



CECIL COLLEGE

August 1, 2019

James D. Fielder, Jr., Ph.D.
Secretary of Higher Education
Maryland Higher Education Commission
6 North Liberty Street
Baltimore, MD 21201

Dear Dr. Fielder:

Attached is a proposal for a substantial revision to a Lower Division Certificate program:

LDC Art – Drawing and Painting
HEGIS Code 4910.06; CIP Code 50.0799

If there are any questions about this request, please contact Colleen Flewelling, Associate Dean of Academic Assessment and Development, at cflewelling@cecil.edu or 443-674-1948.

Sincerely,

Christy Dryer, DNP
Vice President, Academic Programs

Academic Programs

One Seahawk Drive • North East, MD 21901 • 410-287-1000 • www.cecil.edu

OWN YOUR FUTURE



**Cover Sheet for In-State Institutions
New Program or Substantial Modification to Existing Program**

Institution Submitting Proposal	Cecil College
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Each action below requires a separate proposal and cover sheet.

- | | |
|---|--|
| <input type="radio"/> New Academic Program | <input type="radio"/> Substantial Change to a Degree Program |
| <input type="radio"/> New Area of Concentration | <input type="radio"/> Substantial Change to an Area of Concentration |
| <input type="radio"/> New Degree Level Approval | <input checked="" type="radio"/> Substantial Change to a Certificate Program |
| <input type="radio"/> New Stand-Alone Certificate | <input type="radio"/> Cooperative Degree Program |
| <input type="radio"/> Off Campus Program | <input type="radio"/> Offer Program at Regional Higher Education Center |

Payment Submitted: <input checked="" type="radio"/> Yes <input type="radio"/> No	Payment Type: <input type="radio"/> R*STARS <input checked="" type="radio"/> Check	Date Submitted:
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Department Proposing Program	Arts and Visual Communications	
Degree Level and Degree Type	LDC	
Title of Proposed Program	Art - Drawing and Painting	
Total Number of Credits	21	
Suggested Codes	HEGIS: 491006	CIP: 500799
Program Modality	<input checked="" type="radio"/> On-campus <input type="radio"/> Distance Education (fully online) <input type="radio"/> Both	
Program Resources	<input checked="" type="radio"/> Using Existing Resources <input type="radio"/> Requiring New Resources	
Projected Implementation Date	<input checked="" type="radio"/> Fall <input type="radio"/> Spring <input type="radio"/> Summer Year: 2019	
Provide Link to Most Recent Academic Catalog	URL: https://www.cecil.edu/catalog	

Preferred Contact for this Proposal	Name:	Colleen Flewelling
	Title:	Associate Dean of Academic Assessment and Development
	Phone:	(443) 674-1948
	Email:	cflewelling@cecil.edu

President/Chief Executive	Type Name:	Mary W. Bolt
	Signature:	<i>Mary W Bolt</i> Date: <u>7/22/19</u>
Date of Approval/Endorsement by Governing Board:		05/30/2019

Revised 6/13/18

**CECIL COLLEGE
SUBSTANTIAL MODIFICATION PROPOSAL
LDC ART – DRAWING AND PAINTING
HEGIS 4910.06 CIP 50.0799**

A. Centrality to institutional mission statement and planning priorities:

The Drawing and Painting Certificate is built upon an intensive studio-based curriculum that stresses artistic techniques and critical thinking skills. Students use a variety of drawing and painting mediums to communicate an expressive voice and visual concepts.

This program directly supports Cecil College’s mission to provide a supportive learning environment to students as they build the skills and knowledge to achieve academic success, prepare to transfer, and enter the workforce.

B. Critical and compelling regional or Statewide need as identified in the State Plan:

The certificate in Drawing and Painting provides an option for students who already have an art degree and wish to acquire additional skills in another art medium. A student’s expenses for this certificate, at current in-county tuition rates, is only \$2,500. Decreased expenses allow many students to complete a credential they would otherwise be unable to complete, supporting goal 2 (Access, Affordability and Completion) of the Maryland State Plan for Education.

C. Quantifiable & reliable evidence and documentation of market supply & demand in the region and State:

A Drawing and Painting Certificate prepares students for several careers including art and design worker, art teacher, and fine artists. Maryland’s Department of Labor, Licensing and Regulation projects an increase from 2016-2026 in the number of openings for these types of positions.¹

Field	2016-2026 Percent Change in openings in Maryland
Art and Design Workers	+5.3%
Art, Drama, and Music Teachers, Postsecondary	+7.8%
Artists and Related Workers	+2.6%
Fine Artists	+2.1%

Cecil College has enrolled approximately 2 students per year in the currently existing Drawing and Painting certificate. We anticipate that this enrollment will continue to grow modestly over the next five years.

¹ <http://dllr.maryland.gov/lmi/iandoproj/maryland.shtml>

D. Reasonableness of program duplication:

A search of the Maryland Higher Education Commission’s Academic Program Inventory database reveals several associate degree programs in fine arts; however, there are no other certificates focused on drawing and painting. Thus, this program will not compete with other programs in the state.

Institution	Program Name	Degree Offered
Montgomery College	Studio Art	Associate
Community College of Baltimore County	Fine and Performing Arts	Associate
Harford Community College	Arts Management	Associate

E. Relevance to high-demand programs at Historically Black Institutions (HBIs)

We anticipate there will be no impact on the implementation or maintenance of high-demand programs at HBI’s.

F. Relevance to the identity of Historically Black Institutions (HBIs)

A bachelor’s degree program in Fine Arts is offered at Morgan State University and Coppin State University has a bachelor’s degree in Urban Arts. Graduates of Cecil’s certificate program in Ceramics could choose to attend either of these schools to earn their bachelor’s degree.

G. Adequacy of curriculum design and delivery to related learning outcomes consistent with Regulation .10 of this chapter:

The following information on degree requirements, learning outcomes, and course descriptions will be made available to students in the college catalog, which is posted on the Cecil College website. Students may also consult with advisors and faculty members to learn about these programs.

Information about new programs is clearly and accurately represented in advertising, recruiting, and admissions materials. The College’s Academic Programs unit widely shares information about the requirements for new or changed degrees in MHEC-approved programs. The Admissions and Marketing departments use this information to update application and inquiry forms, internal recruitment products, and other marketing materials.

Faculty at Cecil College design all courses and programs, which are then presented to the Academic Affairs Committee, a committee comprised primarily of faculty, for approval.

Changes Made to LDC Art-Drawing and Painting Program Requirements
(changes are italicized)

OLD Program Requirements	Credits	NEW Program Requirements	Credits

OLD Program Requirements	Credits	NEW Program Requirements	Credits
ART 101 Fundamentals of Design I or ART 110 Color	3	ART 101 Fundamentals of Design I	3
		<i>ART 105 Illustration, Materials and Techniques OR ART 231 Portrait Drawing</i>	3
ART 130 Drawing I	3	ART 130 Drawing I	3
ART 140 Painting I	3	ART 140 Painting I	3
ART 230 Drawing II or ART 240 Painting II	3	ART 230 Drawing II	3
		<i>ART 240 Painting II</i>	3
ART 232 Figure Drawing	3	ART 232 Figure Drawing	3
<i>ART Electives (Select 9 Credits) ART 132 Landscape and Nature Drawing ART 142 Landscape and Nature Drawing ART 230 Drawing II ART 231 Portrait Drawing ART 240 Painting II ART 241 Portrait Painting</i>	9		
Total OLD Program Requirements	24	Total NEW Program Requirements	21

The proposed LDC in Ceramics requires the following courses:

	Certificate Requirements	Credits
ART 101	Fundamentals of Design I	3
ART 105 or ART 231	Illustration, Materials and Techniques OR Portrait Drawing	3
ART 130	Drawing I	3
ART 140	Painting I	3
ART 230	Drawing II	3
ART 240	Painting II	3
ART 232	Figure Drawing	3

Total: 21 Credits

COURSE DESCRIPTIONS

ART101 Fundamentals of Design I (H) provides an introductory study of two-dimensional design. It deals with the organization of the graphic elements in effective, unified designs, whether in photography, fine arts, commercial art or everyday life. Included is a brief introduction to color theory. This course is valuable for persons anticipating a career in art, photography, media technology, or education. Credits: 3

ART105 Illustration, Materials, and Techniques is a studio course which introduces students to a variety of materials and techniques appropriate for use in the field of illustration. Topics may include: charcoal, graphite pencil, color pencil, pastel, inks, markers, scratchboard, various paints, printmaking techniques, collage and airbrush. Previous experience in drawing is highly recommended before enrolling for this course. Credits: 3 Prerequisite: Previous drawing experience

ART130 Beginning Drawing [H] introduces students to basic drawing concepts, techniques, materials and the development of observational skills. The course focuses on descriptive value, composition, visual and spatial relationships, linear and aerial perspective, volumetric forms, subject and content using a variety of black and white media. Course includes vocabulary development, critical analysis activities, and reference to historic and contemporary models of drawing. Emphasis is on observational drawing. Credits: 3

ART140 Painting I (H) introduces students to various approaches to painting in oils in the studio. It is intended for the beginning painter with little or no background in painting. Technical skills are developed through demonstrations, structured assignments, lectures, and critiques. Credits: 3

ART230 Drawing II (H) builds on Drawing I by concentrating on long-term assignments in the studio. It is intended for those students with previous experience in drawing. Emphasis is on experimentation with materials and individual expression. Students will study approaches taken by various artists to develop a series of related works. Credits: 3 Prerequisite: ART130

ART231 Portrait Drawing is an introductory class exploring basic mechanical and expressive components of portraiture. Emphasis is on solid structure and disciplined characterization. Instruction deals with form and structure in the first half of the course, and expression and characterization in the second half. Previous drawing experience is highly recommended before enrolling in this course. Credits: 3

ART232 Figure Drawing is an introductory course in drawing the human figure. The first half of the course emphasizes accuracy in proportion and achieving solid form and structure; the second half deals with characterization. Projects will deal with the form and structure of the body, as well as subjective aspects of the pose. Previous drawing experience is highly recommended before enrolling in this course. Credits: 3

ART240 Painting II (H) is a studio course concerned with the further development of compositional organization, technical skills, and color usage. Emphasis is on individualized approaches to painting and personal exploration with reference to past and contemporary artists. Students are encouraged to experiment with combinations of media and techniques for exploration in representational, abstract, and non-objective work. This course is intended for the student with previous painting experience. Credits: 3 Prerequisite: ART140

Upon successful completion of this program, students will be able to:

- Proficiently work with a wide range of drawing and painting materials, tools, techniques, and processes to create work from concept to finished product.
- Apply the elements and principles of design to communicate aesthetic and conceptual intent.
- Professionally document a body of work that demonstrates artistic voice, concept, and technical skills in drawing and painting.

Cecil College does not contract with another institution or non-collegiate organization in providing this program.

H. Adequacy of articulation

Cecil College is pursuing an articulation agreement for Fine Arts with Moore College of Art and Design in Philadelphia, PA.

I. Adequacy of faculty resources (as outlined in COMAR 13B.02.03.11).

Faculty Member	Credentials	Status	Courses Taught
Mark Donohue, Assistant Professor of Art	M.F.A. University of Delaware (Painting)	Full-time	ART 105 Illustration, Materials and Techniques ART 130 Drawing I ART 140 Painting I ART 230 Drawing II ART 232 Portrait Drawing ART 240 Painting II
Erica Harney	M.F.A. Pennsylvania State University (Art)	Part-time	ART 101 Fundamentals of Design I
Joshua Schaefer	M.F.A. Pennsylvania Academy of the Fine Arts (Studio Art)	Part-time	ART 231 Figure Drawing

Faculty have several opportunities for ongoing professional development in pedagogy. Cecil College’s instructional technologist offers regular workshops on using technologies to improve both face-to-face and online teaching. In addition, each semester she offers the Quality Matters-based Professional Development for Online Teaching (PDOT) course on best practices in online teaching. The College also funds faculty participation in academic conferences, including conferences focused on pedagogical topics. In January 2019, Cecil College hosted the annual conference of the Association of Faculties to Advance Community College Teaching (AFACCT); more than 35 full-time and adjunct faculty attended. In 2018-19, Cecil College also piloted the Faculty Guild professional development program with selected full-time and part-time faculty.

J. Adequacy of library resources (as outlined in COMAR 13B.02.03.12).

Cecil College’s Cecil County Veterans Memorial Library is a member of Maryland Digital Library (MDL) and the Maryland Community College Library Consortium (MCCLC). CCVM Library has reciprocal borrowing privileges with other community college libraries within the state of Maryland. CCVM Library also subscribes to Inter-Library Loan, where students and faculty can request physical books, eBooks, and scholarly articles from institutions nationwide.

Students in the Drawing/Painting Certificate Program can make an appointment to meet one-on-one or in groups with the Instructional Librarian for assistance with the following: narrowing down a research topic, finding articles in the library databases, finding books and eBooks, evaluating resources, and crafting citations. The Instructional Librarian also visits classes upon request to teach library information sessions tailored to class projects and curricula.

The library subscribes to approximately 84 online databases that cover the majority of disciplines offered at Cecil College. There are 3 databases in particular that are most useful for the Drawing/Painting

program: Academic Search Complete, ProQuest Central, Humanities International Complete, JSTOR, and ProQuest Arts & Humanities.

CCVM offers both a physical book collection and an online eBook collection for student use. A search of Drawing or Painting yielded approximately 6000 eBook and 420 print book results in the catalog pertaining to history, politics, culture, artists, marketing, creation, design, technique, and craft. CCVM Library staff welcomes and encourages faculty to submit requests for books, multi-media resources, and databases to support student projects and teacher instruction throughout the academic year.

K. Adequacy of physical facilities, infrastructure and instructional equipment (as outlined in COMAR 13B.02.03.13)

Located in the Arts and Sciences building on the North East campus, the drawing and painting studio is equipped with everything a learning artist needs to execute outstanding work. Flexible control over lighting, plenty of floor space and good ventilation make this an ideal space for studio drawing and oil painting. It is also a classroom and design studio where students can spread out at large tables, learning compositional principles through hands-on techniques. The studio's computers are furnished with Adobe CC design software for blending hands-on and digital techniques and for doing classroom research.

All students have the opportunity to utilize all physical facilities on campus including the Library; the Arts and Sciences Building; the Engineering and Math Building; Physical Education Complex; and the Technology/Conference Center, housing the computer lab, a student lounge / dining area and a Conference Center.

The department has sufficient dedicated office space for program faculty, staff, and students. Faculty offices include a desk and multiple chairs available for private conferences with students and/or faculty, bookshelves for department resources, and a locked file cabinet to secure program materials.

There is also dedicated office space for adjunct faculty. The adjunct offices are equipped with computers, desks, chairs, and telephones.

Multiple conference rooms are available for faculty meetings and or private conferences with students in the Engineering and Math Building, the Arts and Science Building, and the Physical Education Complex.

Available technology includes state-of-the-art smart classrooms with interactive white boards, projection systems, immediate capture and documentation cameras, wireless internet access, and the College-wide course management system, Blackboard, which can provide on-line learning to supplement courses.

The North East campus computer lab, housed in the Technology Center, provides 28 computers and technology resource staff, during regular lab hours, to assist students. The Writing Center is a free service to all Cecil College students. Tutors are available during a variety of day and evening hours to assist students with reading and writing assignments in any subject. Free subject matter tutoring is also available to all students upon request.

L. Adequacy of financial resources with documentation (as outlined in COMAR 13B.02.03.14)

1. Complete [Table 1: Resources \(pdf\)](#) and [Table 2: Expenditure\(pdf\)](#). [Finance data\(pdf\)](#) for the first five years of program implementation are to be entered. Figures should be presented for five years and then totaled by category for each year.

TABLE 1: RESOURCES

	Resource Categories	Year 1	Year 2	Year 3	Year 4	Year 5
1.	Reallocated funds	\$0	\$0	\$0	\$0	\$0
2.	Tuition/Fee Revenue (c + g below)	\$4,760	\$8,833	\$11,625	\$14,464	\$17,423
a.	Number of F/T students	0	1	1	1	1
b.	Annualized Tuition/Fee Rate ²	\$3,927	\$3,993	\$4,125	\$4,224	\$4,323
c.	Total F/T Revenue (a x b)	\$0	\$3,993	\$4,125	\$4,224	\$4,323
d.	Number of P/T students	2	2	3	4	5
e.	Credit Hour Rate	\$119	\$121	\$125	\$128	\$131
f.	Annualized Credit Hour Rate ³	\$2,380	\$2,420	\$2,480	\$2,540	\$2,600
g.	Total P/T Revenue (d x e x f)	\$4,760	\$4,840	\$7,500	\$10,240	\$13,100
3.	Grants, Contracts & other External Sources	\$0	\$0	\$0	\$0	\$0
4.	Other Sources	\$620	\$1,043	\$1,368	\$1,699	\$2,169
	Total (add 1-4)	\$5,380	\$9,876	\$12,993	\$16,163	\$19,592

Over the past five years, enrollment in Cecil’s LDC Drawing and Painting program has averaged 2 students per year; the College expects enrollment to grow over time. Approximately 80 percent of Cecil’s students are part-time students and 20 percent are full-time students; our projected total enrollment has been allocated on this ratio.

We are projecting tuition increases of 2% each year. Other sources of revenue include Student Development fees (\$8/credit) and Registration fees (\$75/semester). On average, full-time Cecil students take 33 credits per year; part-time students take 20 credits per year on average.

TABLE 2: EXPENDITURES

	Expenditure Categories	Year 1	Year 2	Year 3	Year 4	Year 5
1.	Faculty (b + c below)	\$4,151	\$4,222	\$4,293	\$4,366	\$4,439
a.	# FTE	0.05	0.05	0.05	0.05	0.05
b.	Total Salary	\$2,905	\$2,949	\$2,993	\$3,038	\$3,083

² Assumes Cecil County resident taking 33 credits per year.

³ Assumes Cecil County resident taking 20 credits per year.

	Expenditure Categories	Year 1	Year 2	Year 3	Year 4	Year 5
c.	Total Benefits	\$1,246	\$1,273	\$1,300	\$1,328	\$1,356
2.	Admin. Staff (b + c below)	\$0	\$0	\$0	\$0	\$0
a.	#FTE	0	0	0	0	0
b.	Total Salary	\$0	\$0	\$0	\$0	\$0
c.	Total Benefits	\$0	\$0	\$0	\$0	\$0
3.	Support Staff (b + c below)	\$0	\$0	\$0	\$0	\$0
a.	# FTE	0	0	0	0	0
b.	Total Salary	\$0	\$0	\$0	\$0	\$0
c.	Total Benefits	\$0	\$0	\$0	\$0	\$0
4.	Equipment	\$0	\$0	\$0	\$0	\$0
5.	Library	\$0	\$0	\$0	\$0	\$0
6.	New or Renovated Space	\$0	\$0	\$0	\$0	\$0
7.	Other Expenses	\$0	\$0	\$0	\$0	\$0
	Total (Add 1-7)	\$4,151	\$4,222	\$4,293	\$4,366	\$4,439

The Drawing and Painting certificate program enrolls a small percentage of students in our studio arts programs. Therefore, we estimate that .05 FTE (5% of one faculty member's time) of a faculty position is devoted to this program.

Salaries are forecasted to increase 1.5% each year, while health benefits are forecasted to increase 2.5% each year. Library resources and equipment are budgeted within the general operating budget on an ongoing basis.

M. Adequacy of provisions for evaluation of program (as outlined in COMAR 13B.02.03.15).

Faculty members are evaluated every semester by students enrolled in their courses. The College uses an electronic survey process (Evaluation Kit) and students are required to complete the evaluation within a specified time frame at the end of the semester or they are locked out of the learning management system (Blackboard) until they complete the survey. This has resulted in a very high response rate for all courses. In addition, faculty members are assessed in the classroom by the appropriate dean or designee each semester for their first year at Cecil College, annually for the next two years, and every three years thereafter. Student course evaluations are an important component in the College's process of monitoring student satisfaction.

All faculty members are contractually obligated to complete an annual report that includes assessment results. Faculty satisfaction is monitored through the Great Colleges to Work For Survey, which is administered every two years.

The College's Assessment Plan requires that each learning goal for an academic program be reviewed at least once every four years. These assessments are used to make improvements to the program. In addition, the College has an established Comprehensive Program Review process through which programs evaluate their strengths, opportunities, and cost effectiveness every eight years.

Student retention rates are regularly monitored by the division dean.

N. Consistency with the State’s minority student achievement goals (as outlined in COMAR 13B.02.03.05 and in the State Plan for Postsecondary Education).

Cecil College embraces the value of diversity, and strives to continuously foster inclusiveness, and has identified “Graduates will illustrate knowledge of ...the Diversity of Human Cultures” as one of the institution’s six General Education learning goals.

O. Relationship to low productivity programs identified by the Commission:

This program is not related to low productivity programs identified by the Commission.

P. If proposing a distance education program, please provide evidence of the  Principles of Good Practice (as outlined in COMAR 13B.02.03.22C).

Cecil College is a member of NC-SARA and follows C-RAC guidelines for distance education.