

UC 10476 09F

APPROVED DEC 09 2009

RECEIVED OCT 21 2009

**MEMO**

To: Undergraduate Studies Committee, New Programs Committee, Undergraduate Council, and Provost Council  
From: Steven Wallace (Director, School of Theatre & Dance)  
Brian Byrnes (Head of Undergraduate Programs, School of Theatre & Dance)

RE: **THEA & DAN:**  
**New Program Request Form "Bachelor of Fine Arts in Theatre – Production"**  
**Revised "Proposed Catalogue Language"**

Date: Sept. 30, 2009

cc: Becky Valls, Jackie deMontmollin, Rachel Bush, Jeanette Morales

Dear Ladies and Gentlemen,

What had originally been a simple name change for a "BA in Design and Technology" has quickly morphed into a more specific "BFA in Production". Upon the request of the Provost Council, they would prefer to review the "BFA in Production" this Fall 2009, along with our other undergraduate programs that are currently under their review. Therefore, we hope you can expedite the review and approval process of the "BFA in Production".

**Action/s Requested:**

1) Review and Approval of New Program Request Form for a "Bachelor of Fine Arts in Theatre – Production" (attached).

Also attached is the Four Year Degree Plan for this program, so you can review the curricular progression if that may help.

2) Because this program and other changes will effect the Catalogue Language, we are also submitting a revision to the Proposed Catalogue Language (attached via a separate MEMO).

Upon the approval of the "Bachelor of Fine Arts in Theatre – Production", our new undergraduate programs will consist of:

Bachelor of Arts in Theatre – Playwriting/Dramaturgy

Bachelor of Fine Arts in Theatre – Acting

Bachelor of Fine Arts in Theatre – Production

Bachelor of Fine Arts in Theatre – Theatre Education

Bachelor of Arts in Dance

The Dance Division also offers:

Minor in Dance

Teaching Certificate in Dance for Secondary Education, Approved Training Program

As your review/s move forward, please contact Becky Valls (who is my replacement on the Undergraduate Studies Committee this Fall 2009). Others that may serve as representatives as these documents go forward will be Jackie deMontmollin and Rachel Bush. All three of these ladies are included in this email. Jeanette Morales is also included in this email.

If you need further information, please let us know.

Sincere thanks,

Steven Wallace - Director, School of Theatre & Dance  
Brian Byrnes - Associate Professor, School of Theatre & Dance

Approved by CLASS USE



10/21/09

# New Program Request Form for Bachelor and Master's Degrees

**Directions:** An institution shall use this form to propose a new bachelor's or master's degree program. In completing the form, the institution should refer to the document *Standards for Bachelor's and Master's Programs*, which prescribes specific requirements for new degree programs. Note: This form requires signatures of (1) the Chief Executive Officer, certifying adequacy of funding for the new program; (2) a member of the Board of Regents (or designee), certifying Board approval, and (3) if applicable, a member of the Board of Regents or (designee), certifying that criteria have been met for staff-level approval. Note: An institution which does not have preliminary authority for the proposed program shall submit a separate request for preliminary authority. That request shall address criteria set in Coordinating Board rules Section 5.24 (a).

**Information:** Contact the Division of Academic Affairs and Research at 512/427-6200 for more information.

## Administrative Information

1. Institution:

**University of Houston**

2. Program Name – Show how the program would appear on the Coordinating Board's program inventory (e.g., *Bachelor of Business Administration degree with a major in Accounting*):

**Bachelor of Fine Arts degree with a major in Theatre – Production**

3. Proposed CIP Code: 50.0502.00

4. Brief Program Description – Describe the program and the educational objectives:

**PLEASE NOTE:**

An undergraduate BA design/technology emphasis already exists as a part of the older comprehensive track within the School of Theatre & Dance. The transition from a BA to a BFA degree will bring the Production track in line with the other degree offerings of the School of Theatre & Dance. The BFA allows both a stronger focus on professionally applicable training and the opportunity for students to broaden their horizons by taking courses in allied disciplines.

This New Program Request Form is intended to provide a change in the track title, from "design/technology" to "Production". Additionally, we have made to the curriculum to improve courses taught and the curricular progression of those courses.

Changes and revisions to the curricular progression of this track will create a better through line of training. This progression will more effectively prepare students for success in the production areas of the professional theatre.

The broader focus of our undergraduate production programs will better prepare students for the specialized, in-depth training offered at the graduate level in the areas of design and technology.

The continued integration of modern technology into our training program will provide students with the job skills that are in immediate demand in the industry.

The offering of a BFA degree will attract qualified, motivated students, and the modified 4-year curriculum will improve our retention and graduation rates.

5. Administrative Unit – Identify where the program would fit within the organizational structure of the university (e.g., *The Department of Electrical Engineering within the College of Engineering*):

**The School of Theatre & Dance within the College of Liberal Arts and Social Sciences**

6. Proposed Implementation Date – Report the first semester and year that students would enter the program:

**Fall 2009**

7. Contact Person – Provide contact information for the person who can answer specific questions about the program:

Name: Brian Byrnes

Title: Associate Professor and Head of Undergraduate Programs (Director of Undergraduate Studies) in the School of Theatre & Dance

E-mail: bbyrnes@uh.edu

Phone: (713) 743-1788

## Program Information

### I. Need

*Note: Complete I.A and I.B only if preliminary authority for the program was granted more than four years ago. This includes programs for which the institution was granted broad preliminary authority for the discipline.*

- A. Job Market Need – Provide short- and long-term evidence of the need for graduates in the job market.

In review of trade papers locally and nationally (ArtSearch, etc) production related positions, including technology and design, dominate the job market.

Requests consistently come to our faculty from professional venues for skilled production, technology, and design students and graduates. Further, crossover exists between this area and the much of the entertainment industry including sound and lighting for film and

television, cruise ships, etc. This expands the potential job market greatly for graduates of this program.

**B. Student Demand** – Provide short- and long-term evidence of demand for the program.

The BFA offered in the Production track will make the UH School of Theatre & Dance highly competitive and attractive within the state of Texas and nationally.

The track will attract stronger students to the program – and provide a structure that will allow students to graduate in four years. This will aid students in committing to the UH graduation pledge, as well as increase our retention and graduation rates.

Towards the end of their academic training students need the ability to focus on their area of specialty, as well as begin to integrate into the professional market. The BFA program allows for such focus and specialization.

Upon completion of their degree, our students will be better trained to enter the professional market, which will ensure a greater potential for success in theatre and related fields.

**C. Enrollment Projections** – Use this table to show the estimated cumulative headcount and full-time student equivalent (FTSE) enrollment for the first five years of the program. *(Include majors only and consider attrition and graduation.)*

YEAR	1	2	3	4	5
Headcount	15	29	43	58	58
FTSE	15	29	43	58	58

**II. Quality**

**A. Degree Requirements** – Use this table to show the degree requirements of the program. *(Modify the table as needed; if necessary, replicate the table for more than one option.)*

Category	Semester Credit Hours	Clock Hours
General Education Core Curriculum <i>(bachelor's degree only)</i>	36  <b>Note: Equivalent of 42 Sem. Credit Hours in the CORE.</b> <b>(See note below left)</b>	
Required Courses  <b>Note:</b> 6 Sem. Credit Hours within the major fulfill CORE requirements including: <b>THEA 1332, Fundamentals of Theatre (Vis.&amp;Perf. Arts);</b> and <b>THEA 2344, American Drama (Writing in the Discipline)</b>	63	

New Program Request Form for  
 Bachelor's and Master's Degrees  
 Page 4

Prescribed Electives ART 3328 or MUS 1300 THEA	15	
Free Electives (3 sem. credit hrs in Humanities)	3	
Other Approved elective or Theatre courses	9	
<b>TOTAL</b>	<b>126</b>	

+9=

- B. Curriculum – Use these tables to identify the required courses and prescribed electives of the program. Note with an asterisk (\*) courses that would be added if the program is approved. *(Add and delete rows as needed. If applicable, replicate the tables for different tracks/options.)*

Prefix and Number	Required Courses	SCH
THEA 1111:1112	Production (six semesters)	6
THEA 1332	Fundamentals of Theatre	3
THEA 1342	Fundamentals of Acting	3
THEA 1334	Fundamentals of Design	3
THEA 2335, 2336, 2373	Scenic Technology, Lighting and Sound Technology, Costume Technology	9
THEA 2342	Dramatic Structures & Genres	3
THEA 2344	* American Drama	3
THEA 2390	Technical Drawing	3
THEA 3335, 3336	History of the Theatre I, II	6

New Program Request Form for  
Bachelor's and Master's Degrees  
Page 5

THEA 3362, 3385, 3387	Costume Design for the Stage I, Scenic Design I, Lighting Design I	9
THEA 3364	Costume History I	3
THEA 3371	* History of Architecture, Interiors and Decorative Arts	3
THEA 3372 or THEA 2383	* Digital Design Techniques or Stage Management 2	3
THEA 2382	Stage Management 1	3
THEA 3376 or 3386 or 4367	* Advanced Drafting or Theatre Sound Design or Costume Cutting and Draping or Theatre/non-theatre elective approved by head of Production Area.	3

Prefix and Number	Prescribed Elective Courses	SCH
ART 3328 THEA 3373 or 3374 or 3375 or 3384 or 4384	Rendering and Sketching Makeup and Hair Design or * Intelligent Lighting or Costume Technology and Allied Crafts or Scene Painting or Theatre Management or Theatre/non-theatre elective approved by head of Production Area.	3 15

C. Faculty – Use these tables to provide information about Core and Support faculty. Add an asterisk (\*) before the name of the individual who will have direct administrative responsibilities for the program. (*Add and delete rows as needed.*)

Name of <u>Core</u> Faculty and Faculty Rank	Highest Degree and Awarding Institution	Courses Assigned in Program	% Time Assigned To Program
e.g.: Robertson, David Asst. Professor	PhD. in Molecular Genetics Univ. of Texas at Dallas	MG200, MG285 MG824 (Lab Only)	50%
* Middents, Jonathan Assoc. Professor	MFA in Scenic Design Florida State University	THEA 1111:1112, 2335, 2390, 3371, 3374, 3376, 3384, 3386, 3387	100%
Paige Willson Asst. Professor	MFA in Theatre (Design) University of Houston	THEA 2334, 3362, 3364, 3372, 3375	100%
Verheyen, Claremarie Assoc. Professor	MFA in Costume Design California Institute of the Arts	THEA 3373	20%
Curry, George Adjunct	MFA in Costume Production Boston University	THEA 2373, 4367	75%
Shimko, Robert Asst. Professor	Ph.D. in Theatre History University of Minnesota	THEA 2342, 2344, 3335, 3336	75%

New Program Request Form for  
Bachelor's and Master's Degrees  
Page 6

Bush, Rachel Instructional Asst. Professor	BA in Communications with a Theatre Emphasis New Mexico Highlands University	THEA 1332, 3383	50%
Rigdon, Kevin Full Professor	Associate Director/Design, Alley Th. National/International Scenic Designer	THEA 3385	30%
New Faculty in Year 2012		Technology/Design	100%
Adjunct in year 2010		Technology	100%

Name of Support Faculty and Faculty Rank	Highest Degree and Awarding Institution	Courses Assigned in Program	% Time Assigned To Program
Graduate TA (MFA Design)	MFA in Design (pending) University of Houston	THEA 2336	25%
Graduate TA (MFA Actor)	MFA in Acting (pending) University of Houston	THEA 1342	25%
Hanna, Jack Assoc. Professor	MFA in Industrial Design University of Illinois	ART 3328	25%

- D. Library – Provide the library director's assessment of library resources necessary for the program. Describe plans to build the library holdings to support the program.

Current library holdings are sufficient for the needs of this program. Going forward, program faculty will coordinate with the theatre area librarian in order to make sure that future book, music, and graphic/video purchases reflect the needs of the students and faculty.

- E. Facilities and Equipment – Describe the availability and adequacy of facilities and equipment to support the program. Describe plans for facility and equipment improvements/additions.

A new sound system and recording/editing lab in the Wortham Theatre is needed. The current, antiquated sound system is unreliable and inadequate. It is some 25+ years out of date with current technology, and therefore no longer serves as an adequate training tool for undergraduates or graduate production students. The projected cost of a new system is \$250,000.00. It will be best to install the needed equipment within the next two years. Currently, there is no funding source identified.

Likewise, the lighting equipment available to students has been outpaced by technology. We need to acquire intelligent (moving) luminaires, upgrade the dimming capacity of the Quintero Lab Theatre, and replace outdated control consoles with current models. While we have some existing arrangements with manufacturers and suppliers for "loaners", the projected cost of acquiring equipment is \$150,000.

Both the sound and lighting items cited above are expensive, with no current funding identified. While the program can go forward in the short run without the system

upgrades, in the long run the proposed BFA program and the broader and production program will suffer without the ability to learn and use the technology that is current in a rapidly-changing field.

Program needs in the costume and scenic studios consist largely of replacing worn-out equipment and upgrading safety standards. The costume shop needs to replace an ineffective vent hood (spray booth), replace sewing machines, and acquire embroidery machines at a total cost of \$22,400. The safety concerns in the scenic studio addresses improved lighting (the current lighting is original to the building and the campus electricians can no longer acquire adequate replacement parts) and replace two major bench tools. The total estimate is \$20,000.

Since our past small computer lab was displaced by space reallocations and the equipment fell behind the curve, we need to reestablish and reequip the lab. We need more computers and software for production students. Needed are 12 Imacs, each equipped with updated design and technology software such as Peak [sound], Photoshop, Illustrator, and Painter [design] and VectorWorks [scenic and lighting design and drafting], along with associated digitizing, scanning and plotting equipment). The projected cost of equipment is \$30,000.00. The projected cost of software is \$8,000.00. It will be best to acquire the needed equipment and software within the next two years. Currently, there is no funding source available beyond the University of Houston Technology Funds. Our recent allocations from these funds would not cover the costs within three years and would completely displace other broader School technology needs.

□

**F. Accreditation – If the discipline has a national accrediting body, describe plans to obtain accreditation or provide a rationale for not pursuing accreditation.**

The School of Theatre & Dance is pursuing Full Membership with URТА (University/Resident Theatre Association). Our official application with URТА was submitted in December 2008, and an official file has been opened for the University of Houston School of Theatre & Dance.

We plan to schedule the URТА Campus Review for November 2009. The external review normally requires two days, and occurs when there is a full production in performance for the Review Team to attend. The URТА process models other external reviews including assessment of curriculum, facilities, equipment, dialogue with faculty and students, etc

**III. Costs and Funding**

**Five-Year Costs and Funding Sources - Use this table to show five-year costs and sources of funding for the program.**

**PLEASE NOTE:**

As stated in the "Facilities and Equipment" section of this document, we will need several major improvements to the facilities and equipment in order to move the SOTD generally and the Production program in particular forward. Some of those are necessary to the Production program, others are overall necessities for the SOTD. They are reflected below on the assumption that other funds are not identified.

Five-Year Costs	Five-Year Funding
-----------------	-------------------



<b>Personnel<sup>1</sup></b> 3-year faculty line 5-year Adjunct line	\$150,000 \$25,000	Reallocated Funds	
<b>Facilities and Equipment</b> Sound System unless authorized elsewhere Lighting system upgrade unless authorized elsewhere Computing equipment Scenic studio equipment Costume studio equipment	\$250,000 \$150,000 \$30,000 \$14,000 \$22,800	Anticipated New Formula Funding <sup>3</sup>	
<b>Library, Supplies, and Materials</b> Software purchase & upgrading Technology classes consumable supplies beyond those covered by fees	\$8000 \$7500	Special Item Funding	
<b>Other<sup>2</sup></b> Studio Equipment Maintenance Recruitment & travel	\$8,000 \$25,000	Other <sup>4</sup>	
<b>Total Costs</b>	<b>\$690,300</b>	<b>Total Funding</b>	

1. Report costs for new faculty hires, graduate assistants, and technical support personnel. For new faculty, prorate individual salaries as a percentage of the time assigned to the program. If existing faculty will contribute to program, include costs necessary to maintain existing programs (e.g., cost of adjunct to cover courses previously taught by faculty who would teach in new program).
2. Specify other costs here (e.g., administrative costs, travel).
3. Indicate formula funding for students new to the institution because of the program; formula funding should be included only for years three through five of the program and should reflect enrollment projections for years three through five.
4. Report other sources of funding here. In-hand grants, "likely" future grants, and designated tuition and fees can be included.

### Signature Page

1. Adequacy of Funding – The chief executive officer shall sign the following statement:

*I certify that the institution has adequate funds to cover the costs of the new program. Furthermore, the new program will not reduce the effectiveness or quality of existing programs at the institution.*

\_\_\_\_\_

Chief Executive Officer

\_\_\_\_\_

Date

2. Board of Regents or Designee Approval – A member of the Board of Regents or designee shall sign the following statement:

*On behalf of the Board of Regents, I approve the program.*

\_\_\_\_\_

Board of Regents (Designee)

\_\_\_\_\_

Date of Approval

3. Board of Regents Certification of Criteria for Commissioner of Assistant Commissioner Approval – For a program to be approved by the Commissioner or the Assistant Commissioner for Academic Affairs and Research, the Board of Regents or designee must certify that the new program meets the eight criteria

under TAC Section 5.50 (b): The criteria stipulate that the program shall:

- (1) be within the institution's current Table of Programs;
- (2) have a curriculum, faculty, resources, support services, and other components of a degree program that are comparable to those of high quality programs in the same or similar disciplines at other institutions;
- (3) have sufficient clinical or in-service sites, if applicable, to support the program;
- (4) be consistent with the standards of the Commission of Colleges of the Southern Association of Colleges and Schools and, if applicable, with the standards or discipline-specific accrediting agencies and licensing agencies;
- (5) attract students on a long-term basis and produce graduates who would have opportunities for employment; or the program is appropriate for the development of a well-rounded array of basic baccalaureate degree programs at the institution;
- (6) not unnecessarily duplicate existing programs at other institutions;
- (7) not be dependent on future Special Item funding
- (8) have new five-year costs that would not exceed \$2 million.

*On behalf of the Board of Regents, I certify that the new program meets the criteria specified under TAC Section 5.50 (b).*

---


Board of Regents (Designee)

Date

JAN 19 10

School of Theatre and Dance

<b>BFA in Theatre - Production</b>		
	<b>Major Requirements</b>	<b>CORE / Prescribed Electives / Free Electives</b>
<b>Fresh. Fall</b> 15 hrs.	1332. Fundamentals of Theatre (Visual & Perf. Arts - CORE) 2334. Fundamentals of Design 2335 Scenic Technology or 2336 Lighting and Sound Technology or 2373 Costume Technology	ENGL 1303. Comp I MATH 1310. Algebra
<b>Fresh. Spring</b> 16 hrs.	1342. Fundamentals of Acting 2335 Scenic Technology or 2336 Lighting and Sound Technology or 2373 Costume Technology 1111:1112. Production	ENGL 1304. Comp II Math Reasoning Social Science
<b>(2nd Semester Jury/Assessment)</b>		
<b>Soph. Fall</b> 16 hrs.	2342. Dramatic Structures & Genres 2390. Technical Drawing 2335 Scenic Technology or 2336 Lighting and Sound Technology or 2373 Costume Technology 1111:1112. Production	Natural Science HIST 1377
<b>(3rd Semester Jury/Assessment)</b>		
<b>Soph. Spring</b> 16 hrs.	2344. American Drama (Writing in the Disciplines - CORE) 3364. Costume History I 3371. History of Architecture, Interiors and Decorative Arts 1111:1112. Production	Free Elective Free Elective
<b>Jr. Fall</b> 16 hrs.	ART 3328. Rendering and Sketching 3362 Costume Design for the Stage I or 3385 Scenic Design I or 3387 Lighting Design I 3362 Costume Design for the Stage I or 3385 Scenic Design I or 3387 Lighting Design I 3373 Makeup and Hair Design or 3374 Intelligent Lighting or 3375 Costume Technology and Allied Crafts or 3384 Scene Painting or other upper level elective approved by Director of Production 1111:1112. Production	HIST 1378
<b>(5th Semester Jury/Assessment)</b>		
<b>Jr. Spring</b> 16 hrs.	3362 Costume Design for the Stage I or 3385 Scenic Design I or 3387 Lighting Design I 3373 Makeup and Hair Design or 3374 Intelligent Lighting or 3375 Costume Technology and Allied Crafts or 3384 Scene Painting or other upper level elective approved by Director of Production 3372. Digital Design Techniques 2382. Stage Management I 1111:1112. Production	Natural Science
<b>Sr. Fall</b> 16 hrs.	3335. History of the Theatre I 3373 Makeup and Hair Design or 3374 Intelligent Lighting or 3375 Costume Technology and Allied Crafts or 3384 Scene Painting or other upper level elective approved by Director of Production 1111:1112. Production	POLS 1336 Humanities Prescribed Elective
<b>(7th Semester Jury/Assessment)</b>		
<b>Sr. Spring</b> 15 hrs.	3336. History of the Theatre II 3376 Advanced Drafting or 3386 Theatre Sound Design or 4367 Costume Cutting and Draping or 4393 Theatre Management	POLS 1337 Prescribed Elective Free Elective
<b>72 hrs. in Major / 36 hrs. in CORE /</b>		
<b>9 hrs. in Prescribed Electives / 9 hrs. in Free Electives</b>		
<b>Total: 126 Hours</b>		

Approved by CLASS USE 

10/21/2009