October 23, 2012

To the CAS Curriculum Committee:

In this revised Digital Studies Minor Proposal we have addressed the concerns about resources and responsibility, as expressed by the committee.

- The minor program and DGST 101 are to be housed in ELC, with the support of department chairperson, Gary Richards.
- DGST 101 will be taught by Whalen and McClurken through the reassignment of FSEM courses from ELC and HISA, supported by the chairs of those departments and the CAS Dean.
- All of the listed elective classes in the minor have been approved for inclusion by both the faculty members in question and the chairpersons of their departments.
- The minor proposal and the letters of support indicate that there are sufficient staff and resources to support this minor so that it will not adversely affect current programs. As Dean Finkelstein’s letter indicates, “no new resources will be required for the Digital Studies Minor.”

Best,

Jeffrey W. McClurken
Associate Professor & Chair of History & American Studies

On behalf of the Digital Studies Committee and Affiliated Faculty:
Rosemary Arneson, University Libraries
Antonio Barranchea, English, Linguistics, and Communication
Martha Burtis, Teaching and Learning Technologies
Paul Butler, Simpson Library
Claudia Emerson, English, Linguistics, and Communication
Steven Farnsworth, Political Science and International Affairs
Carole Garmon, Art & Art History
James Groom, Teaching and Learning Technologies
Rosemary Jesionowski, Art & Art History
Elizabeth Lewis, Spanish
Michael McCarthy, English, Linguistics, and Communication
Jeffrey McClurken, History and American Studies
Nina Mikhailovsky, Classics, Philosophy, & Religion.
Carolyn Parsons, Simpson Library
Jess Rigelhaupt, History and American Studies
Anand Rao, English, Linguistics, and Communication
Zach Whalen, English, Linguistics, and Communication (Director of the Digital Studies Minor)
UNIVERSITY OF MARY WASHINGTON – PROGRAM CHANGE PROPOSAL

Electronically submit this completed form with attachments to the Chair of the College Curriculum Committee.

<table>
<thead>
<tr>
<th>COLLEGE (check one):</th>
<th>Arts and Sciences</th>
<th>Business</th>
<th>Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposal Submitted By:</td>
<td>Gary Richards</td>
<td>Date Prepared: 10/9/2012</td>
<td></td>
</tr>
<tr>
<td>Department/Program:</td>
<td>English, Linguistics, and Communication/Digital Studies Minor Program</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: for any program change entailing the addition any new courses, or revisions to existing courses, separate proposal for those course actions must also be submitted.

PROPOSAL TO CHANGE EXISTING PROGRAM (check one of the following)

- Revise requirements for existing major
- Revise requirements for a concentration within an existing major
- Revise requirements for an existing degree program
- Revise requirements for existing certificate program
- Revise requirements for existing minor

Implementation Date: FALL semester, year: 

REQUIRED ATTACHMENTS FOR CHANGES TO EXISTING PROGRAMS:

4. **Rationale statement** (Why is this program change needed? What purposes will it serve?)
5. **Impact Statement** (Provide details about the Library, space, budget, technology, and impacts created by this program change. Supporting statements from the Library, IT Department, etc. evaluating the resource impact and feasibility of the program change are required.)
6. **Catalog Copy** (Provide the existing Catalog Description and the complete statement of the proposed new Catalog description that reflects the program changes)

PROPOSAL TO CREATE PROGRAM NOT REQUIRING STATE ACTION (check one of the following)

- New concentration within existing major Name: 
- New minor x Name: Digital Studies
- New Major but NOT a new degree* Name: 

*Use ONLY for interdisciplinary majors that will be grouped as part of the "Special Majors/General Liberal Arts and Sciences" degree (CIP Code 24.0101) or reported as a BLS degree (CIP Code 24.0199)

Implementation Date (semester and year): Fall 2013

REQUIRED ATTACHMENTS FOR NEW PROGRAMS NOT REQUIRING STATE APPROVAL:

1. **Rationale statement** (Why is this additional program needed? What purposes will it serve?)
2. **Impact Statement** (Provide details about the Library, space, budget, technology, and impacts created by this program change. Supporting statements from the Library, IT Department, etc. evaluating the resource impact and feasibility of adding the new program are required.)
3. **Catalog Copy** (Provide the complete Catalog Description for the proposed new program)

Department Chair Approval: [Signature] Date: Oct 10, 2017

CCC Chair Approval: Bradley Hansen Date: 11/9/12

Dean Approval: Richard Finkelstein Date: 12/1/12

UCC Chair Approval: Date: 

*Provost Approval: Date: 

*Required only in cases of proposals for new concentrations, new minors, or new majors that do not involve a new degree
Proposal for Digital Studies Minor

Catalog Copy

Digital Studies Minor

Zach Whalen, Program Director

Affiliated Faculty

Antonio Barrenechea, English, Linguistics, and Communication
Martha Burtis, Teaching and Learning Technologies
Claudia Emerson, English, Linguistics, and Communication
Stephen Farnsworth, Political Science and International Affairs
Carole Garmon, Art & Art History
James Groom, Teaching and Learning Technologies
Rosemary Jesionowski, Art & Art History
Elizabeth Lewis, Spanish
Michael McCarthy, English, Linguistics, and Communication
Jeffrey McClurken, History and American Studies
Carolyn Parsons, Simpson Library
Anand Rao, English, Linguistics, and Communication
Zach Whalen, English, Linguistics, and Communication

The Digital Studies Program

Digital Studies engages students in the discovery, analysis, and creation of digital information and media. As an interdisciplinary minor, students will gain the academic and technological skills necessary to analyze information and communicate in an increasingly digital world. The Digital Studies Minor requires an introductory course, a capstone course, and elective courses across disciplines of study that explore the creation and use of digital information and the related social, legal, cultural, epistemological, and historical issues. Students will gain technological skills necessary to critically research, evaluate, and produce digital information and new media. Through collaborative work with digital tools, students will produce new information resources and will apply digital technologies in meaningful ways across various disciplines of study. The capstone experience requires independent research, interdisciplinary analysis, technological skills, and the production of a publicly accessible digital studies or new media project.

The minor incorporates (among others) the disciplines of American Studies, anthropology, art and art history, communication, computer science, English, historic preservation, and history, Spanish, and Political Science from which students may select elective courses. The minor is open to students from any discipline in the arts and sciences, education, or business colleges at UMW.

Students interested in enrolling in the minor should contact the director of the Digital Studies minor for additional details.
Requirements for the Digital Studies Minor

Eighteen (18) credits to include one introductory class (DGST 101); one capstone course from an approved list; twelve credits (four courses) in electives from a pre-approved list. The electives must be in at least two different disciplines and at least two must be at the 300-level or beyond.

Introductory class for the Digital Studies Minor:

DGST 101 -- Intro to Digital Studies (3 credits)

General Electives for the Digital Studies Minor (take at least 12 credits):

List based on courses from faculty agreeing to meet learning outcomes stated below, and to offer at least once every three years.

ARTS 104, 341, 454; COMM 353, 370F; CPSC 106; ENGL 202H, 245, 251AA, 251Y, 314, 359, 376VV, 386; HISP 303; HIST 325, 471D7; PSCI 363, 471K1; SPAN 413

Electives may also include specific versions of courses taught by particular faculty or relevant special topics classes, as approved by the program director.

Capstone: (3 credits)

HIST 428; ENGL 457S; 491s (individual or collaborative) or other courses as approved by the director.
Digital Studies Minor Rationale Statement

In recent years, many faculty at the University have been increasingly interested in not only using technology as a delivery mechanism for course content but, more importantly, considering how technology is transforming the landscape of intellectual discovery and knowledge creation.

While experiences in this area continue to grow at a grassroots level in many departments, there is no opportunity for students to approach this work within a holistic curricular framework or to receive recognition and credit for their work in this area. By instituting a digital studies minor, UMW has the opportunity to capitalize upon a developing expertise already present in the institution as it prepares students to better meet the challenges of an increasingly digital, web-based, global society.

Students who complete the minor can be expected to develop expertise in three broad areas of digital fluency:

- Students will be able to **consume** digital information by successfully locating high quality digital information using the Internet and library databases; by safely and effectively exchanging information and ideas online; by using digital information in an ethical manner; and by understanding the social, legal, and cultural issues surrounding the use of digital information.

- Students will be able to **express** ideas with digital information and media by creatively using digital text, media, and data; by working collaboratively with online digital tools to produce new information resources; by identifying and evaluating digital tools needed for the design and development of projects; and by applying digital technologies in meaningful ways across various disciplines of study.

- Students will be able to **analyze** digital information and technologies by evaluating the quality of digital information; by identifying typical components of technology tools and anticipating how to use them; by developing a self-reliant approach to solving technology and information challenges; and by creating digital artifacts specific to content objectives and concepts.

Rather than merely learning how to use a particular technology or set of tools, students who complete this minor will have become adaptive learners of technology, capable of developing creative solutions to new challenges facing them after graduation.

All of the courses in the minor will address these learning outcomes in substantive ways:

1. Develop skills in designing, building and sharing ideas that can be expressed through the uniquely multimodal, procedural, and networked capabilities of digital tools.

2. Explore processes of knowledge production by using digital technology in researching, analyzing, and executing critical inquiry.

3. Build knowledge in contemporary and historical digital cultures, including social, ethical and philosophical issues related to technology.

4. Build, promote and sustain an active and engaged digital identity.
Digital Studies Resource Impact Statement

**Faculty Resources:** The proposed digital studies minor will initially be drawing largely from existing courses and current faculty. However, the new DGST 101 introductory course will be staffed by Zach Whalen (ELC) and Jeffrey McClurken (HISA) out of FSEM courses that those faculty would have otherwise taught (initially one to two sections per year, depending on demand). The chairs of ELC (Gary Richards) and HISA (McClurken) support this reallocation and CAS Dean Finkelstein approves it as well (see attached letter). [Note: Additional electives and special topics classes will be identified and approved by the program director going forward.]

The usual administrative costs/staff time for programming Banner, generating check sheets, etc. will also be entailed.

**Note that the chairs from the departments from which the minor's elective classes are drawn (ARTH, ELC, PSCI, MFL, CPSC, HISP, HISA) have been notified and are supportive of including the above stated classes in the minor.**

**Digital resources**
Digital Studies Minor students can access the needed tools and computers with field-related software in the Combs computer lab (CMBS 349), the Monroe Digital Media Lab (MONR 232), and the ThinkLab (behind Simpson 225). These labs are currently maintained and supported by ELC, HIST, and the Library, respectively, with the help of IT. In addition, the Convergence Center will be opening in 2014 with student access to additional relevant tools and computer labs.

**Library Resources:** Because the minor will be drawing from our existing course offerings and faculty expertise, the research resources needed to support the proposed curriculum are largely in place. If a Digital Studies minor is adopted, UMW Libraries would create a subject guide [http://libguides.umw.edu](http://libguides.umw.edu) highlighting available resources, including equipment, within the library and across the University. Finally, UMW librarians are currently developing a subject guide on digital collections that would support the Digital Studies minor.

**Select Reference Material**
UMW Libraries owns the following reference material that supports the Digital Studies minor.

- Berkshire Encyclopedia of Human-Computer Interaction - QA76.9.H85 B46 2004
- Encyclopedia of Computer Science and Technology - Electronic Resource
- Encyclopedia of E-Collaboration - Electronic Resource
- Encyclopedia of Human Computer Interaction - Electronic Resource
- Encyclopedia of Information Science and Technology - Electronic Resource
- Encyclopedia of Information Systems - T58.5 .E535 2003
- Encyclopedia of Multimedia Technology and Networking - Electronic Resource
- Encyclopedia of New Media - QA76.575 .E5368 2003

---

1 See also letters of support from the CAS Dean, the Library, DTLT, and IT as appended.
SELECT ONLINE RESOURCES
UMW Libraries subscribe to Safari Tech Books, an e-book collection with a focus on digital technology. The Libraries also subscribe to a wide array of journals that include research on topics related to Digital Studies, such as those within the fields of Anthropology, the Arts, Communications, Computer Science, History, Modern Languages, Psychology, and Sociology. Specific journals with an emphasis on Digital Studies include:

- Communications of the ACM
- Computer Animation and Virtual Worlds
- CTheory
- Critical Studies in Media Communication
- CyberPsychology
- CyberPsychology, Behavior & Social Networking
- Design Issues
- Digital Creativity
- Digital Culture & Education
- Digital Humanities Quarterly
- Digital Studies / Le champ numérique
- Electronic Book Review
- Ethics and Information Technology
- Fibreculture Journal
- First Monday
- Game Studies
- Gnovis
- Information Research
- Information Society
- Interactions
- Journal of Community Informatics
- Journal of Computer-Mediated Communication
- Journal of the American Society for Information Science
- Journal of Virtual Worlds Research
- Leonardo
- Literary and Linguistic Computing
- Nmediac: Journal of New Media and Culture
- Presence
- Wi
Select Online Databases
Due to the interdisciplinary nature of the minor, no single database will cover the range of research related to Digital Studies. Traditional databases covering the fields of Anthropology, the Arts, Communications, Computer Science, History, Modern Languages, Psychology, Sociology and will host research significant to the minor. Online databases which contain research related to the minor include:

- ACM Digital Library
- Art Full Text
- Communication & Mass Media Complete
- Computers & Applied Sciences Complete
- Humanities International Complete
- JSTOR
- Project Muse
LIST OF ELECTIVE COURSES IN THE MINOR
(WITH PRIMARY INSTRUCTORS)

Intro Class
DGST 101 -- Intro to Digital Studies, Zach Whalen, Jeffrey McClurken

Electives
ARTS 104 -- Digital Approaches to Fine Art, Rosemary Jesionowski
ARTS 341 -- Multiple Imaging, Rosemary Jesionowski
ARTS 454 -- Approaches to Video Art, Carole Garmon
HIST 325 -- American Technology & Culture, Jeffrey McClurken
HIST 471D7 -- History of the Information Age, Jeffrey McClurken
COMM 353 -- Visual Rhetoric, Anand Rao
COMM 370F -- Social Media, Anand Rao
CPSC 106 -- Digital Storytelling, James Groom
ENGL 202H -- Writing through Media, Zach Whalen
ENGL 245 -- Intro to Film Studies, Antonio Barrenechea
ENGL 251AA -- Games and Culture, Zach Whalen
ENGL 251Y -- Adaptation, Zach Whalen
ENGL 314 -- Literary Journals, Claudia Emerson and Mike McCarthy
ENGL 359 -- Transmedia Fiction, Zach Whalen
ENGL 376VV -- Electronic Literature, Zach Whalen
ENGL 386 -- Graphic Novel, Zach Whalen
HISP 303 -- Archives and Society, Carolyn Parsons
PSCI 363 -- Mass Media Politics, Stephen Farnsworth
PSCI 471K1 -- Politics & Film, Stephen Farnsworth
SPAN 413 -- Advanced Writing, Elizabeth Lewis

Note: Additional sections of courses taught by current faculty as special topics classes in AMST, ARTS, COMM, CPSC, ENGL, HIST, or other fields, may be approved by the program director as created.

Capstone
HIST 428 -- Digital History, Jeffrey McClurken
ENGL 457S -- Code, Culture and the Postmodern, Zach Whalen

Various 491 (individual or collective), as approved by the Director
October 18, 2012

To: Brad Hansen, Chair, CAS Curriculum Committee  
From: Richard Finkelstein, Dean, College of Arts and Sciences  
Subj: Digital Studies minor

Please share with the CAS Curriculum Committee the fact that my office believes that no new resources will be required for the Digital Studies Minor. Working with the current proposal, I can see that the primary support needed by the minor would be the assignment of a faculty member to teach the introductory DGST 101 course. The person currently envisioned for this assignment would probably teach the course instead of one or two Freshman Seminars. I am confident that we will be able to maintain the appropriate number of FSem seats by assigning others within the same department to teach FSems and, if necessary, providing hire behinds so that faculty members teaching regular departmental courses could be assigned to teach FSems. The minor will be have no impact on resources provided to CAS departments.
Library Resources for the Digital Studies Minor

Paul Butler, Carolyn Parsons, and I have been involved in the discussions of the Digital Studies program and in the development of the Digital Studies minor. Because this program will be drawing from our existing course offerings and faculty expertise, the research resources needed to support the proposed curriculum are largely in place.

The Digital Studies minor will provide multiple opportunities for students and faculty to engage in meaningful ways with the UMW Libraries. The librarians can help them discover and use digital resources that are currently available, and we can also work with them to apply current metadata standards to the digital objects they create. We see the Digital Studies minor as an opportunity to integrate our digital archives and digital repository into the curriculum.

Although we don’t see the need for additional funds for traditional library resources, considerations will need to be made for the ongoing funding for hardware and software to support the Digital Studies minor. As the Digital Studies program grows, we intend to seek additional budgetary support for equipment and software for student use, but initially these needs can be met with existing library funds and through cooperation with DoIT, DTLT, and other offices on campus. The development of the new Think Lab provides us with a model for supporting the Digital Studies minor. The three offices involved in the creation of the space (UMW Libraries, DTLT, and the College of Education) each provided some support to create and equip a space that can be used by the entire university community.

In conclusion, we feel the UMW Libraries can support the Digital Studies Minor with our existing resources during its initial years. As the program grows and as technologies evolve, we will work with other units on campus and with the university administration to provide the support needed for hardware and software purchases.

Rosemary H. Arneson
University Librarian
To the Members of the CAS Curriculum Committee,

I’m writing in support of the curriculum proposal for a new digital studies minor in the College of Arts & Sciences. The UMW IT Division has been engaged in supporting conversations involving the creation of this minor. As technology becomes a more integral part of the teaching and learning space across disciplines, it is only appropriate that a method is established to highlight these methods and bind them together in a meaningful manner.

The immediate support needs for a Digital Studies minor (from an Information Technologies perspective) are minimal – the IT Division exists to provide technological support and infrastructure for the academic mission. Because the methods utilized (to date) within the Digital Studies space already exist, many of them established via grassroots efforts, I foresee no immediate need to broaden the IT support posture or to be concerned with formally establishing this minor.

I believe that IT is sufficiently equipped to provide support for this program. As with any new project or initiative, this should be monitored routinely and an ongoing dialogue should be maintained to ensure that appropriate support and funding are provided, should the demands of the minor grow in the future. This is an innovative integration of technologically-enabled course offerings, done in a manner that makes sense to the students and faculty involved in these programs. I support the effort to establish this minor.

Sincerely,

Justin Webb
Acting Chief Information Officer
University of Mary Washington
To the Members of the CAS Curriculum Committee,

I'm writing in support of the curriculum proposal for a new digital studies minor in the College of Arts & Sciences. DTLT has been involved in the drafting of this proposal, and fully supports the creation of this minor. As a division, we recognize that this proposal is a direct result of the creative and innovative work that UMW faculty have been exploring at UMW for the last decade; and we're proud to have been a part of this work. Moreover, since this proposal is designed to build upon existing courses and curriculum which we are already in a position to support and promote, we anticipate that the initial creation of this minor will present no significant resource or staffing issues for the division.

As we look to the future and possible growth in this minor and an increase in the number of courses that could become a part of the program, we do suggest that the University keep a close eye on the resource and staffing implications. It is possible that significant program growth could tax DTLT and other University divisions beyond currently available resources. Presumably, students may need access to hardware and software beyond the currently available equipment. With the Convergence Center coming online in Fall 2014, outfitting that facility may provide opportunities to expand our equipment and facility offerings for students and faculty. If there is an influx in new courses proposed to support the minor, it is also possible that additional support will be needed for faculty who are developing and conducting these courses. In this case, additional staffing may be necessary at some point in the future.

Again, I believe that DTLT has the resources to support this minor as it is currently proposed; I do recommend, however, that we keep an eye on it's growth and development to ensure that the University can successfully support the students and faculty who become a part of the program.

Sincerely,

Jim Groom
Director of Teaching and Learning Technologies