

**SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS
 COMMISSION ON COLLEGES
 SUBSTANTIVE CHANGE PROSPECTUS
 UNIVERSITY OF NORTH CAROLINA AT CHARLOTTE
 (Undergraduate Certificate in Advanced Dance Studies)**

Name of Institution: University of North Carolina at Charlotte (UNC Charlotte)	
Location: 9201 University City Blvd., Charlotte, NC 28223	
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List of Degrees

[List degrees](#) that the institution is authorized to grant. As a subset of each degree, list majors available.

List of Existing Approved Off-campus Sites and Addresses

List of existing [approved off-campus sites](#), their addresses, and programs. This is where 50% or more of the courses in a program is offered.

Abstract

The University of North Carolina Charlotte Department of Dance proposes a new upper-level undergraduate Certificate in Advanced Dance Studies. The Certificate allows students already enrolled in the BA in Dance degree an opportunity to deepen and focus their study and provides them with an additional credential. Delivered through face-to-face courses, the certificate is 21 hours. Certificate courses include work in dance technique, choreography, and pedagogy, a course in Leadership, Service, and Ethics (or other service learning-designated course), and a digital-skills-for-artists course. This work helps students develop an area of interest, prepares them to undertake an individual final project, performance, or internship, and provides them with skills needed to work in dance community settings. This new certificate will allow the Department to serve community dance organizations, including dance studios, YMCAs, Charlotte Ballet, and small dance companies, while providing students with professional experiences. Students will be better prepared to work in community settings, to function entrepreneurially, often a necessity for artists, and to go on to master's degree programs.

The date of implementation is January 2018 and classes will be offered at the UNC Charlotte main campus. Admission into the Certificate is by application. Certificate courses are in addition to courses taken to fulfill the core requirements of the BA in Dance. All required courses must be passed with a grade of "B" or better to earn the Certificate in Advanced Dance Studies. It is anticipated that 5-10 students will enter the program each year.

The faculty and facilities at UNC Charlotte are well positioned to offer this program. Faculty who will be teaching in the program have extensive professional and academic credentials in Dance. The College's state-of-the-art facilities and personnel in the Performing Arts Services unit are sufficient to fully support the curricular goals of the program.

Determination of Need and Program Approval

Assessment of Need

The BA in Dance is designed to allow students time for a double major or to pursue additional work in education for the concentration in K-12 dance education. Because many students are double majors, our department encourages students to develop individual, often interdisciplinary approaches to dance study. The Certificate furthers this work and allows faculty to more effectively mentor students. Also, students who study in the Department for four years often repeat courses such as dance technique and performance practicums, several times. The Certificate recognizes this advancing knowledge and skill with an additional credential.

Other North Carolina universities offer BA and BFA programs in Dance including UNC Greensboro, University of North Carolina School for the Arts, and East Carolina University. Their emphases are on developing choreographers and/or performers; students enrolled in the Advanced Dance Studies Certificate at UNC Charlotte will build individual approaches to dance practice and connect with local communities.

Program Planning

The proposed Undergraduate Certificate in Advanced Dance Studies responds to College of Arts + Architecture and Department of Dance missions and 2016-2021 Strategic Plans. The Certificate supports students as they deepen their dance and leadership skills, and plan and carry out an individual project or community-based internship. The college mission statement emphasizes the “Emergence...of new ideas, skills, potential”; “Connectivity...with our communities,” especially “engaged leadership,”; “Collaboration...with partners both like and unlike ourselves”: and “Professionalism...as both behavior and outcome.” The department mission is to “provide exemplary liberal arts educations for students who desire professional and personal engagement with dance as cultural practice, art form, and interdisciplinary subject.” Our goals are thus very connected to the Certificate, especially, our desire to 1) “Inspire creativity and intellectual growth in students as future artists, teachers, scholars, and global citizens through degree programs in dance”; to 2) “model professionalism, diversity, and mutuality through faculty achievement, curricula, and departmental culture”; and 3) “provide meaningful and inspiring opportunities for dance students and university and local communities through public performance of artistry and scholarship and community partnerships.”

The Certificate in Advanced Dance Studies is part of the Dance strategic plan, under Dance Objective 1.02: “Develop dance curricula specific to UNC Charlotte, responding to the needs of our students, college, university, and communities and furthering distinguished profiles for our programs.” This corresponds to CoA+A Strategic Plan Goal 1: “Present degree programs that align with emerging methods of scholarly practice in all arts and design disciplines at both undergraduate and graduate levels.”

All of the above develops from our charge as an urban research university to respond to the needs of Charlotte area communities and cultural institutions. The Certificate will allow us, through student projects and internships, to continue to build new community relationships.

Program Approval

The approval process for undergraduate courses establishes the review procedures for all new and modified courses. This process begins with the review and approval at the department level, proceeds through collegiate curriculum committees and deans before reaching the University Undergraduate Course and Curriculum Committee (UCCC). The UCCC is responsible for ensuring the quality and content of the curriculum, as well as the resulting course and curriculum approvals. Finally, any proposals to establish new certificates are reviewed through the same process noted above and by the University Faculty Council for approval and implementation. The UCCC [approved](#) the Undergraduate Certificate in Advanced Dance Studies on April 26, 2017.

The approval process for this proposal included a formal review and input from many in faculty governance, department, and campus review groups. Copies of faculty department planning documents and meeting [minutes](#) documenting faculty involvement and approval of the Undergraduate Certificate in Advanced Dance Studies are provided.

Program Details

The Advanced Dance Studies Certificate prepares dance students to work as community artists, educators, and advocates. It offers students who have completed dance degree requirements for the BA in Dance the opportunity to deepen their work and to complete a culminating project. The core of the program deepens skills in choreography, performance, and pedagogy and

provides students with coursework in digital skills for artists and in Leadership, Service, and Ethics (or another service learning course).

Course Requirements

The Advanced Dance Studies Certificate consists of 21 credit hours. Students must take the courses listed below to complete the Certificate.

Choreography

At least one choreography class from the following (3 credit hours):

DANC 3230 Choreography II (3); OR

DANC 3231 Choreography in Context: Danced Collaborations in Urban Spaces (3)

Technique & Performance

Three credit hours of performance, including at least one course from the following (3 credit hours):

DANC 2125 African Dance (2), OR

DANC 2226 Vintage Jazz (2), OR

DANC 3210 Ballet for Majors III (2), OR

DANC 3218 Modern Dance for Majors III (2)

AND

DANC 3402 Performance Practicum/Repertory (1)

Dance Pedagogy

At least one pedagogy class from the following (3 credit hours):

DANC 4401 Dance Teaching Practicum (3)

DANC 3227 Ballet Pedagogy (3)

Additional Coursework

Take an additional 3 credit hours from any of the above categories (3 credit hours).

Must take the following (9 credit hours)

DANC 3232 Digital Skills for Artists (3)

COMM 3136 Leadership, Service and Ethics (3) OR Any course with a Service Learning (SL) Designation

DANC 4800 Dance Capstone Project (3)

Table 1. Schedule of Anticipated [Course](#) Offerings

Knowledge pursued	Course Number	Course Title	Fall	Spring
PERFORMANCE select 3 hours	DANC 3210 DANC 3218 DANC 2125 DANC 2226 DANC 3402	Ballet for Majors III (2) Modern Dance for Majors III (2) African Dance (2) Vintage Jazz (2) Performance Practicum/Repertory (1)	X	X
CHOREOGRAPHY select 3 hours	DANC 3230 DANC 3231:	Choreography II (3) Choreography in Context: Danced Collaborations in Urban Spaces (3)	X	X
TEACHING select 3 hours	DANC 4401 OR DANC 3227	Dance Teaching Practicum (3) Ballet Pedagogy (3)	X	X
Select 3 additional hours from either performance, choreography, or teaching.	Repeat technique and performance sequence OR select both choreography courses OR select both teaching courses.		X	X
DIGITAL SKILLS	DANC 3232	Digital Skills for Artists (3)		X

COMMUNICATIONS/ SERVICE LEARNING	COMM 3136: OR Any course with a Service Learning (SL) Designation	Leadership, Service and Ethics (3)	X	X
CAPSTONE PROJECT	DANC 4800	Dance Capstone Project (3)		X

Program Admissions and Graduation

Admission into the Certificate is by application. Certificate courses are in addition to courses taken to fulfill the core requirements of the BA in Dance. All required courses must be passed with a grade of “B” or better to earn the Certificate in Advanced Dance Studies.

Student Learning Outcomes

The Student Learning Outcomes (SLO) of the Certificate in Advanced Dance Studies are outlined below.

SLO #1: Students will synthesize and apply artistic, pedagogical, research, and community-engagement knowledges and skills to develop an individual project proposal.

SLO #2: Students will synthesize and apply artistic, pedagogical, research, and community-engagement knowledges and skills to carry out an individual project.

The [SLO assessment plan](#) for the program is included.

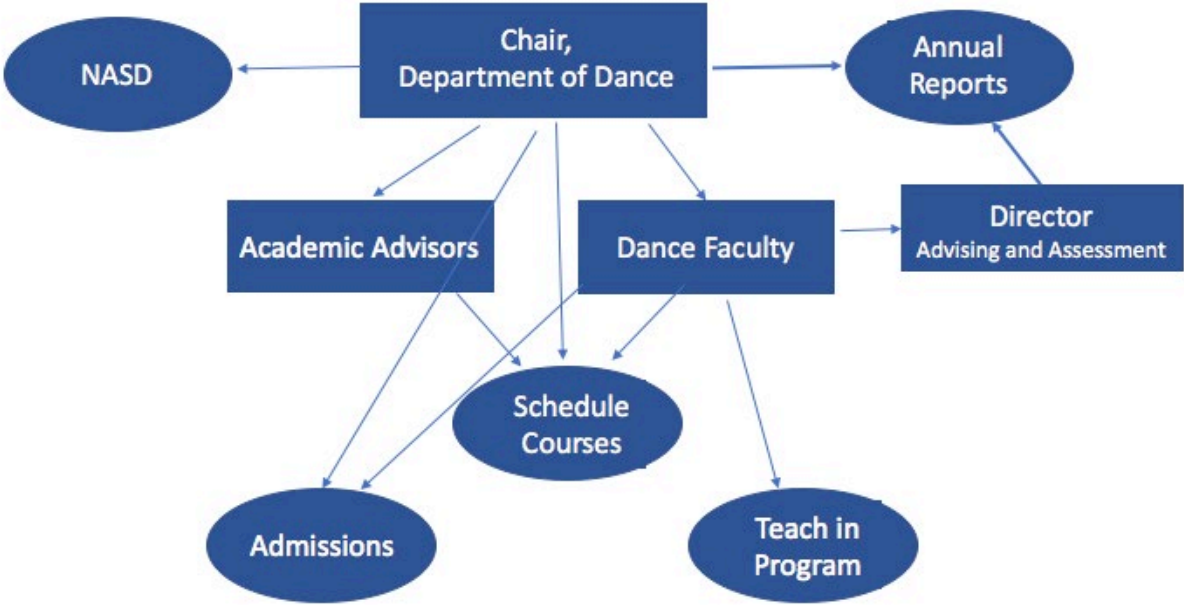
Definition of a Credit Hour

The course and curriculum development process is governed by the [Standing Rules of the Faculty Council](#). Faculty members in academic departments develop and complete the [required steps in Curriculum, the University’s online course and curriculum change system](#), for new courses and revisions to courses. As part of the proposal, faculty are asked to provide a [draft catalog copy](#) for the course which

includes the amount of credit to be awarded. Undergraduate faculty must also submit a [draft course syllabus](#) that includes the number of credits. The departmental and collegiate curriculum committees are responsible for verifying the credit hours for new courses and revisions to courses based on documentation of the amount of work expected by faculty in the class.

Existing and new courses represent best practices of credit calculations nationwide by following the federal definition of Carnegie Units. It is recommended that faculty members include the [Suggested Standard Syllabus Policies](#) (p. 2). All departments are required to verify that the credit awarded for new courses conform to federal and Commission policy and will indicate such through required steps and documentation submitted during the Curriculog course proposal process.

Program Oversight



The Certificate will be overseen by the Chair of the Department of Dance who will coordinate the scheduling of courses with the faculty and work with students to select a faculty mentor for culminating projects. The Chair and faculty will work with Academic Advisors and Admissions to recruit and admit students. The Chair will write the annual planning and SLO reports in consultation with the Director of Advising and Assessment. The Chair will also communicate with

NASD (National Association of Schools of Dance) through periodic program evaluations. NASD does not need to approve any Certificate of less than 30 credit hours.

Faculty Qualifications

Dance faculty members are experienced teachers, scholars, and artists who are well-qualified to mentor students as they deepen their own dance practices and work towards a final project.

The Dance Department is composed of 12 full-time and eight part-time faculty members. The faculty members expected to teach in this program are identified in the [faculty roster](#). This demonstrates that the faculty possess the required credentials or demonstrated competencies to teach in the Certificate in Advanced Dance Studies.

Course loads of the current faculty are sufficient to cover the courses in the certificate. Up to 88% of the Certificate will be taught by full-time faculty. This demonstrates that both the number and percentage of full-time faculty are adequate to perform the basic functions of the academic program. If there is a need to adjust course loads for faculty mentoring individual projects, the Department has this ability through the current Department part-time faculty budget.

Library and Learning Resources

The primary library facility will be the [J. Murrey Atkins Library](#) on the UNC Charlotte main campus. Students have off-campus access to all of the resources provided on-campus through the Atkins Library's homepage. These resources include journal articles, workbooks, ebooks, print books and videos. They can request research assistance either in person, or by phone, chat, text or email from the Library's homepage. They may contact a [research librarian](#) who has specialty knowledge of their discipline area(s) for assistance with research or for help identifying and using the many electronic databases available. [Research Guides](#) are available electronically 24/7 for assistance with a specific course or particular subject area.

The Atkins Library facilities contain approximately 285,000 square feet, most of which is devoted to the Library's two million-volume collection. The Library's main

collections consist of materials in many formats, the most important of which include:

Books:	1,022,587
Serial titles:	86,331
Licensed databases	660
Ebooks	892,234

The Atkins Library has 91 employees, including 35 faculty members and 56 support staff.

The library has access to a number of relevant electronic resources including subject databases MLA International Bibliography, Arts and Humanities Databases from ProQuest, Art and Architecture Complete, Arts and Humanities Citation Index, Music Index, and RILM (Répertoire International de Littérature Musicale) Abstracts of Music Literature. The library also provides access to several multidisciplinary and interdisciplinary databases, such as JSTOR, Project Muse, and Academic Search Complete. Access also includes electronic reference sources Grove Music Online, Oxford Encyclopedia of Theatre and Performance and Continuum Companion to Twentieth Century Theatre.

The library holds a variety of materials to support student learning and faculty research within the department of Dance. In addition, the library collects extensive electronic resources in relevant subject areas, including large eBook collections from Project Muse, Harvard University Press, and Oxford University Press Online, and substantially expanded collection of streaming video, including Alexander Street Press’ Dance in Video collection, as well as broader interest collections from Media Education Foundation and Films on Demand. A current catalog search for LC subject headings shows the following:

LC Subject Heading	Books	Videos	Journals
Dance	1390	703	37
Choreography	72	80	n/a
Ballet	366	262	2
Modern Dance	177	249	n/a

If gaps in the collection are identified as the certificate is implemented, materials may be purchased using library funds allocated to the College of Arts + Architecture. In addition, books or articles that are not held by the library may be requested through interlibrary loan, a free service for students and faculty. Faculty input will be sought when purchasing new titles for the program when needed.

Use of Technology

Multiple UNC Charlotte departments are involved in fostering, training, and supporting the use of technology to enhance student learning. The primary mission of the Center for Teaching and Learning (CTL) is to help faculty develop meaningful and pedagogically sound approaches to their teaching. The Center provides professional development workshops, software, and support to allow faculty to teach effectively with technology. Working in conjunction with the Center are [Information Technology Services Department \(ITS\)](#), the Atkins Library and IT departments in each of the colleges.

ITS provides both the [software](#) and the [training](#) for students to make the best use of the extensive technology resources available on campus. In addition, a wide variety of professionally developed training courses are provided through the [Skillport System](#). The Atkins Library Information Commons (IC) staff provides online resources and classes for students in the Library. The curriculum ranges from foundational instruction for the first-year writing program to differentiated instruction in upper-level and graduate courses. The college IT groups provide dedicated local support for faculty and students to help them make the best use of the technology in discipline-specific ways. Assistance provided by the college IT groups includes helping faculty find pedagogically appropriate technologies for their classroom instruction, tailoring computer labs to specific instructional needs, and assisting students with their needs.

The [Office of Classroom Support](#) provides support for the video conferencing and teleclass facilities that support both traditional educational programs and distance learning programs, and state-of-the-art technology for classrooms on campus, ensuring that faculty have access to modern tools such as smartboards and video capture.

ITS and the Center for Teaching and Learning provide a comprehensive suite of online technology resources that support instruction on campus, online, and through distance education. The principle vehicle for this delivery is our Learning

Management System (LMS). This integrated platform (Canvas) is the center point for the delivery of technology in support of teaching. Every student enrolled at the University automatically has access to Canvas; this provides students with structured access to faculty email, course announcements and feedback. In addition, the LMS is the single point of entry for other important learning tools such as Video Content Management, Document Collaboration, Secure Testing, Synchronous Learning (Wimba), integrated response systems (clickers) and plagiarism detection. The Center for Teaching and Learning provides training to faculty who teach online courses. The Center offers courses on Canvas, course design, Quality Matters, etc. Our university also uses WebEx to facilitate synchronous class sessions.

Student Support Services

The College of Arts + Architecture (CoA+A) is a community of visual & performing artists and design professionals who work in both intellectual and material practices. Through education, expertise, and leadership the College models excellence in teaching, scholarly and creative research, and performance in five creative disciplines: architecture, art and art history, dance, music, and theatre.

- The [College of Arts + Architecture](#) strategically plans, implements, and evaluates services and programs to facilitate student enrollment and success. This unit collaborates with many offices in Academic Affairs, such as the Office of Undergraduate Admissions, Financial Aid, Residency Determination and the Registrar's Office, to facilitate seamless services for undergraduate students. The Chairs/Director of the CoA+A coordinate with the Dean and Associate/Assistant Deans to ensure that admitted undergraduates receive the faculty and advising support needed to be successful.
- The CoA+A is served by a team of [professional academic advisors](#) who meet with all undergraduate majors in the college every semester to ensure that students are on track towards degree completion, aware of high-impact opportunities (study abroad, undergraduate research, internships, etc.), and aware of campus and community support services available to them.

The CoA+A partners with many units on campus to offer services that enrich and support the undergraduate student community. Working with offices in the Division of Academic Affairs and the Division of Student Affairs, students have

access to a broad range of services that support their educational experience and success. Examples of university-level student support programs, services, and activities that support student learning and success include, but are not limited to:

- [Dean of Students Office](#) manages a variety of activities such as women's programs, new student programs, volunteer outreach, student conduct, off-campus student services, SAFE mentoring program, sorority and fraternity life, Niner Nation Family program, and veteran students outreach.
- [University Center for Academic Excellence](#) offers services such as tutoring, supplemental instruction, academic success workshops, peer mentoring, academic success seminars, a learning lab, and individual consultations, all to support the effort to retain and graduate students. The UCAE also coordinates the [49er Rebound program](#), which offers support and academic skills courses to undergraduates who are placed on academic probation after their first term at UNC Charlotte.
- [Disability Services](#) ensures access to academic programs and campus facilities by providing verification of medical documentation, academic accommodations, counseling, testing, note-taking, and scholarships.
- [University Career Center](#) offers career assessment, internships, co-ops, service-learning, job preparation, and job interview opportunities. The CoA+A has a dedicated college liaison in the Career Center who collaborates with college leadership, faculty and advisors in addition to serving CoA+A majors in direct and significant ways.
- [Writing Resources Center](#) offers one-to-one writing instruction in writing across the disciplines from first-year to graduate, presentations, and workshops. Consultations, on-line services, and a library of writing-related instructional materials are also available.
- [Multicultural Academic Services Office](#) is committed to assisting traditionally underrepresented populations in the awareness and availability of academic support services.

Physical Resources

The current physical facilities and ITS offerings are adequate to implement the program. This program will use existing resources, studios, and performance spaces. No additional faculty or administrative support will be requested to launch the certificate.

Financial Support

The United States Department of Education has imposed no limitations, suspensions, or terminations with respect to the Title IV student financial aid programs. UNC Charlotte operates on the electronic transfer/advance payment method with respect to its federal funds and has not been placed on the reimbursement method. It has not been obligated to post a letter of credit on behalf of the U.S. Department of Education or other financial regulatory agency. There have been no complaints filed with the Department of Education regarding UNC Charlotte, and there are no impending litigation issues with respect to financial aid activities. The University is not aware of any infractions to regulations that would jeopardize Title IV funding.

The North Carolina Legislature, as part of the overall State budget, allocates funding for the University of North Carolina system, including UNC Charlotte. Within the UNC Charlotte budget, the State allocates a building reserve fund to cover maintenance and operation of existing facilities (housekeeping, maintenance, information technology, utilities, security, etc.), administered by UNC Charlotte’s division of Business Affairs. Day-to-day operating costs (office supplies, phone service, student workers, etc.) are funded through the division of Academic Affairs, under the direction of the Provost.

Table 2: Estimated Year One Budget for Certificate in Advanced Dance Studies

Expenses	Reallocation of Present Institutional Resources	New Allocations	Total
Personnel			
Department Chair	\$ 5,000.00		\$ 5,000.00
Faculty -- Dance	\$ 6,000.00		\$ 6,000.00

Advertising and Recruiting	\$ 5,000.00		\$ 5,000.00
TOTAL ADDITIONAL COSTS (\$)	\$ 16,000.00	0.00	\$ 16,000.00

No new faculty lines have been requested for this program. Figures represent the reallocation of Department Chair duties and possible reallocation of part-time faculty to cover faculty as they advise culminating projects.

No facility renovations are required to deliver this program. There will be no expenditures to external institutions or organizations for contractual or support services. Funding for equipment necessary to deliver the program has been expended and equipment is in place to deliver the program. Library resources have been budgeted/expended in advance of program initiation. Ongoing library appropriations are sufficient to support the program.

Evaluation and Assessment

Student Learning Outcomes

As part of the Annual Report, departments must also submit an annual [Student Learning Outcomes Assessment Plan and Report](#). For each program this report documents student learning outcome assessment plans (which consist of student learning outcomes, effectiveness measures, assessment methodology, and performance outcomes), assessment data, changes made based on assessment data, and the impact of changes on student learning. Student learning outcomes for programs offered through the online delivery mode are the same as for programs offered face-to-face. Student Learning Outcomes Assessment Plans and Reports from all colleges at both the undergraduate and graduate levels and from online and face-to-face delivery modes are required.

UNC Charlotte utilizes a decentralized model for student learning outcomes assessment. Assessment Leads are appointed to oversee student learning outcomes assessment. Assessment Leads work with department chairs on the development of student learning outcomes assessment plans and evaluation rubrics, documentation of assessment data, and the use of assessment data for continuous improvement. The Director of Assessment in the Office of Assessment and Accreditation provides training and guidance to the Assessment Leads. The Executive Director of the Office of Assessment and Accreditation chairs the Academic Affairs Assessment Team (AAAT) which oversees student learning outcomes assessment processes at UNC Charlotte.

Planning

Each year, each division develops expected outcomes and measurement plans to assess the accomplishment of its goals and objectives. Upon completion, the units subsumed in each division will align their plans with the division plans. At the division level, vice chancellors use [report templates](#) and scorecards to note the accomplishment of division goals and objectives and continuous improvement. The Institutional Effectiveness Oversight Committee (IEOC) uses these completed reports and scorecards to annually review and prepare a [University scorecard](#) of findings to the Chancellor for discussion with his Cabinet.

As indicated previously, all colleges and departments within Academic Affairs complete five-year strategic plans. In addition, colleges and departments submit an Annual Report which highlights the major accomplishments for the year. [Strategic Plans and Annual Reports from the College of Arts + Architecture](#) and the [Departments of Dance](#) are provided. These reports are used to complete the [Academic Affairs Annual Highlights](#).