

NEW YORK CITY COLLEGE OF TECHNOLOGY
THE CITY UNIVERSITY OF NEW YORK

ENTERTAINMENT TECHNOLOGY

MAJOR CURRICULUM MODIFICATION PROPOSAL

2019-02-20

John McCullough
Chairperson

Prepared by: Professors Brandt, McCullough and Huntington

Table of Contents

Contents

TABLE OF CONTENTS 2

CURRICULUM MODIFICATION PROPOSAL FORM 2

BRIEF DESCRIPTION OF PROPOSAL..... 5

FULL RATIONALE 5

COURSE DESCRIPTIONS AND OUTLINES 6

MINUTES FOR DEPARMENT MEETINGS 16

CONSULTATION WITH AFFECTED DEPARTMENTS 17

LIBRARY RESOURCES & INFORMAITON LITERACY FORMS 19

NEW COURSE PROPOSAL FORMS..... 23

CHANCELLOR’S REPORT 31

SECTION AIII: CHANGES IN DEGREE PROGRAM 31

SECTION AIV: NEW COURSES 38

SECTION AV: CHANGES TO EXISTING COURSES 41

Section AVI: COURSES WITHDRAWN 45

New York City College of Technology, CUNY

CURRICULUM MODIFICATION PROPOSAL FORM

Title of Proposal	ENT Live Event Management Track Proposal
Date	February 14, 2019
Major or Minor	Major

Proposer's Name	Susan Brandt
Department	Entertainment Technology
Date of Departmental Meeting in which proposal was approved	January 21, 2019
Department Chair Name	John McCullough
Department Chair Signature and Date	Original signed by John McCullough 1/21/19
Academic Dean Name	Kevin Hom
Academic Dean Signature and Date	Original signed by Dean Hom Date: 2/21/19
Brief Description of Proposal (Describe the modifications contained within this proposal in a succinct summary. More detailed content will be provided in the proposal body).	The modifications in this proposal are changes to our current ENT Bachelor of Technology degree program. The changes include the introduction of a new module in Live Event Management (including two new courses), and the retirement the Show Systems Integration module.
Brief Rationale for Proposal (Provide a concise summary of why this proposed change is important to the department. More detailed content will be provided in the proposal body).	This proposal is in direct response to our program's recent self-study and sets out to clarify degree requirements and to provide a clearer advisement path to graduation by adding the Live Event Management track and the prerequisites to the catalog.
Proposal History (Please provide history of this proposal: is this a resubmission? An updated version? This may most easily be expressed as a list).	This is the initial proposal of these modifications.

Please include all appropriate documentation as indicated in the Curriculum Modification Checklist.

For each new course, please also complete the New Course Proposal and submit in this document.

ALL PROPOSAL CHECK LIST

Completed CURRICULUM MODIFICATION FORM including:	
● Brief description of proposal	x
● Rationale for proposal	x

• Date of department meeting approving the modification	x
• Chair's Signature	x
• Dean's Signature	x
Evidence of consultation with affected departments List of the programs that use this course as required or elective, and courses that use this as a prerequisite.	x
Documentation of Advisory Commission views (if applicable).	No
Completed <u>Chancellor's Report Form</u> .	x

EXISTING PROGRAM MODIFICATION PROPOSALS

Documentation indicating that core curriculum requirements have been met for new programs/options or program changes. No changes were made to core requirements. Recommendations were added that meet existing requirements.	x
Detailed rationale for each modification (this includes minor modifications)	X

BRIEF DESCRIPTION OF PROPOSAL

Addition of a New Module in Live Entertainment Management

The live entertainment field needs managers who understand both people and technology. They are needed to interpret how the technology works, how it integrates with production and how a production works in a performance venue. Managers also need to be aware of all the safety concerns of a production and how it affects the performers, technicians and audience. This module, like others in the ENT degree, can be chosen by students as one of two tracks, based on their interest.

To complete the track, we need to add two new courses which will enable City Tech students to be effective managers in a live event environment:

ENT 2102 Event Safety (new) will examine the NFPA 10 Life Safety Code and CR OSHA 1910 (General industry safety standards) as they relate to event venue, artistic needs of live productions and safety of staff and audience.

ENT 3430 Stage Management (existing) teaches the students how to supervise the performing artists, design and technical teams through the production process from auditions to opening night.

ENT 4440 Live Event Management (new) will give the students the chance to manage a live event from pre-production, to the day of the event and into post production review.

Live Entertainment Management Module Chart



Removal of Show Systems Module

We would like to eliminate the Show Systems module, but keep the existing capstone Show Systems class as an upper-level elective.

FULL RATIONALE

The foundation of the entertainment technology industry is built on collaborative teamwork, with each participant focusing on one or more specialties: lighting, sound, video, scenic construction, etc. The Entertainment Technology Department designed the curriculum around this industry model, with each student choosing two modules or specialties to focus on.

With this proposal's straightforward re-organization, we offer students a clear path through the curriculum, and keep a number of excellent courses on the books for electives and for possible future concentrations. There are only a handful of college programs in the country that cover

live event technology as in depth as we currently do, and this proposal will only make the program stronger and better able to serve the needs of our local and national job markets in live event technology, which is where our alumni are finding work.

Here is an overview of the proposed addition of the new module:

- Add a new course Event Safety ENT 2102, 3 credits (2 class hrs. 2 lab hrs) Pre or co-requisite: ENT 1102 Health and Safety in Live Entertainment and ENT 2210 Advanced Scenic Construction or 2290 Video Studio Operations or 2350 Lighting Controls for Stage and Audio or 2370 Sound Technology II It will be the first in a series of three courses.
- The second course Stage Management ENT 3430 (3 class hours) It is currently in the Entertainment elective list
- Add a new course Live Entertainment Management, ENT 4440, 3 credits (3 class hrs.) Pre-requisite: ENT 3430 Stage Management and ENT 4430 Project Management. It will be the third in a series of three courses.

Here is an overview of the removal of Show Systems module but keeping ENT 4480 as an ENT elective:

- Remove the Show Systems Track
- Rename ENT 4480 from “Show Systems Integration” to “Show Control”
- Add ENT4480 “Show Control” to the Electives List

As a part of this larger proposal and to keep the number of module options manageable, we are also proposing to retire the existing Show Systems Module. Show Systems Integration (also called Show Control) is about connecting technology from different departments together, and by definition requires some relatively advanced knowledge in preferably two or more of the other areas (lighting, sound, video systems, automation etc). But as a track the knowledge base required a lot upper level classes from the other tracks for the students to be successful, and so currently Show Systems has a very short pathway through the ENT curriculum. This means that some students who are ill-suited for this complex, highly technical area take this track as their fastest path to graduation and struggle through this challenging area.

In addition, we have learned over the years the information needed to strengthen this Show Systems module to make it reflect the actual needs of the market are complex enough to really push beyond our curriculum and into the realm of a graduate degree.

COURSE DESCRIPTIONS AND OUTLINES

Proposal for:

ENT2102 Event Safety

Prepared by Susan Brandt February 9, 2019

Credit Hours

3 Credits 4 Hours

2 hours lecture, 2 hour lab

Prerequisite: ENT 1102 Health and Safety in Live Entertainment and Ent 1106 Technical Production Skills Lab

Pre or co-requisite: ENT 2210 Advanced Scenic Construction or 2290 Video Studio Operations or 2350 Lighting Controls for Stage and Audio or 2370 Sound Technology II

Course Description

The course will promote safety, training and supervision of performance venues and staff. The students will examine the NFPA codes and OSHA regulations as they relate to live performance planning and execution. The class will visit local venues and learn firsthand how facilities adapt to produce live events in a safe environment. They will write case studies of local venues focusing on safety and the relationship between the venue, the artists and the audience. Students will learn to plan, organize and execute safe and effective live productions.

Course Objectives:

Learning Outcomes	Assessment
Students will...	
Recognize and understand roles of production team members.	This will be measured through evaluation of class discussion, written tests, and homework assignments.
Demonstrate ability to read and interpret OSHA and NFPA regulations and codes.	Analysis of OSHA and NFPA codes and regulations.
Demonstrate proper application of documentation before using fog or flame in a live performance venue.	Analysis of student planning for and documentation for use in a live venue.
Illustrate knowledge of current documents required for safety in the workplace.	Analysis of written tests, and homework assignments.
Demonstrate skills by reading and interpreting an Emergency action plan.	Analysis of written tests, and homework assignments.

General education learning outcomes/assessment methods

Learning outcomes	Assessment
Evaluation: The students will read case studies and evaluate the outcomes.	This will be measured in classwork and assignments.
Comprehension: Through assigned readings and classroom lectures students will learn about OSHA and NFPA codes and regulations and how to apply them.	This will be measured in classwork and the production book assignment.
Analysis: Students will participate in active observation of walking surfaces, raised surfaces, ladders and lifts.	This will be measured through evaluation of observation and creation of safe work habits in live performance preparations.
Synthesis: Students will learn a code and apply it to a working shop or venue.	This will be measured through evaluation of an assignment.

Teaching Methods

- Lectures
- Blackboard Assignments
- Homework
- Venue analysis

Required text and materials: none

There is no specific textbook in the industry at this time. I will be creating an OER for all course material. This will make the course affordable for all students enrolled. The website will allow flexibility in delivering learning material and allow for up to date information as the safety industry updates codes and standards.

Grading

Venue analysis	40%
Blackboard assignments	20%
Midterm	15%
Final	15%

Course Outline

Week	Topic	Classwork	Lab work	Assignment
1	Hazards in the Work place overview	Chemicals, electrical, walking surfaces, ladders, tool awareness.	surfaces and back stage work areas Lab at the new theatre	Safety in the Venue OSHA Controls for hazards.
2	Safety training for staff; Injury's in the workplace.	Document trail, creation, maintenance and storing. And OSHA required documents	theoretical document trail for an injured employee lab	Job safety analysis of a specific hazard onstage
3	Hazardous chemicals Training, application, storage and abatement	Review SDS procedures OSHA	Create SDS binder for a scenic element lab	SDS binders and online storage
4	Production workshops Day to day safety concerns	Scenic, props costume, sound lighting work spaces Working onstage	Tour a local shop and observe safety processes lab	Summary of one production workshop safety plan.
5	Fall safety protection Harness, nets and railings Ladders: fixed or standing. Require	OSHA 1910 part d OSHA 1910.23 OSHA 1910.29	Fall safety equipment demonstration, harness, ladder and rails lab	Rescue procedures for fall arrest systems, elevated platforms and unique locations.

	maintenance and usage.			
6	Raised platforms and scaffolding	Laws and procedures 1910.27	Scaffolding and raise platform lab	Observation of a raise platform from design to rehearsal to performance.
7	Midterm			
8	Rehearsal spaces	OSHA and Equity	OSHA and equity rules lab	Safety for performers
9	Audience areas; seating lobby and egress, Stairways	OSHA and NFPA OSHA 1910.25 and NFPA Emergency action plan	Venue with various audience areas lab	Audience safety. Emergency egress plan.
10	Safety during live performance	Overlap of audience and performance spaces. Crowd controls	Preparations for a safe performance lab	Planning for opening, running and closing a production.
11	Flexible seating	Applicable NFPA codes for seating locations and fire egress.	Flexible seating, fire laws and audience egress lab.	Create an appropriate seating plan for a flexible space.
12	Outdoor events	Outdoor stages and festivals	Event in outdoor venue lab	
13	Special topics			
14	Final review			
15	Final			

Bibliography

"Department of Labor Logo UNITED STATES DEPARTMENT OF LABOR." Occupational Safety and Health Administration, www.osha.gov/laws-regs/regulations/standardnumber/1910.

https://www.labour.gov.on.ca/english/hs/pubs/liveperformance/gl_live_intro.php

OSHA 1910 General industry regulations

"Place of Assembly Certificate of Operation." NYC, Workers' Compensation Board,

www1.nyc.gov/site/buildings/business/place-of-assembly.page.

Ministry of Labour. "Introduction to the Safety Guidelines for the Live Performance Industry in

Ontario." Ministry of Labour, Government of Ontario, Ministry of Labour,

www.labour.gov.on.ca/english/hs/pubs/liveperformance/gl_live_intro.php.

Kincman, Laurie. (2013) *The Stage Manager's Toolkit: Templates and Communication*

Techniques to Guide Your Theatre Production from First Meeting to Live Performance.

Burlington MA: Focal Press, 2013

Stern, Lawrence (2002), *Stage Management* 7th Edition. Boston MA, Allyn and Bacon

Willima J. Byrnes. (2015) *Management and the Arts*, New York and London, Focal Press Taylor and Francis Group.

"#101Wednesdays - Life Safety Basics in Assembly Occupancies." NFPA Xchange,

community.nfpa.org/community/nfpa-today/blog/2016/12/07/101wednesdays-life-safety-basics-in-assembly-occupancies.

"UNITED STATES DEPARTMENT OF LABOR." Occupational Safety and Health Administration,

www.osha.gov/Publications/OSHA3514.html.

Rossol, Monona. *The Health and Safety Guide for Film, Tv, and Theater*. Allworth Press, 2011.

"Codes, Guidelines and Internal Membership Rules." Home · Actors' Equity Association,

www.actorsequity.org/resources/Producers/codes/.

Modification of Curriculum

This is a new course. It will be one in a series of three course in the Live Entertainment Management track as part of the Entertainment Technology Curriculum.

The series of courses to include:

ENT 2102 Event Safety

ENT 3430 Stage Management

ENT 4440 Live Event Management

Justification

This curriculum is being created to support students who want to pursue a career in stage management and production management. The course will allow the students to study and practice safe skills when working inside a performance venue or on tour.

We currently offer one course in health and safety. This course will build on that material to focus in greater detail about safety for staff and performers when working in a live entertainment setting.

The students will have the opportunity to earn their OSHA 10-hour General Industry Certification Card.

Projected head count: 16

This number is based on the number of computers in the Entertainment Technology computer supported classrooms. This course will be offered once a year.

Proposal for:

ENT 4440 Live Event Management

Prepared by Susan Brandt February 9, 2019

Credit Hours

3 Credits 3 Hours

3 hours lecture

Pre-requisite: ENT 3430 Stage Management and ENT 4430 Project Management

Course Description

Event managers run conferences, corporate events, festivals, rock concerts and many other live events around the world. In the event management class students will explore the theory, practice and tools of administering a live performance. Each student will be assigned to a live event in a Management position. The students begin in pre-production creating planning documents in a Production book and an estimate for the event they are assigned to. The students will attend meetings and be part of the event process. They will update their budgets and schedules as needed throughout the process. They will attend and manage the event with faculty support. The students will develop leadership skills through experiential learning. They will learn the value of establishing a professional presence; enabling the performance process to run smoothly and efficiently. Afterwards students will evaluate their event by examining obstacles they had to overcome.

Course Objectives:

Learning Outcomes	Assessment
Students will...	
Demonstrate ability to create a budget.	Analysis of student spreadsheet assignments.
Demonstrate proper application of production management techniques during the planning phase of a live production.	Analysis of student performance during the planning and running of production meetings and follow up notes for the specific meeting.
Illustrate knowledge of the process of live performance production.	Analysis of written tests, and homework assignments.
Demonstrate leadership skills by planning, and executing a live production.	This will be measured through evaluation of observation of student participation during a live production.
Manage computed mediated communications for a collaborative project.	This will be measured through evaluation of discussion and homework assignments.
Interpret production script and create support documents.	Analysis of classroom discussion, and homework assignments.

General education learning outcomes/assessment methods

Learning Outcomes	Assessment
Evaluation: Through assigned readings and classroom discussions students will learn to select the specific needs of their assigned productions.	This will be measured in classwork and assignments.

Comprehension: Students will develop communication skills that will allow them to identify information, organize it and report their findings in a useful manner.	This will be measured in classwork and the production book assignment.
Analysis: Students will participate in the management of a live production and participate in the real time experience. They will problem solve issues as they present in a professional manner.	This will be measured through evaluation of observation during a live performance, class discussion and homework assignments.
Synthesis: Students will experience live events and compose a paper about the professional relationships they develop as being part of a production team and working in a live entertainment environment.	This will be measured through evaluation of an assignment.

Teaching Methods

- Lectures
- Blackboard assignments
- Live production experience
- Production book
- Team project

Required text and materials: Cary Gillett and Jay Sheehan, The Production Managers Toolkit, (1st Edition), Focal Press, 2017

Word processing, spreadsheet, database and presentation software

Grading

Production Team	15%
Production Book	40%
Blackboard assignments	15%
Midterm	15%
Paper	15%

PROJECTS

1. Production Team: Students will participate in the production of one live event. The positions include: production manager, assistant production manager or stage manager.

2. Production Book:

Part 1: Communication: title page, table of contents and contact sheet.

Part 2: Show information: show information, script analysis, talent list, show rider, scope statement

Part 3: Venue information: venue analysis, site survey

Part 4: Schedules: Gant chart, Production schedule, rehearsal schedule, daily load-in, Daily Tech schedule, crew call sheets

Part 5: budget

3. Paper connecting it to the work: Write a paper about an obstacle experienced during a live production. How did the issue come about and how did the student resolve it? Presentation and discussion to follow the writing portion of the project.

Course Outline

Week	Topic	Classwork	Assignment
1	Communication during live productions	Production book part 1	Title page, table of contents and contact sheets
2	The Production	Production book part 2	Show treatment, script analysis, Talent list and show rider
3	The Production book, Show analysis	Production book part 2	scope statement
4	The Venue	Production book part 3	Venue analysis and site survey
5	Relationships, employees, collaborators and vendors	Building relationships in the industry	Networking
6	Midterm		
7	Planning and scheduling	Production book part 4 Schedules	Gant chart, Production schedule, rehearsal schedule
8	Daily documents	Production book part 4 Schedules	Daily load-on, tech and crew call sheets
9	Budget materials	Production book part 5	RFP and bid requests
10	Budget Labor	Production book part 5 Budget	Spread sheets for a live production labor plan
11	Resource management documents	Production book part 5 Budget	Materials and skilled labor
12	Meetings	Preparation running and follow up	Agendas and meeting notes
13	Hiring and casting	Process for hiring new staff	Write a job outline and description
14	Managing conflict	Working in a team	Scenarios
15	Connecting with the work	Final Presentation	Student presentations

Bibliography

Stage Directions (Monthly online magazine)

Bell, Chip R. (1996) *Managers as Mentors*. San Francisco CA. Berrett-Koehler.

Benbunan-Fich, Requel & Mavlanova F. Adler, Tamilla (2011) Measuring Multitasking Behavior with Activity-Based Metrics, *ACM Transaction on Computer-Human Interaction*, Vol 18, No. 2, Article 7.

Hagan, Gregory (2011), *PMP Project Management Fundamentals, Key Concepts and Methodology*, Second Edition, Vienna Virginia: Management Concepts.

Hawkins, Peter (2011), *Leadership Team Coaching Developing collective Transformational leadership*, London, Kogan Page Unlimited

Hopper, Michael H., (2007) *Active Listening improve your ability to listen and lead*, Center for Creative Leadership www.ccl.org/publications ISBN1-882197-94-1.

Kincman, Laurie. (2013) *The Stage Manager's Toolkit: Templates and Communication Techniques to Guide Your Theatre Production from First Meeting to Live Performance*.

Burlington MA: Focal Press, 2013

McGregor, Douglas (2006), *The Human Side of Enterprise Annotated Edition* Joel Cutcher-Gershenfeld. New York, New York. McGraw-Hill Companies.

Megginson, David & David Clutterbuck (2009) *Further Techniques for Coaching and Mentoring*, Linacre House, Jordan Hill Oxford, Elsevier's Science and Technology Rights Department Oxford UK

Oers, Bert Van & Wardekker, Wim & Elbers, Ed &, Van Der Veer, Rene (2008) *The transformation of Learning; Advances in Cultural Historical, Activity Theory*, Lanham, New York, Rowman and Littlefield

Lencioni, Patrick, (2002), *the Five Dysfunctions of a Team*, Jossey-Bass, San Francisco Ca.

Rutter, D.R &, Stephenson G.M. (1977) *The Role of visual communication in synchronizing conversation*, *Eur J. soc. Psychol.* 7(1) pp. 29-37

Stern, Lawrence (2002), *Stage Management 7th Edition*. Boston MA, Allyn and Bacon

Tolmie, Andrew (2000), *Factors that influence the success of computer mediated communication (CMC) environments in university teaching; a review and case study*.

Willima J. Byrnes. (2015) *Management and the Arts*, New York and London, Focal Press Taylor and Francis Group.

Modification of Curriculum

This is a new course it will become the capstone in the Live Entertainment module as part of the Entertainment Technology Curriculum.

The series of courses include:

ENT 2102 Event Safety

ENT 3430 Stage Management

ENT 4440 Live Event Management

Justification

This course is the capstone of a new module in the ENT curriculum. Production Management and Stage Management are career options for Entertainment Technology students. The planning and organizing skills learned in this course are also needed in other management areas in the entertainment field. Live Event Management teaches the student how to manage people, equipment and time. This material has been offered as ENT 4500 Special Topics in 2018 and 2019 due to student interest. The class filled with 16 students each year it was offered.

Projected head count: 16

Entertainment Technology laboratory classrooms have 16 computer stations.

This course will be offered once a year.

MINUTES FOR DEPARTMENT MEETINGS

2/21/19 2pm

In attendance:

John McCullough Chair

Heidi Boisvert Director Emerging Media

Sue Brandt

Adam Wilson

Allison Berkoy

John Huntington

Ryoya Terao

Items

Review and Vote on New Course Proposal

MAJOR CURRICULUM MODIFICATION PROPOSAL

Open to discussion

One change to prerequisites for ENT 2102

Document updated

A motion to vote to move to approve the curriculum modification

The motion was seconded.

The faculty was unanimous in voting for the curriculum modification.

The meeting was adjourned at 3pm

CONSULTATION WITH AFFECTED DEPARTMENTS

Business Lucas M Bernard

Hi,

I have looked over your materials and do not see any potential for conflict with our offerings. Although we also offer a variety of "Management" courses, ours are focused on general principles which apply to a wide range of businesses. Your planed courses are much more specialized. Thus, with regard to your proposal, there is nothing we need to discuss and the Business Department certainly has no objections going forward.

However, on another topic, should you become interested in offering a "Business of _____" or similar, we would like to be involved in the process. We are already working with the Department of Restorative Dentistry on a similar project. In this case, the degree would be completely under your jurisdiction, but we would offer additional courses in Accounting, Finance, Business Law, Management, and Marketing to meet your needs. In this case, we would customize existing courses to meet your needs, etc.

I am CC Profs Raskin (Accounting), Sutton (Entrepreneurship/Small Enterprise), and Bundy (Restorative Dentistry).

Best wishes for the success of your new courses,

Lucas M. Bernard, PhD
Chairman & Associate Professor
Department of Business
The New York City College of Technology
The City University of New York
300 Jay Street, Namm-1012
Brooklyn, NY 11201-1909

LBernard@citytech.cuny.edu

Hospitality Management Elizabeth Schaible

Dear Professor Brandt,

Your proposal for a new track in Live Event Management appears very appealing and timely for your Entertainment Technology students.

While the Hospitality Management offers a course for our BTech students in Event Management (HMGT 4999), we feel there is no conflict with the courses developed in your proposal. Your focus is more on the technical aspects of event management and specifically live performance.

We wish you success in the offering of this new track.

Prof. Schaible

From: Sue Brandt

Sent: Saturday, February 09, 2019 7:30 PM

To: Elizabeth Schaible <ESchaible@citytech.cuny.edu>

Cc: John McCullough <JMcCullough@citytech.cuny.edu>

Subject: Proposal for Live Event Management Track in Entertainment Technology

LIBRARY RESOURCES & INFORMATION LITERACY FORMS

Library Form

LIBRARY RESOURCES & INFORMATION LITERACY: MAJOR CURRICULUM MODIFICATION

Please complete for all major curriculum modifications. This information will assist the library in planning for new courses/programs.

Consult with your library faculty subject specialist (<http://cityte.ch/dir>) 3 weeks before the proposal deadline.

Course proposer: please complete boxes 1-4. Library faculty subject specialist: please complete box 5.

1	Title of proposal <u>Safety in Live Entertainment</u>	Department/Program <u>Entertainment Technology</u>
	Proposed by (include email & phone) <u>Associate Professor Susan Brandt</u> <u>sbrandt@citytech.cuny.edu</u> <u>718-260-5595</u>	Expected date course(s) will be offered <u>Spring 2020</u> # of students <u>16</u>

2	The library cannot purchase reserve textbooks for every course at the college, nor copies for all students. Consult our website (http://cityte.ch/curriculum) for articles and ebooks for your courses, or our open educational resources (OER) guide (http://cityte.ch/oer). Have you considered using a freely-available OER or an open textbook in this course? <u>yes</u>
---	---

3	Beyond the required course materials, are City Tech library resources sufficient for course assignments? If additional resources are needed, please provide format details (e.g. ebook, journal, DVD, etc.), full citation (author, title, publisher, edition, date), price, and product link. Yes
---	---

4	Library faculty focus on strengthening students' information literacy skills in finding, critically evaluating, and ethically using information. We collaborate on developing assignments and customized instruction and research guides. When this course is offered, how do you plan to consult with the library faculty subject specialist for your area? Please elaborate. <u>Yes I will contact Maura Smale and have a positive discussion.</u>
---	---

--

5 Library Faculty Subject Specialist Junior

Tidal

Comments and Recommendations

After surveying the collection, I believe that the library does not have the materials to adequately support this course. There is only one book related to safety in live entertainment on the shelf. Upon approval of this course, I recommend that the library not only acquire the required text, but also titles from the from syllabus bibliography.

Date 2.15.2019

LIBRARY RESOURCES & INFORMATION LITERACY: MAJOR CURRICULUM MODIFICATION

Please complete for all major curriculum modifications. This information will assist the library in planning for new courses/programs.

Consult with your library faculty subject specialist (<http://cityte.ch/dir>) 3 weeks before the proposal deadline.

Course proposer: please complete boxes 1-4. Library faculty subject specialist: please complete box 5.

1	Title of proposal Live Event Management	Department/Program Entertainment Technology
	Proposed by (include email & phone) Associate Professor Susan Brandt sbrandt@citytech.cuny.edu 718-260-5595	Expected date course(s) will be offered Spring 2020 # of students 16
2	The library cannot purchase reserve textbooks for every course at the college, nor copies for all students. Consult our website (http://cityte.ch/curriculum) for articles and ebooks for your courses, or our open educational resources (OER) guide (http://cityte.ch/oer). Have you considered using a freely-available OER or an open textbook in this course? yes	
3	Beyond the required course materials, are City Tech library resources sufficient for course assignments? If additional resources are needed, please provide format details (e.g. ebook, journal, DVD, etc.), full citation (author, title, publisher, edition, date), price, and product link. Cary Gillett and Jay Sheehan, The Production Managers Toolkit, (1st Edition), Focal Press, 2017	
4	Library faculty focus on strengthening students' information literacy skills in finding, critically evaluating, and ethically using information. We collaborate on developing assignments and customized instruction and research guides. When this course is offered, how do you plan to consult with the library faculty subject specialist for your area? Please elaborate. Yes I will contact Maura Smale and have a positive discussion.	
5	Library Faculty Subject Specialist <u>Junior Tidal</u> Comments and Recommendations	

After surveying the collection, I believe that the library cannot adequately support this course without further research material. There are no monographs related to live event management. Upon approval of this course, I highly recommend that the library acquires the recommended text and related materials in the syllabus bibliography.

Date 2.15.19

NEW COURSE PROPOSAL FORMS

New York City College of Technology, CUNY
NEW COURSE PROPOSAL FORM

This form is used for all new course proposals. Attach this to the Curriculum Modification Proposal Form and submit as one package as per instructions. Use one New Course Proposal Form for each new course.

Course Title	Event Safety
Proposal Date	February 12, 2019
Proposer's Name	Susan Brandt
Course Number	ENT- 2102
Course Credits, Hours	3 Credits, 4 Hours 2 Lecture, 2 hour lab
Course Prerequisites	Prerequisite: : ENT 1102 Health and Safety in Live and ENT 1106 Technical Production Skills Lab Entertainment
Pre / Co-Requisites	ENT 2210 Advanced Scenic Construction or 2290 Video Studio Operations or 2350 Lighting Controls for Stage and Audio or 2370 Sound Technology II
Catalog Course Description	The course will promote safety, training and supervision of performance venues and staff. The students will examine the NFPA codes and OSHA regulations as they relate to live performance planning and execution. The class will visit local venues and learn firsthand how facilities adapt to produce live events in a safe environment. They will write case studies of local venues focusing on safety and the relationship between the venue, the artists and the audience. Students will learn to plan, organize and execute safe and effective live productions.
Brief Rationale Provide a concise summary of why this course is important to the department, school or college.	Event Safety will examine the NFPA Life safety code and CR OSHA 1910 as they relate to event venue, artistic needs of live productions and safety of staff and audience. This course will allow students to learn to value of safety in their work environments
CUNY – Course Equivalencies Provide information about equivalent courses within CUNY, if any.	Hunter EOHS 70200 Introduction to Occupational Safety and Health
Intent to Submit as Common Core If this course is intended to fulfill one of the requirements in the common core, then indicate which area.	No

For Interdisciplinary Courses: - Date submitted to ID Committee for review - Date ID recommendation received - Will all sections be offered as ID? Y/N	No
	No
	No
Intent to Submit as a Writing Intensive Course	No

Please include all appropriate documentation as indicated in the NEW COURSE PROPOSAL. Combine all information into a single document that is included in the Curriculum Modification Form.

NEW COURSE PROPOSAL CHECK LIST

Use this checklist to ensure that all required documentation has been included. You may wish to use this checklist as a table of contents within the new course proposal.

Completed NEW COURSE PROPOSAL FORM	
• Title, Number, Credits, Hours, Catalog course description	✓
• Brief Rationale	✓
• CUNY – Course Equivalencies	✓
Completed <u>Library Resources and Information Literacy Form</u>	✓
Course Outline Include within the outline the following.	
Hours and Credits for Lecture and Labs If hours exceed mandated Carnegie Hours, then rationale for this	✓
Prerequisites/Co- requisites	✓
Detailed Course Description	✓
Course Specific Learning Outcome and Assessment Tables <ul style="list-style-type: none"> • Discipline Specific • General Education Specific Learning Outcome and Assessment Tables <ul style="list-style-type: none"> ➤ Included in course syllabus 	✓
Example Weekly Course outline: <ul style="list-style-type: none"> ➤ Sample Topic course included. 	✓
Grade Policy and Procedure	✓
Recommended Instructional Materials (Textbooks, lab supplies, etc.)	✓
Library resources and bibliography	✓
Course Need Assessment. Describe the need for this course. Include in your statement the following information.	

Target Students who will take this course. Which programs or departments, and how many anticipated? Documentation of student views (if applicable, e.g. non-required elective). Entertainment Technology majors take this course as a free elective. Past requests for such topics has been one course per year. This pattern is expected to continue.	✓
Projected headcounts (fall/spring and day/evening) for each new or modified course. ➤ 16 student per year minimum, when offered.	✓
If additional physical resources are required (new space, modifications, equipment), description of these requirements. If applicable, Memo or email from the VP for Finance and Administration with written comments regarding additional and/or new facilities, renovations or construction.	No
Where does this course overlap with other courses, both within and outside of the department?	No
Does the Department currently have full time faculty qualified to teach this course? If not, then what plans are there to cover this? Yes.	✓
If needs assessment states that this course is required by an accrediting body, then provide documentation indicating that need.	No
Course Design Describe how this course is designed.	
Course Context (e.g. required, elective, capstone) This is an elective course. Majors are required to take 14 credits in electives.	✓
Course Structure: how the course will be offered (e.g. lecture, seminar, tutorial, fieldtrip)? This will vary by the syllabus accepted by the dept. curriculum committee for each special topic offered.	✓
Anticipated pedagogical strategies and instructional design (e.g. Group Work, Case Study, Team Project, Lecture)	✓
How does this course support Programmatic Learning Outcomes? The topics will enhance the outcome relating to attaining mastery in two areas of study in the major	✓
Is this course designed to be partially or fully online? If so, describe how this benefits students and/or program.	No
Additional Forms for Specific Course Categories	
<u>Interdisciplinary Form</u> (if applicable)	No
Interdisciplinary Committee Recommendation (if applicable and if received)* *Recommendation must be received before consideration by full Curriculum Committee	No
<u>Common Core (Liberal Arts) Intent to Submit</u> (if applicable)	No
Writing Intensive Form if course is intended to be a WIC (under development)	No
If course originated as an experimental course, then results of evaluation plan as developed with director of assessment.	No

(Additional materials for Curricular Experiments)	
Plan and process for evaluation developed in consultation with the director of assessment. (Contact Director of Assessment for more information).	No
Established Timeline for Curricular Experiment	No

New York City College of Technology, CUNY
NEW COURSE PROPOSAL FORM

This form is used for all new course proposals. Attach this to the Curriculum Modification Proposal Form and submit as one package as per instructions. Use one New Course Proposal Form for each new course.

Course Title	Live Event Management
Proposal Date	February 7, 2019
Proposer's Name	Susan Brandt
Course Number	4440
Course Credits, Hours	3 Credits 3 Hours
Course Pre / Co-Requisites	ENT 3430 Stage Management and ENT 4430 Project Management
Catalog Course Description	Event managers run conferences, corporate events, festivals, rock concerts and many other live events around the world. In the event management class students will explore the theory, practice and tools of administering a live performance. Each student will be assigned to a live event in a Management position. The students begin in pre-production creating planning documents in a Production book and an estimate for the event they are assigned to. The students will attend meetings and be part of the event process. They will update their budgets and schedules as needed throughout the process. They will attend and manage the event with faculty support. The students will develop leadership skills through experiential learning. They will learn the value of establishing a professional presence; enabling the performance process to run smoothly and efficiently. Afterwards students will evaluate their event by examining obstacles they had to overcome.
Brief Rationale Provide a concise summary of why this course is important to the department, school or college.	This curriculum is being created to support students who want to pursue a career in stage management and production management. The course will allow the students to study and practice safe skills when working inside a performance venue or on tour. We currently offer one course in health and safety. This course will build on that material to focus in greater detail about safety for staff and performers when working in a live entertainment setting.

	The students will have the opportunity to earn their OSHA 10-hour General Industry Certification Card.
CUNY – Course Equivalencies Provide information about equivalent courses within CUNY, if any.	THEA 762X Business Management for the Performing Arts Brooklyn College
Intent to Submit as Common Core If this course is intended to fulfill one of the requirements in the common core, then indicate which area.	No
For Interdisciplinary Courses: - Date submitted to ID Committee for review - Date ID recommendation received - Will all sections be offered as ID? Y/N	No
	No
	No
Intent to Submit as a Writing Intensive Course	No

Please include all appropriate documentation as indicated in the NEW COURSE PROPOSAL
Combine all information into a single document that is included in the Curriculum Modification Form.

NEW COURSE PROPOSAL CHECK LIST

Use this checklist to ensure that all required documentation has been included. You may wish to use this checklist as a table of contents within the new course proposal.

Completed NEW COURSE PROPOSAL FORM	
<ul style="list-style-type: none"> Title, Number, Credits, Hours, Catalog course description 	✓
<ul style="list-style-type: none"> Brief Rationale 	✓
<ul style="list-style-type: none"> CUNY – Course Equivalencies 	✓
Completed <u>Library Resources and Information Literacy Form</u>	✓
Course Outline Include within the outline the following.	
Hours and Credits for Lecture and Labs If hours exceed mandated Carnegie Hours, then rationale for this	✓
Prerequisites/Co- requisites	✓
Detailed Course Description	✓
Course Specific Learning Outcome and Assessment Tables <ul style="list-style-type: none"> Discipline Specific General Education Specific Learning Outcome and Assessment Tables 	✓
Example Weekly Course outline	✓
Grade Policy and Procedure	✓
Recommended Instructional Materials (Textbooks, lab supplies, etc)	✓
Library resources and bibliography	✓
Course Need Assessment. Describe the need for this course. Include in your statement the following information.	
Target Students who will take this course. Which programs or departments, and how many anticipated?	✓

Documentation of student views (if applicable, e.g. non-required elective).	
Projected headcounts (fall/spring and day/evening) for each new or modified course.	✓
If additional physical resources are required (new space, modifications, equipment), description of these requirements. If applicable, Memo or email from the VP for Finance and Administration with written comments regarding additional and/or new facilities, renovations or construction.	✓
Where does this course overlap with other courses, both within and outside of the department?	✓
Does the Department currently have full time faculty qualified to teach this course? If not, then what plans are there to cover this?	✓
If needs assessment states that this course is required by an accrediting body, then provide documentation indicating that need.	✓
Course Design Describe how this course is designed.	
Course Context (e.g. required, elective, capstone)	✓
Course Structure: how the course will be offered (e.g. lecture, seminar, tutorial, fieldtrip)?	✓
Anticipated pedagogical strategies and instructional design (e.g. Group Work, Case Study, Team Project, Lecture)	✓
How does this course support Programmatic Learning Outcomes?	✓
Is this course designed to be partially or fully online? If so, describe how this benefits students and/or program.	✓
Additional Forms for Specific Course Categories	
<u>Interdisciplinary Form</u> (if applicable)	
Interdisciplinary Committee Recommendation (if applicable and if received)* *Recommendation must be received before consideration by full Curriculum Committee	
<u>Common Core (Liberal Arts) Intent to Submit</u> (if applicable)	

Writing Intensive Form if course is intended to be a WIC (under development)	
If course originated as an experimental course, then results of evaluation plan as developed with director of assessment.	
(Additional materials for Curricular Experiments)	
Plan and process for evaluation developed in consultation with the director of assessment. (Contact Director of Assessment for more information).	
Established Timeline for Curricular Experiment	

CHANCELLOR’S REPORT

SECTION AIII: CHANGES IN DEGREE PROGRAM

The following revisions are proposed for the BTech in Entertainment Technology

Program: Bachelor of Technology in Entertainment Technology

Program Code: 1007

Effective Date: Fall 2020

FROM:		TO:	
GENERAL EDUCATION COMMON CORE	CREDITS	GENERAL EDUCATION COMMON CORE	CREDITS
I – REQUIRED CORE (4 COURSES, 12 CREDITS)		I – REQUIRED CORE (4 COURSES, 12 CREDITS)	
English Composition (2 courses, 6 credits)		English Composition (2 courses, 6 credits)	
ENG 1101 English Composition I	3	ENG 1101 English Composition I	3
ENG 1121 English Composition II	3	ENG 1121 English Composition II	3
Mathematical and Quantitative Reasoning (1 course, 3 credits)		Mathematical and Quantitative Reasoning (1 course, 3 credits)	
Any approved course	3	Any approved course	3
Life and Physical Sciences (1 course, 3 credits)		Life and Physical Sciences (1 course, 3 credits)	
Any approved course (Physics recommended)	3	Any approved course (Physics recommended)	3
II – FLEXIBLE CORE (6 COURSES, 18 CREDITS)		II – FLEXIBLE CORE (6 COURSES, 18 CREDITS)	
Select one course from each of the following areas, plus one additional course from any of the five areas	18	Select one course from each of the following areas, plus one additional course from any of the five areas	18
World Cultures and Global Issues		World Cultures and Global Issues	
Any Approved Course		Any Approved Course	
US Experience in its Diversity		US Experience in its Diversity	
Any Approved Course		Any Approved Course	
Individual and Society		Individual and Society	

Any Approved Course	Any Approved Course
Creative Expression Any Approved Course	Creative Expression Any Approved Course
Scientific World Any Approved Course	Scientific World Any Approved Course
III – COLLEGE OPTION REQUIREMENTS (4 COURSES, 12 CREDITS)	III – COLLEGE OPTION REQUIREMENTS (4 COURSES, 12 CREDITS)
• One course in Speech/Oral Communication COM 1330 Public Speaking or higher 3	• One course in Speech/Oral Communication COM 1330 Public Speaking or higher 3
•One interdisciplinary Liberal Arts and Sciences course Any Approved Course 3	•One interdisciplinary Liberal Arts and Sciences course Any Approved Course 3
• Additional liberal arts credits to reach a total of 42 credits in general education (any two approved courses, one must be advanced).	• Additional liberal arts credits to reach a total of 42 credits in general education (any two approved courses, one must be advanced).
Liberal Arts Elective (Not CST1101 for ENT majors) 3	Liberal Arts Elective (Not CST1101 for ENT majors) 3
Liberal Arts Advanced Elective 3	Liberal Arts Advanced Elective 3
Writing Intensive Requirement Students at New York City College of Technology must complete four courses designated WI for the baccalaureate degree, two from GenEd and two from the major	Writing Intensive Requirement Students at New York City College of Technology must complete four courses designated WI for the baccalaureate degree, two from GenEd and two from the major.
PROGRAM-SPECIFIC DEGREE REQUIREMENTS 78 CREDITS	PROGRAM-SPECIFIC DEGREE REQUIREMENTS 78 CREDITS
ENT 1100 Introduction to Entertainment Technology (WI) 3	ENT 1100 Introduction to Entertainment <u>Technology (WI)</u> 3
CST 1101 Problem Solving with Computer Programming 3	CST 1101 Problem Solving with Computer Programming 3
ENT 1102 Health and Safety in Production 1	ENT 1102 Health and Safety in Production 1

ENT 1106 Technical Production Skills	1	ENT 1106 Technical Production Skills	1
ENT 1108 Entertainment Drafting I	3	ENT 1108 Entertainment Drafting I	3
ENT 1110 Scenery Construction	3	ENT 1110 Scenery Construction	3
ENT 1190 Video Technology	3	ENT 1190 Video Technology	3
ENT 1201 Basic Electricity for Live Entertainment	1	ENT <u>1201</u> Basic Electricity for Live Entertainment	1
ENT 1203 Basic Electricity for Live Entertainment Lab	1	ENT 1203 Basic Electricity for Live Entertainment Lab	1
ENT 1250 Lighting Technology	3	ENT 1250 Lighting Technology	3
ENT 1270 Sound Technology I	3	ENT 1270 Sound Technology I	3
ENT 2200 Entertainment Drafting II	3	ENT 2200 Entertainment Drafting II	3
ENT 2280 Entertainment Control Systems	3	ENT 2280 Entertainment Control Systems	3
ENT 3320 Technical Production (2 cr; must take 3 times)	6	ENT 3320 Technical Production (2 cr; must take 3 times)	6
ENT 4430 Project Management (WI)	3	ENT 4430 Project Management (WI)	3
ENT 4498 Career Seminar	1	ENT 4498 Career Seminar	1
ENT 4499 Culmination Project	2	ENT 4499 Culmination Project	2
ENT 4900 Internship in Entertainment Technology	3	ENT 4900 Internship in Entertainment Technology	3
<u>Subtotal</u>	46	<u>Subtotal</u>	46
<u>ENT MAJOR MODULES</u>		<u>VIDEO</u>	
Select two of the following modules for 18 credits:		ENT 2290 Video Studio Operations	
<u>VIDEO</u>		ENT 3190 Video Editing Skills	
ENT 2290 Video Studio Operations	3	ENT 4390 Advanced Video Editing	
ENT 3190 Video Editing Skills	3	<u>SCENERY</u>	
ENT 4390 Advanced Video Editing	3	ENT 2210 Advanced Scenery Construction	3
<u>SCENERY</u>		ENT 3200 Introduction to Scene Design	*3
ENT 2210 Advanced Scenery Construction	3	* and ENT 3400 Stage Rigging and Mechanics, if also in Lighting	
ENT 3200 Introduction to Scene Design	*3	<u>Module</u>	
		ENT 4410 Technical Direction	3

<p><u>* and ENT 3400 Stage Rigging and Mechanics, if also in Lighting</u></p> <p><u>Module</u></p> <p><u>ENT 4410 Technical Direction 3</u></p>	<p><u>LIGHTING</u></p> <p><u>ENT 2350 Lighting Controls for Stage and Studio 3</u></p> <p><u>ENT 3200 Introduction to Scene Design *3</u></p> <p><u>* and ENT 3400 Stage Rigging and Mechanics, if also in Scenery</u></p> <p><u>Module</u></p> <p><u>ENT 4450 Lighting Design 3</u></p>
<p><u>LIGHTING</u></p> <p><u>ENT 2350 Lighting Controls for Stage and Studio 3</u></p> <p><u>ENT 3200 Introduction to Scene Design *3</u></p> <p><u>* and ENT 3400 Stage Rigging and Mechanics, if also in Scenery</u></p> <p><u>Module</u></p> <p><u>ENT 4450 Lighting Design 3</u></p>	<p><u>SOUND</u></p> <p><u>ENT 2370 Sound Technology II 3</u></p> <p><u>ENT 3390 Sound for Multi-Media or ENT 4470 Sound Design 3</u></p> <p><u>3</u></p> <p><u>ENT 4475 Sound Systems 3</u></p>
<p><u>SOUND</u></p> <p><u>ENT 2370 Sound Technology II 3</u></p> <p><u>ENT 3390 Sound for Multi-Media or ENT 4470 Sound Design 3</u></p> <p><u>ENT 4475 Sound Systems 3</u></p>	<p><u>Live Event Management</u></p> <p><u>ENT 2102 Event Safety 3</u></p> <p><u>ENT 3430 Stage Management 3</u></p> <p><u>ENT 4440 Live Event Management 3</u></p>
<p><u>SHOW SYSTEMS</u></p> <p><u>MTEC 2260 or ENT 3310 or ENT3330 or ENT3350 3</u></p> <p><u>MTEC 2280 Ins and Outs 3</u></p> <p><u>ENT 4480 Show Systems Integration 3</u></p>	<p><u>Subtotal 18</u></p>
<p><u>Subtotal 18</u></p>	<p><u>ELECTIVE COURSES</u></p> <p>Select 14 credits, including at least 6 credits in courses from the Entertainment Technology Department (any ENT or MTEC courses not required in the chosen two modules above)</p>
<p><u>ELECTIVE COURSES</u></p> <p>Select 14 credits, including at least 6 credits in courses from the Entertainment Technology Department (any ENT or MTEC courses not required in the chosen two modules above)</p>	<p><u>ELECTIVE COURSES</u></p> <p>Select 14 credits, including at least 6 credits in courses from the Entertainment Technology Department (any ENT or MTEC courses not required in the chosen two modules above)</p>

<p>Additional Entertainment Technology electives not listed above: (Courses listed in the Major Modules not chosen may be used as electives)</p> <p>MTEC Any courses</p> <p>ENT 2140 Basic Welding 2</p> <p>ENT 3290 Digital Video Camera 3</p> <p>ENT 3300 Advanced Scenery Drafting 3</p> <p>ENT 3310 Monster Shop 2</p> <p>ENT 3320 Technical Production (4th, 5th, and 6th time class repeated above major requirement) 2-6</p> <p>ENT 3330 Entertainment Video Systems 3</p> <p>ENT 3400 Stage Rigging and Mechanics 3</p> <p>ENT 3430 Stage Management 3</p> <p>ENT 4500 Special Topics in Entertainment Technology (may be taken two times with different topics) 3-6</p> <p>ENT 4901 Internship in Entertainment Technology II 3</p> <p>IS 9010 Independent Study 1-3</p>	<p>Additional Entertainment Technology electives not listed above: (Courses listed in the Major Modules not chosen may be used as electives)</p> <p>MTEC Any courses</p> <p>ENT 2140 Basic Welding 2</p> <p>ENT 3290 Digital Video Camera 3</p> <p>ENT 3300 Advanced Scenery Drafting 3</p> <p>ENT 3310 Monster Shop 2</p> <p>ENT 3320 Technical Production (4th, 5th, and 6th time class repeated above major requirement) 2-6</p> <p>ENT 3330 Entertainment Video Systems 3</p> <p>ENT 3400 Stage Rigging and Mechanics 3</p> <p>ENT 3430 Stage Management 3</p> <p>ENT 4480 Show Control 3</p> <hr/> <p>ENT 4500 Special Topics in Entertainment Technology (may be taken two times with different topics) 3-6</p> <p>ENT 4901 Internship in Entertainment Technology II 3</p> <p>IS 9010 Independent Study 1-3</p>
<p>For the remaining credits, also allow selection from the following:</p> <p>ENT BTech Electives</p> <p>COMD Any courses (Not COMD2320 if ENT1190 taken)</p> <p>AFR 1321 Black Theatre 3</p> <p>BUS 1122 Business Law 3</p> <p>BUS 2339 Financial Management 3</p> <p>MKT 1100 Essentials of Marketing 3</p> <p>MKT 1102 Principles of Selling 3</p> <p>CST 1201 Programming Fundamentals 3</p> <p>CST 1204 Database Systems Fundamentals 3</p> <p>CST 2301 Multimedia and Mobile Device Programming 3</p>	<p>For the remaining credits, also allow selection from the following:</p> <p>ENT BTech Electives</p> <p>COMD Any courses (Not COMD2320 if ENT1190 taken)</p> <p>AFR 1321 Black Theatre 3</p> <p>BUS 1122 Business Law 3</p> <p>BUS 2339 Financial Management 3</p> <p>MKT 1100 Essentials of Marketing 3</p> <p>MKT 1102 Principles of Selling 3</p> <p>CST 1201 Programming Fundamentals 3</p> <p>CST 1204 Database Systems Fundamentals 3</p> <p>CST 2301 Multimedia and Mobile Device Programming 3</p> <p>CST 2403 Introductory C++ Programming Language Part I 3</p>

CST 2403 Introductory C++ Programming Language Part I	3	CST 3503 C++ Programming Part II	3
ENG 2400 Films from Literature	3	ENG 2400 Films from Literature_	3
ARTH Any courses		ARTH Any courses	
MUS Any courses		MUS Any courses	
THE Any Courses		THE Any Courses	
PERF 1132 Music Workshop Guitar	2	PERF 1132 Music Workshop Guitar	2
IND 2313 Industrial Design I	2	IND 2313 Industrial Design I	2
MECH 1101 Manufacturing Process Laboratory	1	MECH 1101 Manufacturing Process Laboratory	1
MECH 1201 Computer-Aided Manufacturing Systems	3	MECH 1201 Computer-Aided Manufacturing Systems	3
MECH 1233 Statics and Strength of Materials	3	MECH 1233 Statics and Strength of Materials	3
MAT 1375 or higher (not used in Gen Educ. Common Core)	3-4	MAT 1375 or higher (not used in Gen Educ. Common Core)	3-4
AFR 1321 Black Theatre	3	AFR 1321 Black Theatre	3
BUS 1122 Business Law	3	BUS 1122 Business Law	3
BUS 2339 Financial Management	3	BUS 2339 Financial Management	3
MKT 1100 Essentials of Marketing	3	MKT 1100 Essentials of Marketing	3
MKT 1102 Principles of Selling	3	MKT 1102 Principles of Selling	3
CST 1201 Programming Fundamentals	3	CST 1201 Programming Fundamentals	3
CST 1204 Database Systems Fundamentals	3	CST 1204 Database Systems Fundamentals	3
CST 2301 Multimedia and Mobile Device Programming	3	CST 2301 Multimedia and Mobile Device Programming	3
CST 2403 Introductory C++ Programming Language Part I	3	CST 2403 Introductory C++ Programming Language Part I	3
CST 3503 C++ Programming Part II	3	CST 3503 C++ Programming Part II	3
Any ARTH course		Any ARTH course	
		Any MUS course	

Any MUS course		PERF 1132 Music Workshop Guitar	2
PERF 1132 Music Workshop Guitar	2	THE 2380 Play Analysis: Texts and Contexts	3
THE 2380 Play Analysis: Texts and Contexts	3	IND 2313 Industrial Design I	2
IND 2313 Industrial Design I	2	MECH 1101 Manufacturing Process Laboratory	1
MECH 1101 Manufacturing Process Laboratory	1	MECH 1201 Computer-Aided Manufacturing Systems	3
MECH 1201 Computer-Aided Manufacturing Systems	3	MECH 1233 Statics and Strength of Materials	3
MECH 1233 Statics and Strength of Materials	3		
		Subtotal min.	14
Subtotal min.	14		
		TOTAL PROGRAM-SPECIFIC REQUIRED AND ELECTIVE COURSES	78
TOTAL PROGRAM-SPECIFIC REQUIRED AND ELECTIVE COURSES	78	TOTAL NYSED LIBERAL ARTS AND SCIENCE CREDITS	42
TOTAL NYSED LIBERAL ARTS AND SCIENCE CREDITS	42	TOTAL CREDITS REQUIRED FOR THE DEGREE	120
TOTAL CREDITS REQUIRED FOR THE DEGREE	120		

Rationale: The foundation of the entertainment technology industry is built on collaborative teamwork, with each participant focusing on one or more specialties: lighting, sound, video, scenic construction, etc. The Entertainment Technology Department designed the curriculum around this industry model, with each student choosing two modules or specialties to focus on. We are adding one Module Live Event Management to our course of study and removing one module Show Systems. This change will stream line our curriculum.

SECTION AIV: NEW COURSES

New courses to be offered in the Entertainment Technology Department

Department(s)	Department of Entertainment Technology
Academic Level	<input checked="" type="checkbox"/> Regular <input type="checkbox"/> Compensatory <input type="checkbox"/> Developmental <input type="checkbox"/> Remedial
Subject Area	ENTERTAINMENT
Course Prefix	ENT
Course Number	2102
Course Title	Event Safety
Catalog Description	The course will promote safety, training and supervision of performance venues and staff. The students will examine the NFPA codes and OSHA regulations as they relate to live performance planning and execution. The class will visit local venues and learn firsthand how facilities adapt to produce live events in a safe environment. They will write case studies of local venues focusing on safety and the relationship between the venue, the artists and the audience. Students will learn to plan, organize and execute safe and effective live productions.
Prerequisite	ENT 1102 Health and Safety in Live Entertainment and ENT 1106 Technical Production Skills Lab
Corequisite	
Pre- or corequisite	ENT 2210 Advanced Scenic Construction or 2290 Video Studio Operations or 2350 Lighting Controls for Stage and Audio or 2370 Sound Technology II
Credits	3
Contact Hours	2 classroom hour, 2 lab hours
Liberal Arts	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Course Attribute (e.g. Writing Intensive, etc.)	None

Course Applicability	<input checked="" type="checkbox"/> Major <input type="checkbox"/> Gen Ed Required <input type="checkbox"/> Gen Ed – Flexible <input type="checkbox"/> Gen Ed - College Option <input type="checkbox"/> English Composition <input type="checkbox"/> World Cultures <input type="checkbox"/> Speech <input type="checkbox"/> Mathematics <input type="checkbox"/> US Experience in its Diversity <input type="checkbox"/> Interdisciplinary <input type="checkbox"/> Science <input type="checkbox"/> Creative Expression <input type="checkbox"/> Advanced Liberal Arts <input type="checkbox"/> Individual and Society <input type="checkbox"/> Scientific World
Effective Term	Fall 2020

Rationale: Safety is the number one important issue during any live performance. The event safety course will allow the students to learn what the current codes and regulations are that affect every live performance. The course will enable the students to plan and contribute in a safety planning and procedures to a live show.

New courses to be offered in the Entertainment Technology Department

Department(s)	Department of Entertainment Technology
Academic Level	<input checked="" type="checkbox"/> Regular <input type="checkbox"/> Compensatory <input type="checkbox"/> Developmental <input type="checkbox"/> Remedial
Subject Area	ENTERTAINMENT
Course Prefix	ENT
Course Number	4440
Course Title	Live Event Management
Catalog Description	Event managers run conferences, corporate events, festivals, rock concerts and many other live events around the world. In the event management class students will explore the theory, practice and tools of administering a live performance. Each student will be assigned to a live event in a Management position. The students begin in pre-production creating planning documents in a Production book and an estimate for the event they are assigned to. The students will attend meetings and be part of the event process. They will update their budgets and schedules as needed throughout the process. They will attend and manage the event with faculty support. The students will develop leadership skills through experiential learning. They will learn the value of establishing a professional presence; enabling the performance process to run smoothly and efficiently. Afterwards students will evaluate their event by examining obstacles they had to overcome.

Prerequisite	ENT 3430 Stage Management and ENT 4430 Project Management
Corequisite	None
Pre- or corequisite	None
Credits	3
Contact Hours	3 classroom hours, 0 lab hours
Liberal Arts	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Course Attribute (e.g. Writing Intensive, etc.)	None
Course Applicability	<input checked="" type="checkbox"/> Major <input type="checkbox"/> Gen Ed Required <input type="checkbox"/> Gen Ed - Flexible <input type="checkbox"/> Gen Ed - College Option <input type="checkbox"/> English Composition <input type="checkbox"/> World Cultures <input type="checkbox"/> Speech <input type="checkbox"/> Mathematics <input type="checkbox"/> US Experience in its Diversity <input type="checkbox"/> Interdisciplinary <input type="checkbox"/> Science <input type="checkbox"/> Creative Expression <input type="checkbox"/> Advanced Liberal Arts <input type="checkbox"/> Individual and Society <input type="checkbox"/> Scientific World
Effective Term	Fall 2020

Rationale: This course is the capstone of a new module in the ENT curriculum. Production Management and stage management are career options for Entertainment Technology students. The planning and organizing skills learned in this course are also needed in other management areas in the entertainment field. Live Event Management teaches the student how to manage people, equipment and time. This material has been offered as ENT 4500 Special Topics in 2018 and 2019 due to student interest. The class filled with 16 students each year it was offered.

SECTION AV: CHANGES TO EXISTING COURSES

Changes to be offered in the Entertainment Technology department

CUNYFirst Course ID	117187		
FROM:		TO:	
Department(s)	Entertainment Technology	Department(s)	
Course	ENT 3430	Course	
Prerequisite	ENT 3320 Technical Production III	Prerequisite	ENT 2102 Event Safety and ENT 3320 Technical
Corequisite		Corequisite	
Pre- or corequisite		Pre- or corequisite	
Hours		Hours	
Credits		Credits	
Description	Explore the theory, practice and tools of stage management. Students will create organizational documents including a prompt book and production calendar; generate and adapt forms for record keeping; and gain hands on experience using computers and appropriate software in support of live productions.	Description	Theory, practice and tools for managing the performers who work in a live performance environment will be the core of the course. The students will learn skills to oversee performers and stage crew through the execution of a live entertainment event. Students will learn to take blocking notes and call cues. They will gain proficiency at creating and maintaining the documents needed to prepare a prompt book. They will learn to generate and adapt forms for the actors and technical staff record keeping. They will gain hands on experience using
Requirement Designation		Requirement Designation	
Liberal Arts	[] Yes [X] No	Liberal Arts	[] Yes [X] No

Course Attribute (e.g. Writing Intensive, Honors, etc.)		Course Attribute (e.g. Writing Intensive, Honors, etc.)	
Course Applicability	<input checked="" type="checkbox"/> Major <input type="checkbox"/> Gen Ed Required <input type="checkbox"/> English Composition <input type="checkbox"/> Mathematics <input type="checkbox"/> Science <input type="checkbox"/> Gen Ed – Flexible <input type="checkbox"/> World Cultures <input type="checkbox"/> US Experience in its <input type="checkbox"/> Creative Expression <input type="checkbox"/> Individual and Society <input type="checkbox"/> Scientific World <input type="checkbox"/> Gen Ed - College Option <input type="checkbox"/> Speech <input type="checkbox"/> Interdisciplinary <input type="checkbox"/> Advanced Liberal Arts	Course Applicability	<input checked="" type="checkbox"/> Major <input type="checkbox"/> Gen Ed Required <input type="checkbox"/> English Composition <input type="checkbox"/> Mathematics <input type="checkbox"/> Science <input type="checkbox"/> Gen Ed - Flexible <input type="checkbox"/> World Cultures <input type="checkbox"/> US Experience in its Diversity <input type="checkbox"/> Creative Expression <input type="checkbox"/> Individual and Society <input type="checkbox"/> Scientific World <input type="checkbox"/> Gen Ed - College Option <input type="checkbox"/> Speech <input type="checkbox"/> Interdisciplinary <input type="checkbox"/> Advanced Liberal Arts
Effective Term			Fall 2020

Rationale: The changes were created to work within the boundaries of the new Live Event Management module.

Changes to be offered in the Entertainment Technology department

CUNYFirst Course ID	038809		
FROM:		TO:	
Department(s)	Entertainment Technology	Department(s)	
Course	ENT 4480 Show Systems Integration	Course	ENT 4480 Show Control
Prerequisite	MTEC 2280 , ENT 2280	Prerequisite	ENT 2280, CST 1101
Corequisite		Corequisite	
Pre- or corequisite		Pre- or corequisite	ENT 4475 or ENT 2350 or ENT 3330 or ENT 3310
Hours	2 cl hrs, 2 lab hrs	Hours	
Credits	3 credits	Credits	

<p>Description</p>	<p>An investigation of the advanced techniques and practices of integrating and synchronizing entertainment control systems, a practice also known as show control. The course is made up of project-based work in computer- based systems integrating lighting, sound, machinery, video and other control systems for live performances, theme-parks, themed retail, museum exhibits and other hybrid entertainment forms. (offered in the spring semester)</p>	<p>Description</p>	<p>An investigation of the advanced techniques and practices of integrating and synchronizing entertainment control systems. The course is made up of project-based work in computer-based systems integrating lighting, sound, machinery, video and other control systems for live performances, theme parks, themed retail, museum exhibits and other hybrid entertainment forms. (offered in the spring semester)</p>
<p>Requirement Designation</p>		<p>Requirement Designation</p>	
<p>Liberal Arts</p>	<p>[] Yes [X] No</p>	<p>Liberal Arts</p>	<p>[] Yes [X] No</p>
<p>Course Attribute (e.g. Writing Intensive, Honors, etc.</p>	<p>No</p>	<p>Course Attribute (e.g. Writing Intensive, Honors, etc.</p>	

<p>Course Applicability</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Major <input type="checkbox"/> Gen Ed Required <input type="checkbox"/> English Composition <input type="checkbox"/> Mathematics <input type="checkbox"/> Science <input type="checkbox"/> Gen Ed – Flexible <input type="checkbox"/> World Cultures <input type="checkbox"/> US Experience in its <input type="checkbox"/> Creative Expression <input type="checkbox"/> Individual and Society <input type="checkbox"/> Scientific World <input type="checkbox"/> Gen Ed - College Option <input type="checkbox"/> Speech <input type="checkbox"/> Interdisciplinary <input type="checkbox"/> Advanced Liberal Arts 	<p>Course Applicability</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Major <input type="checkbox"/> Gen Ed Required <input type="checkbox"/> English Composition <input type="checkbox"/> Mathematics <input type="checkbox"/> Science <input type="checkbox"/> Gen Ed - Flexible <input type="checkbox"/> World Cultures <input type="checkbox"/> US Experience in its Diversity <input type="checkbox"/> Creative Expression <input type="checkbox"/> Individual and Society <input type="checkbox"/> Scientific World <input type="checkbox"/> Gen Ed - College Option <input type="checkbox"/> Speech <input type="checkbox"/> Interdisciplinary <input type="checkbox"/> Advanced Liberal Arts
<p>Effective Term</p>			<p>Fall 2020</p>

Rationale: We would like to eliminate the Show Systems module, but keep the existing capstone Show Systems class as an upper-level elective to bring the course in line with the current curriculum and proposed changes.

Section AVI: COURSES WITHDRAWN

None

Rationale: N/A.