

**Angela Baggett**

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**From:** Carrick Williams  
**Sent:** Monday, November 13, 2017 8:47 AM  
**To:** Judy Bauerlein; Joonseong Lee; Laurette McGuire; Domenica Pearl; Martha Stoddard Holmes  
**Cc:** Carrick Williams; Angela Baggett  
**Subject:** FW: HAPC Review of Theatre P-Form

Hi all,

I wanted to pass along the opinion of HAPC regarding the P form for Theatre.

Carrick

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Carrick C. Williams  
Assistant Professor  
Department of Psychology  
333 S. Twin Oaks Valley Rd.  
California State University San Marcos

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**From:** Scott Greenwood  
**Sent:** Thursday, November 09, 2017 6:54 PM  
**To:** Carrick Williams <cawilliams@csusm.edu>  
**Cc:** Martha Stoddard Holmes <mstoddard@csusm.edu>  
**Subject:** HAPC Review of Theatre P-Form

Dear Carrick,

I'm sorry I forgot to send this yesterday as a follow-up to our quick conversation in the stairwell. HAPC has reviewed the Theatre P-form and supports it going forward to the next stages of curricular review.

Thank you again for inviting HAPC's comments on the P-form.

All the best to you and the other members of CAPC,

Scott Greenwood



**MEMORANDUM**

**DATE:** December 5, 2017

**TO:** Dr. Julia Johnson, Dean CHABSS

**FROM:** CAPC  
Judy Bauerlein, Joonseong Lee, Laurette McGuire, Carrick Williams (Chair), Martha Stoddard Holmes (ex-officio), Domenica Pearl (ex-officio)

**SUBJECT:** P Form for BA in Theatre

CAPC performed our final reviewed the P form for the proposed Bachelor of Arts in Theatre at our November 15, 2017 meeting. The committee worked with the proposer through several iterations of the P form to address issues that arose in the review process. In addition, we sought input from the college HAPC regarding the potential impact on resources. **Overall, both committees supported the proposal.** We will include a summary of the major issues that we addressed in the review process regarding the P form.

- 1) Much of our review focused on the number of units in the major and the structure of units within the major. A concern that was raised was that the number of major units required was high compared to other majors in the college. In addition, the committee was concerned about the distribution of units within the major. The committee provided feedback to the proposer and after revisions, the committee was satisfied with the program of study.
- 2) Another issue that was addressed was the assessment plan for the major. The committee was concerned that the courses that were listed in the assessment plan would not provide a sufficient assessment of the degree program. The proposer revised the assessment plan and the committee agreed that the new assessment was sufficient.
- 3) With regard to resources, CAPC and HAPC agreed that the resource plan was sufficient for the new program and reasonable. The Theatre option within VPA already is operating with the resources proposed, and thus, the impact of the new major was determined to be minimal.

In conclusion, CAPC unanimously supported\* the Theatre BA major and believes that its inclusion will be positive for both the college and the university as a whole.

\*Note: Judy Bauerline (member of the Theatre department) recused herself from the approval decision.



University Library California State University San Marcos 333 S. Twin Oaks Valley Road San Marcos, CA 92096-0001  
Tel: 760.750-4330 Fax: 760.750.3318 jfabbi@csusm.edu biblio.csusm.edu

**Date:** October 11, 2017  
**To:** Dr. Judy Bauerlein  
**From:** Dr. Jennifer Fabbi  
Dean, University Library  
**Subject:** Library Review of the Proposal for Bachelor of Arts in Theatre

Thank you for the opportunity to respond to the proposal for a Bachelor of Arts in Theatre. The following information reviews the current capacity and describes probable needs of the CSUSM Library to support this program. Torie Quiñonez, Arts and Humanities Librarian, has reviewed the program proposal in its current form.

#### **Resource Implications**

Collections relevant to the proposed program would be housed with the CSUSM Kellogg Library, or more likely, virtually accessible through the Library website, The California State University at San Marcos (CSUSM) Library (<http://biblio.csusm.edu>). CSUSM has no branch or satellite libraries on or off campus.

#### *Existing Collections*

Collections relevant to the proposed program would be housed with the CSUSM Library. The CSUSM Library currently has monographs, journals, and media collections to support the undergraduate program in Visual and Performing Arts, which includes the Option and Minor in Theatre. Relevant current holdings include:

Project Muse: "Full-text coverage for hundreds of scholarly journals in the humanities, social sciences, and mathematics"

JSTOR: "Contains (EXCEPT for the latest five years) core scholarly journals in sociology, history, economics, political science, mathematics, African-American & Asian studies, literature, humanities, music, and biological, health & general sciences."

Academic Search Premier: "This scholarly collection offers information in nearly every area of academic study including: computer sciences, engineering, physics, chemistry, language and linguistics, arts & literature, medical sciences, ethnic studies, and many more."



Art Full Text: “Indexes over 550 journals covering a wide variety of the arts (film to fashion, classic to cutting edge, ancient to modern) from the US and around the world.”

RILM Music Abstracts: “Abstracts from scholarly journals on international music and related disciplines.”

Kanopy: On-demand streaming video, including over 200 performing arts films

Current subscriptions to over 100 Theatre and performing arts periodicals, including scholarly journals

Media collections including video (DVD and streaming) and audio, with more than 500 items cataloged as theatre resources.

#### *Additional Needed Collections*

The proposed program is designed to provide “a broad perspective of literature, history, creative practices, and the professional field of the performing arts.” The age and relatively small size of our current performing arts collection, as well as the necessity of adding bilingual and international/global theatre resources would require some increase to the monograph acquisitions to ensure a substantive collection is immediately available to students and faculty. Our current collection also needs specific updating to align with the proposed program’s commitment to new technologies related to performance. The Library has strong inter-library loan/resource sharing services, and with the addition of access to print and media materials from the other 22 CSU campuses (through CSU+), the development of the collections to support the proposed Theatre BA will benefit from other CSU campuses with established Theatre programs.

The existing database subscriptions to support the Visual and Performing Arts are general interdisciplinary humanities databases. To keep up with the continued growth of interdisciplinary, global performance-related programs at CSUSM, we strongly recommend the following resources be added in order to provide an enriching educational experience and to maintain excellence in the research activities of faculty and students:

<b>Core Resources</b>	<b>Notes</b>	<b>Cost</b>
Monographs	Update collection with titles related to theatre and performance history, criticism, technical manuals, plays and monologues	\$1500 (annually)
<u>International Bibliography of Theatre &amp; Dance (EBSCO)</u>	This database is the definitive research tool for theatre and dance studies. Includes more than 200 full-text journals and nearly 370 full-text books and monographs.	\$2769 (annually)
<b>Total</b>		\$4269

<b>Highly Recommended Resources</b>	<b>Notes</b>	<b>Cost</b>
<u>On the Boards TV</u>	Subscription website that delivers full-length, high quality contemporary performance films. "OntheBoards.tv provides access to works by the leading voices from the field of contemporary performance, some of which will never be performed again."	\$500 (annually)
<u>Alexander Street Drama</u>	"Included is all the content in these individual full-text collections: <i>Black Drama</i> , <i>Asian American Drama</i> , <i>Latino Literature</i> , <i>Twentieth Century North American Drama</i> , <i>North American Indian Drama</i> , and <i>North American Women's Drama</i> —nearly 6,000 in all."	\$15,669 (annually)
<u>Theatre in Video</u>	hundreds of the world's most important plays, documentaries, interviews, and instructional materials in more than 550 hours of streaming video, including new and international productions	\$1707 (annually)
<u>On the Boards TV</u>	Subscription website that delivers full-length, high quality contemporary performance films. "OntheBoards.tv provides access to works by the leading voices from the field of contemporary performance, some of which will never be performed again."	\$500 (annually)
<b>Total</b>		\$18,376

Faculty may, at any time, contact the librarian assigned to the Theatre program regarding suggestions for acquisitions to the collection. Further, reports, assessment, and other analysis of library collections in all subjects are done in response to program review, by the library liaison.

*Reference and instruction by subject specialist librarians*

Currently, Torie Quiñonez is the subject specialist for the School of Arts, Literature and Writing Studies, Modern Languages, Philosophy, and Women's Studies. Given this portfolio of subjects, this librarian will serve as liaison to the Theatre BA program. As part of their liaison responsibilities, the Arts & Humanities librarian offers in-class instruction and online curriculum support (including course guides and online tutorials) to develop students' critical research skills.

Beyond instructional impact, it is worth noting that each new program increases demand on all Library services from interlibrary loan to extended hours.

Basic information about the Library's collections and services follows in the table below.

Library holdings	<a href="http://biblio.csusm.edu/external/about-the-library/collection-overview">http://biblio.csusm.edu/external/about-the-library/collection-overview</a>
Circulation	<a href="http://biblio.csusm.edu/external/policies/books-and-media-borrowing-policies">http://biblio.csusm.edu/external/policies/books-and-media-borrowing-policies</a>
Inter-library loan services	<a href="http://biblio.csusm.edu/interlibrary-loan-borrowing-policies">http://biblio.csusm.edu/interlibrary-loan-borrowing-policies</a>
Reference/Research help	<a href="https://biblio.csusm.edu/research-assistance">https://biblio.csusm.edu/research-assistance</a>
Information Literacy Program	<a href="http://biblio.csusm.edu/about/departments/337/info">http://biblio.csusm.edu/about/departments/337/info</a>
E-thesis, project, and dissertation submission	<a href="http://biblio.csusm.edu/guides/subject-guide/193-CSUSM-ETD-Submission-Guide/">http://biblio.csusm.edu/guides/subject-guide/193-CSUSM-ETD-Submission-Guide/</a>

The Library looks forward to continued collaboration with those working on the proposed program and is happy to provide further information. It is essential that the program proposers continue discussions with the Library as the program is approved to ensure that students and faculty have sufficient information resources at the inception of the program.


cc: Lauren Magnuson  
Arlene Martin  
Torie Quiñonez



## MEMORANDUM

**DATE:** April 11, 2017

**TO:** Jacquelyn Kilpatrick, Ph.D., Director  
School of Arts  
College of Humanities, Arts, Behavioral and Social Sciences



**FROM:** Kevin Morningstar, Dean & Chief Information Officer  
Instructional & Information Technology Services (IITS)

**SUBJECT:** IITS Comments Related to Program Proposal for Bachelor of Arts Degree in Theatre

After carefully reviewing the aforementioned program proposal to establish a *Bachelor of Arts Degree in Theatre*, the following factors were considered relative to the established technology resources and support services provided by Instructional and Information Technology Services.

1. The proposal indicated that seven (7) new courses will be developed as part of the startup activities of this program (p. 15 & 16).
2. The Department did not indicated any new tenured/tenure track faculty, staff, technical, or physical resources in support of the initial program enrollment estimates.
3. Program anticipates increasing student enrollment from thirty four (34) students in the current option to fifty (50) students in the fifth year (p. 29).
4. No new Information Technology (see 7d) needs were noted in the proposal (p.33).
5. The program proposes utilizes existing IITS studios in Kellogg Library that may be scheduled as available:

## FINDING

The proposed program will not create any significant additional demand for Academic Technology or Media Production Services support as described in the proposal. The program does propose seven new courses and student enrollment growth up to 50 students in Year 5, but achieves this with existing faculty and campus resources, some of which are operated by IITS. Based upon the propoposal, no additional long term technical support, hardware resources, or operational impacts to IITS were identified.






## MEMORANDUM

**DATE:** March 8, 2018

**TO:** Regina Eisenbach, Dean of Academic Programs

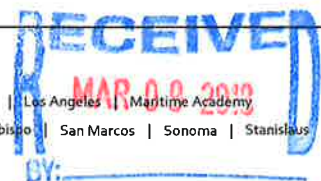
**FROM:** Julia Johnson, Dean   
College of Humanities, Arts, Behavioral and Social Sciences

**SUBJECT:** P-Form Approval for Theatre B.A.

Please accept the accompanying new program proposal (P-form) for a major in Theatre. The CHABSS Dean's Office MPPs and the CHABSS Curriculum and Academic Planning Committee (CAPC) have reviewed the new program proposal. We approve it for implementation as a new major within CHABSS. We have also provided minor revision notes to the proposer in preparation for the next stage of review that are not included here.

The Theatre option in the Visual and Performing Arts B.A. is well established. Along with the Theatre Minor, the option in VPA has served students with academic and professional goals in this discipline, as well as giving these and other students an opportunity to participate in Theatre's contributions to the cultural and community life of CSUSM.

The proposers offer a solid rationale for the change from an option to a major. Gradual expansion of a stable program will serve current and future students better by providing them with a more diverse range of course offerings. With a B.A., a more effective transfer pathway will also be established for students in area community colleges. The Theatre option is already well aligned with the mission and vision of CSUSM and the CSU with its emphasis on cultural diversity, critical analysis, and engaged, practical learning. The B.A. stands to enhance the Theatre program's ability to deliver its promise as both a broad foundational program and an innovative, interdisciplinary program of study. Plans for rollout are conservative, based on existing faculty and staff capacity and strengths, which means this program is cost-neutral for roll out.





There are several actions the department should take in support of this new major. For example, the roadmap and plan for course offerings needs to be clarified. It will be important for the department to work with colleagues at Palomar and Mira Costa Colleges to develop an ADT so transfer students can seamlessly transition to CSUSM. We understand ADTs are not possible for all majors. The ongoing sharing of space with Dance and other performance-intensive majors/programs is imperative. While some programs/departments housed in the School of Arts desire more space and resources, new majors and programs must plan to offer student learning opportunities with existing space and existing resources in mind. As our departments and programs know well, they must coordinate the sharing of space. Finally, once this B.A. in Theatre is approved, the process of discontinuing the Theatre option will be an important step in the rollout process.

As the Dean's Office reviews P-forms for new programs in our current budget climate, we must exercise caution in our support and place stipulations on all approved programs. The current budget climate for CHABSS is very challenging. For AY 2018-19 the University anticipates flat funding at best. The Dean of CHABSS will make the decision on the date of the launch of any new program. This decision will generally occur at the end of an Academic Year in preparation for the coming Academic Year.

In addition, while a P-form may include projected tenure track faculty or staff hires, approval of a program proposal does not imply the promise of tenure track faculty or staff hires upon the launch of the program. Documented FTES growth, including Degree Planner Course Need data, is a prerequisite for programs to grow in staffing and other resources. All tenure track faculty and staff hires in the College will be prioritized by the Dean in consultation with College's Hiring & Academic Priorities Committee (HAPC). Depending on budgets and competing priorities in the College, newly launched programs can experience several years without new tenure track faculty or staff hires.

Finally, the College cannot commit to running low-enrolled courses that are needed by a small number of majors in a newly launched program. As has been the case with other program launches, program faculty can complete course substitutions or substitute independent studies for low enrolled courses required by the major. These courses include non-GE courses, theory and methods courses, capstone courses, as well as internship experiences.

## **Conclusion**

I am supportive of this major and believe we can financially support it. The goals of the College strategic plan developed by the faculty and approved by the Dean serve as a guiding document to help us decide how to allocate resources. The Theatre major plays a role in advancing all the

goals of the CHABSS Strategic Plan. Most importantly, the major will better prepare our students as they complete their degrees and leave the university for successful professional and personal lives.

cc: Judy Bauerlein, Program Director, Theatre  
Carrick Williams, Chair, Curriculum & Academic Policy Committee (CAPC)  
Martha Stoddard Holmes, Associate Dean, Instruction & Academic Programs, CHABSS  
Kristin Bates, Associate Dean, Budget & Operations, CHABSS  
Angela Baggett, College Curriculum & Academic Programs Coordinator, CHABSS  
Criselda Yee, Curriculum Specialist, Academic Programs