*Note before completing this proposal that all core courses for a new program or certificate must have already been reviewed (or submitted for the same meeting) by the Curriculum Committee and approved by the Provost and Vice President of Academic Affairs. In addition, the complete catalog page must be included at the end of this document.*

|  |  |
| --- | --- |
| **School or Division** | School of Arts, Humanities, and Social Sciences |
| **Proposed by (faculty only)** | Dr. Catherine Wilkins and Dr. Thomas Smith |
| **Presenter (faculty only)** | Dr. Catherine Wilkins |
| Note that the presenter (faculty) listed above must be present at the Curriculum Committee meeting or the proposal will be returned to the School or Division and must be submitted for a later date. | |
| **Submission date** | 8/25/2014 |

**Section I, New Program or Certificate Information (must complete all items)**

|  |  |
| --- | --- |
| **List new program or certificate** | Audio Technology Certificate |
| **Describe (below) the process by which the need for the new program or certificate was identified** | |
| Many other state colleges in Florida offer workforce training certificate and degrees in the field of Audio Technology, but there are none offered at any public institutions between Tampa and Miami. We would be filling a geographical niche, as well as meeting a need in our community. Here in southwest Florida, there are many performing arts venues, churches, and arenas that employ complex sound systems and require certified technicians to manage their hardware and software. FSW could offer potential technicians the opportunity to become certified and enter the workforce in less than one year of study. | |
| **Project (below) average enrollment for core courses** | |
| 15 | |
| **Describe (below) how this projection was determined** | |
| We anticipate attracting previously enrolled AA- or AS-seeking students as well as members of the community. Our current facilities can accommodate 15-20 students. Eventually we hope to expand the facilities and improve outreach to the community to boost potential enrollment in the core courses. | |
| **List (below) similar programs or certificates at other colleges and universities** | |
| Valencia College, Sound and Music Production Certificate; FSCJ, Digital Media/Multimedia Production Certificate; Miami-Dade, Music Business – Creative Production A.S.; St. Pete College, Music Industry Recording Arts A.S. | |

**Section II, Personnel and Resources Needed** (add rows if necessary)

|  |  |  |
| --- | --- | --- |
| **Faculty position(s) (List discipline)** | **Full time or adjunct?** | **Total annual expenses** |
| Music Technology (1-2 instructors) | Adjunct | $10,000 |
|  |  |  |
| **Staff position(s) (List title)** | **Full time or part time?** | **Total annual expenses** |
|  |  |  |
|  |  |  |
| **Describe (below) library resources needed to support this program or certificate. Explain rationale for response, even if answer is none** | | |
| None - resources will be available online at no cost beyond that of initial software purchases.( estimated at approximately $1000 for laboratory operations), | | |
| **Describe (below) the technology, facilities, laboratory, or other resources needed to support this program or certificate** | | |
| We will require a lab of approximately 15-20 Mac computers equipped with the industry standard music software of Pro-Tools and Sibelius. We hope to convert our current Class Piano classroom into just such a lab, so no new classroom space would be required (Class Piano and Theory would still be able to be taught in that room). A general estimate of $50,000 - $60,000 for new Mac computers is needed and would require an increase additional capital outlay funding for this initial purchase. A grant proposal has been prepared and submitted, but as of this note, no award has been made. | | |
| **List (below) the estimated annual amount required for educational materials and supplies or other operating expenses for implementation of the new program or certificate** | | |
| General software updates as well as paper and ink cartridges for printing music projects. Additional expenses might include electronic cabling, patch cords, and other items related to audio production as part of repair and maintenance. Estimate= $1000 per year and would require an increase to the Music Department’s annual budget. | | |
| **Identify (below) the funding source to be used for personnel and operating expenses** | | |
| A proposal requesting a part-time music assistant has been received by the Dean from the music faculty. The proposed duties would include a variety of tasks, of which some to-be-determined number of hours a week could be assigned as a lab technician – approximate salary = $10/hr x 10 +/- hrs/wk = $3500+/- per academic year. This would require an increase to the current music department’s annual budget. | | |

**Section III, Justification for proposal**

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| --- |
| **Provide justification (below) for this proposed curriculum action** |
| This certificate program will prepare students for employment in the music and entertainment industry as technicians/specialists in music recording, audio hardware and software utilization, digital audio production, editing, and mastering. The program also provides supplemental training for persons previously or currently employed in music, entertainment or related occupations. Graduates of this program can potentially obtain employment as recording technicians/engineers, sound technicians in live or studio positions, audio editors/designers in various music‐related fields. These could include broadcast media, motion picture trades and other multimedia‐based areas. |

**Section IV, Important Dates and Endorsements Required**

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| **List all faculty endorsements below. (Note that proposals will be returned to the School or Division if faculty endorsements are not provided).** |
| Dr. Thomas Smith, Dr. Ronald Doiron, Prof. Steven Chase |

**nOTE:** Changes for the Fall 2015 term must be submitted by the January 3, 2015 deadline and approved no later than the February 28, 2015 Curriculum Committee meeting. Changes during mid-school year are NOT permitted. Extreme circumstances will require approval from the appropriate Dean or Assistant Vice President as well as the Provost and Vice President of Academic Affairs to begin in either the Spring 2015 or Summer 2015 term.

|  |  |
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| **Term in which approved action will take place** | Fall 2015 |

|  |  |  |
| --- | --- | --- |
| **Required Endorsements** | **Type in Name** | **Select Date** |
| **Department Chair or Program Coordinator** | Catherine Wilkins | 8/25/2014 |
| **Academic Dean or Assistant Vice President** | Dr. Emery E. Alford, SoAHSS | 8/29/2014 |
| **Dean’s Council Representative** | Dr. Mary Myers | 10/14/2014 |

|  |  |
| --- | --- |
| **Select Curriculum Committee Meeting Date** | October 24, 2014 |

Completed curriculum proposals must be uploaded to Dropbox by the deadline. Please refer to the *Curriculum Committee Critical Dates for Submission of Proposals* document available in the document manager in the FSW Portal:

* Document Manager
* VP Academic Affairs
* Curriculum Process Documents

**Important Note to Faculty, Department Chairs or Program Coordinators, and Deans or an Assistant Vice President:**

Incomplete proposals or proposals requiring corrections will be returned to the School or Division. If a proposal is incomplete or requires multiple corrections, the proposal will need to be completed or corrected and **resubmitted to the Dropbox for the next Curriculum Committee meeting** (no later than January 3, 2015 to be effective for the Fall 2015 term). All Curriculum proposals require approval of the Provost and Vice President of Academic Affairs. Final approval or denial of a proposal is reflected on the completed and signed Summary Report.

**CCC, Audio Technology**

**Purpose**

This certificate program will prepare students for employment in the music and entertainment industry as technicians/specialists in music recording, audio hardware and software utilization, digital audio production, editing, and mastering. The program also provides supplemental training for persons previously or currently employed in music, entertainment or related occupations. Graduates of this program can potentially obtain employment as recording technicians/engineers, sound technicians in live or studio positions, audio editors/designers in various music‐related fields. These could include broadcast media, motion picture trades and other multimedia‐based areas.

**Course Prerequisites**

***Many courses require prerequisites.*** Check the description of each course in the list below to check for prerequisites, minimum grade requirements, and other restrictions related to the course. Students must complete all prerequisites for a course prior to registering for it.

**Certificate Completion/Graduation**

Students must fulfill all requirements of their program major after which, students must complete an application for graduation through the Office of the Registrar and enroll in the GRD 1500 course the semester in which they intend to graduate. Students must apply for graduation ***by the*** ***published deadline*** to be assured of final clearance for graduation, timely receipt of their diploma, and participation in the commencement ceremony.

**Audio Technology Certificate: 15 Credit Hours**

*Students should choose 15 credits from the following:*

MUM 2600C – Basic Audio Recording Tech - 3 credits

MUM 2601C – Recording Techniques II - 3 credits

MUM 2604C – Multi-track Mixdown Techniques - 3 credits

MUS 2360 – Introduction to Technology in Music - 3 credits

DIG 2280C – Digital Video and Sound - 3 credits

DIG 2284C – Advanced Digital Video and Sound - 3 credits

DIG 2251C – Digital Audio I - 3 credits

**Total Certificate Requirements: 15 Credit Hours**