration/Minor |
| <input type="checkbox"/> Inactivation of Course | <input type="checkbox"/> *New/Revised Certificate Program |
| <input type="checkbox"/> *Merger of Major/Option/Concentration/Minor | <input type="checkbox"/> Revised Admission Requirement |
| <input type="checkbox"/> Revised Course Number/Title/Credit/Prerequisite | <input type="checkbox"/> Editorial Change |
| <input type="checkbox"/> Other | <input type="checkbox"/> **Change to General Education Component |

Will this proposal result in the need for a revised Faculty Credentials Certification Form? Yes ☒ No ☐

If yes, for whom: Prema Monteiro

Will the change require additions or deletions to the Major's Course List? Yes ☐ No ☒

List courses that will be added or deleted for EACH major affected by the curriculum change (see current Major's Courses List). Include major, course number, and title (e.g., "Add to Biology and Marine Biology – BI 498 Study of Pelagic Birds. _____

Brief Description and Rationale – (1) include catalog course prefix, proposed number, credit hours, title, description, prerequisite, if any; (2) include relevant information concerning UNA's mission and goals, student learning opportunities, impact on existing programs and financial implications (you must attach a copy of the current catalog page(s) with all suggested changes made using the *Guidelines and Style Manual*):

UNA currently offers a B.S. in Culinary, Nutrition, and Hospitality Management with a concentration in Hospitality Management. The proposed Bachelor of Science in Hospitality and Events Management will transition Hospitality Management from a concentration to a stand-alone bachelor's degree. It will incorporate course work in Event, Meetings Convention, Exhibition and Tradeshow Planning, which will prepare graduates for value-added career opportunities post-graduation.

The core objective of the Bachelor of Science in Hospitality and Events Management will be to prepare students for successful entry to mid- and upper-level management careers in the various branches of the hospitality and event management industry, including hotels, resorts, conventions, tradeshow, meetings, cruises, casinos, assisted living facilities, clubs, condominiums, property management, etc. Graduates will be highly skilled, technologically prepared, and well rounded individuals ready to make significant contributions to the global market. This program will serve as a conduit for students to pursue graduate and post-graduate programs.

The proposed B.S. in Hospitality and Events Management will focus on the following learning objectives. Students in the program will be able to:

- Develop an understanding of the importance of service and quality in the hospitality and events management industry.
- Demonstrate competence in key operational and functional areas of the hospitality and events management industry.
- Describe the operations and customer base for various branches of the hospitality and events management industry.
- Communicate effectively in written, verbal, and digital media form to stakeholders.
- Identify legal risks associated with the hospitality and events management industry, and apply appropriate risk management techniques to minimize risks.
- Identify sustainable practices in the hospitality and events management industry.

- Apply key management principles, knowledge, and skills through successful completion of an internship.

DEGREE PLAN:

Area V (19-20 hours)

HEM 125	Managing Technology in Hospitality Industry	3
HEM 102	Introduction to the Hospitality Industry	3
HEM 200	Tourism Planning and Development	3
HEM 202	Lodging Systems	3
HEM 204	Managing Hospitality Human Resources	3
CAM 112	Food Safety & Sanitation	2
	Elective	2-3

Major Core Requirements:

Hospitality and Events Management Component (60 hours)

HEM 203	Sustainability in Hotel, Restaurant, & Event Operations	3
HEM 302	Security and Risk Management	3
HEM 305	Resort Operations Management	3
HEM 306	Conventions, Meetings and Trade Show Management	3
CAM 335	Event Planning and Management	3
HEM 307	Club Management	3
HEM 308	Food and Beverage Operations Management	3
HEM 402	Lodging Management	3
HEM 403	Hospitality Law	3
HEM 404	Hospitality Organizational Management	3
HEM 405	Gaming and Casino Operations Management	3
HEM 406	Property Management	3
HEM 407	Senior Living Operations Management	3
CAM 430	Food and Beverage Cost Control	OR
or CAM 400	Hospitality Facilities Management	OR
or CAM 455	Quantity Foods	OR
or CAM 426	Advanced Pastries and Desserts	3
CAM 465 W	Hospitality Senior Project	OR
or FASH 341 W	Textiles and Materials	3
CAM 327	Internship I	3
CAM 427	Internship II	3
	Elective 300/400 level	3
	Elective 300/400 level	3
	Elective 300/400 level	3

Minor – A minor is not required for this major.

Proposed Banner Course Title (30 character maximum): _____

The proposed change(s) will be effective beginning: Fall semester 2019 year

If Addition of/Change in Course Fee, provide justification: _____

List the departments or programs on campus consulted on the issues of duplication, overlap, or impact on program: Culinary Arts; and Fashion Merchandising

Date Approved by Department Curriculum Committee

Chair's Signature

10/16/2018

Sara Lynn Baird

Date Approved by College Curriculum Committee***

Academic Dean's Signature***

*Proposals within this category require submission and approval by ACHE. Consult ACHE website for appropriate form for submission with UCC form.

**Proposals within this category require submission to the VPAA for transmittal to the Gen Ed Work Group (GEWG) prior to Curriculum Committee consideration.

**Courses that are not specific to an academic department/college must be submitted through the VPAA Office and approved by the Council of Academic Deans prior to submission to the NTICC/Curriculum Committee.

BS Major – ~~Culinary, Nutrition, and Hospitality Management~~

Hospitality and Events Management

Requirements for the Bachelor of Science Degree in ~~Culinary, Nutrition, and Hospitality~~ and Events Management

Additional Graduation Requirements

Code	Title	Hours
<u>General Education Component</u>		
Area I (Written Composition)		6
Area II (Humanities and Fine Arts)		12
Area III (Natural Sciences and Mathematics)		11
CH 101 & CH 102	Introductory Chemistry and Introduction to Organic and Biochemistry¹	
Area IV (History, Social and Behavioral Sciences)		12
EC 251 or EC 252	Principles of Macroeconomics¹ Principles of Microeconomics	
PY 201	General Psychology	
<u>Area V</u>		
Additional Requirements		
CIS 125 HEM 125	Business Applications of Microcomputer Software Managing Technology in the Hospitality Industry	3
CNH HEM 102	Introduction to Hospitality	3
HEM 200	Tourism Planning and Development	3
CNH 342	Nutrition	3

HEM 202	Lodging Systems	
CNH 242	Food Science	3
HEM 204	Managing Hospitality Human Resources	
CNH 112	Food Safety and Sanitation	2
CAM 112		
	Elective	2-3

~~Concentration in~~ Hospitality and Events Management

Code	Title	Hours
CNH 102	Introduction to the Hospitality Industry	3
CNH 200	Tourism and Planning	3
CNH 202	Lodging Systems	3
CNH 203	Introduction to Ecotourism	3
CNH 302	Security and Risk Mangement	3
CNH 402	Lodging Management	3
CNH 403	Hospitality Law	3
CNH 404	Hospitality Organizational Management	3
CNH 430	Food and Beverage, Cost Control	3
Advisor Approved CNH elective		3
Total Hours		30

HEM 203	Sustainability in Hotel, Restaurant, and Event Operations	3
HEM 302	Security and Risk Management	3
HEM 305	Resort Operations Management	3
HEM 306	Conventions, Meetings and Trade Show Management	3
CAM 335	Event Planning and Management	3
HEM 307	Club Management	3
HEM 308	Food and Beverage Operations Management	3
HEM 402	Lodging Management	3
HEM 403	Hospitality Law	3
HEM 404	Hospitality Organizational Management	3
HEM 405	Gaming and Casino Operations Management	3
HEM 406	Property Management	3
HEM 407	Senior Living Operations Management	3
CAM 430	Food and Beverage Cost Control	OR

or CAM 400	Hospitality Facilities Management	OR	
or CAM 455	Quantity Foods	OR	
or CAM 426	Advanced Pastries and Desserts		3
CAM 465 W	Hospitality Senior Project	OR	
or FASH 341 W	Textiles and Materials		3
CAM 327	Internship I		3
CAM 427	Internship II		3
	Elective 300/400 level		3
	Elective 300/400 level		3
	Elective 300/400 level		3
Total Hours			60

IMPORTANT INFORMATION!

The implementation of using the new application tool and format “PROPOSAL FOR A NEW DEGREE PROGRAM” (below) begins with the program proposals to be included in the September 14, 2018 Commission agenda.

NEW APPLICATION TOOL FOLLOWS DIRECTLY BELOW

Alabama Commission on Higher Education

PROPOSAL FOR A NEW DEGREE PROGRAM – NEW APPLICATION TOOL

Please check one: ☒ Baccalaureate Program ☐ Graduate Program

A. General Information

1. Institution: **University of North Alabama**

2. Institutional Contact Person: **Dr. Ross Alexander**

Title: Provost & Vice President for Academic Affairs
Telephone: 256-765-4258
E-mail: ralexander3@una.edu

3. Program Identification--

Field of Study/ Program Title: Hospitality and Events Management
Degree: Bachelor of Science
CIP Code: 52.0901

4. Date of Proposal Submission: August 15, 2018

5. Proposed Program Implementation Date: Fall 2019

6. Program Administration:

Name of College/School: College of Arts and Sciences
Name of Dean: Dr. Carmen Burkhalter
Name of Department: Visual Arts and Design
Name of Chair: Professor Anthony Crisafulli

Note: Please expand all response fields as necessary.

B. Program Purpose and Description

1. In no more than one paragraph describe the purpose of the proposed program. Please also include a brief statement regarding how the program's purpose is related to the University's mission and goals.

The Bachelor of Science in Hospitality and Events Management is a program for individuals who want a career in the hospitality industry. These students will be better positioned to work in all of the various branches of the hospitality and event planning business, in both front-of-the-house, and back-of-the-house, supervisory and management level positions. Employers in hospitality and event planning value individuals with a formal education in the field since they enter the workforce with a background of theoretical knowledge and practical skills required to work in the industry.

This program is directly related to the University's mission of engaging in teaching in order to provide educational opportunities for students meeting the professional needs of our region.

2. Please provide a description of the specific kinds of employment opportunities, post-graduate professional degree programs, and other graduate programs that will be available to the graduates.
 - Front Desk Agent - Responsible for working a hotel front desk, responding to guests inquiries and needs during all stages of a guest's stay; registering guests, verifying method of payment, and completing a background credit check while accommodating any special requests. Front desk agents also try to upsell guest rooms, by offering available alternatives and options.
 - Event/Meeting/Convention Planner - works with clients, a company, or an individual, to arrange an event, convention, meeting, exhibition or tradeshow, and then ensures the event runs smoothly.
 - Front Office Manager - ensures concierge, bellhop, valet, night auditor and agents are well-trained, friendly and offer a warm welcome and speedy, efficient check-in and check-out service for guests; handle and coordinate emergencies, schedule staff and liaise with other hotel departments.
 - Event /Conference/ Meetings Manager – manages meetings and special events including the coordination of amenities and accommodations, budgeting, and contract negotiation. Typical meeting/event manager positions require a bachelor's degree at minimum and additional experience in the field.
 - Food and Beverage Manager-oversees a hotel, casino, or restaurant's food and beverage service. Responsibilities include menu planning, budgeting, coordination of special events and marketing of food and beverage products. Typical food and beverage director jobs require a bachelor's degree at minimum, and additional experience in the industry.

- Hotel Marketing and Sales Manager-possesses complete knowledge of all of the services a hotel offers to generate revenue by selling prospective and current guests a hotel's services and lodging facilities such as dining options, swimming pools, exercise facilities and rooms. Agreements with large groups such as professional associations, traveling executives, and family reunions allow for successful repeat business, which generates sales for the entire company.
 - Director of Housekeeping-directs the daily operations of a hotel, resort, or casino's housekeeping services department, and is responsible for maintaining a standard of cleanliness throughout a hotel or other hospitality venue.
 - Hotel General Manager-makes sure that a hotel or lodging establishment is running smoothly. This involves interacting with guests, managing staff, handling the overall daily operations and finances of the property.
 - Casino Property General Manager-manages all aspects of a casino including operations, staffing, and customer service. Typical casino property general manager positions require a bachelor's degree at minimum and additional experience in the field.
 - Master of Science in Hospitality and Tourism Management-broadens knowledge of the industry; improves management skills; and increases opportunities for career advancement in the hospitality, tourism and event industry. Also for those interested in teaching and research and who may anticipate pursuing a doctoral degree or a professional research position.
 - Hospitality Management PhD-prepares individuals for teaching and research-based careers in academia or as practitioner researchers and field consultants in hospitality and tourism enterprises.
3. Succinctly list at least four (4) but no more than seven (7) of the most prominent ***student learning outcomes*** of the program. These outcomes should lend themselves to subsequent review and assessment of program accomplishments.
- 1) Demonstrate competence in key operational and functional areas of the hospitality and events management industry.
 - 2) Describe the operations and customer base for various branches of the hospitality and events management industry.
 - 3) Communicate effectively in written, verbal, and digital media form to stakeholders.
 - 4) Identify legal risks associated with the hospitality and events management industry, and apply appropriate risk management techniques to minimize risks.

- 5) Apply key management principles, knowledge, and skills through successful completion of an internship.

C. Need for the Program

1. State need. Briefly describe why the program is specifically needed for the State of Alabama. (State need is considered a priority in the review process.)

There are no other universities in Alabama that offer a Bachelor of Science in Hospitality and Events Management. Of the universities in Alabama which offer a Bachelor of Science in Hospitality Management, the nearest in proximity to the University of North Alabama is 125 miles away. UNA's location near the borders of Mississippi and Tennessee give it an opportunity to draw applicants to the program from those states. Additionally, 100 percent of the courses in the Bachelor of Science in Hospitality and Events Management program would be offered in a distance-learning format, allowing for potential students from across the nation.

According to the Bureau of Labor Statistics, the demand for Bachelor of Science in Hospitality and Events Management degrees is expected to grow, as employment of meeting, convention, and event planners is projected to grow 11 percent from 2016 to 2026, faster than the average for all occupations. Forbes magazine, indicates that employers in leisure and hospitality industries will hire 28% more workers, with job prospects being best for candidates with hospitality experience and a bachelor's degree in meeting and event management, hospitality, or tourism management.

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Accountants and Auditors, on the Internet at <https://www.bls.gov/ooh/business-and-financial/meeting-convention-and-event-planners.htm> (visited August 9, 2018).

Forbes magazine, Where the Jobs will be in 2018 (Dec 14, 2017), on the Internet at <https://www.forbes.com/sites/karstenstrauss/2017/12/14/where-the-jobs-will-be-in-2018/#1ab8b5cb60e3> (visited August 9, 2018)

2. Employment Opportunities. Based on your research on the employment market for graduates of this program, please complete the following table reporting the total projected job openings (including both growth and replacement demands) in your local area, the state, the SREB region, and the nation. These job openings should represent positions that require graduation from a program such as the one proposed.

Career and College Readiness/Preparation -- Projected Job Openings

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Total
Local	192	192	192	192	192	192	192	1,344
State	1387	1387	1387	1387	1387	1387	1387	9709
SREB	42,090	42,090	42,090	42,090	42,090	42,090	42,090	294,630
Nation	164,600	164,600	164,600	164,600	164,600	164,600	164,600	1,152,200

Please briefly describe your methodology for determining employment opportunities – projected job openings. Be sure to cite any data sources used in formulating these projections. The actual survey instrument, detailed results, and associated data file(s) must be maintained internally by the institution for five years from the implementation date. The survey upon which the proposal is based must be available for ACHE Staff examination upon request for that five year timeframe. The survey instrument, detailed results, or associated data file(s) should not be included in the proposal.)

The Alabama Department of Labor and Projections Central databases list the following occupations typically selected by Hospitality and Event Management graduates: lodging managers; meeting, convention, and event planners; first-line supervisors of housekeeping and janitorial workers; gaming and slot supervisors, sports book writers and runners; gaming managers, travel agents; hotel, motel and resort desk agents; and reservation, transportation, and ticket agents.

Projected job openings data were obtained from the following sources:

Local: Alabama Department of Labor Region 2

<http://www2.labor.alabama.gov/projections/occupational/Region02/Detail.pdf>

State: Alabama Department of Labor

<http://www2.labor.alabama.gov/projections/occupational/statewide/alphabetical.aspx>

SREB: Estimated based on data collected from each SREB state

<http://www.projectionscentral.com/Projections/LongTerm>

National: Bureau of Labor Statistics

<http://www.projectionscentral.com/Projections/LongTerm>

Local and State data regarding potential employment opportunities for Hospitality and Event Management graduates between the years 2012-2022 were collected from the Alabama Department of Labor. The local region search resulted in 192 annual job openings in North Alabama and 1387 annual openings for the State.

SREB data for 2016-2026 were extracted from the Projections Central database. Long term job projections annually per state are as follows: Alabama 1510, Arkansas 970, Delaware 370, Florida 12560, Georgia 2720, Kentucky 1400, Louisiana 2610, Maryland 2420, Mississippi 1780, North Carolina 3940, Oklahoma 2990, South Carolina 2280, Tennessee 2490, Texas no data, Virginia 2930, and West Virginia 1000.

National data was obtained from Projections Central which forecasts 1,152,200 job openings across the country.

3. Student Demand - Enrollment projection. Please briefly describe your methodology for determining enrollment projections. If a survey of student interest was conducted, please briefly describe the survey instrument, number and percentage of respondents, and summary of results. (The survey instrument, and associated data file(s) need not be included in the proposal. This proposal information should be maintained for ACHE Staff review for five years from the actual implementation date.)

During the upcoming academic year, UNA's Department of Human Sciences, Hospitality, and Design (HSHD) will transition all of its academic concentrations to other academic units on campus. HSHD currently offers two bachelor degree options: (1) a Bachelor of Science in Human Environmental Sciences with concentrations in Child Development, Fashion Merchandising, and Interior Design, and (2) a Bachelor of Science in Culinary, Nutrition, and Hospitality Management with concentrations in Culinary Arts, Food Service Management, Hospitality Management, and Therapeutic Nutrition.

Since these programs currently exist as concentrations, the Office of Institutional Research was able to provide enrollment data for the previous two years to assist with enrollment projections. Table 1 outlines enrollment data for the B.S. in Culinary, Nutrition, and Hospitality Management with a concentration in Hospitality Management for the last two years. There is an upward trend in the number of students enrolled in the concentration over the last two years, which is most likely attributable to a significant change in delineation of faculty responsibilities that occurred in fall 2016. In fall 2016, responsibility for the Hospitality Management concentration was assigned to one specific faculty member who actively promoted the concentration, to local area businesses, high school and two-year college programs, as well as across campus. It is hoped that this upward trend will continue and that the program will exceed its previous levels of enrollment.

Table 1. Enrollment for B.S. in Culinary, Nutrition, and Hospitality Management with a concentration in Hospitality Management for the previous two years

	Fall 2013	Fall 2014	Fall 2015	Fall 2016	Fall 2017
BS in CNH – Hospitality Management	N/A	N/A	N/A	8	11

In addition to these data, a survey was sent to all current HSHD students and HSHD alumni. The surveys were created and data were collected through Qualtrics. A link to the survey was provided to all current HSHD students and alumni via email.

HSHD Current Student Survey

The survey asked students to identify their current concentration. It asked students if they were aware that their program was a concentration and not a major. Then, using skip logic, students were asked to indicate whether they would prefer their current degree or a stand-alone major in their field of study. For example, students who indicated Fashion Merchandising was their concentration were asked if they would prefer a Bachelor of Science in Human Environmental Sciences with a concentration in Fashion Merchandising or a Bachelor of Science in Fashion Merchandising.

Then, students were asked to rate on a scale of 1 to 5 (1 = strongly disagree; 5 = strongly agree) their agreement with the following statements.

“If I had the option to pursue a bachelor’s degree with the title of my chosen field...”

- I would have more opportunities to take courses in my chosen field of study because I would not have to take courses in the HSHD common core (i.e., HES 100, HES 400).
- It would be easier for me to explain my degree to others (e.g., my parents, peers, etc.).
- I would be more competitive with other students in my field when seeking internship placement.
- I would be more competitive with other students in my field when seeking employment post-graduation.
- I would be more competitive with other students in my field when applying for graduate study.
- I would be more likely to recommend my degree to others.
- I believe it would be easier for UNA to recruit students to the program.

A total of 94 current HSHD students completed the survey: Child Development ($N = 9$); Culinary Arts ($N = 23$); Fashion Merchandising ($N = 16$); Hospitality Management ($N = 6$); and Interior Design ($N = 40$). Sixty-seven (67%) of the respondents indicated that they were aware that they were currently pursuing a concentration and not a major. Nearly three quarters of respondents (72%) indicated that would prefer a stand-alone bachelor’s degree rather than a concentration.

As indicated in Table 2, the vast majority (ranging from 72 – 91%) of respondents agreed or strongly agreed that if they had the option to pursue a bachelor’s degree with the title of their chosen field they would have more opportunities to

take courses in their chosen field of study; it would be easier to explain their degree to others; they believe they would be more competitive with other students in their field when seeking internship placement, employment post-graduation, or when applying for graduate study; and they would be more likely to recommend their degree to others. Eighty-six (86%) of respondents indicated that they believed it would be easier for UNA to recruit students to their program if they offered a bachelor's degree with the title of their chosen field.

Table 2. HSHD Current Student Survey Responses

“If I had the option to pursue a bachelor’s degree with the title of my chosen field...”	% of respondents that agreed or strongly agreed with this statement
I would have more opportunities to take courses in my chosen field of study because I would not have to take courses in the HSHD common core (i.e., HES 100, HES 400).	85%
It would be easier for me to explain my degree to others (e.g., my parents, peers, etc.).	91%
I would be more competitive with other students in my field when seeking internship placement.	72%
I would be more competitive with other students in my field when seeking employment post-graduation.	80%
I would be more competitive with other students in my field when applying for graduate study.	72%
I would be more likely to recommend my degree to others.	80%
I believe it would be easier for UNA to recruit students to the program.	86%

HSHD Alumni Survey

All current HSHD alumni were sent a similar online survey. A total of 56 HSHD alumni completed the survey: Child Development ($N = 5$); Culinary Arts ($N = 5$); Fashion Merchandising ($N = 19$); Hospitality Management ($N = 6$); and Interior Design ($N = 21$). Seventy-three (73%) of the respondents indicated that they were aware that they were pursuing a concentration and not a major when they were working toward their degree. Nearly three quarters of respondents (71%) indicated that they would have preferred a stand-alone bachelor's degree instead of a concentration.

As indicated in Table 3, the majority (ranging from 51 – 75%) of respondents agreed or strongly agreed that if they had earned a bachelor's degree with the title of their chosen field they would have had more opportunities to take courses in their chosen field of study; it would be easier to explain their degree to others; they believe they would have been more competitive with other students in their field when seeking internship placement, employment post-graduation, or when

applying for graduate study; and they would be more likely to recommend their degree to others. Seventy-three (73%) of respondents indicated that they believe it would be easier for UNA to recruit students to their program if they offered a bachelor's degree with the title of their chosen field.

Table 3. HSHD Alumni Survey Responses

“If I had earned a bachelor’s degree with the title of my chosen field...”	% of respondents that agreed or strongly agreed with this statement
I would have had more opportunities to take courses in my chosen field of study because I would not have had to take courses in the common core (i.e., HES 100, HES 400).	70%
It would be easier for me to explain my degree to others (e.g., my parents, peers, etc.).	75%
I would have been more competitive with other students in my field when seeking internship placement.	68%
I would be more competitive with other students in my field when seeking employment.	66%
I would be more competitive with other students in my field when applying for graduate study.	54%
I would be more likely to recommend my degree to others.	51%
I believe it would be easier for UNA to recruit students to the program.	73%

The responses from HSHD current students and alumni indicate that once the concentrations transition to stand-alone majors they will be more attractive to current and potential students. The expected impact on enrollment is reflected in the enrollment projections for the Bachelor of Science in Hospitality Management in the New Academic Degree Program Proposal Summary Form.

D. Specific Rationale (Strengths) for Program

What is the specific rationale (strengths) for recommending approval of this proposal? List no fewer than three (3) and no more than five (5) potential program strengths.

1. No other program in the state offers a B.S. in Hospitality and Events Management. While our proposed program will offer similar course work to the programs at Alabama and Auburn, our program will offer a unique combination of course work that will focus equally on hospitality *and* events management, with the opportunity for students to customize the program to include several courses of their choice through the use of electives. This unique program structure will prepare graduates for a wide variety of career opportunities post-graduation.

2. Our program will is located in a service region different to that of the programs at Alabama and Auburn, and will more readily allow students in the north Alabama, southern Tennessee, and eastern Mississippi regions to pursue this degree, should they wish to attend traditional classroom courses.
3. With the distance education technology we are currently using, students will be able to earn this degree in both the traditional classroom, completely 100% online, or as a combination of both methods of course delivery. The 100% online option would enable many individuals from the online demographic, currently employed in the industry, but without any formal education in the field to be able to obtain their degrees and improve their career prospects and earning potential.
4. Our proposed program will support workforce development initiatives, and help meet the Alabama Department of Labor (ADOL) projected demand for an additional 9,709 hospitality and event planner positions in the State of Alabama by 2026.

Please note that letters of support may be included with the proposal.

E. Similar Programs

Using the ACHE Academic Program inventory found at <http://www.ache.state.al.us/Content/Departments/Instruction/StudentInfo.aspx> List below all programs at the same degree level (by institution) that utilize the same 6-digit CIP code as the one being requested in the program proposal.

Also, list any programs at other CIP codes that may be offering similar instruction.

If there are no similar programs place a "0/none" by 1. in the listing directly below.

Note: Institutions should consult with ACHE Staff during the NISP phase of proposal development to determine what existing programs are considered duplicative of the proposed program.

The following institutions offer similar programs at this level:

1. Auburn University, Bachelor of Science in Hospitality Management
2. University of Alabama, Bachelor of Science in Hospitality Management
3. University of South Alabama, Bachelor of Science in Hospitality and Tourism Management

Please add numeration and list additional similar programs, if applicable.

If the program duplicates, closely resembles, or is similar to another program already offered in the State, provide justification for that duplication.
Also, if a graduate program, please identify and list any similar programs at institutions in other SREB states.

Both Auburn University and the University of Alabama have a B.S. in Hospitality Management, while the University of South Alabama has a B.S. in Hospitality and Tourism Management. However, no other program in the state offers a B.S. in Hospitality and Events Management. While our proposed program will offer similar course work to the programs at Alabama and Auburn, our program will offer a unique combination of course work that will focus equally on hospitality *and* events management, with the opportunity for students to customize the program to include several courses of their choice through the use of electives.

Our program is located in a different service region and more readily allows students in the north Alabama region to pursue this degree. Of the universities in Alabama that also offer a B.S. in Hospitality Management, the nearest in proximity to the University of North Alabama is 126 miles away. Additionally, UNA's proximity to the borders of Mississippi and Tennessee give it the opportunity to draw applicants to the program from those states. Furthermore, 100 percent of the courses in the B.S. in Hospitality and Events Management will be offered in a distance learning format, allowing for an opportunity to attract students from across the nation.

Our proposed program will help meet the Alabama Department of Labor (ADOL) projected demand for an additional 9,709 hospitality and event planner positions in the State of Alabama by 2026. With the possibility of completing the degree through distance education the proposed program will also be able to reach potential students in the SREB region and nation, with projected demand of 294,630 and 1,152,200 hospitality and event planner positions respectively.

F. Collaboration With Other Institutions/Agencies

Does the institution plan on collaborating with other institutions in the delivery of this program?

☐ Yes No ☒

If yes, please indicate below which institutions and describe the basis of this collaboration.

If no, please indicate your reasons why.

No collaborations with other institutions have not been identified at this time; however, collaborations will be explored if a need or opportunity arises.

G. Curriculum

1. Program Completion Requirements: (Enter a credit hour value for all applicable components, write N/A if not applicable)

Credit hours required in major courses	<u>51</u>
Credit hours required in minor	<u>N/A</u>
Credit hours in institutional general education or core curriculum	<u>41</u>
Credit hours required in support courses	<u>17</u>
Credit hours in required or free electives	<u>11 -12</u>
Credit hours for thesis or dissertation	<u>N/A</u>
Total credit hours required for completion	<u>120-121</u>

2. Will this program be related to other programs at your institution?

Yes.

If so, which ones and how?

The program will utilize existing courses that were in the previous Hospitality Management concentration, and the Culinary Arts concentration to comprise the Hospitality Management component of the major in Hospitality and Events Management. There are also 4 free elective courses in the program that can be used to individualize the program based on a students' preference. These electives may be transfer credits from other institutions, or courses from other programs at UNA, such as Culinary Arts Management; Art; Business; Health, Physical Education, and Recreation; etc.

3. Please identify any existing program, option, concentration or track that this program will replace at your institution.

The B.S. in Hospitality and Events Management will replace the B.S. in Culinary, Nutrition, and Hospitality Management with a concentration in Hospitality Management.

4. Is it likely that this program will reduce enrollments in other graduate programs at your institution? If so, please explain.

N/A

5. If this is a graduate program, please list any existing undergraduate programs at the institution which are directly or indirectly related to the proposed graduate program. If this is a doctoral proposal, also list related master's programs at your institution.

N/A

6. Please complete the table below indicating the proposed program's courses. Include the course number, and number of credits. (If feasible/useful, please group courses by sub-headings within the table.)

Course Number and Title	Number of Credit Hours	* If New Course
General Education, Area I-IV	41	
Area V (19-20 credit hours)		
HEM 125 Managing Technology in Hospitality	3	*
HEM 102 Introduction to the Hospitality Industry	3	
HEM 200 Tourism Planning and Development	3	
HEM 202 Lodging Systems	3	
HEM 204 Managing Hospitality Human Resources	3	*
CAM 112 Food Safety and Sanitation	2	
Elective	2-3	
Core Courses (60 credit hours)		
HEM 203 Sustainability in Hotel, Restaurant, & Event Operations	3	*
HEM 302 Security and Risk Management	3	
HEM 305 Resort Operations Management	3	
HEM 306 Conventions, Meetings and Trade Show Management	3	*
CAM 335 Event Planning and Management	3	
HEM 307 Club Management	3	*
HEM 308 Food and Beverage Operations Management	3	*
HEM 402 Lodging Management	3	
HEM 403 Hospitality Law	3	
HEM 404 Hospitality Organizational Management	3	
HEM 405 Gaming and Casino Operations Management	3	*
HEM 406 Property Management	3	*
HEM 407 Senior Living Operations Management	3	*
CAM 430 Food and Beverage Cost Control OR CAM 400 Hospitality Facilities Management OR CAM 455 Quantity Foods OR CAM 426 Advanced Pastries and Desserts	3	
CAM 465 W Hospitality Senior Project OR FASH 341 W Textiles and Materials	3	*
CAM 327 Internship I	3	*
CAM 427 Internship II	3	*
Elective 300/400 level	3	
Elective 300/400 level	3	
Elective 300/400 level	3	

7. Enumerate and briefly describe any additional requirements such as preliminary qualifying examination, comprehensive examination, thesis, dissertation, practicum or internship, some of which may carry credit hours included in the list above.

All students completing the B.S. in Hospitality and Events Management will need to successfully complete two internships for a total of six (6) credit hours.

8. Does the program include any options/concentration. If so, please describe the purpose and rationale and list the courses in the option.

The program does not include a concentration. However, 11-12 credit hours in free electives are included. In Area V, the purpose is to give students from two-year colleges an opportunity to transfer 2-3 credits earned at a two-year institution, not already covered in Area V. Since there is no concentration or minor, the remaining 9 credits will allow students to individualize their program of study, by taking courses which will augment their knowledge in subject areas related to their career of choice.

9. State and list if the program has any special admission requirements. If none, state: "The program has no special admission requirements".

The program has no special admission requirements.

H. Program Review and Assessment

In the final analysis, the institution and its governing board are accountable for the quality, utility and productivity of this and all other programs of instruction.

With this in mind, please describe the procedures that will be used in assessing the program's outcomes.

Be sure to include:

1. An assessment process for the student learning outcomes;

Student Learning Outcomes will be assessed through formative and summative methods, both formal and informal, to determine the satisfaction of students and graduates with the program and its outcomes. Formative methods will include ongoing feedback from course activities to determine the student's strengths and weaknesses in target areas. Summative methods to evaluate student learning will be conducted at the end of each course. These methods will include but not limited to final project, final paper, and final exam.

At the end of each semester the Department of Visual Arts and Design will disseminate a graduate survey to assess satisfaction with the program, graduates' achievement of program outcomes, and career status. Data collected from the graduation survey will be used to foster program

improvement and attainment of student learning outcomes. In addition to the graduate survey, other factors such as graduation rates, awards/recognition, and scholarly activities will be assessed to reveal achievements and accomplishments of graduates.

2. A follow-up plan to determine accomplishments of graduates such as obtaining relevant employment or being admitted to a masters or doctoral program (graduate or professional).

The Department of Visual Arts and Design track all Hospitality and Events Management graduates and survey them at one year post-graduation. This survey will gather data related to employment status and graduate degree enrollment or attainment.

I. Accreditation

If there is a recognized (USDE or CHEA) or other specialized accreditation agency for this program, please identify the agency and explain why you do or not plan to seek accreditation. If there is no accrediting or similar body for this degree program state as such in your response.

The Accreditation Commission for Programs in Hospitality Administration (ACPHA) is the key accrediting body for hospitality management/administration programs in the United States. It also certifies overseas programs. Currently, the two faculty teaching in the Hospitality and Events Management program also teach in the Culinary Arts Management program. The Culinary Arts concentration at UNA was launched in 2007, with plans to obtain American Culinary Federation (ACF) accreditation in the next few years. It is anticipated that as soon as Culinary Arts receives accreditation, faculty will undertake the accreditation for the Hospitality and Events Management program. The Hospitality Management concentration has been functional at UNA since 2016.

J. Instructional Delivery Method

1. Describe which instructional delivery methods will be utilized in delivering this program.

Both online and traditional face-to-face methods of instruction will be utilized in delivering this program. Several courses in the current Hospitality Management concentration are already being offered online, with the remainder being offered via traditional face-to-face instruction. Those courses which are currently being offered via traditional face-to-face instruction, will now be also offered online, for students who may want, need or prefer to take them online.

2. If distance technology is being utilized, indicate an approximate percent of the total program's courses offered that will be provided by distance education 100 %

3. If distance education is not being utilized, please explain why not.

N/A

K. Resource Requirements

1. **Faculty.** Do not attach the curriculum vitae of each existing or additional faculty members to this proposal. (The institution must maintain and have current and additional primary and support faculty curriculum vitae available upon ACHE request for as long as the program is active.) *Please do provide a brief summary of Faculty and their qualifications specific to the program proposal.*

Prema Monteiro, M.S., Ed.S. – Prema Monteiro received her M.S. in Hospitality and Tourism Management, and Ed.S. in Career, Technical Education from the University of Wisconsin-Stout, in 2000 and 2006 respectively. She is an associate professor of Culinary Arts and Hospitality Management, and program director for Hospitality Management in the Department of Visual Arts and Design. She is also a certified ServSafe instructor and proctor. She has eleven years of international industry experience in the rooms division, as well as food and beverage; and 18 years of combined teaching experience at the University of Wisconsin-Stout, J F Drake Technical College, and the University of North Alabama. Her research interests have been in Asian cuisine, international tourism, and sustainability in the hospitality and food service industries.

Johnson Ogun, Ed.D, CFBE – Dr. Ogun received his Ed.D. Higher Education Administration from the University of Alabama in 2016. He is an associate professor and Director of Culinary Arts in the Department of Visual Arts and Design. He is a certified ServSafe instructor and proctor, and also has the American Hotel & Lodging Association Certified Food & Beverage Executive (CFBE) certification. He has twenty four years of experience in the culinary and hospitality industry in the positions of Food and Beverage Director and General Manager of Holiday Inns in the Southern region. His research efforts at the university have been in the area of nutritional methods of food planning and preparation.

a) Please provide faculty counts for the proposed program:

Status	Faculty Type	
	Primary	Support
Current- Full Time	2	
Current-Part Time		
Additional-Full Time (to be hired)		
Additional-Part Time (to be hired)		

b) Briefly describe the qualifications of new faculty to be hired.

No new faculty are required for this program.

2. Equipment. Will any special equipment be needed specifically for this program?

☐ Yes ☒ No

If "Yes", please list:

The cost of the new equipment should be included in the table following (Section K.).

3. Facilities. Will any new facilities be required specifically for the program?

☐ Yes ☒ No

If "Yes", please list. Only new facilities need be listed. Their cost should be included in the table following (Section K.).

4. Library. Are there sufficient library resources to support the program?

☒ Yes ☐ No

Please provide a brief description of the current status of the library collections supporting the proposed program.

Overview of the Library

The libraries at the University of North Alabama (UNA) house more than 351,273 cataloged volumes, including 56,658 bound periodical volumes. The libraries' holdings also include 1,082,476 microform units (including government documents in microform) and 305,498 electronic books. It provides access to more than 32,700 periodical titles, the vast majority in electronic format. The libraries' physical collection of audiovisual and other media materials contains more than 12,000 items; physical holdings are supplemented by more than 77,000 streaming videos and thousands of streaming audio files. The libraries also provide access to more than 180 electronic databases, including the databases of the Alabama Virtual Library, most of which are accessible remotely via the Internet.

The libraries' collections are enhanced by UNA's participation in the Network of Alabama Academic Libraries (NAAL), LYRASIS (the nation's largest regional membership organization serving libraries), and the Online Computer Library Center (OCLC). Materials not available locally can be obtained through interlibrary loan (ILL) services, which are made available to students and faculty free of charge.

Collier Library provides over 50 network-connected public workstations,

including two workstations with flatbed scanners and two equipped with hardware and software to aid persons with visual impairment. Printing services, in-library checkout of laptop computers, and course reserves are available for student and faculty convenience.

Collier Library's professional staff includes eight full-time librarians, all with American Library Association accredited master's degrees. In addition to individual responsibilities by position, librarians act as liaisons to academic departments and facilitate selection of new materials within assigned subject areas. Instructional services available for UNA faculty and students include information literacy and research assistance sessions tailored to course content, virtual instruction sessions delivered via UNA's course management software (Canvas), and librarians embedded semester-long in online or hybrid courses. Research consultations (scheduled one-on-one or small group meetings with a librarian) are also offered in person, by telephone, or online.

Books, Media, and Other Non-Periodical Materials: The collecting level is adequate to support advanced undergraduate course work. The library has predominantly English language materials - books, audiovisuals, and electronic resources. Collections supporting several business programs provided additional related resources in areas such as accounting, marketing, and management.

Serials and Databases: The University Libraries currently subscribes to a number of serial titles available both in print and electronically. Local serials holdings in this area include titles such as, *Cornell Hospitality Quarterly*, *Food and Hospitality World*, *International Journal of Hospitality Management*, *Journal of Hospitality and Marketing Management*, *Journal of Hospitality and Tourism Management*, *Journal of Venue & Event Management*, *Leisure and Events*, *Restaurant Hospitality*, *Tourism & Hospitality Management*, *Tourism and Hospitality Planning and Development*, etc.

The library's current collections is adequate to support advanced undergraduate course work in the degree program.

If "No", please briefly describe how any deficiencies will be remedied; include the cost in the table following (Section K.).

5. Assistantships/Fellowships. Will you offer any assistantships specifically for this program?

☐ Yes ☒ No

If "Yes", how many assistantships will be offered? Be sure to include the amount in the table following.

N/A

 Number of assistantships offered

Be sure to include the cost of assistantships in the table following (Section K.).

6. Program Budget. The proposal projected that a total of \$ in estimated new funds will be required to support the proposed program.

A projected total of \$ will be available to support the new program.

L. New Academic Degree Program Proposal Summary Form

- In the following “NEW ACADEMIC DEGREE PROGRAM PROPOSAL SUMMARY” table, please provide a realistic estimate of the costs of the program.
- This should only include the additional costs that will be incurred, not current costs.
- Indicate the sources and amounts of funds available for the program’s support.
- DO NOT LEAVE ANY PORTION/SOURCES OF THE NEW FUNDS OR FUNDS AVAILABLE BLANK. ENTER “\$0” IF THERE ARE NO NEW FUNDS NEEDED OR NO FUNDS AVAILABLE.
- THERE MUST BE AN ACTUAL DOLLAR AMOUNT PROVIDED FOR TUITION, SINCE THOSE FIGURES REPRESENT PROJECTED ENROLLED STUDENTS.
- **If it is stated that new funds are requested or if it is a reallocation of resources, please explain directly below from what source(s) the funds for the proposed new program, (e.g. faculty, equipment, etc.) will be attained.**
- **If tuition is used to support the program, what start-up revenue source will be used to initiate the program.**

Also, include enrollment and completer projections.

- New enrollment headcounts are defined as **unduplicated** counts across years. For example, if “Student A” would be initially enrolled in the program in year 2, and again is enrolled in the program in years 4 and 5; “Student A” is only counted in the new enrollment headcount in year 2.
- Total enrollment headcounts represent the actual number of students enrolled (both part-time and full time each year. This is a **duplicated** count).

NEW ACADEMIC DEGREE PROGRAM PROPOSAL SUMMARY								
INSTITUTION: University of North Alabama								
PROGRAM: Bachelor of Science in Hospitality and Events Management								
ESTIMATED NEW FUNDS REQUIRED TO SUPPORT PROPOSED PROGRAM								
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	TOTAL
FACULTY	0	0	0	0	0	0	0	0
LIBRARY	0	0	0	0	0	0	0	0
FACILITIES	0	0	0	0	0	0	0	0
EQUIPMENT	0	0	0	0	0	0	0	0
STAFF	0	0	0	0	0	0	0	0
ASSISTANTSHIPS	0	0	0	0	0	0	0	0
OTHER	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0
SOURCES OF FUNDS AVAILABLE FOR PROGRAM SUPPORT								
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	TOTAL
INTERNAL REALLOCATIONS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
EXTRAMURAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TUITION	\$24,930*	\$24,930	\$33,240	\$41,550	\$49,860	\$58,170	\$66,480	\$299,160
TOTAL	\$24,930*	\$24,930	\$33,240	\$41,550	\$49,860	\$58,170	\$66,480	\$299,160
ENROLLMENT PROJECTIONS								
<i>Note: "New Enrollment Headcount" is defined as unduplicated counts across years.</i>								
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	6-YEAR AVERAGE
FULL TIME HEADCOUNT	Year 1 - No data reporting required	3	4	5	6	7	8	5.5
PART TIME HEADCOUNT	Year 1 - No data reporting required	2	3	4	5	6	7	4.5
TOTAL HEADCOUNT	Year 1 - No data reporting required	5	7	9	11	13	15	10
NEW ENROLLMENT HEADCOUNT	Year 1 - No data reporting required	5	2	2	2	2	2	2.5
DEGREE COMPLETION PROJECTIONS								
<i>Note: Do not count Lead "0"s and Lead 0 years in computing the degree completions projections average.</i>								
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	AVERAGE
DEGREE COMPLETION PROJECTIONS	Year 1 - No data reporting required	5	6	7	8	9	10	7.5

*Calculated as \$4,155 per semester X 2 for fall and spring (\$8,310) X 3 students

**Undergraduate Curriculum Committee
Curriculum Change Proposal Form**

College Name: College of Arts & Sciences **Department Name:** Visual Arts & Design

Item(s) to be considered by the Undergraduate Curriculum Committee: (please check all spaces relevant to this proposed change)

- | | |
|---|--|
| <input checked="" type="checkbox"/> Proposed New Course(s)—attach one page syllabus | <input type="checkbox"/> Change in Course Description |
| <input type="checkbox"/> Addition Of/Change in Course Fee | <input type="checkbox"/> *New Major/Option/Concentration/Minor |
| <input type="checkbox"/> Cross Listing of Course | <input type="checkbox"/> *Revised Major/Option/Concentration/Minor |
| <input type="checkbox"/> Inactivation of Course | <input type="checkbox"/> *New/Revised Certificate Program |
| <input type="checkbox"/> *Merger of Major/Option/Concentration/Minor | <input type="checkbox"/> Revised Admission Requirement |
| <input type="checkbox"/> Revised Course Number/Title/Credit/Prerequisite | <input type="checkbox"/> Editorial Change |
| <input type="checkbox"/> Other | <input type="checkbox"/> **Change to General Education Component |

Will this proposal result in the need for a revised Faculty Credentials Certification Form? Yes ☒ No ☐

If yes, for whom: Prema Monteiro

Will the change require additions or deletions to the Major's Course List? Yes ☐ No ☒

List courses that will be added or deleted for EACH major affected by the curriculum change (see current Major's Courses List). Include major, course number, and title (e.g., "Add to Biology and Marine Biology – BI 498 Study of Pelagic Birds. _____

Brief Description and Rationale – (1) include catalog course prefix, proposed number, credit hours, title, description, prerequisite, if any; (2) include relevant information concerning UNA's mission and goals, student learning opportunities, impact on existing programs and financial implications (you must attach a copy of the current catalog page(s) with all suggested changes made using the *Guidelines and Style Manual*):

UNA currently offers a B.S. in Culinary, Nutrition, and Hospitality Management with a concentration in Hospitality Management. The proposed Bachelor of Science in Hospitality and Events Management will transition Hospitality Management from a concentration to a stand-alone bachelor's degree. It will incorporate course work in Event, Meetings Convention, Exhibition and Tradeshow Planning.

To prepare graduates for value-added career opportunities post-graduation, the following courses are proposed:

- | | |
|--|-----|
| HEM 125 Managing Technology in Hospitality Industry | (3) |
| HEM 203 Sustainability in Hospitality and Event Operations | (3) |
| HEM 204 Managing Hospitality Human Resources | (3) |
| HEM 306 Conventions, Meetings and Trade Show Management | (3) |
| HEM 307 Club Management | (3) |
| HEM 308 Food and Beverage Operations Management | (3) |
| HEM 405 Gaming and Casino Operations Management | (3) |
| HEM 406 Property Management | (3) |
| HEM 407 Senior Living Operations Management | (3) |

Course Descriptions:

HEM 125. Managing Technology in Hospitality Industry. (3)

This course studies hospitality technology systems and components. It includes the basics of purchasing, implementing, maintaining, and managing reservation and property management systems; rooms management; guest accounting; point-of-sale; food and beverage management; and accounting applications; and system and security maintenance.

HEM 203. Sustainability in Hospitality and Event Operations. (3)

This course focuses on economic, environmental and socially sustainable issues facing the hospitality industry. It explores ideas, solution, benefits, and strategies for managing operations sustainably.

HEM 204. Managing Hospitality Human Resources. (3)

This course focuses on managing human resources in the hospitality industry, meeting the requirements of American employment laws, strategies for employee retention, minimizing turnover, and maximizing productivity. It also discusses current industry trends.

HEM 306. Conventions, Meetings and Trade Show Management. (3)

This course explores the scope and segmentation of the convention, meetings, trade show, and group business market. It describes marketing and sales strategies to attract groups with specific needs, and explains techniques to meet those needs and how to service their business after the sale.

HEM 307. Club Management. (3)

This course discusses the organization, strategic planning, and leadership of private clubs. Topics include membership, marketing, human resources, special events, and financial management; food & beverage, golf, and club fitness operations; and computer systems used in clubs.

HEM 308. Food and Beverage Operations Management. (3)

This course focuses on management and operational strategies used in food and beverage operations, to improve quality standards while reducing expenses. It discusses the organization of food and beverage operations, sanitation and safety, foodservice equipment and layout, nutrition, the importance of the menu, pricing strategies and financial management. It also explores the use of technology to give guests greater value for their dining dollars and improve efficiency.

HEM 405. Gaming and Casino Operations Management. (3)

This course provides an overview of the inner workings of a casino. Topics discussed include organization and structure; departments and their functions; lodging; food and beverage operations; meetings, conventions and entertainment; human resources; and responsible gaming operations.

HEM 406 Property Management. (3)

This course focuses on the major functions of residential property managers, working with residents/tenants, providing services and activities, handling requests and complaints, managing and marketing a variety of properties, complying with laws affecting property management, leasing, staffing and maintenance, and security issues. It also discusses financial aspects of property management and career paths for property managers.

HEM 407 Senior Living Operations Management. (3)

This course discusses the key issues in managing and operating senior- and or assisted-living facilities, and the logistics of providing high-quality and consistent personal care, transportation, housekeeping, laundry, social activities, enrichment opportunities, and dining services for elderly residents, meeting healthcare requirements, managing human resources, implementing sales and marketing, financial management, and risk management strategies. It explores operating methods, staffing ratios, resident relations and space management.

Proposed Banner Course Title (30 character maximum): _____

The proposed change(s) will be effective beginning: Fall semester 2019 year

If Addition of/Change in Course Fee, provide justification: _____

List the departments or programs on campus consulted on the issues of duplication, overlap, or impact on program: Culinary Arts Management

Date Approved by Department Curriculum Committee

Chair's Signature

10/16/2018

Sara Lynn Baird

Date Approved by College Curriculum Committee***

Academic Dean's Signature***

*Proposals within this category require submission and approval by ACHE. Consult ACHE website for appropriate form for submission with UCC form.

**Proposals within this category require submission to the VPAA for transmittal to the Gen Ed Work Group (GEWG) prior to Curriculum Committee consideration.

**Courses that are not specific to an academic department/college must be submitted through the VPAA Office and approved by the Council of Academic Deans prior to submission to the NTICC/Curriculum Committee.

University of North Alabama
College of Arts and Sciences
Department of Visual Arts and Design

Course Syllabus

Course Name: HEM 125 Managing Technology in Hospitality
3 semester hours

Assistant Professor: Prema Monteiro, *EdS*.

Phone: 256.765.5227

Email: pmonteiro@una.edu

Course Description: This course studies hospitality technology systems and components. It includes the basics of purchasing, implementing, maintaining, and managing reservation and property management systems; rooms management; guest accounting; point-of-sale; food and beverage management; and accounting applications; and system and security maintenance.

Learning Objectives:

At the completion of the course, the student will be able to:

1. Discuss hospitality technology systems and components.
2. Articulate in technical terms, the technology needs of various types of hospitality establishments.
3. Select appropriate property management systems to meet the required needs of an establishment.
4. Practice proper system and security maintenance.

Course Text: Managing Technology in the Hospitality Industry, 7th Edition

By Michael L. Kasavana, 2016.

American Hotel & Lodging Educational Institute, 6751 Forum Drive, Suite 220,
Orlando, FL 32821.

ISBN: 978-0-86612-490-4

Assessment and Measurement:

• Tests/ Exams (4 exams at 100 points each)	400 points
• Assignments (10 @ 25 points each)	250 points
• Case Studies (5 @ 20 points each)	<u>100 points</u>
TOTAL	<u>750 points</u>

Course Topics:

- Property management systems and interfaces.
- Evaluating available technology and need in the system selection process.
- Technology components – input/output, CPU's, storage devices.
- Reservations systems
- Rooms management and guest accounting applications
- Point-of-sale technology
- Food and beverage management applications
- Sales and catering applications.
- Accounting applications.
- Information management.
- System and security maintenance.

University of North Alabama
College of Arts and Sciences
Department of Visual Arts and Design

Course Syllabus

Course Name: HEM 203 Sustainability in Hospitality and Event Operations
3 semester hours

Assistant Professor: Prema Monteiro, *EdS.*

Phone: 256.765.5227

Email: pmonteiro@una.edu

Course Description: This course focuses on economic, environmental and socially sustainable issues facing the hospitality industry. It explores ideas, solution, benefits, and strategies for managing operations sustainably.

Learning Objectives:

At the completion of the course, the student will be able to:

1. Recognize the need for the implementation of sustainable practices in the hospitality and food service industries.
2. Identify and discuss current issues and trends in sustainable practices in the industry.
3. Discuss various forms of sustainable agriculture, and food sourcing.
4. Analyze unsustainable consumption patterns.
5. Identify the priorities in eco-design, and certification standards for physical structures and products used in the industry.
6. Discuss the importance of social entrepreneurship for sustainable development.
7. Outline the benefits of utilizing sustainable initiatives in the industry.

Course Text: Sustainability in the Hospitality Industry, 3rd ed.,
by Willy Legrand, Philip Sloan, and Joseph Chen. 2017
Routledge, 711 Third Avenue, New York, NY 10017.
ISBN-978-1-138-91536-7

Assessment and Measurement:

• Tests/ Exams (4 exams at 100 points each)	400 points
• Assignments (10 @ 25 points each)	250 points
• Selected Case Studies (8 @ 10 points each)	<u>80 points</u>
TOTAL	<u>730 points</u>

Course Topics:

- The need for sustainable hospitality operations.
- Sustainable development and the hospitality industry – eco-design and facilities development.
- Energy, water and waste management.
- Sustainable food and beverage management – food security, supporting sustainable agricultural practices, food sourcing.
- Responsible consumer behavior, marketing and branding; corporate and social responsibility.
- Environmental management systems, indicators and auditing.
- Certifications and eco-labels.

University of North Alabama
College of Arts and Sciences
Department of Visual Arts and Design

Course Syllabus

Course Name: HEM 204 Managing Human Resources in Hospitality
3 semester hours

Assistant Professor: Prema Monteiro, *EdS*.

Phone: 256.765.5227

Email: pmonteiro@una.edu

Course Description: This course focuses on managing human resources in the hospitality industry, meeting the requirements of American employment laws, strategies for employee retention, minimizing turnover, and maximizing productivity. It also discusses current industry trends.

Learning Objectives:

At the completion of the course, the student will be able to:

1. Apply U.S. employment laws appropriately.
2. Discuss the importance of job analysis and job design, in the process of planning, selecting, recruiting, and training employees.
3. Use social media in recruitment, and to learn about job applicants.
4. Apply strategies for employee retention.
5. Evaluate employee performance.
6. Describe employee compensation, effective incentive and industry benefit programs.
7. Discuss the changing face of labor unions and new trends in organizing and collective bargaining.
8. Review an establishment's responsibility to society and the surrounding community.

Course Text: Managing Hospitality Human Resources, 5th Edition

By Robert H. Woods, Misty M. Johanson, and Michael P. Sciarini, 2012.

American Hotel & Lodging Educational Institute, 6751 Forum Drive, Suite 220,
Orlando, FL 32821.

ISBN: 978-0-86612-396-9

Assessment and Measurement:

• Tests/ Exams (4 @ 100 points each)	400 points
• Pop Quizzes	50 points
• Assignments (10 @ 10 points each)	100 points
• Case Studies (4 @ 25 points each)	<u>100 points</u>
TOTAL	<u>650 points</u>

Course Topics:

- The EEOC- Equal Employment opportunity Commission.
- Employment laws and staffing.
- Job analysis, job descriptions and design.
- Planning, recruiting, selecting employees.
- Orientation and corporate culture.
- Training and development.
- Evaluating employee performance.
- Compensation, incentives and benefits
- Managing turnover and discipline.

University of North Alabama
College of Arts and Sciences
Department of Visual Arts and Design

Course Syllabus

Course Name: HEM 306 Convention, Meetings and Trade Show Management
3 semester hours

Assistant Professor: Prema Monteiro, *EdS.*

Phone: 256.765.5227

Email: pmonteiro@una.edu

Course Description: This course explores the scope and segmentation of the convention, meetings, trade show, and group business market. It describes marketing and sales strategies to attract groups with specific needs, and explains techniques to meet those needs and how to service their business after the sale.

Learning Objectives:

At the completion of the course, the student will be able to:

1. Describe the scope of the convention, meetings, and trade show industry in terms of types of meetings, customers, groups, and emerging types of meeting facilities.
2. Explain the steps in developing a marketing plan.
3. Summarize the process of planning an advertising strategy and describe how public relations and publicity can help a property reach meeting planners.
4. Identify characteristics of association meetings, exhibits, trade shows, and corporate meetings that are important for selling to those markets.
5. Describe considerations in determining who should coordinate hotel service to groups, and describe the duties and organizational relationships associated with the position of convention service manager.
6. Describe key elements of negotiations and the contract or letter of agreement.
7. Discuss arrangements for lodging, food and beverage, venue, audiovisual, admission systems and other related services.
8. Describe typical procedures for billing groups and for conducting a post-convention review.

Course Text: Convention Management and Service, 9th Edition
By James R. Abbey, 2016.

American Hotel & Lodging Educational Institute, 6751 Forum Drive, Suite 220,
Orlando, FL 32821.

ISBN: 978-0-86612-508-6

Assessment and Measurement:

• Tests/ Exams (4 @ 100 points each)	400 points
• Pop Quizzes	50 points
• Assignments (10 @ 10 points each)	100 points
• Case Studies (4 @ 25 points each)	<u>100 points</u>
TOTAL	<u>650 points</u>

Course Topics:

- Scope of the Meetings industry.
- The difference between sales and marketing, developing a marketing plan.
- Selling to the association, corporate meetings, conventions, conference, and events markets.
- Advertising strategies for the Meetings industry.
- Coordinating hotel service to groups – guestrooms, function rooms and their set-up, food and beverage service, audiovisual needs, admission systems.
- Billing, financial settlement and post-event review.

University of North Alabama
College of Arts and Sciences
Department of Visual Arts and Design

Course Syllabus

Course Name: HEM 307 Club Management and Operations
3 semester hours

Assistant Professor: Prema Monteiro, *EdS*
Phone: 256.765.5227
Email: pmonteiro@una.edu

Course Description: This course discusses the organization, strategic planning, and leadership of private clubs. Topics include membership, marketing, human resources, special events, and financial management; food & beverage, golf, and club fitness operations; and computer systems used in clubs.

Learning Objectives:

At the completion of the course, the student will be able to:

1. Describe the various types of clubs; and the duties, responsibilities and attributes of successful club managers.
2. Describe and discuss a manager's role in providing products, services and activities in clubs.
3. Explain the fundamentals of good human resource management as it applies to clubs.
4. List issues that are unique or particularly significant to clubs, including legal, technological and financial issues.
5. Explain the differences and similarities between clubs and public hospitality operations.

Course Text: Contemporary Club Management, 3rd ed.
by Perdue, Joe, and Koenigsfeld, Jason. 2013
American Hotel & Lodging Educational Institute, 800 N. Magnolia Avenue, Ste. 300
Educational Institute, Orlando, FL 32803.
ISBN: 978-0-86612-408-9

Assessment and Measurement:

1. Tests/ Exams (4 exams at 100 points each)	400 points
2. Assignments (15 @ 25 points each)	375 points
3. Class presentation	<u>25 points</u>
TOTAL	<u>800 points</u>

Course Topics:

- Types of clubs, membership and organizational structure – the board of directors, general manager/chief operating officer.
- Effective leadership in clubs, and managing human resources.
- Providing products, food and beverage, entertainment, and other services and activities in clubs.
- Marketing club membership.
- Club sports – golf, fitness, spa, aquatics, tennis, etc.
- Club facilities management and golf course maintenance.
- Understanding financial statements of clubs.
- Technological needs of clubs.

University of North Alabama
College of Arts and Sciences
Department of Visual Arts and Design

Course Syllabus

Course Name: HEM 308 Food and Beverage Operations Management
3 semester hours

Assistant Professor: Prema Monteiro, *EdS*

Phone: 256.765.5227

Email: pmonteiro@una.edu

Course Description: This course focuses on management and operational strategies used in food and beverage operations, to improve quality standards while reducing expenses. It discusses the organization of food and beverage operations, sanitation and safety, foodservice equipment and layout, nutrition, the importance of the menu, pricing strategies and financial management. It also explores the use of technology to give guests greater value for their dining dollars and improve efficiency.

Learning Objectives:

At the completion of the course, the student will be able to:

1. Describe the organization of food and beverage operations.
2. Discuss nutrition, sanitation and safety in food service operations.
3. Explain the relationship between managing food costs and menu pricing.
4. Develop food and beverage production and service processes to meet the needs of an establishment.
5. Select equipment suited to operational needs.
6. Apply the principles of facility design and layout.
7. Utilize the principles of food and beverage marketing.
8. Implement technology for improved efficiency and financial management.

Course Text: Management of Food and Beverage Operations, 6th Edition

By Jack D. Ninemeier, 2015.

American Hotel & Lodging Educational Institute, 6751 Forum Drive, Suite 220,
Orlando, FL 32821.

ISBN: 978-0-86612-477-5

Assessment and Measurement:

• Tests/ Exams (3 exams at 100 points each)	300 points
• Assignments (10 @ 25 points each)	250 points
• Case Studies (8 @ 10 points each)	<u>80 points</u>
TOTAL	<u>730 points</u>

Course Topics:

- Organization of food and beverage (F & B) operations.
- Importance of nutrition, safety and sanitation in various types of food and beverage operations.
- The relationship between food cost and menu pricing strategies.
- F & B production.
- Types of F & B service.
- Facility design, layout and equipment.
- Principles of F & B marketing.
- The uniform system of accounts and F & B financial management.

University of North Alabama
College of Arts and Sciences
Department of Visual Arts and Design

Course Syllabus

Course Name: HEM 405 Casino & Gaming Operations Management
3 semester hours

Assistant Professor: Prema Monteiro, *EdS.*

Phone: 256.765.5227

Email: pmonteiro@una.edu

Course Description: This course provides an overview of the inner workings of a casino. Topics discussed include organization and structure; departments and their functions; lodging; food and beverage operations; meetings, conventions and entertainment; human resources; and responsible gaming operations.

Learning Objectives:

At the completion of the course, the student will be able to:

1. Explain the departmental and functional organization of a typical casino.
2. Illustrate the function of lodging, and food and beverage operations in a casino.
3. Describe the role of meetings, conventions and entertainment in casinos.
4. Discuss the cultural and social impact of casinos and gaming within communities.
5. Identify staffing needs and issues within the organizational structure of typical gaming operations.

Course Text: Casinos: Organization and Culture
by Roberts, Chris, & Hashimoto, Kathryn. 2010.
Pearson, Upper Saddle River, NJ.
ISBN: 978-0-131-74812-5

Assessment and Measurement:

• Tests/ Exams (4 exams at 100 points each)	400 points
• Assignments (5 @ 20 points each)	100 points
• Case Studies (5 @ 20 points each)	<u>100 points</u>
TOTAL	<u>600 points</u>

Course Topics:

- Introduction to the history of casinos and gaming.
- Casino organizational structures.
- Hotel/lodging and food and beverage operations.
- The economics of gaming.
- Cage operations.
- Casino marketing, individual travelers, meetings, conventions, associations, conferences.
- Human resource issues and staffing in the casino and gaming industry.
- Socio-cultural impact of gaming on communities.
- Casino revenue management.

University of North Alabama
College of Arts and Sciences
Department of Visual Arts and Design

Course Syllabus

Course Name: HEM 406 Property Management
3 semester hours

Assistant Professor: Prema Monteiro, *EdS.*

Phone: 256.765.5227

Email: pmonteiro@una.edu

Course Description: This course focuses on the major functions of residential property managers, working with residents/tenants, providing services and activities, handling requests and complaints, managing and marketing a variety of properties, complying with laws affecting property management, leasing, staffing and maintenance, and security issues. It also discusses financial aspects of property management and career paths for property managers.

Learning Objectives:

At the completion of the course, the student will be able to:

1. Discuss the role and career pathways of the property manager.
2. Successfully conduct lease negotiations.
3. Market and advertise a variety of properties such as condominiums, retail, commercial, residential, assisted and senior living apartments, communities, and complexes.
4. Manage resident/ tenant relations, facilities, services, and activities; office and property reports.
5. Discuss related federal, state and local laws.
6. Identify and manage risk, safety, security and environmental issues.

Course Text: Property Management, 2nd Edition

by Kathryn Haupt, Inger Faraz, Dawn Henry, David Jarman, Joe Reiner, 2017.

Rockwell Publishing Co., 13218 N.E. 20th, Bellevue, WA 98005.

ISBN: 978-1-939259-81-3

Assessment and Measurement:

• Tests/ Exams (4 exams at 100 points each)	400 points
• Assignments (10 @ 25 points each)	250 points
• Selected Case Studies (5 @ 10 points each)	<u>50 points</u>
TOTAL	<u>700 points</u>

Course Topics:

1. Types of managed properties, property manager's role, career possibilities.
2. Marketing and advertising property – principles, strategies, evaluating success.
3. Leasing – selecting tenants, negotiations, signing the lease.
4. Working with tenants – creating a strong manager/tenant relationship, rent collection, breaching lease agreements, retaining tenants, termination of tenancy.
5. Managing staff and maintenance of property.
6. Complying with federal, state and local laws.
7. Managing risk, safety, security, insurance and environmental issues.

University of North Alabama
College of Arts and Sciences
Department of Visual Arts and Design

Course Syllabus

Course Name: HEM 407 Senior Living Operations Management
3 semester hours

Assistant Professor: Prema Monteiro, *EdS.*

Phone: 256.765.5227

Email: pmonteiro@una.edu

Course Description: This course discusses the key issues in managing and operating senior- and or assisted-living facilities, and the logistics of providing high-quality and consistent personal care, transportation, housekeeping, laundry, social activities, enrichment opportunities, and dining services for elderly residents, meeting healthcare requirements, managing human resources, implementing sales and marketing, financial management, and risk management strategies. It explores operating methods, staffing ratios, resident relations and space management.

Learning Objectives:

At the completion of the course, the student will be able to:

1. Explain the key issues in managing and operating successful senior living facilities.
2. Discuss the logistics of providing various services in senior living communities, such as healthcare, personal care, housekeeping, laundry, transportation, dining services, social activities, and enrichment opportunities.
3. Implement sales and marketing, financial management and risk management strategies when operating senior living facilities.
4. Articulate human resource needs and methods to control turnover for stable communities.
5. Describe the requirements of facility design and space management.

Course Text: Senior Living Communities Operations Management and Marketing for Assisted Living, Congregate, and Continuing Care Retirement Communities, 2nd Edition
By Benjamin W. Pearce, 2007.
Johns Hopkins University Press, 2715 North Charles Street, Baltimore, MD 21218
ISBN: 978-0-80188-718-5

Assessment and Measurement:

1. Tests/ Exams (3 exams at 100 points each)	300 points
2. Assignments (15 @ 25 points ea.)	375 points
3. Selected Case Studies (8 @ 10 points each)	<u>80 points</u>
TOTAL	<u>755 points</u>

Course Topics:

- Providing resident services – health services, food and beverage, dining, housekeeping, laundry, activities and enrichment programs, concierge, reception, transportation, facilities maintenance.
- Importance of knowledge *and application* of safety and sanitation principles, especially for older populations.
- Maintaining quality in preparation of food; aesthetically pleasing presentation of food.
- Implementing cost efficient processes and systems without compromising quality.
- Management of finances, and human resources.
- Assessment and implementation of safety and security procedures, risk management and privacy.

**Undergraduate Curriculum Committee
Curriculum Change Proposal Form**

College Name: College of Arts & Sciences **Department Name:** Visual Arts & Design

Item(s) to be considered by the Undergraduate Curriculum Committee: (please check all spaces relevant to this proposed change)

- | | |
|---|--|
| <input type="checkbox"/> Proposed New Course(s)—attach one page syllabus | <input type="checkbox"/> Change in Course Description |
| <input type="checkbox"/> Addition Of/Change in Course Fee | <input type="checkbox"/> *New Major/Option/Concentration/Minor |
| <input type="checkbox"/> Cross Listing of Course | <input type="checkbox"/> *Revised Major/Option/Concentration/Minor |
| <input type="checkbox"/> Inactivation of Course | <input type="checkbox"/> *New/Revised Certificate Program |
| <input type="checkbox"/> *Merger of Major/Option/Concentration/Minor | <input type="checkbox"/> Revised Admission Requirement |
| <input checked="" type="checkbox"/> Revised Course Number/Title/Credit/Prerequisite | <input type="checkbox"/> Editorial Change |
| <input type="checkbox"/> Other | <input type="checkbox"/> **Change to General Education Component |

Will this proposal result in the need for a revised Faculty Credentials Certification Form? Yes ☒ No ☐

If yes, for whom: Prema Monteiro

Will the change require additions or deletions to the Major's Course List? Yes ☐ No ☒

List courses that will be added or deleted for EACH major affected by the curriculum change (see current Major's Courses List). Include major, course number, and title (e.g., "Add to Biology and Marine Biology – BI 498 Study of Pelagic Birds. _____

Brief Description and Rationale – (1) include catalog course prefix, proposed number, credit hours, title, description, prerequisite, if any; (2) include relevant information concerning UNA's mission and goals, student learning opportunities, impact on existing programs and financial implications (you must attach a copy of the current catalog page(s) with all suggested changes made using the *Guidelines and Style Manual*):

UNA currently offers a B.S. in Culinary, Nutrition, and Hospitality Management with a concentration in Hospitality Management, which will transition to a B.S. in Hospitality and Events Management.

It is proposed that the following course prefixes change from CNH to HEM or CAM:

From	To	
CNH 102	HEM 102	Introduction to the Hospitality Industry
CNH 200	HEM 200	Tourism Planning and Development
CNH 202	HEM 202	Lodging Systems
CNH 112	CAM 112	Food Safety & Sanitation
CNH 203	HEM 203	Sustainability in Hotel, Restaurant, and Event Operations
CNH 302	HEM 302	Security and Risk Management
CNH 305	HEM 305	Resort Operations Management
CNH 335	CAM 335	Event Planning and Management
CNH 402	HEM 402	Lodging Management
CNH 403	HEM 403	Hospitality Law
CNH 404	HEM 404	Hospitality Organizational Management
CNH 430	CAM 430	Food and Beverage Cost Control
CNH 455	CAM 455	Quantity Foods
CNH 426	CAM 426	Advanced Pastries and Desserts

Proposed Banner Course Title (30 character maximum): _____

The proposed change(s) will be effective beginning: Fall semester 2019 year

If Addition of/Change in Course Fee, provide justification: _____

List the departments or programs on campus consulted on the issues of duplication, overlap, or impact on program: _____

10/02/2018

Anthony Crisafulli

Date Approved by Department Curriculum Committee

Chair's Signature

10/16/2018

Sara Lynn Baird

Date Approved by College Curriculum Committee***

Academic Dean's Signature***

*Proposals within this category require submission and approval by ACHE. Consult ACHE website for appropriate form for submission with UCC form.

**Proposals within this category require submission to the VPAA for transmittal to the Gen Ed Work Group (GEWG) prior to Curriculum Committee consideration.

***Courses that are not specific to an academic department/college must be submitted through the VPAA Office and approved by the Council of Academic Deans prior to submission to the NTICC/Curriculum Committee.

CNH-Culinary/Nutrition/Hospit (CNH)

Hospitality and Events Management

CNH HEM 102. Introduction to the Hospitality Industry. (3 Credits)

Introduces This course introduces students to the organization and structure of the various segments of hospitality operations such as types of lodging and foodservice establishments; the gaming, cruise line, club management, event and meetings businesses; and customer & guest services. It explores the concepts of franchising and management contracts, ethical challenges, and career opportunities in the hospitality industry.

CNH HEM 200 .Tourism and Planning. (3 Credits)

Provides This course provides an informational foundation in tourism. **Examines** It examines historical perspectives, tourism organization, supply and demand, scope, structure, and function of tourism as an industry and a sociocultural phenomenon.

CNH HEM 202. Lodging Systems. (3 Credits)

Emphasizes This course emphasizes the interrelationship between the Rooms Division and other departments in lodging operations, such as food and beverage, human resources, finance, marketing and sales. **Examines** It examines the basic skills needed in a lodging facility, and specific roles, functions, and policies pertaining to the Rooms Division, in both front and back of the house.

HEM 203. Sustainability in Hotel, Restaurant, and Event Operations. (3 Credits)

This course will introduce students to economic, environmental and socially sustainable issues specifically facing the industry as well as exploring ideas, solutions and strategies for managing operations sustainably.

~~CNH 302 Security and Risk Mangement. (3 Credits)~~

~~Explains the issues surrounding the need for individualized security programs, examines a wide variety of security and safety equipment and procedures, discusses guest protection and internal security for asset protection, explores risk management and loss prevention issues, and outlines OSHA regulations that apply to lodging properties. Utilizes case studies developed with industry professionals and includes information on working with an in-house safety committee, crisis communications, and the importance of safety equipment to loss prevention management.~~

HEM 302. Security and Risk Management. (3 Credits)

This course explains the issues surrounding the need for individualized security programs, examines a wide variety of safety and security equipment and procedures, and the importance of safety equipment to loss-prevention management. It discusses internal security, guest and asset protection, explores risk management and loss prevention issues, crisis communications, and outlines OSHA regulations that apply to lodging properties. It utilizes case studies developed with industry professionals and includes information on working with an in-house safety committee.

HEM 305. Resort Operations Management. (3 Credits)

This course provides a comprehensive analysis of development issues, planning, operating structures, systems, and management practices of the major types of resorts compared with traditional hotels. Additional topics include the uniqueness of timeshare resorts, importance of recreational activities and amenities, environmental impact, facility design, and maintenance of spas, pools, indoor water parks and specialty resorts.

CAM 335. Event Planning and Management. (3 Credits)

This course covers all aspects of event planning and catering, such as acquiring, implementing, and monitoring all the products, systems, purveyors, processes, and services needed to successfully organize events. It includes instruction on various types of events from weddings and personal events to corporate conferences and large festivals.

~~CNH 402 Lodging Management. (3 Credits)~~

~~This course will give students a basic understanding of the revenue management process. It addresses the proper use and importance of revenue management in hospitality operations and describes the wide range of elements that must be considered in order to use revenue management effectively. Investigation of management roles in lodging, in both front and back of the house, with an emphasis on the importance of financial statements and their interpretation, managing inventories, and controlling expenses, human resources and productivity, and providing quality hospitality services within all types of lodging facilities. Prerequisite: CNH 202~~

HEM 402. Lodging Management. (3 Credits)

This course will give students a basic understanding of the revenue management process. It addresses the proper use and importance of revenue management in hospitality operations and describes the wide range of elements that must be considered in order to use revenue management effectively. It investigates the role of management in lodging, in both front- and back of the house areas. It emphasizes the importance of financial statements, their interpretation, managing inventories, controlling expenses, human resources and productivity, and providing quality hospitality services within all types of lodging facilities. Prerequisite: CNH 202

~~CNH 403. Hospitality Law. (3 Credits)~~

~~Provides and awareness of the rights and responsibilities that the law grants to, or imposes upon a hotelkeeper, and illustrates the possible consequences of failure to satisfy legal obligations.~~

HEM 403. Hospitality Law. (3 Credits)

This course provides the legal understanding that ensures both the safety of guests and the success of the hospitality operation. It focuses on essential legal principles rather than an encyclopedic knowledge of the law. It uses real-life case studies and scenarios which illustrate these principles in action in recognizable hospitality settings, with comprehensive coverage ranging from food service establishments to employee contracts, insurance and international terrorism.

~~CNH 404. Hospitality Organizational Management. (3 Credits)~~

~~Management principles for hotels and restaurants, supervisory development and training, labor relations, managerial interpretation and evaluation of current systems and procedures.~~

HEM 404. Hospitality Organizational Management. (3 Credits)

This course discusses leadership and management principles, and using quality management tools to enhance guest service and increase profitability. It the explores the relationship between power and empowerment, communication skills, goal-setting, coaching, conflict management, the process of continuous improvement, teamwork, the challenge of diversity, strategic career planning, and ethics in the hospitality industry.

~~CNH 426. Advanced Pastries and Desserts. (3 Credits)~~

~~This course builds on the knowledge and skills acquired in CNH 332 Pastries and Desserts. It offers students the opportunity to gain valuable hands-on experience in the advanced techniques required to prepare a variety of hot and cold pastry and dessert components, such as custards, creams, sauces, mousses, ice creams/frozen desserts, petit fours, chocolates and chocolate decorations, and various dessert garnishes. It emphasizes improving skills in each area, and producing high quality, handcrafted desserts, while maintaining safe and sanitary handling of equipment and supplies. Prerequisites: CNH 230, CNH 221, And CNH 332.
Course Fees: \$30~~

CAM 426. Advanced Pastries and Desserts. (3 Credits)

This course builds on the knowledge and skills acquired in CNH 332 Pastries and Desserts. It offers students the opportunity to gain valuable hands-on experience in the advanced techniques required to prepare a variety of hot and cold pastry and dessert components, such as custards, creams, sauces, mousses, ice creams/frozen desserts, petit fours, chocolates and chocolate decorations, and various dessert garnishes. It emphasizes improving skills in each area, and producing high quality, handcrafted desserts, while maintaining safe and sanitary handling of equipment and supplies. Prerequisites: CNH 332.
Course Fees: \$30

**Undergraduate Curriculum Committee
Curriculum Change Proposal Form**

College Name: College of Arts & Sciences

Department Name: Visual Art & Design

Item(s) to be considered by the Undergraduate Curriculum Committee: (please check all spaces relevant to this proposed change)

- | | |
|--|---|
| <input type="checkbox"/> Proposed New Course(s)—attach one page syllabus | <input type="checkbox"/> Change in Course Description |
| <input type="checkbox"/> Addition Of/Change in Course Fee | <input checked="" type="checkbox"/> *New Major/Option/Concentration/Minor |
| <input type="checkbox"/> Cross Listing of Course | <input type="checkbox"/> *Revised Major/Option/Concentration/Minor |
| <input type="checkbox"/> Inactivation of Course | <input type="checkbox"/> *New/Revised Certificate Program |
| <input type="checkbox"/> *Merger of Major/Option/Concentration/Minor | <input type="checkbox"/> Revised Admission Requirement |
| <input type="checkbox"/> Revised Course Number/Title/Credit/Prerequisite | <input type="checkbox"/> Editorial Change |
| <input type="checkbox"/> Other | <input type="checkbox"/> **Change to General Education Component |

Will this proposal result in the need for a revised Faculty Credentials Certification Form? Yes ☒ No ☐

If yes, for whom: Kendra McLain and Dhruvil Patel

Will the change require additions or deletions to the Major's Course List? Yes ☐ No ☒

List courses that will be added or deleted for EACH major affected by the curriculum change (see current Major's Courses List). Include major, course number, and title (e.g., "Add to Biology and Marine Biology – BI 498 Study of Pelagic Birds).

Brief Description and Rationale – (1) include catalog course prefix, proposed number, credit hours, title, description, prerequisite, if any; (2) include relevant information concerning UNA's mission and goals, student learning opportunities, impact on existing programs and financial implications (you must attach a copy of the current catalog page(s) with all suggested changes made using the *Guidelines and Style Manual*):

1. UNA currently offers a Bachelor of Science in Human Environmental Sciences with a concentration in Interior Design. The proposed Bachelor of Fine Arts in Interior Architecture & Design (IAD) will transition the Interior Design program from a concentration to a stand-alone, comprehensive Bachelor of Fine Arts. The B.F.A. in Interior Architecture & Design will prepare students for entry-level positions in the Architecture and Interior Design industry including Residential Design, Commercial Design, Hospitality Design, Healthcare Design, Lighting Design, Drafting and Construction Documentation, and Interior Architectural Detailing, and Product Representation.

B.F.A. in Interior Architecture & Design student learning outcomes include:

- *Exhibit the characteristics of well-rounded design professionals with global perspectives.*
- *Implement principles of health, safety, and general welfare in the built environment to improve quality of life.*
- *Design interior spaces that serve a wide variety of circumstances, individuals, and uses.*
- *Exhibit an understanding of the principles of sustainability as evidenced in the built environment.*
- *Produce construction documents, contract documents, and presentation media to effectively communicate design solutions.*
- *Demonstrate the ability to communicate and collaborate with related professionals in the design of residential and non-residential projects.*

Degree Plan:

Area V (19 Credit Hours):

AR 231	Design I	3
AR 232	Design II	3
IAD 260	Architectural Documentation I	3
IAD 264	Architectural Documentation II ¹	3
IAD 280	Interior Details: Furniture and Millwork Design	3
	Electives	4

Major Core Requirements (64 Credit Hours):

IAD 261	Interior Architecture & Design Seminar	3
IAD 274	Space, Form, & Concept	3
IAD 310	Construction Technology	3
IAD 323	Building Materials & Codes	3
FASH 341(W)	Textiles & Materials	3
IAD 343	Architectural Documentation III	3
IAD 345	Visual Communication of the Built Environment	3
IAD 354	Building Systems for Interior Architecture and Design	3
IAD 364	Interior Architecture and Design I – Residential Studio	3
IAD 365	Interior Architecture and Design II – Hospitality Studio	3
IAD 367	Interior Architecture and Design III – Corporate Studio	3
IAD 370	History of Interior Architecture and Design I	3
IAD 375	History of Interior Architecture and Design II	3
IAD 400	Internship Orientation	1
IAD 427	Internship	3
IAD 451	Stewardship of the Built Environment	3
IAD 459	Theory, Criticism, & Research in Design	3
IAD 461	Professional Practices and Entrepreneurship in I.A.D.	3
IAD 464	Interior Architecture and Design IV – Sustainability Studio	3
IAD 465	Interior Architecture and Design V – Healthcare Studio	3
IAD 470	Portfolio Charrette	3
	Advanced Art Studio Elective (300 – 400 level studio)	3

Minor:

A minor is not required for this major.

¹ Fulfills computer literacy component.

2. The addition of the Bachelor of Fine Arts in Interior Design and Architecture is in line with UNA's 2014-19 Strategic Plan, which includes the goals of building an enriched academic experience and enhancing programs that distinguish the University. The program will promote university's mission by providing students an opportunity for discovery and creative accomplishment, and a variety of outreach activities meeting the professional, civic, social,

cultural, and economic development needs of the North Alabama region in the context of a global community.

- Building and Maintaining a Student-Centered University – The new major better aligns with current industry expectations. The program has based revisions on feedback from alumni and current students, as well as industry trends. The new major also lowers the credit hour requirement for Interior Design students from 128 to 125.
- Build an Enriched Academic Experience – The revised curriculum satisfies feedback from CIDA & NASAD accrediting teams.
- Enhance Programs that Distinguish the University – The new major will be the only B.F.A. in Interior Architecture & Design offered at an Alabama public university. The new major will also continue to maintain CIDA & NASAD accreditations.
- Promote an Inclusive Campus Environment – The new major better aligns with recruiting recommendations made by UNA International Affairs.

Proposed Banner Course Title (30 character maximum):

The proposed change(s) will be effective beginning: Fall semester 2019 year

If Addition of/Change in Course Fee, provide justification:

List the departments or programs on campus consulted on the issues of duplication, overlap, or impact on program: Fashion Merchandising and Design, Art

Date Approved by Department Curriculum Committee

10/16/2018

Date Approved by College Curriculum Committee***

Al Cusafulli 9.13.18
Chair's Signature

Sara Lynn Baird
Academic Dean's Signature***

*Proposals within this category require submission and approval by ACHE. Consult ACHE website for appropriate form for submission with UCC form.

**Proposals within this category require submission to the VPAA for transmittal to the Gen Ed Work Group (GEWG) prior to Curriculum Committee consideration.

**Courses that are not specific to an academic department/college must be submitted through the VPAA Office and approved by the Council of Academic Deans prior to submission to the NTICC/Curriculum Committee.

BFA Major in Interior Architecture and Design

Requirements for a Fine Arts Degree in Interior Architecture and Design

Additional Graduation Requirements

Code	Title	Hours
General Education Component		
<u>Area I (Written Composition)</u>		<u>6</u>
<u>Area II (Humanities and Fine Arts)</u>		<u>12</u>
<u>Area III (Natural Sciences and Mathematics)</u>		<u>11</u>
<u>Area IV (History, Social and Behavioral Sciences)</u>		<u>12</u>
Area V		
Additional Requirements		
<u>AR 231</u>	<u>Design I</u>	<u>3</u>
<u>AR 232</u>	<u>Design II</u>	<u>3</u>
<u>IAD 260</u>	<u>Architectural Documentation I</u>	<u>3</u>
<u>IAD 264</u>	<u>Architectural Documentation II¹</u>	<u>3</u>
<u>IAD 280</u>	<u>Interior Details: Furniture and Millwork Design</u>	<u>3</u>
	<u>Electives</u>	<u>4</u>
Major Core Requirements		
<u>IAD 261</u>	<u>Interior Architecture and Design Seminar</u>	<u>3</u>
<u>IAD 274</u>	<u>Space, Form, and Concept</u>	<u>3</u>
<u>IAD 310</u>	<u>Construction Technology</u>	<u>3</u>
<u>IAD 323</u>	<u>Building Materials and Codes</u>	<u>3</u>

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Code	Title	Hours
<u>FASH 341(W)</u>	<u>Textiles and Materials</u>	<u>3</u>
<u>IAD 343</u>	<u>Architectural Documentation III</u>	<u>3</u>
<u>IAD 345</u>	<u>Visual Communication of the Built Environment</u>	<u>3</u>
<u>IAD 354</u>	<u>Building Systems for Interior Architecture and Design</u>	<u>3</u>
<u>IAD 364</u>	<u>Interior Architecture and Design I – Residential Studio</u>	<u>3</u>
<u>IAD 365</u>	<u>Interior Architecture and Design II – Hospitality Studio</u>	<u>3</u>
<u>IAD 367</u>	<u>Interior Architecture and Design III – Corporate Studio</u>	<u>3</u>
<u>IAD 370</u>	<u>History of Interior Architecture and Design I</u>	<u>3</u>
<u>IAD 375</u>	<u>History of Interior Architecture and Design II</u>	<u>3</u>
<u>IAD 400</u>	<u>Internship Orientation</u>	<u>1</u>
<u>IAD 427</u>	<u>Internship</u>	<u>3</u>
<u>IAD 450</u>	<u>Stewardship of the Built Environment</u>	<u>3</u>
<u>IAD 459</u>	<u>Theory, Criticism, and Research in Design</u>	<u>3</u>
<u>IAD 461</u>	<u>Professional Practices and Entrepreneurship for IAD</u>	<u>3</u>
<u>IAD 464</u>	<u>Interior Architecture and Design IV – Sustainability Studio</u>	<u>3</u>
<u>IAD 465</u>	<u>Interior Architecture and Design V – Healthcare Studio</u>	<u>3</u>
<u>IAD 470</u>	<u>Portfolio Charrette</u>	<u>3</u>
	<u>Advanced Art Studio Elective (300 – 400 Level Art Studio)</u>	<u>3</u>

¹ [Fulfills the computer literacy requirement.](#)

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**Undergraduate Curriculum Committee
Curriculum Change Proposal Form**

College Name: College of Arts & Sciences

Department Name: Visual Art & Design

Item(s) to be considered by the Undergraduate Curriculum Committee: (please check all spaces relevant to this proposed change)

- | | |
|---|--|
| <input type="checkbox"/> Proposed New Course(s)–attach one page syllabus | <input type="checkbox"/> Change in Course Description |
| <input type="checkbox"/> Addition Of/Change in Course Fee | <input type="checkbox"/> *New Major/Option/Concentration/Minor |
| <input type="checkbox"/> Cross Listing of Course | <input type="checkbox"/> *Revised Major/Option/Concentration/Minor |
| <input type="checkbox"/> Inactivation of Course | <input type="checkbox"/> *New/Revised Certificate Program |
| <input type="checkbox"/> *Merger of Major/Option/Concentration/Minor | <input type="checkbox"/> Revised Admission Requirement |
| <input checked="" type="checkbox"/> Revised Course Number/Title/Credit/Prerequisite | <input type="checkbox"/> Editorial Change |
| <input type="checkbox"/> Other | <input type="checkbox"/> **Change to General Education Component |

Will this proposal result in the need for a revised Faculty Credentials Certification Form? Yes ☒ No ☐

If yes, for whom: Kendra McLain and Dhrumil Patel

Will the change require additions or deletions to the Major's Course List? Yes ☐ No ☒

List courses that will be added or deleted for EACH major affected by the curriculum change (see current Major's Courses List). Include major, course number, and title (e.g., "Add to Biology and Marine Biology – BI 498 Study of Pelagic Birds. _____)

Brief Description and Rationale – (1) include catalog course prefix, proposed number, credit hours, title, description, prerequisite, if any; (2) include relevant information concerning UNA's mission and goals, student learning opportunities, impact on existing programs and financial implications (you must attach a copy of the current catalog page(s) with all suggested changes made using the *Guidelines and Style Manual*):

To align with the proposed B.F.A. in Interior Architecture & Design (IAD), the existing courses in the Interior Design concentration of the B.S. in Human Environmental Sciences (HES) should include the following revisions to course prefix, number, title, credit, prerequisite, and description (please see the attached catalog revisions).

- HES 261 - Introduction to Interior Design (*Revision to course prefix, and title.*)
- HES 264 - Technical Drawing I (*Revision to course prefix, and title.*)
- HES 274 - Space Planning (*Revision to course prefix, and title.*)
- HES 310 - Construction Technology (*Revision to course prefix.*)
- HES 323 - Materials & Codes (*Revision to course prefix, and title.*)
- HES 324 - Visual Communication I (*Revision to course prefix, number, and title.*)
- HES 343 - Technical Drawing II (*Revision to course prefix, and title.*)
- HES 345 - Visual Communication II (*Revision to course prefix, and title.*)
- HES 354 - Lighting & Mechanical Systems (*Revision to course prefix, and title.*)
- HES 364 - Interior Design I (*Revision to course prefix, and title.*)
- HES 365 - Interior Design II (*Revision to course prefix, and title.*)
- HES 366 - History of Interior Design (*Revision to course prefix, number, and title.*)
- HES 367 - Interior Design III (*Revision to course prefix, and title.*)
- HES 400 - Senior Seminar (*Revision to course prefix, number, and title.*)
- HES 427 - Internship (*Revision to course prefix.*)
- HES 459 - Research in Design (*Revision to course prefix, and title.*)
- HES 461 - Interior Design Professional Practices (*Revision to course prefix, and title.*)
- HES 464 - Interior Design IV (*Revision to course prefix, and title.*)
- HES 465 - Senior Interior Design Studio (*Revision to course prefix, and title.*)
- HES 479 - Continued Enrollment (*Revision to course prefix.*)
- HES 497 - Special Topics in HES (*Revision to course prefix, and title.*)
- HES 499 - Independent Study-Practicum (*Revision to course prefix, and title.*)

EXISTING COURSE:	CORRESPONDING REVISED COURSE:
HES 261 - Introduction to Interior Design (3)	IAD 261 - Interior Architecture and Design Seminar (3)
HES 264 - Technical Drawing I (3)	IAD 264 - Architectural Documentation II (3)
HES 274 - Space Planning (3)	IAD 274 - Space, Form, and Concept (3)
HES 310 - Construction Technology (3)	IAD 310 - Construction Technology (3)
HES 323 - Materials and Codes (3)	IAD 323 - Building Materials and Codes (3)
HES 324 - Visual Communication I (3)	IAD 260 - Architectural Documentation I (3)
HES 343 - Technical Drawing II (3)	IAD 343 - Architectural Documentation III (3)
HES 345 - Visual Communication II (3)	IAD 345 - Visual Communication of the Built Environment (3)
HES 354 - Lighting and Mechanical Systems (3)	IAD 354 - Building Systems for Interior Architecture and Design (3)
HES 364 - Interior Design I (3)	IAD 364 - Interior Architecture and Design I - Residential Studio (3)
HES 365 - Interior Design II (3)	IAD 365 - Interior Architecture and Design II - Hospitality Studio (3)
HES 366 - History of Interior Design (3)	IAD 370 - History of Interior Architecture and Design I (3)
HES 367 - Interior Design III (3)	IAD 367 - Interior Architecture and Design III - Corporate Studio (3)
HES 400 - Senior Seminar (3)	IAD 470 - Portfolio Charrette (3)
HES 427 - Internship (6)	IAD 427 - Internship (3)
HES 451 - Special Topics in Design History (3)	IAD 451 - Stewardship of the Built Environment (3)
HES 459 - Research in Design (2)	IAD 459 - Theory, Criticism, and Research in Design (3)
HES 461 - Professional Practices in Int. Design (3)	IAD 461 - Professional Practices and Entrepreneurship in I.A.D. (3)
HES 464 - Interior Design IV (3)	IAD 464 - Interior Architecture and Design IV - Sustainability Studio (3)
HES 465 - Senior Interior Design Studio (3)	IAD 465 - Interior Architecture and Design V - Healthcare Studio (3)
HES 479 - Continued Enrollment (1-3)	IAD 479 - Continued Enrollment (1-3)
HES 497 - Special Topics in H.E.S.	IAD 497 - Special Topics in Interior Architecture and Design (1-3)
HES 499 - Independent Study-Practicum	IAD 499 - Independent Study-Practicum (1-3)
Bold indicates revisions to course prefix, number, title, or credit hours.	

Proposed Banner Course Title (30 character maximum): _____

The proposed change(s) will be effective beginning: Fall semester 2019 year

If Addition of/Change in Course Fee, provide justification: _____

List the departments or programs on campus consulted on the issues of duplication, overlap, or impact on program: Fashion Merchandising and Design, Art

09/13/2018

Date Approved by Department Curriculum Committee

 9.13.18
Chair's Signature

10/16/2018

Date Approved by College Curriculum Committee***


Academic Dean's Signature***

*Proposals within this category require submission and approval by ACHE. Consult ACHE website for appropriate form for submission with UCC form.

**Proposals within this category require submission to the VPAA for transmittal to the Gen Ed Work Group (GEWG) prior to Curriculum Committee consideration.

**Courses that are not specific to an academic department/college must be submitted through the VPAA Office and approved by the Council of Academic Deans prior to submission to the NTICC/Curriculum Committee.

~~HES – Human Environmental Sci (HES)~~

IAD – Interior Architecture and Design (IAD)

~~HESIAD 261. Introduction to Interior Design~~ Interior Architecture and Design Seminar. (3 Credits)

An overview of the profession of interior design; professional organizations, industry leaders, history and practice of interior design, introduction to color theory and to the principles and elements of design.

~~HESIAD 264. Technical Drawing I~~ Architectural Documentation II. (3 Credits)

Introduction to the principles of technical drawing for the creation of construction documents, hand drafting, and computer aided design. Two 2.5-hour studios per week.

~~HESIAD 274. Space Planning~~ Space, Form, and Concept. (3 Credits)

Principles and application of space planning for residential and non-residential design. Two 2.5 hour studios per week. ~~Prerequisite: HES-264.~~

~~HES-IAD 310. Construction Technology.~~ (3 Credits)

Principles of the construction process, building materials, specification, and construction document creation. This course will emphasize contemporary trends in residential and commercial construction with considerable focus on different building types, energy efficient and high performance building.

~~Two three-hour studios per week.~~ Two 2.5 hour studios per week.

~~HES-IAD 323. Building~~ Materials and Codes. (3 Credits)

Provides knowledge and selection of materials and finishes appropriate in residential and non-residential application. Fire, health and safety codes, accessibility guidelines, as well as durability, maintenance, and life cycle costs will be discussed. ~~Prerequisite: HES-310.~~

~~HES-324IAD 260. Visual Communication I~~ Architectural Documentation I. (3 Credits)

Development of communication and presentation skills utilizing various visual media techniques. Application of computer aided design software for creation of interior design projects.

~~HESIAD 343. Technical Drawing II~~ Architectural Documentation III. (3 Credits)

Development of presentation techniques for interior design, plan and elevation studies, three-dimensional drawings, and renderings. Application of computer aided design software for interior design documentation creation. Two 2.5 hour studios per week. Prerequisites: [HES 264](#).

~~HES IAD~~ 345. ~~Digital Visualization for Interior Design~~ Visual Communication of the Built Environment. (3 Credits)

Develop ability to use imaging software, learn to improve digital techniques for color presentation and integrating various media. Graphic design principles will be emphasized. Through the exploration of digital media each student will discover a higher level of creativity and self-expression through exercises that transform the written word into visual message. Two 2.5-hour studios per week. Prerequisites: [HES 264](#) and [HES 343](#).

~~HESIAD~~ 354. ~~Lighting and Mechanical Systems~~ Building Systems for Interior Architecture and Design. (3 Credits)

Analysis and application of lighting and mechanical systems to both residential and nonresidential spaces. Review of codes, specifications, and energy efficiency related to light and mechanical systems. Two 2.5-hour studios per week. Prerequisites: [HES 264](#), [and HES 274](#) and ~~HES 343~~.

~~HESIAD~~ 364. Interior Architecture and Design I – Residential Studio. (3 Credits)

Planning and design of interior spaces for residential applications. Technical document creation, project management, design and specification of interior architectural materials and furnishings. Two 2.5-hour studios per week. Prerequisites: [HES 264](#), [and HES 274](#), and ~~HES 324~~.

~~HESIAD~~ 365. Interior Architecture and Design II – Hospitality Studio. (3 Credits)

Planning and design of interior spaces for non-residential applications. Technical document creation, project management, design and specification of interior architectural materials and furnishings. Two 2.5-hour studios per week. Prerequisites: [HES 264](#), [and HES 274](#) ~~HES 324~~, and ~~HES 343~~.

~~HES 366~~ IAD 370. History of Interior Architecture and Design I. (3 Credits)

This course will focus on major movements, innovations and advancements with emphasis on the development of architecture, design, furniture, and materials from prehistoric to the 20th century. Students apply design language and further examine societal, political, historical, and economical influences. Impact of historic preservation on local economics and sustainable efforts is examined. (

~~HESIAD~~ 367. Interior Architecture and Design III – Corporate Studio. (3 Credits)

A comprehensive study of complex non-residential interior design problems, including advanced space planning, specification, budgets, and presentation techniques. Two 2.5-hour studios per week.

Prerequisite: [HES 365](#).

~~HESIAD 470 400. Senior Seminar~~ Portfolio Charrette. (3-1 Credits)

Human Environmental Sciences topics selected according to the interest and needs of the individual student, with study at advanced undergraduate level. Prerequisite: senior classification.

HESIAD 427. Internship. (6-3 Credits)

Approved off-campus experience with select businesses or studios under joint faculty and management supervision. Students may enroll in Internship two times. The first opportunity will be at the completion of 59 hours. Prerequisite: must be a junior or senior; approval of instructor.

~~HES-IAD 451. Special Topics in Design History~~ Stewardship of the Built Environment. (1-3 Credits)

Detailed examination of areas relating to design history including architecture, interior design, historic preservation, adaptive reuse, and sustainability of the built environment. Topic will be announced prior to the scheduling of the class. A special fee may be required according to the topic and course content. This course may be taken a maximum of 6 semester hours of credit.

HESIAD 459. Theory, Criticism, and Research in Design. (13 Credits)

Research techniques, fact finding, scholarly writing conventions, and information organization, regarding Interior Design. Aesthetic theory, research, abstraction and programming are addressed as the basis for design. Prerequisites: [HES 367](#).

HESIAD 461. Interior Design-Professional Practices and Entrepreneurship in Design. (3 Credits)

Overview of business practices and principles in the profession of interior design, including management, client, and contractor relationships, project management, proposal writing, and market resourcing.

~~HESIAD 464. Interior~~ Architecture and Design IV - Sustainability Studio. (3 Credits)

Advanced concepts of specialized commercial interior design projects, with emphasis on sustainability in hospitality, health care, and institutional or other specialized commercial design projects. Two 2.5-hour studios per week. Prerequisite: [HES 367](#).

~~HESIAD 465. Senior-Interior~~ Architecture and Design - Healthcare Studio. (3 Credits)

Advanced concept of specialized Interior Design project with emphasis on healthcare or institutional design. Two 2.5-hour studios per week. Prerequisites: [HES 459](#) and [HES 464](#) .

HESIAD 479. Continued Enrollment. (1-3 Credits)

HESIAD 497. Special Topics in ~~Human-Environmental Sciences~~Interior Architecture and Design. (1-3 Credits)

Detailed examination of a specific topic related to the disciplines in human environmental sciences.

Topic will be announced prior to the scheduling of the class. A special fee may be required according to the topic and course content. This course may be taken a maximum of two times for credit.

Prerequisite: Departmental approval.

HES-IAD 499. Independent Study-Practicum. (1-3 Credits)

Independent study, projects, or field experiences under departmental determination, supervision, and evaluation. Open to majors on approval of department chair. (Offered on sufficient demand)

IMPORTANT INFORMATION!

The implementation of using the new application tool and format “PROPOSAL FOR A NEW DEGREE PROGRAM” (below) begins with the program proposals to be included in the September 14, 2018 Commission agenda.

NEW APPLICATION TOOL FOLLOWS DIRECTLY BELOW

Alabama Commission on Higher Education

PROPOSAL FOR A NEW DEGREE PROGRAM – NEW APPLICATION TOOL

Please check one: ☒ Baccalaureate Program ☐ Graduate Program

A. General Information

1. Institution: *University of North Alabama*
2. Institutional Contact Person:
Title: *Dr. Ross Alexander*
Telephone: *(256) 765-4258*
E-mail: *ralexander3@una.edu*
3. Program Identification--
Field of Study/ Program Title: *Interior Architecture & Design*
Degree: *Bachelor of Fine Arts*
CIP Code: *04.0501*
4. Date of Proposal Submission: *Sept. 14, 2018*
5. Proposed Program Implementation Date: *Fall 2019*
6. Program Administration:
Name of College/School: *College of Arts and Sciences*
Name of Dean: *Dr. Carmen Burkhalter*
Name of Department: *Department of Visual Arts and Design*
Name of Chair: *Mr. Anthony Crisafulli*

Note: Please expand all response fields as necessary.

B. Program Purpose and Description

1. In no more than one paragraph describe the purpose of the proposed program. Please also include a brief statement regarding how the program's purpose is related to the University's mission and goals.

The core objective of the B.F.A. in Interior Architecture & Design program is to prepare well rounded students for entry-level positions in the Architecture and Design industry including Residential Design, Commercial Design, Hospitality Design, Healthcare Design, Lighting Design, Drafting and Construction Documentation, and Interior Architectural Detailing, and Product Representation. This degree will transition the interior design concentration to a stand-alone bachelor's degree which will be more comprehensive and prepare students better for careers and/or advanced degrees in the field. The addition of the Bachelor of Fine Arts in Interior Design and Architecture is in line with UNA's 2014-19 Strategic Plan, which includes the goals of building an enriched academic experience and enhancing programs that distinguish the University. The program will promote university's mission by providing students an opportunity for discovery and creative accomplishment, and a variety of outreach activities meeting the professional, civic, social, cultural, and economic development needs of the North Alabama region in the context of a global community.

2. Please provide a description of the specific kinds of employment opportunities, post-graduate professional degree programs, and other graduate programs that will be available to the graduates.

Students with the B.F.A. in Interior Architecture & Design would have the following career options:

- *Interior Architect / Interior Designer (Residential and Non-Residential)*
- *Lighting Designer*
- *Product Representative*
- *Furniture, Fixture, and Equipment (FF&E) Specifier/Designer*
- *Building Information Modeling (BIM) Designer*
- *Project Designer*
- *CAD Drafter*
- *Visualization Specialist*
- *Design Publications*
- *Event Planner and Designer*
- *Set and Trade Show Designer*
- *Retail*

Students with the B.F.A. in Interior Architecture & Design can pursue the following degrees:

- *M.F.A. in Interior Architecture & Design*
- *M.F.A. / M.S. / M.A. in Interior Design*

- *Masters in Urban & Regional Planning*
 - *Masters in Architecture*
 - *Master of Building Construction*
 - *M.S. in Consumer and Design Sciences*
 - *Ph.D in Consumer and Design Sciences*
3. Succinctly list at least four (4) but no more than seven (7) of the most prominent ***student learning outcomes*** of the program. These outcomes should lend themselves to subsequent review and assessment of program accomplishments.
- 1) *Exhibit the characteristics of well-rounded design professionals with global perspectives.*
 - 2) *Implement principles of health, safety, and general welfare in the built environment to improve quality of life.*
 - 3) *Design interior spaces that serve a wide variety of circumstances, individuals, and uses.*
 - 4) *Exhibit an understanding of the principles of sustainability as evidenced in the built environment.*
 - 5) *Produce construction documents, contract documents, and presentation media to effectively communicate design solutions.*
 - 6) *Demonstrate the ability to communicate and collaborate with related professionals in the design of residential and non-residential projects.*

C. Need for the Program

1. State need. Briefly describe why the program is specifically needed for the State of Alabama. (State need is considered a priority in the review process.)

Auburn University offers Bachelor's in Interior Architecture , and B.S. in Interior Design, and the University of Alabama offers B.S. in Interior Design. However, no other public school in the state offers a BFA in Interior Architecture and Design. While our proposed program will offer similar course work to the programs at Auburn and Alabama, our program will offer a unique combination of course work that will focus equally on interior architecture and interior design. Also, our program will be located in a different service region and will more readily allow students in the north Alabama region to pursue this degree.

The Interior Design Career Path of a Registered Interior Designer (RID) consists of 7 steps to practice in the state of Alabama.

1. Education
2. Work Experience
3. Examination
4. Certification
5. Registration
6. 10 hours of Continuing Education Units (CEU) per year
7. Yearly report of CEU's and registration renewal

The first 3 steps, Education, Work Experience and Examination, are essential in order to become an RID. The Alabama Board for Registered Interior Designer (ABRID) requires interior designers to pass the National Council for Interior Design Qualification (NCIDQ) examination to register as a RID. Therefore, professional education, such as that achieved in the B.F.A in Interior Architecture & Design curriculum, is an important step to leading a fulfilling career in Interior Design in the State of Alabama.

Registered interior designers possess both the education and experience required to solve design problems involving the built environment. A major focus of their education and experience is building the skills to enable them to design for the benefit of those who will use the spaces. Besides providing environments that are beautiful, functional, and user friendly, the registered designer has the added responsibility to address the needs of both society and the natural environment.

2. Employment Opportunities. Based on your research on the employment market for graduates of this program, please complete the following table reporting the total projected job openings (including both growth and replacement demands) in your local area, the state, the SREB region, and the nation. These job openings should represent positions that require graduation from a program such as the one proposed.

Table 1: Career and College Readiness/Preparation -- Projected Job Openings

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Total
Local	10	10	10	10	10	10	10	70
State	60	60	60	60	60	60	60	490
SREB	1,770	1,770	1,770	1,770	1,770	1,770	1,770	12,390
Nation	6,500	6,500	6,500	6,500	6,500	6,500	6,500	45,500

Please briefly describe your methodology for determining employment opportunities – projected job openings. Be sure to cite any data sources used in

formulating these projections. The actual survey instrument, detailed results, and associated data file(s) must be maintained internally by the institution for five years from the implementation date. The survey upon which the proposal is based must be available for ACHE Staff examination upon request for that five-year timeframe. The survey instrument, detailed results, or associated data file(s) should not be included in the proposal.)

National

According to the U.S. Bureau of Labor Statistics Occupational Outlook Handbook (www.bls.gov), employment of interior designers is expected to grow 4% from 2016 – 2026, comparable to all design related profession, adding about 6,500 jobs over a ten year period for a total of 45,500 jobs in 2026. Although only about 5 percent of interior designers are directly employed in the construction industry, many interior designers are dependent on that industry to generate new work projects for them. In addition to demand created by new construction, demand for interior designers will also arise from the need to remodel and renovate existing homes, commercial buildings, and other facilities, such as hospitals, hotels, and schools. For example, interior designers will be needed to help accommodate the future living needs of an aging population, especially for those people who choose to stay in their homes as they age.

SREB

SREB data for 2016 - 2026 were extracted from the Projections Central database (<http://www.projectionscentral.com/>). Similar to national data, a growth rate of approximately 4% is expected in interior design jobs in the southern region. In sum, it is projected that by 2026 there will be approximately 12,390 jobs in the southern region. Therefore, over a seven year period (2010 – 2026) there is a projected growth of an additional 1,770 interior design jobs in the southern region.

State

According to the Alabama Department of Labor (ADOL, <http://www2.labor.alabama.gov/>), the average annual growth rate for interior design and related fields are 60 positions per year and that number is expected to remain steady by 2026 for a net gain of 490. Similar to national and SREB data, a growth rate of approximately 4% is expected in interior design jobs in the state of Alabama by 2026.

Local

The Alabama Department of Labor outlines eight workforce regions. Our local area is located in Region 1, which includes the following counties: Colbert, Cullman, DeKalb, Franklin, Jackson, Lauderdale, Limestone, Lawrence, Madison, Marion, Marshall, Morgan, and Winston. A search of interior design and

related field positions resulted in 10 annual openings in our work region annually by 2026. A growth rate of approximately 4% is expected locally. In sum, the ADOL projects that there will be approximately 70 interior design jobs in our workforce region by 2026.

3. *Student Demand - Enrollment projection.* Please briefly describe your methodology for determining enrollment projections. If a survey of student interest was conducted, *please briefly describe the survey instrument, number and percentage of respondents, and summary of results.*
(The survey instrument, and associated data file(s) need not be included in the proposal. This proposal information should be maintained for ACHE Staff review for five years from the actual implementation date.)

During the upcoming academic year, UNA's Department of Human Sciences, Hospitality, and Design (HSHD) will transition all of its academic concentrations to other academic units on campus. HSHD currently offers two bachelor degree options: (1) a Bachelor of Science in Human Environmental Sciences with concentrations in Interior Design, Fashion Merchandising, and Child Development, and (2) a Bachelor of Science in Culinary, Nutrition, and Hospitality Management with concentrations in Culinary Arts, Food Service Management, Hospitality Management, and Therapeutic Nutrition.

Since these programs currently exist as concentrations, the Office of Institutional Research was able to provide enrollment data for the previous five years to assist with enrollment projections. Table 2 outlines enrollment data for the B.S. in Human Environmental Sciences with a concentration in Interior Design for the last five years. The enrollment has remained steady over the past five years. The lower enrollment in fall 2015 can be attributed to a larger than usual graduating class. Since the department has moved to the newly renovated facility beginning Spring 2017, the program is experiencing upward trend. The projected enrollment for fall 2018 is 40 plus students.

Table 2: Enrollment for B.S. in Human Environmental Sciences with a concentration in Interior Design for the previous five years.

	Fall 2013	Fall 2014	Fall 2015	Fall 2016	Fall 2017
BS in HES – Interior Design	34	34	29	36	37

In addition to these data, a survey was sent to all current HSHD students and HSHD alumni. The surveys were created, and data were collected through

Qualtrics. A link to the survey was provided to all current HSHD students and alumni via email.

HSHD Current Student Survey

The survey asked students to identify their current concentration. It asked students if they were aware that their program was a concentration and not a major. Then, using skip logic, students were asked to indicate whether they would prefer their current degree or a stand-alone major in their field of study. For example, students who indicated Fashion Merchandising was their concentration were asked if they would prefer a Bachelor of Science in Human Environmental Sciences with a concentration in Fashion Merchandising or a Bachelor of Science in Fashion Merchandising.

Then, students were asked to rate on a scale of 1 to 5 (1 = strongly disagree; 5 = strongly agree) their agreement with the following statements.

“If I had the option to pursue a bachelor’s degree with the title of my chosen field...”

- I would have more opportunities to take courses in my chosen field of study because I would not have to take courses in the HSHD common core (i.e., HES 100, HES 400).*
- It would be easier for me to explain my degree to others (e.g., my parents, peers, etc.).*
- I would be more competitive with other students in my field when seeking internship placement.*
- I would be more competitive with other students in my field when seeking employment post-graduation.*
- I would be more competitive with other students in my field when applying for graduate study.*
- I would be more likely to recommend my degree to others.*
- I believe it would be easier for UNA to recruit students to the program.*

A total of 94 current HSHD students completed the survey: Interior Design (N = 40); Culinary Arts (N = 23); Fashion Merchandising (N = 16); Hospitality Management (N = 6); and Child Development (N = 9). Sixty-seven (67%) of the respondents indicated that they were aware that they were currently pursuing a concentration and not a major. Nearly three quarters of respondents (72%) indicated that would prefer a stand-alone bachelor’s degree rather than a concentration.

As indicated in Table 3, the vast majority (ranging from 72 – 91%) of respondents agreed or strongly agreed that if they had the option to pursue a bachelor’s degree with the title of their chosen field they would have more opportunities to take courses in their chosen field of study; it would be easier to explain their degree to others; they believe they would be more competitive with other

students in their field when seeking internship placement, employment post-graduation, or when applying for graduate study; and they would be more likely to recommend their degree to others. Eighty-six (86%) of respondents indicated that they believed it would be easier for UNA to recruit students to their program if they offered a bachelor's degree with the title of their chosen field.

Table 3. HSHD Current Student Survey Responses

"If I had the option to pursue a bachelor's degree with the title of my chosen field..."	% of respondents that agreed or strongly agreed with this statement
I would have more opportunities to take courses in my chosen field of study because I would not have to take courses in the HSHD common core (i.e., HES 100, HES 400).	85%
It would be easier for me to explain my degree to others (e.g., my parents, peers, etc.).	91%
I would be more competitive with other students in my field when seeking internship placement.	72%
I would be more competitive with other students in my field when seeking employment post-graduation.	80%
I would be more competitive with other students in my field when applying for graduate study.	72%
I would be more likely to recommend my degree to others.	80%
I believe it would be easier for UNA to recruit students to the program.	86%

HSHD Alumni Survey

All current HSHD alumni were sent a similar online survey. A total of 56 HSHD alumni completed the survey: Interior Design (N = 21); Culinary Arts (N = 5); Fashion Merchandising (N = 19); Hospitality Management (N = 6); and Child Development (N = 5). Seventy-three (73%) of the respondents indicated that they were aware that they were pursuing a concentration and not a major when they were working toward their degree. Nearly three quarters of respondents (71%) indicated that they would have preferred a stand-alone bachelor's degree instead of a concentration.

As indicated in Table 4, the majority (ranging from 51 – 75%) of respondents agreed or strongly agreed that if they had earned a bachelor's degree with the title of their chosen field they would have had more opportunities to take courses in their chosen field of study; it would be easier to explain their degree to others; they believe they would have been more competitive with other students in their field when seeking internship placement, employment post-graduation, or when applying for graduate study; and they would be more likely to recommend their degree to others. Seventy-three (73%) of respondents indicated that they believe it would be easier for UNA to recruit students to their program if they offered a bachelor's degree with the title of their chosen field.

Table 4. HSHD Alumni Survey Responses

"If I had earned a bachelor's degree with the title of my chosen field..."	% of respondents that agreed or strongly agreed with this statement
I would have had more opportunities to take courses in my chosen field of study because I would not have had to take courses in the common core (i.e., HES 100, HES 400).	70%
It would be easier for me to explain my degree to others (e.g., my parents, peers, etc.).	75%
I would have been more competitive with other students in my field when seeking internship placement.	68%

I would be more competitive with other students in my field when seeking employment.	66%
I would be more competitive with other students in my field when applying for graduate study.	54%
I would be more likely to recommend my degree to others.	51%
I believe it would be easier for UNA to recruit students to the program.	73%

The responses from HSHD current students and alumni indicate that once the concentrations transition to stand-alone majors they will be more attractive to current and potential students. The expected impact on enrollment is reflected in the enrollment projections for the B.F.A in Interior Architecture & Design in the New Academic Degree Program Proposal Summary Form.

D. Specific Rationale (Strengths) for Program

What is the specific rationale (strengths) for recommending approval of this proposal? List no fewer than three (3) and no more than five (5) potential program strengths.

- 1. This is a revision of the degree offered by an existing successful and growing program.*
- 2. The existing degree is accredited by the Council for Interior Design Accreditation (CIDA), the National Association of Schools of Art and Design (NASAD), and is a founding member of the National Kitchen and Bath Association (NKBA) affiliated schools. The proposed degree is better equipped to maintain the accreditations.*
- 3. There is no other B.F.A. in Interior Architecture & Design at any other in-state public university.*
- 4. There is no other regional university in the state with a similar program.*

Please note that letters of support may be included with the proposal.

E. Similar Programs

Using the ACHE Academic Program inventory found at <http://www.ache.state.al.us/Content/Departments/Instruction/StudentInfo.aspx> List below all programs at the same degree level (by institution) that utilize the same 6-digit CIP code as the one being requested in the program proposal.

Also, list any programs at other CIP codes that may be offering similar instruction.

If there are no similar programs place a "0/none" by 1. in the listing directly below.

Note: Institutions should consult with ACHE Staff during the NISP phase of proposal development to determine what existing programs are considered duplicative of the proposed program.

The following institutions offer similar programs at this level:

- 1. Auburn University, College of Architecture, Design, and Construction offers Bachelor's in Interior Architecture (B. I. Arch.)*
- 2. Auburn University, College of Human Sciences offers a B.S. in Interior Design*
- 3. University of Alabama, College of Human Environmental Sciences offers a B.S. in Interior Design*
- 4. Samford University, School of the Arts offers a B.F.A. in Interior Design*

Please add numeration and list additional similar programs, if applicable.

If the program duplicates, closely resembles, or is similar to another program already offered in the State, provide justification for that duplication.

The new B.F.A. in Interior Architecture and Design is a restructuring of the existing B.S. in Human Environmental Sciences with a concentration in Interior Design to result in a stand-alone degree. The new degree will maintain the existing program accreditations and affiliations. The existing program has exhibited a pattern of growth that should continue, and industry demand will continue to afford job opportunities for graduates.

Also, if a graduate program, please identify and list any similar programs at institutions in other SREB states.

F. Collaboration With Other Institutions/Agencies

Does the institution plan on collaborating with other institutions in the delivery of this program?

☐ Yes

No ☒

If yes, please indicate below which institutions and describe the basis of this collaboration.

If no, please indicate your reasons why.

There is not a need to collaborate at this time. This is a revision to an existing program. Should opportunities or needs arise for potential collaborations, they will be explored.

G. Curriculum

1. Program Completion Requirements: (Enter a credit hour value for all applicable components, write N/A if not applicable)

Credit hours required in major courses	<u>64</u>
Credit hours required in minor	<u>N/A</u>
Credit hours in institutional general education or core curriculum	<u>41</u>
Credit hours required in support courses	<u>20</u>
Credit hours in required or free electives	<u>N/A</u>
Credit hours for thesis or dissertation	<u>N/A</u>
Total credit hours required for completion	<u>125</u>

2. Will this program be related to other programs at your institution?

Yes.

If so, which ones and how?

The B.F.A. in Interior Architecture & Design will be supported by foundational coursework from the Department of Visual Art and Design, including Art course work (B.F.A. / B.A. / B.S. in Art) and Fashion Merchandising & Design coursework (B.S. in Fashion Merchandising & Design).

3. Please identify any existing program, option, concentration or track that this program will replace at your institution.

B.S. in Human Environmental Sciences with a concentration in Interior Design

4. Is it likely that this program will reduce enrollments in other graduate programs at your institution? If so, please explain.

N/A

5. If this is a graduate program, please list any existing undergraduate programs at the institution which are directly or indirectly related to the proposed graduate program. If this is a doctoral proposal, also list related master's programs at your institution.

N/A

6. Please complete the table below indicating the proposed program's courses. Include the course number, and number of credits. (If feasible/useful, please group courses by sub-headings within the table.)

Course Number and Title	Number of Credit Hours	* If New Course
AR 231 - Design I	3	
AR 232 - Design II	3	
Advanced Art Studio Elective	3	
FASH 341(W) - Textiles and Materials	3	
Electives	4	
IAD 260 - Architectural Documentation I	3	
IAD 261 - Interior Architecture and Design Seminar	3	
IAD 264 - Architectural Documentation II	3	
IAD 274 - Space, Form, and Concept	3	
IAD 280 - Interior Details: Furniture and Millwork Design	3	*
IAD 310 - Construction Technology	3	
IAD 323 - Building Materials and Codes	3	
IAD 343 - Architectural Documentation III	3	
IAD 345 - Visual Communication of the Built Environment	3	
IAD 354 - Building Systems for Interior Architecture + Design	3	
IAD 364 - Interior Architecture & Design I - Residential Studio	3	
IAD 365 - Interior Architecture & Design II - Hospitality Studio	3	
IAD 367 - Interior Architecture & Design III - Corporate Studio	3	
IAD 370 - History of Interior Architecture & Design I	3	
IAD 375 - History of Interior Architecture & Design II	3	*
IAD 400 - Internship Orientation	1	*
IAD 427 - Internship	3	
IAD 450 - Stewardship of the Built Environment	3	

IAD 459 - Theory, Criticism, and Research in Design	3	
IAD 461 - Interior Architecture & Design Professional Practices	3	
IAD 464 - Interior Architecture & Design IV - Sustainability Studio	3	
IAD 465 - Interior Architecture + Design IV - Healthcare Studio	3	
IAD 470 - Portfolio Charrette	3	

7. Enumerate and briefly describe any additional requirements such as preliminary qualifying examination, comprehensive examination, thesis, dissertation, practicum or internship, some of which may carry credit hours included in the list above.

IAD 427 - Internship: this course is a required 350-hour industry internship.

IAD 470 - Portfolio Charrette: a comprehensive exit exam will be administered in this course.

8. Does the program include any options/concentration. If so, please describe the purpose and rationale and list the courses in the option.

The program does not include any options/concentration.

9. State and list if the program has any special admission requirements. If none, state: "The program has no special admission requirements".

The program has no special admission requirements.

H. Program Review and Assessment

In the final analysis, the institution and its governing board are accountable for the quality, utility and productivity of this and all other programs of instruction.

With this in mind, please describe the procedures that will be used in assessing the program's outcomes.

Be sure to include:

1. An assessment process for the student learning outcomes;

The final portfolio and exit exam will use an assessment rubric to assess each student's mastery of the stated student learning outcomes. Student learning outcomes are reviewed and assessed periodically to ensure continued compliance with CIDA and NASAD accreditation standards.

2. A follow-up plan to determine accomplishments of graduates such as obtaining relevant employment or being admitted to a masters or doctoral program (graduate or professional).

The program will disseminate a survey to all of its graduates at one year post-graduation. This survey will gather data related to employment status and graduate degree enrollment or attainment.

I. Accreditation

If there is a recognized (USDE or CHEA) or other specialized accreditation agency for this program, please identify the agency and explain why you do or not plan to seek accreditation. If there is no accrediting or similar body for this degree program state as such in your response.

The B.S. in Human Environmental Sciences with a concentration in Interior Design is currently accredited by the Council for Interior Design Accreditation (CIDA) and the National Association of Schools of Art and Design (NASAD). The program is also a founding member for the National Kitchen and Bath Association (NKBA - formerly an accrediting body) affiliated schools. We will continue to seek accreditation for our programs in this area.

J. Instructional Delivery Method

1. Describe which instructional delivery methods will be utilized in delivering this program.

The B.F.A. in Interior Architecture & Design is a combination of studio and seminar courses (18 studio courses, 11 seminar courses). Studio courses generally meet five hours a week, and seminar courses meet two to three hours a week. 80% (or more) of the program is taught in class.

2. If distance technology is being utilized, indicate an approximate percent of the total program's courses offered that will be provided by distance education:

20% or less.

3. If distance education is not being utilized, please explain why not.

N/A

K. Resource Requirements

1. Faculty. Do not attach the curriculum vitae of each existing or additional faculty members to this proposal. (The institution must maintain and have current and additional primary and support faculty curriculum vitae available upon ACHE request for as long as the program is active.) *Please do provide a brief summary of Faculty and their qualifications specific to the program proposal.*

Dhrumil Patel, M.F.A. – *Mr. Patel received the M.F.A. in Interior Architecture and Design from Academy of Art University in 2015 and the Master of Community Planning from Auburn University in 2007. He taught at Auburn*

University from 2005-2007 and joined the UNA Interior Architecture and Design faculty in 2007. His current rank is Associate Professor and his primary areas of interest include design technology and sustainability. Mr. Patel had five years of industry experience prior to moving into higher education, and has been involved with professional industry organizations such as Interior Design Educators Council (IDEC), the National Kitchen & Bath Association (NKBA), the American Family and Consumer Science Association (AAFCS), the Alabama American Family and Consumer Science Association (ALAFCS), the Environmental Design and Research Association (EDRA), and Energy Alabama. At UNA, Mr. Patel is the CAD Lab Supervisor and serves on various committees including the UNA Center for Sustainability and the Graphic Standards Committee. Mr. Patel has mentored several students who have received recognition at state and national student interior design competitions.

Kendra McLain, M.F.A. – Ms. McLain received the M.F.A. in Interior Design from the Savannah College of Art and Design in 2012. Prior to teaching at UNA full-time, she worked for Interior Design Associates (IDA) in Nashville, Tennessee, an award-winning interior design firm. While working full-time at IDA, she also taught UNA Interior Design studios online as an adjunct instructor. Ms. McLain joined the UNA Interior Design faculty full-time in 2015 and is currently an Assistant Professor. Her areas of interest include design for special populations, and historic preservation/adaptive reuse. She has been involved with professional industry organizations such as the International Interior Design Association (IIDA), the National Kitchen & Bath Association (NKBA), and the American Family and Consumer Science Association (AAFCS), and the American Society of Interior Designers (ASID). At UNA, Ms. McLain is an Interior Design student advisor and faculty advisor for the student chapters of IIDA and the Interior Design Organization (IDO). Ms. McLain has mentored several students who have received recognition at state student interior design competitions.

Jen Kennedy, M.F.A. – Ms. Kennedy is a full-time NCIDQ certified (2006), registered (2007) interior designer at Lambert, Ezell, Durham Architects in Florence, Alabama. She currently teaches the Professional Practices course as an adjunct instructor. She received the Bachelor of Interior Design from Louisiana Tech University in 2002. Ms. Kennedy has over 16 years of industry experience. Additionally, served as the President of the Louisiana state chapter of the American Society of Interior Designers in 2005.

a) Please provide faculty counts for the proposed program:

Status	Faculty Type	
	Primary	Support
Current- Full Time	2	
Current-Part Time		1
Additional-Full Time (to be hired)		
Additional-Part Time (to be hired)		1-2

b) Briefly describe the qualifications of new faculty to be hired.

1. *Registered Interior Designer or Architect with documented experience in the industry.*
2. *NKBA certified Interior Designer with NKBA kitchen and bath design experience.*

2. Equipment. Will any special equipment be needed specifically for this program?

☐ Yes ☒ No

If "Yes", please list:

The cost of the new equipment should be included in the table following (Section K.).

3. Facilities. Will any new facilities be required specifically for the program?

☐ Yes ☒ No

If "Yes", please list. Only new facilities need be listed. Their cost should be included in the table following (Section K.).

4. Library. Are there sufficient library resources to support the program?

☒ Yes ☐ No

Please provide a brief description of the current status of the library collections supporting the proposed program.

Overview of the Library

The libraries at the University of North Alabama (UNA) currently house more than 350,000 cataloged volumes, including 56,658 bound periodical volumes. The libraries' holdings also include 1,082,476 microform units (including government documents in microform) and 469,260 electronic books. The libraries provide access to more than 32,000 periodical titles, the vast majority in electronic format. The libraries' physical collection of audiovisual and other media materials contains over 12,000 items; physical holdings are supplemented by more than 77,000 streaming videos and thousands of streaming audio files. The libraries

also provide access to over 180 electronic databases, including the databases of the Alabama Virtual Library. The libraries' collections are enhanced by UNA's participation in the Network of Alabama Academic Libraries (NAAL), LYRASIS (the nation's largest regional membership organization serving libraries), and the Online Computer Library Center (OCLC). Materials not available locally can be obtained through interlibrary loan (ILL) services, which are made available to students and faculty free of charge.

Collier Library provides over 70 network-connected public workstations with a broad range of productivity software installed. Three workstations are connected to flatbed scanners and two are equipped with hardware and software to aid persons with visual impairment. Printing services, in-library checkout of laptop computers, and course reserves are available for student and faculty convenience.

Collier Library's professional staff includes eight full-time librarians, all with American Library Association accredited master's degrees. In addition to individual responsibilities by position, librarians act as liaisons to academic departments and facilitate selection of new materials within assigned subject areas. Instructional services available for UNA faculty and students include information literacy and research assistance sessions tailored to course content, virtual instruction sessions delivered via UNA's course management software (Canvas), and librarians embedded semester-long in online or hybrid courses. Research consultations (scheduled one-on-one or small group meetings with a librarian) are also offered in person, by telephone, or online. Periodicals and Databases: The University Libraries currently subscribes to a number of serial titles available both in print and electronically.

The library provides access to all major industry related scholarly journals as well as subscriptions to industry periodicals. If additional books are required, the library is able to provide. It is our conclusion that the current library collections provide excellent support for the program.

Industry related Scholarly Journals include: The Journal of Interior Design, The Journal of Architecture, Design Issues, Architectural Design, Architectural Theory Review, ARQ: Architectural Research, The Journal of Design History, The Journal of the Society of Architecture, The Design Journal, The International Journal of Architecture, Lighting Research and Technology, Building Research and Information, Journal of Building Performance, Energy and Building, Architectural Engineering and Design, etc.

Additionally, the Interior Design program has an in-house resource library with fabric books, flooring books, paint decks, etc. It is supported by architectural/interior design firms, as well as industry product manufacturers. UNA student members of industry related professional organizations keep the library stocked and organized.

If “No”, please briefly describe how any deficiencies will be remedied; include the cost in the table following (Section K.).

5. Assistantships/Fellowships. Will you offer any assistantships specifically for this program?

☐ Yes ☒ No

If “Yes”, how many assistantships will be offered? Be sure to include the amount in the table following

Number of assistantships offered

Be sure to include the cost of assistantships in the table following (Section K.).

0

6. Program Budget. The proposal projected that a total of \$ in estimated new funds will be required to support the proposed program.

A projected total of \$ 0 will be available to support the new program.

L. New Academic Degree Program Proposal Summary Form

- In the following “NEW ACADEMIC DEGREE PROGRAM PROPOSAL SUMMARY” table, please provide a realistic estimate of the costs of the program.
- This should only include the additional costs that will be incurred, not current costs.
- Indicate the sources and amounts of funds available for the program’s support.
- DO NOT LEAVE ANY PORTION/SOURCES OF THE NEW FUNDS OR FUNDS AVAILABLE BLANK. ENTER “\$0” IF THERE ARE NO NEW FUNDS NEEDED OR NO FUNDS AVAILABLE.
- THERE MUST BE AN ACTUAL DOLLAR AMOUNT PROVIDED FOR TUITION, SINCE THOSE FIGURES REPRESENT PROJECTED ENROLLED STUDENTS.
- **If it is stated that new funds are requested or if it is a reallocation of resources, please explain directly below from what source(s) the funds for the proposed new program, (e.g. faculty, equipment, etc.) will be attained.**

- If tuition is used to support the program, what start-up revenue source will be used to initiate the program.

Also, include enrollment and completer projections.

- New enrollment headcounts are defined as **unduplicated** counts across years. For example, if “Student A” would be initially enrolled in the program in year 2, and again is enrolled in the program in years 4 and 5; “Student A” is only counted in the new enrollment headcount in year 2.
- Total enrollment headcounts represent the actual number of students enrolled (both part-time and full time each year. This is a **duplicated** count).

NEW ACADEMIC DEGREE PROGRAM PROPOSAL SUMMARY								
INSTITUTION: University of North Alabama								
PROGRAM: B.F.A. in Interior Architecture + Design								
ESTIMATED NEW FUNDS REQUIRED TO SUPPORT PROPOSED PROGRAM								
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	TOTAL
FACULTY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LIBRARY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FACILITIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
EQUIPMENT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
STAFF	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ASSISTANTSHIPS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
OTHER	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SOURCES OF FUNDS AVAILABLE FOR PROGRAM SUPPORT								
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	TOTAL
INTERNAL REALLOCATIONS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
EXTRAMURAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TUITION	\$249,300*	\$249,300	\$249,300	\$249,300	\$249,300	\$249,300	\$249,300	\$1,745,100
TOTAL	\$249,300*	\$249,300	\$249,300	\$249,300	\$249,300	\$249,300	\$249,300	\$1,745,100
ENROLLMENT PROJECTIONS								
<i>Note: "New Enrollment Headcount" is defined as unduplicated counts across years.</i>								
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	6-YEAR AVERAGE
FULL TIME HEADCOUNT	Year 1 - No data reporting required	30	28	30	30	30	30	29.67
PART TIME HEADCOUNT	Year 1 - No data reporting required	2	2	3	3	4	4	3
TOTAL HEADCOUNT	Year 1 - No data reporting required	32	30	33	33	34	34	32.67
NEW ENROLLMENT HEADCOUNT	Year 1 - No data reporting required	5	2	2	2	2	2	2.5
DEGREE COMPLETION PROJECTIONS								
<i>Note: Do not count Lead "0"s and Lead 0 years in computing the degree completions projections average.</i>								
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	AVERAGE
DEGREE COMPLETION PROJECTIONS	Year 1 - No data reporting required	5	6	7	8	9	10	7.5

*Calculated as \$4,155 (in state tuition) per semester X 2 for fall and spring (\$8,310) X 30 students

Undergraduate Curriculum Committee Curriculum Change Proposal Form

College Name: College of Arts & Sciences

Department Name: Visual Art & Design

Item(s) to be considered by the Undergraduate Curriculum Committee: (please check all spaces relevant to this proposed change)

- | | | |
|--|-------------------------------------|---|
| <input type="checkbox"/> Proposed New Course(s)–attach one page syllabus | <input checked="" type="checkbox"/> | Change in Course Description |
| <input type="checkbox"/> Addition Of/Change in Course Fee | <input type="checkbox"/> | *New Major/Option/Concentration/Minor |
| <input type="checkbox"/> Cross Listing of Course | <input type="checkbox"/> | *Revised Major/Option/Concentration/Minor |
| <input type="checkbox"/> Inactivation of Course | <input type="checkbox"/> | *New/Revised Certificate Program |
| <input type="checkbox"/> *Merger of Major/Option/Concentration/Minor | <input type="checkbox"/> | Revised Admission Requirement |
| <input type="checkbox"/> Revised Course Number/Title/Credit/Prerequisite | <input type="checkbox"/> | Editorial Change |
| <input type="checkbox"/> Other | <input type="checkbox"/> | **Change to General Education Component |

Will this proposal result in the need for a revised Faculty Credentials Certification Form? Yes ☒ No ☐

If yes, for whom: Kendra McLain and Dhrumil Patel

Will the change require additions or deletions to the Major's Course List? Yes ☐ No ☒

List courses that will be added or deleted for EACH major affected by the curriculum change (see current Major's Courses List). Include major, course number, and title (e.g., "Add to Biology and Marine Biology – BI 498 Study of Pelagic Birds. _____

Brief Description and Rationale – (1) include catalog course prefix, proposed number, credit hours, title, description, prerequisite, if any; (2) include relevant information concerning UNA's mission and goals, student learning opportunities, impact on existing programs and financial implications (you must attach a copy of the current catalog page(s) with all suggested changes made using the *Guidelines and Style Manual*):

To align with the proposed B.F.A. in Interior Architecture & Design (IAD) and to adopt a more consistent course description format, the existing courses in the Interior Design concentration of the B.S. in Human Environmental Sciences (HES) should include revisions to the following course descriptions (catalog revisions attached). Please note that the general content of these courses will not change.

IAD 260	Architectural Documentation I
IAD 261	Interior Architecture & Design Seminar
IAD 264	Architectural Documentation II
IAD 274	Space, Form, & Concept
IAD 310	Construction Technology
IAD 323	Building Materials and Codes
IAD 343	Architectural Documentation III
IAD 345	Visual Communication of the Built Environment
IAD 364	Interior Architecture and Design I – Residential Studio
IAD 365	Interior Architecture and Design II – Hospitality Studio
IAD 367	Interior Architecture and Design III – Corporate Studio
IAD 370	History of Interior Architecture and Design I
IAD 427	Internship
IAD 451	Stewardship of the Built Environment
IAD 459	Theory, Criticism, & Research in Design
IAD 461	Professional Practices and Entrepreneurship in I.A.D.
IAD 464	Interior Architecture and Design IV – Sustainability Studio
IAD 465	Interior Architecture and Design V – Healthcare Studio
IAD 470	Portfolio Charrette
IAD 497	Special Topics in Interior Architecture and Design

Proposed Banner Course Title (30 character maximum): _____

The proposed change(s) will be effective beginning: _____

Fall semester 2019 year

If Addition of/Change in Course Fee, provide justification: _____

List the departments or programs on campus consulted on the issues of duplication, overlap, or impact on program: Fashion Merchandising and Design, Art


09/13/2018

Date Approved by Department Curriculum Committee

 9.13.18
Chair's Signature

10/16/2018

Date Approved by College Curriculum Committee***


Academic Dean's Signature***

*Proposals within this category require submission and approval by ACHE. Consult ACHE website for appropriate form for submission with UCC form.

**Proposals within this category require submission to the VPAA for transmittal to the Gen Ed Work Group (GEWG) prior to Curriculum Committee consideration.

**Courses that are not specific to an academic department/college must be submitted through the VPAA Office and approved by the Council of Academic Deans prior to submission to the NTICC/Curriculum Committee.

IAD – Interior Architecture and Design (IAD)

IAD 260. Architectural Documentation I. (3 Credits)

This course focuses on the development of sketching, ideation, and visual communication skills utilizing various manual techniques. Students will be introduced to hand-drafting, tools, techniques, and creation of construction documentation. Two 2.75-hour studios per week. Special Fee: \$30.00.
(Spring/Fall)

IAD 261. Interior Architecture and Design Seminar. (3 Credits)

This course provides an overview of the profession of interior architecture and design; certifications and registrations, legislation, professional organizations, and industry leaders, history and practice of interior design, introduction to color theory, and to the principles and elements of design, design process, design communication, and contemporary issues in architecture and interior design. (Fall)

IAD 264. Architectural Documentation II. (3 Credits)

This course is an introduction to the principles of technical drawing and computer aided design/drafting for the creation of construction documents, hand drafting, and computer aided design. Focus is placed on architectural documentation creation with AutoCAD and SketchUp. Two 2.75-hour studios per week. Special Fee: \$30.00. (Spring)

IAD 274. Space, Form, and Concept. (3 Credits)

This course is an introduction to the principles and application of space planning, residential and non-residential design, form and volume, and concept development. Design basics including 2D and 3D space and composition, and problem-solving methods are examined. Students create a variety of solutions for a problem and present concepts to scale using sketches and models. Two 2.75-hour studios per week. Special Fee: \$30.00. (Spring)

IAD 310. Construction Technology. (3 Credits)

This course introduces principles of the construction process, building materials, specification, and construction document creation. This course will emphasize Emphasis is placed on contemporary

trends in residential and commercial construction with considerable focus on different building types, structure, and energy efficient ~~and~~ high-performance building. Two 2.75-hour studios per week.

Course fee: \$30.00. (Fall)

IAD 323. Building Materials and Codes. (3 Credits)

This course ~~Provides~~ knowledge ~~and for the~~ selection of materials and finishes appropriate in residential and non-residential applications. Fire, health and safety codes, accessibility guidelines, as well as durability, maintenance, and life cycle costs will be discussed. (Fall)

IAD 343. Architectural Documentation III. (3 Credits)

~~Development of~~ This course explores presentation techniques for interior design, plan and elevation studies, three-dimensional drawings, and renderings. ~~Application of computer-aided design software for interior design documentation creation~~ Emphasis is placed on architectural documentation creation with Revit Architecture. Two 2.75-hour studios per week. Prerequisites: HESIAD 264. Course fee: \$30.00. (Fall)

IAD 345. Visual Communication of the Built Environment. (3 Credits)

~~Develop ability~~ This course encourages the development of ~~to use~~ imaging software skills related to the visual communication of the built environment. Students learn to improve digital techniques for color presentation, and to integrating various media resources. Graphic design principles will be emphasized. Through the exploration of digital media each student will discover a higher level of creativity and self-expression through exercises that transform the written word into visual message. Two 2.75-hour studios per week. Prerequisites: HESIAD 343. Course fee: \$30.00. (Spring)

IAD 354. Building Systems for Interior Architecture and Design. (3 Credits)

This course ~~Analysis-analyzes the~~ and application of lighting and mechanical systems ~~to in~~ both residential and non-residential ~~spaces~~ environments. Emphasis is placed on ~~Review of architectural documentation~~, codes, specifications, and energy efficiency related to lighting and mechanical systems. Two 2.75-hour studios per week. Prerequisites: HESIAD 264, and HESIAD 274. Course fee: \$30.00. (Fall)

IAD 364. Interior Architecture and Design I – Residential Studio. (3 Credits)

This course emphasizes the ~~P~~planning and design of ~~interior spaces for residential applications environments.~~ Technical-construction document creation, project management, design and

specification of interior architectural materials, ~~and~~ furnishings, ~~and equipment~~. Focus is placed on National Kitchen and Bath Association (NKBA) standards. Two 2.75-hour studios per week.

Prerequisites: HESIAD 264, and HESIAD 274. Course fee: \$30.00. (Spring)

IAD 365. Interior Architecture and Design II – Hospitality Studio. (3 Credits)

~~This course emphasizes the P~~planning and design of ~~interior spaces for non-residential hospitality applications~~environments, ~~Technical construction~~ document creation, project management, design and specification of interior architectural materials ~~and~~ furnishings, ~~and equipment~~. Two 2.75-hour studios per week. Prerequisites: HESIAD 264, and HESIAD 274. Course fee: \$30.00. (Fall)

IAD 367. Interior Architecture and Design III – Corporate Studio. (3 Credits)

~~A~~This course is a comprehensive study of complex ~~non-residential~~corporate environments~~interior design problems~~, including advanced space planning, specifications, ~~budgets~~health and human response to the built environment, and presentation techniques. Two 2.75-hour studios per week.

Prerequisite: HESIAD 365. Course fee: \$30.00. (Spring)

IAD 370. History of Interior Architecture and Design I. (3 Credits)

This course will focus on major movements, innovations and advancements with emphasis on the development of architecture, interior design, furniture, and materials from prehistoric to the ~~20th-century renaissance~~. Students will apply design language and further examine societal, political, historical, and economical influences. ~~Impact of historic prevservation on local economics and sustainable efforts is examined.~~(Summer)

IAD 427. Internship. (3 Credits)

This course is an Approved off-campus experience with select ~~businesses~~firms or studios under joint faculty and management supervision. Students may enroll in Internship two times. The first opportunity will be at the completion of 59 credit hours. Prerequisite: must be a junior or senior; approval of instructor. (Summer)

IAD 451. Stewardship of the Built Environment. (3 Credits)

This course is a Detailed examination of historic preservation and adaptive reuse for interior architecture and interior design. Emphasis is placed on social, economic, and sustainable principles. Introduction to historic building evaluation, materials, and preservation techniques and process. ~~areas relating to design history including architecture, interior design, historic preservation, adaptive reuse,~~

~~and sustainability of the built environment. Topic will be announced prior to the scheduling of the class. A special fee may be required according to the topic and course content. This course may be taken a maximum of 6 semester hours of credit.~~ (Summer)

IAD 459. Theory, Criticism, and Research in Design. (3 Credits)

~~This course examines R~~research techniques, fact finding, scholarly writing ~~conventions, and~~ information organization, ~~and advanced design theory, regarding Interior Design for interior architecture and design.~~ Aesthetic theory, research, abstraction and programming are addressed as the basis for design. ~~Students will conduct pre-design investigation for IAD 465 Interior Architecture and Design V – Healthcare Studio.~~ Prerequisites: [HESIAD 367](#). (Fall)

IAD 461. Professional Practices and Entrepreneurship in Design. (3 Credits)

~~This course is an O~~verview of ~~business-professional~~ practices and principles in ~~interior architecture and design-the profession of interior design,~~ including management, client, and contractor relationships, project management, proposal writing, and market resourcing. ~~Examination of entrepreneurship in interior architecture and design is included.~~ (Fall)

IAD 464. Interior Architecture and Design IV – Sustainability Studio. (3 Credits)

~~This course examines A~~advanced concepts of specialized commercial ~~environments interior design-projects,~~ with ~~an~~ emphasis on sustainability ~~in hospitality, health care, and institutional or other specialized commercial design projects.~~ Two 2.75-hour studios per week. Prerequisite: [HESIAD 367](#). Course fee: \$30.00. (Fall)

IAD 465. Interior Architecture and Design - Healthcare Studio. (3 Credits)

~~This course examines A~~advanced concepts of specialized ~~Interior Design project with emphasis on environments for~~ healthcare or ~~institutional design~~ ~~special populations.~~ Two 2.75-hour studios per week. Prerequisites: [HESIAD 459](#) and [HESIAD 464](#). Course fee: \$30.00. (Spring)

IAD 470. Portfolio Charrette. (3 Credits)

~~This course is a review of previous student projects with the intent of preparing a final student portfolio. Emphasis is placed on the creation of personal branding, resume packages, and physical and digital student portfolios. Physical and digital portfolio types are examined.~~ ~~Human-Environmental Sciences topics selected according to the interest and needs of the individual student, with study at advanced undergraduate level.~~ Prerequisite: senior classification. (Spring)

IAD 479. Continued Enrollment. (1-3 Credits)

IAD 497. Special Topics in Interior Architecture and Design. (1-3 Credits)

This course is a Ddetailed examination of a specific topic related to the disciplines ~~in human-environmental sciences~~of interior architecture and design. Topics will be announced prior to the scheduling of the class. A special fee may be required according to the topic and course content. This course may be taken a maximum of two times for credit. Prerequisite: Departmental approval.

IAD 499. Independent Study-Practicum. (1-3 Credits)

Independent study, projects, or field experiences under departmental determination, supervision, and evaluation. Open to majors on approval of department chair. (Offered on sufficient demand)

**Undergraduate Curriculum Committee
Curriculum Change Proposal Form**

College Name: College of Arts & Sciences

Department Name: Visual Art & Design

Item(s) to be considered by the Undergraduate Curriculum Committee: (please check all spaces relevant to this proposed change)

- | | |
|---|--|
| <input checked="" type="checkbox"/> Proposed New Course(s)—attach one page syllabus | <input type="checkbox"/> Change in Course Description |
| <input type="checkbox"/> Addition Of/Change in Course Fee | <input type="checkbox"/> *New Major/Option/Concentration/Minor |
| <input type="checkbox"/> Cross Listing of Course | <input type="checkbox"/> *Revised Major/Option/Concentration/Minor |
| <input type="checkbox"/> Inactivation of Course | <input type="checkbox"/> *New/Revised Certificate Program |
| <input type="checkbox"/> *Merger of Major/Option/Concentration/Minor | <input type="checkbox"/> Revised Admission Requirement |
| <input type="checkbox"/> Revised Course Number/Title/Credit/Prerequisite | <input type="checkbox"/> Editorial Change |
| <input type="checkbox"/> Other | <input type="checkbox"/> **Change to General Education Component |

Will this proposal result in the need for a revised Faculty Credentials Certification Form? Yes ☒ No ☐

If yes, for whom: Kendra McLain, Dhrumil Patel

Will the change require additions or deletions to the Major's Course List? Yes ☐ No ☒

List courses that will be added or deleted for EACH major affected by the curriculum change (see current Major's Courses List). Include major, course number, and title (e.g., "Add to Biology and Marine Biology – BI 498 Study of Pelagic Birds. _____

Brief Description and Rationale – (1) include catalog course prefix, proposed number, credit hours, title, description, prerequisite, if any; (2) include relevant information concerning UNA's mission and goals, student learning opportunities, impact on existing programs and financial implications (you must attach a copy of the current catalog page(s) with all suggested changes made using the *Guidelines and Style Manual*):

To align with the proposed B.F.A. in Interior Architecture & Design (IAD), the following proposed new courses are recommended (catalog revisions and course syllabi are attached):

IAD 250. Creative Workshop (1). This course will focus on creative concept development, production, and presentation. Students will use research and various methods of ideation to solve a specified design problem with an emphasis on collaboration and creativity. (Offered upon sufficient demand)

- *This course would be an elective option offered upon sufficient demand.*
- *Banner: Creative Workshop*

IAD 280. Interior Details: Furniture and Millwork Design (3). This course trains students to design and model their own piece of furniture. Students will work on full-size models and prototypes to develop a sense of human scale and proportion and explore a variety of materials and techniques to gain a basic understanding of furniture & millwork construction and manufacturing. While developing individual projects, students will experience all stages of the design process, including research, ideation, development, testing, refinement, prototyping, documentation and presentation. (Spring)

- *This course will give UNA Interior Architecture and Design graduates an edge in the job market.*
- *Banner: Furniture and Millwork Design*

IAD 380. History of Interior Architecture and Design II (3). This course will focus on major movements, innovations, and advancements with emphasis on the development of architecture, interior design, furniture, and materials from the renaissance through post-

modern periods. Students will apply design language and further examine societal, political, historical, and economical influences. (Summer)

- Per requirement of NASAD accreditation, the Interior Architecture and Design program should have 10% art or design history courses. This course is an effort to better align with this requirement and to give students a more efficient interior architecture and design history requirement.
- Banner: History of I.A.D. II

IAD 400. Internship Orientation (1). This course will focus on preparation for securing and completing the required 350-hour Interior Architecture & Design internship (IAD 427). Students will create resume packages, practice interview skills, and research and apply for industry internships. (Spring)

- This course will allow Interior Architecture and Design students to work more closely with faculty to prepare for and secure meaningful internships.
- Banner: Internship Orientation

IAD 475. Certification Workshop (3). This course will present a detailed examination of industry certifications and focus on preparation for the IDFX Fundamentals portion of the NCIDQ exam. Prerequisite: senior classification. (Offered on sufficient demand.)

- This course would be an elective option offered upon sufficient demand. A goal of the Interior Architecture and Design program is to increase the rate of NCIDQ certified (registered interior designers) alumni by 25%. This course would facilitate preparation for the first portion of the NCIDQ exam (IDFX Fundamentals Exam) that seniors and alumni are permitted to take prior to the required years of experience to take the practicum portion of the exam.
- Banner: Internship Orientation

Proposed Banner Course Title (30 character maximum): _____

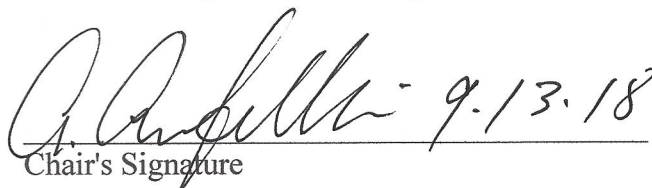
The proposed change(s) will be effective beginning: Fall semester 2019 year

If Addition of/Change in Course Fee, provide justification: _____

List the departments or programs on campus consulted on the issues of duplication, overlap, or impact on program: N/A

09/13/2018

Date Approved by Department Curriculum Committee

 9.13.18
Chair's Signature

10/16/2018

Date Approved by College Curriculum Committee***


Academic Dean's Signature***

*Proposals within this category require submission and approval by ACHE. Consult ACHE website for appropriate form for submission with UCC form.

**Proposals within this category require submission to the VPAA for transmittal to the Gen Ed Work Group (GEWG) prior to Curriculum Committee consideration.

***Courses that are not specific to an academic department/college must be submitted through the VPAA Office and approved by the Council of Academic Deans prior to submission to the NTICC/Curriculum Committee.

IAD 250 - CREATIVE WORKSHOP

Faculty Name • Faculty Email • Faculty Extension • Faculty Office • **Syllabus Revision:** August 2018

Times: ----- • **Location:** ----- • **Office Hours:** -----

Course Description:

This course will focus on creative concept development, production, and presentation. Students will use research and various methods of ideation to solve a specified design problem with an emphasis on collaboration and creativity. (1 Credit Hour, Offered upon sufficient demand)

Course Textbooks:

N/A

Course Requirements:

Students will need access to PowerPoint, Canvas, and a good search engine (Google Chrome is recommended). Due to the unreliability of flash drives, the Interior Design program requires that student work be saved on OneDrive, Google Drive, or Dropbox. It may be necessary to purchase more space as you go along, but this is the safest place to save work. An external hard drive is also recommended to backup work saved online. **External storage devices are not permitted in the McKinney Center computer labs.**

Portfolio Project(s): TBD

Course Objectives:

Student work will demonstrate the ability to:

1. Examine design process and creative process.
2. Identify methods of ideation.
3. Explore concept development.
4. Work collaboratively toward a creative solution to a given problem.
5. Execute a creative solution to a given problem.

Course Standards:

The Council for Interior Design Accreditation (CIDA) has outlined professional standards appropriate knowledge and skills for students to enter the design field in an entry-level interior design practice (2018). This course will include sections of the following standards:

Standard 5 - Collaboration
Standard 9 - Communication
Standard 12 - Light & Color

Standard 8 - Design Process
Standard 11 - Design Elements and Principles



IAD 280 - INTERIOR DETAILS: FURNITURE & MILLWORK DESIGN

Faculty Name • Faculty Email • Faculty Extension • Faculty Office • **Syllabus Revision:** August 2018

Times: ----- • **Location:** ----- • **Office Hours:** -----

Course Description:

This course trains students to design and model their own piece of furniture. Students will work on full-size models and prototypes to develop a sense of human scale and proportion and explore a variety of materials and techniques to gain a basic understanding of furniture & millwork construction and manufacturing. While developing individual projects, students will experience all stages of the design process, including research, ideation, development, testing, refinement, prototyping, documentation and presentation. (3 Credit Hours, Spring)

Course Textbooks:

Natale, Christopher (2009), *"Furniture Design and Construction for Interior Design (First Edition)"* Fairchild Books. ISBN 9781563675652.

Course Requirements:

Students will need access to PowerPoint, Canvas, and a good search engine (Google Chrome is recommended). Due to the unreliability of flash drives, the Interior Design program requires that student work be saved on OneDrive, Google Drive, or Dropbox. It may be necessary to purchase more space as you go along, but this is the safest place to save work. An external hard drive is also recommended to backup work saved online. **External storage devices are not permitted in the McKinney Center computer labs.**

Portfolio Project(s): TBD

Course Objectives:

Student work will demonstrate the ability to:

1. Apply human factors, ergonomics, and universal design principles to design solutions.
2. Identify and define issues relevant to the design problem.
3. Execute the design process: pre-design, schematic design, and design development.
4. Synthesize information to generate evidenced-based design solutions.
5. Explore and iterate multiple ideas.
6. Design original and creative solutions.
7. Design and specify a broad range of appropriate products, materials, objects, and elements in support of the design intent.

Student work will demonstrate an understanding of:

1. How furnishings, objects, materials, and finishes work together to support the design intent.
2. Typical fabrication, installation methods, and maintenance requirements.
3. Appropriate design or specification of products and materials in relation to project criteria and human and environmental wellbeing.
4. How to select and apply products and materials on the basis of their properties and performance criteria, including ergonomics, environmental attributes, life safety, and life cycle cost.

Course Standards:

The Council for Interior Design Accreditation (CIDA) has outlined professional standards appropriate knowledge and skills for students to enter the design field in an entry-level interior design practice (2018). This course will include sections of the following standards:

Standard 5 - Collaboration
Standard 8 - Design Process

Standard 7 - Human-Centered Design
Standard 9 - Communication



IAD 375 - HISTORY OF INTERIOR ARCHITECTURE & DESIGN II

Faculty Name • Faculty Email • Faculty Extension • Faculty Office • **Syllabus Revision:** August 2018

Times: ----- • **Location:** ----- • **Office Hours:** -----

Course Description:

This course will focus on major movements, innovations, and advancements with emphasis on the development of architecture, design, furniture, and materials from the renaissance through post-modern periods. Students will apply design language and further examine societal, political, historical, and economical influences. (3 Credit Hours, Summer)

Course Textbook:

Ireland, Jeannie (2018), *"History of Interior Design (Second Edition)."* Fairfield Books. ISBN 978-1501319884.

Course Requirements:

Students will need access to PowerPoint/InDesign, Canvas, and a good search engine (Google Chrome is recommended). Due to the unreliability of flash drives, the Interior Design program requires that student work be saved on OneDrive, Google Drive, or Dropbox. It may be necessary to purchase more space as you go along, but this is the safest place to save work. An external hard drive is also recommended to backup work saved online. **External storage devices are not permitted in the McKinney Center computer labs.**

Portfolio Project(s): TBD

Course Objectives:

Student work will demonstrate the ability to:

1. Define social, political, and physical influences affecting historical changes in design of the built environment.
2. Investigate significant movements, traditions, and related theories in interior architecture, architecture, interior design, furniture, and materials.
3. Analyze the process of using precedents to inform design solutions.

Course Standards:

The Council for Interior Design Accreditation (CIDA) has outlined professional standards appropriate knowledge and skills for students to enter the design field in an entry-level interior design practice (2018). This course will include sections of the following standards:

Standard 5 - Collaboration
Standard 8 - Design Process
Standard 12 - Light & Color

Standard 7 - Human-Centered Design
Standard 9 - Communication
Standard 14 - Environmental Systems and Comfort
Standard 16 - Regulations & Guidelines



IAD 400 - INTERNSHIP ORIENTATION

Faculty Name • Faculty Email • Faculty Extension • Faculty Office • **Syllabus Revision:** August 2018

Course Time: ----- • **Course Location:** ----- • **Faculty Office Hours:** -----

Course Description:

This course will focus on preparation for securing and completing the required 350 hour Interior Architecture & Design internship (IAD 427). Students will create resume packages, practice interview skills, and research and apply for industry internships. (1 Credit Hour, Spring)

Course Textbook:

N/A

Course Requirements:

Students will need access to PowerPoint/InDesign, Canvas, and a good search engine (Google Chrome is recommended). Due to the unreliability of flash drives, the Interior Design program requires that student work be saved on OneDrive, Google Drive, or Dropbox. It may be necessary to purchase more space as you go along, but this is the safest place to save work. An external hard drive is also recommended to backup work saved online. **External storage devices are not permitted in the McKinney Center computer labs.**

Portfolio Project(s): TBD

Course Objectives:

Student work will demonstrate the ability to:

1. Explore available industry internship opportunities.
2. Design personal branding to be used throughout resume package.
3. Create a resume package that includes a cover letter, resume, teaser, and small portfolio.
4. Demonstrate industry standard interview skills.

Course Standards:

The Council for Interior Design Accreditation (CIDA) has outlined professional standards appropriate knowledge and skills for students to enter the design field in an entry-level interior design practice (2018). This course will include sections of the following standards:

Standard 6 - Business Practices and Professionalism
Standard 9 - Communication
Standard 11 - Design Elements and Principles
Standard 12 - Light & Color



IAD 475 - CERTIFICATION WORKSHOP

Faculty Name • Faculty Email • Faculty Extension • Faculty Office • **Syllabus Revision:** August 2018

Course Time: ----- • **Course Location:** ----- • **Faculty Office Hours:** -----

Course Description:

This course will present a detailed examination of industry certifications and focus on preparation for the IDFX Fundamentals portion of the NCIDQ exam. Prerequisite: senior classification. (3 Credit Hours, Offered on sufficient demand.)

Course Textbook:

Ballast, David K. (2018), *"Interior Design Reference Manual: Everything You Need to Know to Pass the NCIDQ Exam (Sixth Edition)."* Professional Publications, Inc. ISBN 978-1591264279.

Recommended Resources:

Ballast, David K. (2017), *"NCIDQ IDFX Sample Questions and Practice Exam (Second Edition)."* Professional Publications, Inc. ISBN 978-1591265269.

Ballast, David K. (2017), *"NCIDQ IDFX Flash Cards (First Edition)."* Professional Publications, Inc. ISBN 978-1591265368.

Course Requirements:

Students will need access to PowerPoint/InDesign, Canvas, and a good search engine (Google Chrome is recommended). Due to the unreliability of flash drives, the Interior Design program requires that student work be saved on OneDrive, Google Drive, or Dropbox. It may be necessary to purchase more space as you go along, but this is the safest place to save work. An external hard drive is also recommended to backup work saved online. **External storage devices are not permitted in the McKinney Center computer labs.**

Portfolio Project(s): TBD

Course Objectives:

Student work will demonstrate the ability to:

1. Examine available industry certifications and requirements.
2. Study for the IDFX Fundamentals exam that can be taken in senior year.
3. Complete practice IDFX Fundamentals exams.

Course Standards:

The Council for Interior Design Accreditation (CIDA) has outlined professional standards appropriate knowledge and skills for students to enter the design field in an entry-level interior design practice (2018). This course will include sections of the following standards:

Standard 5 - Collaboration

Standard 6 - Business Practices and Professionalism



IAD – Interior Architecture and Design (IAD)

IAD 250. Creative Workshop. (1 Credit)

This course will focus on creative concept development, production, and presentation. Students will use research and various methods of ideation to solve a specified design problem with an emphasis on collaboration and creativity. (Offered upon sufficient demand) .

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IAD 260. Architectural Documentation I. (3 Credits)

This course focuses on the development of sketching, ideation, and visual communication skills utilizing various manual techniques. Students will be introduced to hand-drafting, tools, techniques, and creation of construction documentation. Two 2.75-hour studios per week. Special Fee: \$30.00. (Fall)

IAD 261. Interior Architecture and Design Seminar. (3 Credits)

This course provides an overview of the profession of interior architecture and design; certifications and registrations, legislation, professional organizations, and industry leaders. Introduction to color theory, principles and elements of design, design process, design communication, and contemporary issues in architecture and interior design. (Fall)

IAD 264. Architectural Documentation II. (3 Credits)

This course is an introduction to the principles of technical drawing and computer aided design/drafting for the creation of construction documents. Focus is placed on architectural documentation creation with AutoCAD and SketchUp. Two 2.75-hour studios per week. Special Fee: \$30.00. (Spring)

IAD 274. Space, Form, and Concept. (3 Credits)

This course is an introduction to the principles and application of space planning, form and volume, and concept development. Design basics including 2D and 3D space and composition, and problem-solving methods are examined. Students create a variety of solutions for a problem, and present concepts to scale using sketches and models. Two 2.75-hour studios per week. Special Fee: \$30.00. (Spring)

IAD 280. Interior Details: Furniture and Millwork Design. (3 Credits)

This course trains students to design and model their own piece of furniture. Students will work on full-size models and prototypes to develop a sense of human scale and proportion and explore a variety of materials and techniques to gain a basic understanding of furniture & millwork construction and manufacturing. While developing individual projects, students will experience all stages of the design process, including research, ideation, development, testing, refinement, prototyping, documentation and presentation. (Spring)

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IAD 310. Construction Technology. (3 Credits)

This course introduces principles of the construction process, building materials, specification, and construction document creation. Emphasis is placed on contemporary trends in residential and commercial construction with considerable focus on different building types, structure, and energy efficient high-performance building. Two 2.75-hour studios per week. Course fee: \$30.00. (Fall)

IAD 323. Building Materials and Codes. (3 Credits)

This course provides knowledge and selection of materials and finishes appropriate in residential and non-residential applications. Fire, health and safety codes, accessibility guidelines, as well as durability, maintenance, and life cycle costs will be discussed. (Fall)

IAD 343. Architectural Documentation III. (3 Credits)

This course explores presentation techniques for interior design, plan and elevation studies, three-dimensional drawings, and renderings. Emphasis is placed on architectural documentation creation with Revit Architecture. Two 2.75-hour studios per week. Prerequisites: [IAD 264](#). Course fee: \$30.00. (Fall)

IAD 345. Visual Communication of the Built Environment. (3 Credits)

This course encourages the development of imaging software skills related to the visual communication of the built environment. Students learn to improve digital techniques for color presentation, and to integrate various media resources. Graphic design principles will be emphasized. Through the exploration of digital media each student will discover a higher level of creativity and self-expression through exercises that transform the written word into visual message. Two 2.75-hour studios per week. Prerequisites: [IAD 343](#). Course fee: \$30.00. (Spring)

IAD 354. Building Systems for Interior Architecture and Design. (3 Credits)

This course analyzes the application of lighting and mechanical systems in both residential and non-residential spaces. Emphasis is placed on architectural documentation, codes, specifications, and energy efficiency related to lighting and mechanical systems. Two 2.75-hour studios per week.

Prerequisites: [IAD 264](#), and [IAD 274](#). Course fee: \$30.00. (Fall)

IAD 364. Interior Architecture and Design I – Residential Studio. (3 Credits)

This course emphasizes the planning and design of residential environments, construction document creation, project management, design and specification of interior architectural materials, furnishings, and equipment. Focus is placed on National Kitchen and Bath Association (NKBA) standards. Two 2.75-hour studios per week. Prerequisites: [IAD 264](#), and [IAD 274](#). Course fee: \$30.00. (Spring)

IAD 365. Interior Architecture and Design II – Hospitality Studio. (3 Credits)

This course emphasizes the planning and design of hospitality environments, construction document creation, project management, design and specification of interior architectural materials, furnishings, and equipment. Two 2.75-hour studios per week. Prerequisites: [IAD 264](#), and [IAD 274](#). Course fee: \$30.00. (Fall)

IAD 367. Interior Architecture and Design III – Corporate Studio. (3 Credits)

This course is a comprehensive study of complex corporate environments including advanced space planning, specifications, health and human response to the built environment, and presentation techniques. Two 2.75-hour studios per week. Prerequisite: [IAD 365](#). Course fee: \$30.00. (Spring)

IAD 370. History of Interior Architecture and Design I. (3 Credits)

This course will focus on major movements, innovations and advancements with emphasis on the development of architecture, interior design, furniture, and materials from prehistoric to the renaissance. Students will apply design language and further examine societal, political, historical, and economical influences. (Summer)

IAD 375. History of Interior Architecture and Design II. (3 Credits)

This course will focus on major movements, innovations, and advancements with emphasis on the development of architecture, interior design, furniture, and materials from the renaissance through post-modern periods. Students will apply design language and further examine societal, political, historical, and economical influences. (Summer)

IAD 400. Internship Orientation. (1 Credit)

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This course will focus on preparation for securing and completing the required 350-hour Interior Architecture & Design internship (IAD 427). Students will create resume packages, practice interview skills, and research and apply for industry internships. (Spring)

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IAD 427. Internship. (3 Credits)

This course is an approved off-campus experience with select firms or studios under joint faculty and management supervision. Students may enroll in Internship two times. The first opportunity will be at the completion of 59 credit hours. Prerequisite: must be a junior or senior; approval of instructor.

(Summer)

IAD 451. Stewardship of the Built Environment. (3 Credits)

This course is a detailed examination of historic preservation and adaptive reuse for interior architecture and interior design. Emphasis is placed on social, economic, and sustainable principles. Introduction to historic building evaluation, materials, and preservation techniques and process.

(Summer)

IAD 459. Theory, Criticism, and Research in Design. (3 Credits)

This course examines research techniques, fact finding, scholarly writing, information organization, and advanced design theory for interior architecture and design. Students will conduct pre-design investigation for IAD 465 Interior Architecture and Design V – Healthcare Studio.

Prerequisites: [IAD 367](#). (Fall)

IAD 461. Professional Practices and Entrepreneurship in Design. (3 Credits)

This course is an overview of professional practices and principles in interior architecture and design including management, client and contractor relationships, project management, proposal writing, and market resourcing. Examination of entrepreneurship in interior architecture and design is included. (Fall)

IAD 464. Interior Architecture and Design IV – Sustainability Studio. (3 Credits)

This course examines advanced concepts of specialized commercial environments with an emphasis on sustainability. Two 2.75-hour studios per week. Prerequisite: [IAD 367](#). Course fee: \$30.00. (Fall)

IAD 465. Interior Architecture and Design - Healthcare Studio. (3 Credits)

This course examines advanced concepts of specialized environments for healthcare or special populations. Two 2.75-hour studios per week. Prerequisites: [IAD 459](#) and [IAD 464](#) . Course fee: \$30.00. (Spring)

IAD 470. Portfolio Charrette. (3 Credits)

This course is a review of previous student projects with the intent of preparing a final student portfolio. Emphasis is placed on the creation of personal branding, resume packages, and physical and digital student portfolios. Physical and digital portfolio types are examined.. Prerequisite: senior classification. (Spring)

IAD 475. Certification Workshop. (3 Credits)

This course will present a detailed examination of industry certifications and focus on preparation for the IDEX Fundamentals portion of the NCIDQ exam. Prerequisite: senior classification. (Offered on sufficient demand)

IAD 479. Continued Enrollment. (1-3 Credits)

IAD 497. Special Topics in Interior Architecture and Design. (1-3 Credits)

This course is a detailed examination of a specific topic related to the discipline of interior architecture and design. Topics will be announced prior to the scheduling of the class. A special fee may be required according to the topic and course content. This course may be taken a maximum of two times for credit. Prerequisite: Departmental approval.

IAD 499. Independent Study-Practicum. (1-3 Credits)

Independent study, projects, or field experiences under departmental determination, supervision, and evaluation. Open to majors on approval of department chair. (Offered on sufficient demand)

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**Undergraduate Curriculum Committee
Curriculum Change Proposal Form**

College Name: College of Arts & Sciences

Department Name: Visual Art & Design

Item(s) to be considered by the Undergraduate Curriculum Committee: (please check all spaces relevant to this proposed change)

- | | |
|--|---|
| <input type="checkbox"/> Proposed New Course(s)–attach one page syllabus | <input type="checkbox"/> Change in Course Description |
| <input type="checkbox"/> Addition Of/Change in Course Fee | <input type="checkbox"/> *New Major/Option/Concentration/Minor |
| <input type="checkbox"/> Cross Listing of Course | <input checked="" type="checkbox"/> *Revised Major/Option/Concentration/Minor |
| <input type="checkbox"/> Inactivation of Course | <input type="checkbox"/> *New/Revised Certificate Program |
| <input type="checkbox"/> *Merger of Major/Option/Concentration/Minor | <input type="checkbox"/> Revised Admission Requirement |
| <input type="checkbox"/> Revised Course Number/Title/Credit/Prerequisite | <input type="checkbox"/> Editorial Change |
| <input type="checkbox"/> Other | <input type="checkbox"/> **Change to General Education Component |

Will this proposal result in the need for a revised Faculty Credentials Certification Form? Yes ☒ No ☐

If yes, for whom: _____

Will the change require additions or deletions to the Major's Course List? Yes ☐ No ☒

List courses that will be added or deleted for EACH major affected by the curriculum change (see current Major's Courses List). Include major, course number, and title (e.g., "Add to Biology and Marine Biology – BI 498 Study of Pelagic Birds. _____

Brief Description and Rationale – (1) include catalog course prefix, proposed number, credit hours, title, description, prerequisite, if any; (2) include relevant information concerning UNA's mission and goals, student learning opportunities, impact on existing programs and financial implications (you must attach a copy of the current catalog page(s) with all suggested changes made using the *Guidelines and Style Manual*):

To align with the proposed B.F.A. in Interior Architecture & Design (IAD), revisions to the following existing minors are recommended (see attached catalog edits):

- 1) Design Build Technology Minor
- 2) Kitchen and Bath Design Minor
- 3) Space Planning and Design Minor

Proposed Banner Course Title (30 character maximum): _____

The proposed change(s) will be effective beginning: Fall semester 2019 year

If Addition of/Change in Course Fee, provide justification: _____

List the departments or programs on campus consulted on the issues of duplication, overlap, or impact on program: _____

09/13/2018

Date Approved by Department Curriculum Committee


Chair's Signature

10/16/2018

Date Approved by College Curriculum Committee***


Academic Dean's Signature***

*Proposals within this category require submission and approval by ACHE. Consult ACHE website for appropriate form for submission with UCC form.

**Proposals within this category require submission to the VPAA for transmittal to the Gen Ed Work Group (GEWG) prior to Curriculum Committee consideration.

***Courses that are not specific to an academic department/college must be submitted through the VPAA Office and approved by the Council of Academic Deans prior to submission to the NTICC/Curriculum Committee.

Design Build Technology Minor

Requirements for a Minor in Design Build Technology

Code	Title	Hours
HESIAD 264	Technical Drawing I Architectural Documentation II	3
HESIAD 310	Construction Technology	3
HESIAD 324	Visual Communication I Architectural Documentation I	3
HESIAD 343 260	Technical Drawing II Architectural Documentation III	3
HESIAD 345	Digital Visualization for Interior Design Visual Communication for the Built Environment	3
HESIAD 354	Lighting and Mechanical Systems Building Systems for Interior Architecture and Design	3
Total Hours		18
Course List		

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Kitchen and Bath Design Minor

Requirements for a Minor in Kitchen and Bath Design

Code	Title	Hours
HESIAD 264	Technical Drawing I Architectural Documentation II	3
HESIAD 274	Space, Planning Form, and Concept	3
HESIAD 324 260	Visual Communication I Architectural Documentation I	3
HESIAD 343	Technical Drawing II Architectural Documentation III	3
HESIAD 354	Lighting and Mechanical Systems Building Systems for Interior Architecture and Design	3
HESIAD 364	Interior Architecture and Design I – Residential Studio	3
Total Hours		18
Course List		

Space Planning and Design Minor

Requirements for a Minor in Space Planning and Design

Code	Title	Hours
<u>HESIAD 261</u>	Introduction to Interior Architecture and Design Seminar	3
<u>HESIAD 264</u>	Technical Drawing I Architectural Documentation II	3
<u>HESIAD 274</u>	Space, Planning Form, and Concept	3
Select three courses from the following		9
<u>HESIAD 310</u>	Construction Technology	
<u>HESIAD 323</u>	Building Materials and Codes	
<u>HESIAD 324260</u>	Visual Communication I Architectural Documentation I	
<u>HESIAD 343</u>	Technical Drawing II Architectural Documentation III	
<u>HESIAD 345</u>	Digital Visualization for Interior Design Visual Communication for the Built Environment	
<u>HESIAD 354</u>	Lighting and Mechanical Systems Building Systems for Interior Architecture and Design	
<u>HESIAD 364</u>	Interior Architecture and Design I – Residential Studio	
<u>HESIAD 365</u>	Interior Architecture and Design II – Hospitality Studio	
<u>HESIAD 461</u>	Interior Design Professional Practices and Entrepreneurship in Interior Architecture and Design	
Total Hours		18

6.

Undergraduate Curriculum Committee Curriculum Change Proposal Form

College Name: College of Arts & Sciences

Department Name: Visual Art & Design

Item(s) to be considered by the Undergraduate Curriculum Committee: (please check all spaces relevant to this proposed change)

- | | |
|--|--|
| <input type="checkbox"/> Proposed New Course(s)—attach one page syllabus | <input type="checkbox"/> Change in Course Description |
| <input type="checkbox"/> Addition Of/Change in Course Fee | <input type="checkbox"/> *New Major/Option/Concentration/Minor |
| <input type="checkbox"/> Cross Listing of Course | <input type="checkbox"/> *Revised Major/Option/Concentration/Minor |
| <input type="checkbox"/> Inactivation of Course | <input checked="" type="checkbox"/> *New/Revised Certificate Program |
| <input type="checkbox"/> *Merger of Major/Option/Concentration/Minor | <input type="checkbox"/> Revised Admission Requirement |
| <input type="checkbox"/> Revised Course Number/Title/Credit/Prerequisite | <input type="checkbox"/> Editorial Change |
| <input type="checkbox"/> Other | <input type="checkbox"/> **Change to General Education Component |

Will this proposal result in the need for a revised Faculty Credentials Certification Form? Yes ☒ No ☐

If yes, for whom: _____

Will the change require additions or deletions to the Major's Course List? Yes ☐ No ☒

List courses that will be added or deleted for EACH major affected by the curriculum change (see current Major's Courses List). Include major, course number, and title (e.g., "Add to Biology and Marine Biology – BI 498 Study of Pelagic Birds. _____

Brief Description and Rationale – (1) include catalog course prefix, proposed number, credit hours, title, description, prerequisite, if any; (2) include relevant information concerning UNA's mission and goals, student learning opportunities, impact on existing programs and financial implications (you must attach a copy of the current catalog page(s) with all suggested changes made using the *Guidelines and Style Manual*):

To align with the proposed B.F.A. in Interior Architecture & Design (IAD), revisions to the following existing certificates are recommended (see attached catalog edits):

- 1) Design Build Technology Certificate
- 2) Kitchen and Bath Design Certificate

Proposed Banner Course Title (30 character maximum): _____


The proposed change(s) will be effective beginning: Fall semester 2019 year

If Addition of/Change in Course Fee, provide justification: _____

List the departments or programs on campus consulted on the issues of duplication, overlap, or impact on program: _____

09/13/2018

Date Approved by Department Curriculum Committee

 9.13.18
Chair's Signature

10/16/2018

Date Approved by College Curriculum Committee***


Academic Dean's Signature***

*Proposals within this category require submission and approval by ACHE. Consult ACHE website for appropriate form for submission with UCC form.

**Proposals within this category require submission to the VPAA for transmittal to the Gen Ed Work Group (GEWG) prior to Curriculum Committee consideration.

***Courses that are not specific to an academic department/college must be submitted through the VPAA Office and approved by the Council of Academic Deans prior to submission to the NTICC/Curriculum Committee.

Design Build Technology Certificate

The Design Build Technology certificate combines existing CIDA and NASAD accredited interior architecture and design courses to teach skills and technology used in the visualization and communication of built environments. Students will develop the following skills: hand drafting, AutoCAD, SketchUP, Revit, an overview of construction technology, and an overview of ~~lighting and mechanical building~~ systems. ~~This~~ The certificate would be appropriate for students interested in drafting, architecture, interior design, engineering, computer-aided design, computer aided rendering, property management, real estate, construction/management, etc. Students will have the opportunity to travel to Design + Construction Week each year. This certificate is offered to both degree-seeking students as well as non-degree seeking students desiring professional or personal advancement. Non-degree seeking students will be admitted to the University via established admission guidelines.

Requirements for a Certificate in Design Build Technology

Code	Title	Hours
Level One Certification		
HESIAD 264	Technical Drawing I <u>Architectural Documentation II</u>	3
HESIAD 310	Construction Technology	3
HESIAD 343	Technical Drawing II <u>Architectural Documentation III</u>	3
HESIAD 354	Lighting and Mechanical Systems <u>Building Systems for I.A.D.</u>	3
Total Hours		12

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Code	Title	Hours
Course List		
Code	Title	Hours
Level Two Certification		
All Level One Certification Requirements		12
HES IAD 324 260	Visual Communication I Architectural Documentation I	3
HESIAD 345	Digital Visualization for Interior Design Visual Communication of the Built Environment	3
Total Hours		18
Course List		

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Kitchen and Bath Design Certificate

The Kitchen and Bath Design certificate combines existing CIDA and NASAD accredited, and National Kitchen and Bath association affiliated, interior design courses to teach skills and technology related to the thriving kitchen and bath industry. Students will develop the following skills; hand drafting, AutoCAD, SketchUp, Revit, 2020, space planning, kitchen and bath industry product knowledge, lighting and mechanical systems, and kitchen and bath construction technology. This certificate would be appropriate for students interested in drafting, architecture, interior design, property management, real estate, construction/management, showroom management, etc. Students will also have the opportunity to travel to Design + Construction Week each year. This certificate is offered to both degree-seeking students as well as non-degree seeking students desiring professional or personal advancement. Non-degree seeking students will be admitted to the University via established admission guidelines.

Code	Title	Hours
Level One Certification		
HESIAD 264	Technical Drawing I Architectural Documentation II	3
HESIAD 274	Space, Planning Form, and Concept	3
HESIAD 324260	Visual Communication I Architectural Documentation I	3
HESIAD 364	Interior Architecture and Design I – Residential Studio	3
Total Hours		12
Course List		

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Code	Title	Hours
Level Two Certification		
(All Level One Certification Requirements)		12
HESIAD 343	Technical Drawing II <u>Architectural Documentation III</u>	3
HESIAD 354	Lighting and Mechanical Systems <u>Building Systems for I.A.D.</u>	3
Total Hours		18
Course List		