

September 30, 2025

TO: Scott Tollison, Provost and Executive Vice President for Academic Affairs  
FROM: Marty Brock, AVPAA and Director of Graduate Studies  
RE: Recommendations from Graduate Council, September 2025

Graduate Council voted on the following items in the September 2025 meeting:

- I. New Course:
  - College of Arts and Sciences – Master's in Fine Arts in Theatre Education
    - TH 630 Fundamentals of Directing
- II. Course Modifications:
  - College of Arts and Sciences – Master's in Fine Arts in Theatre Education
    - New title: TH 519 Acting and Directing I
      - Title change from Acting and Directing
  - College of Arts and Sciences – Master's in Fine Arts in Theatre Education
    - New title: TH 664 Costume History & Construction
      - Title change from Costume Design & Construction

The Council's received vote was unanimous, in favor of recommending all of the above changes, for your consideration.

Respectfully submitted,

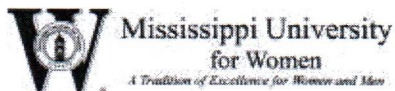


Marty Brock  
AVPAA and Director of Graduate Studies

*Recommend for Approval*

*CST  
9/30/25*

*Approved  
MRM  
9/30/25*



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## Graduate Curriculum Approval Form

☐ New Course    ☒ Change Course    ☐ Inactivate Course

Prefix and Number: TH 519  
 Old Prefix and Number: ☒ Not applicable OR  
 Title: Acting & Directing I  
 Old Title: ☐ Not applicable OR Acting & Directing  
 Program: MFA-Theatre Education  
 Initiating Faculty Name: David Carter  
 Faculty Email: dbcarter@muw.edu  
 Faculty Department: Theatre  
 Is the Course Required or an Elective? Required

- ☐ Inactivating Course  
☐ I confirm that I have checked the State Course Numbering System and MUW does not currently offer this course, if new course  
☐ Faculty in the Program have approved the change. Date (where it appears in minutes):  
 \* Any changes in course prefix and/or number must have prior approval. Registrar's signature & date required if applicable:

APPROVALS	Name	Signature	Action	Date
Initiating Faculty	David Carter	<i>David B. Carter</i>	Requests Approval	08/29/2025
Department Chair	David Carter	<i>David B. Carter</i>	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Comments attached	08/29/2025
College Dean	Brian Anderson	<i>Brian Anderson</i>	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Comments attached	08/29/2025

### Course Description (Catalog Ready):

☒ Course description unchanged /Not Applicable.

### Prerequisites:

☒ Course prerequisites unchanged / Not Applicable.

### Corequisites:

☒ Course corequisites unchanged / Not Applicable.

### Course New Number of Credit Hours:

☐ Course credit hours unchanged /Not Applicable.

### Do these changes reflect new accreditation or certification requirements?

☐ Yes. If yes, briefly explain.

☒ No.

## Academic Information:

List the specific student learning outcomes as they will be listed on course syllabi.

N/A

## Instructional Methods and Evaluation:

N/A

## Course Outline:

N/A

## Administrative Information:

Identify the qualifications needed to teach this course, specifically as related to the identified student learning outcomes.

☒ Not Applicable. Select this option if not changing or if inactivating course.

Will present faculty need to upgrade their competencies in order to meet the instructional requirements of the new course?

☐ Yes. If yes, briefly explain plan for faculty development.

☒ No.

☐ Not Applicable. Select this option if not changing or if inactivating course.

Will this course be taught by existing faculty?

☐ Yes. If yes, briefly explain how the course will be taught within the current faculty load and course rotation.

☐ No. If no, briefly explain plan for providing appropriately credentialed faculty.

☒ Not Applicable. Select this option if not changing or if inactivating course.

Will additional funds be needed for equipment or supplies? If not changing or if inactivating course:

☐ Yes. If yes, briefly explain funding needs.

☐ No.

☒ Not Applicable. Select this option if not changing or if inactivating course.

**Routing:** Send this form and any attachments by e-mail to the Director of Graduate Studies, Dr. Marty Hatton, at [mlhatton@muw.edu](mailto:mlhatton@muw.edu). Form needs to be sent 10 days prior to the Graduate Council meeting. Meetings are on the second Thursday of every month.






## Graduate Curriculum Approval Form

☐ New Course    ☒ Change Course    ☐ Inactivate Course

Prefix and Number: TH 664  
 Old Prefix and Number: ☒ Not applicable OR  
 Title: Costume History & Construction  
 Old Title: ☐ Not applicable OR Costume Design & Construction  
 Program: MFA-Theatre Education  
 Initiating Faculty Name: David Carter  
 Faculty Email: dbcarter@muw.edu  
 Faculty Department: Theatre  
 Is the Course Required or an Elective? Required

- ☐ Inactivating Course  
☐ I confirm that I have checked the State Course Numbering System and MUW does not currently offer this course, if new course  
☐ Faculty in the Program have approved the change. Date (where is appears in minutes):  
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APPROVALS	Name	Signature	Action	Date
Initiating Faculty	David Carter		Requests Approval	08/29/2025
Department Chair	David Carter		<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Comments attached	08/29/2025
College Dean	Brian Anderson		<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Comments attached	08/29/2025

### Course Description (Catalog Ready):

☒ Course description unchanged /Not Applicable.

### Prerequisites:

☒ Course prerequisites unchanged / Not Applicable.

### Corequisites:

☒ Course corequisites unchanged / Not Applicable.

### Course New Number of Credit Hours:

☐ Course credit hours unchanged /Not Applicable.

### Do these changes reflect new accreditation or certification requirements?

- ☐ Yes. If yes, briefly explain.  
☒ No.

## Academic Information:

List the specific student learning outcomes as they will be listed on course syllabi.

N/A

## Instructional Methods and Evaluation:

N/A

## Course Outline:

N/A

## Administrative Information:

Identify the qualifications needed to teach this course, specifically as related to the identified student learning outcomes.

☒ Not Applicable. Select this option if not changing or if inactivating course.

Will present faculty need to upgrade their competencies in order to meet the instructional requirements of the new course?

☐ Yes. If yes, briefly explain plan for faculty development.

☒ No.

☐ Not Applicable. Select this option if not changing or if inactivating course.

Will this course be taught by existing faculty?

☐ Yes. If yes, briefly explain how the course will be taught within the current faculty load and course rotation.

☐ No. If no, briefly explain plan for providing appropriately credentialed faculty.

☒ Not Applicable. Select this option if not changing or if inactivating course.

Will additional funds be needed for equipment or supplies? If not changing or if inactivating course:

☐ Yes. If yes, briefly explain funding needs.

☐ No.

☒ Not Applicable. Select this option if not changing or if inactivating course.

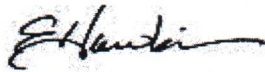


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## Graduate Curriculum Approval Form

☒ **New Course**   ☐ **Change Course**   ☐ **Inactivate Course**

Prefix and Number: TH-630  
Old Prefix and Number: ☒ Not applicable OR  
Title: Fundamentals of Directing  
Old Title: ☒ Not applicable OR  
Program: MFA Theatre Education  
Initiating Faculty Name: Hawkins  
Faculty Email: eahawkins@muw.edu  
Faculty Department: Theatre  
Is the Course Required or an Elective? Elective

- ☐ Inactivating Course  
☒ I confirm that I have checked the State Course Numbering System and MUW does not currently offer this course, if new course  
☐ Faculty in the Program have approved the change. Date (where is appears in minutes):  
\* Any changes in course prefix and/or number must have prior approval. Registrar's signature & date required if applicable:

APPROVALS	Name	Signature	Action	Date
Initiating Faculty	Elizabeth Hawkins		Requests Approval	
Department Chair	David Carter		<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Comments attached	08/29/2025
College Dean	Brian Anderson		<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Comments attached	08/29/2025

### Course Description (Catalog Ready):

☐ Course description unchanged /Not Applicable.

Graduate level examination of directorial principles and application to theatrical production. Includes pre-production script analysis, casting, rehearsal procedures, methods of storytelling, relationship of the director to actors and production team members, and integration of technical aspects into productions.

### Prerequisites:

☒ Course prerequisites unchanged / Not Applicable.

### Corequisites:

☒ Course corequisites unchanged / Not Applicable.

### Course New Number of Credit Hours:

☐ Course credit hours unchanged /Not Applicable.

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### Do these changes reflect new accreditation or certification requirements?

- ☐ Yes. If yes, briefly explain.  
☒ No.



## Academic Information:

List the specific student learning outcomes as they will be listed on course syllabi.

1. Experience the role of the director as a collaborative individual able to articulate and shape the vision of a production;
- x 2. Examine the principles and procedures necessary for effectively staging a theatrical production;
3. Analyze theatrical scripts in order to translate abstract ideas into concrete staging and technical elements and clearly communicate character and story to an audience.

## Instructional Methods and Evaluation:

Instructional Methods:

1. Collaborative participation through critical discussions of course materials (textbook chapters, videos, podcasts);
2. Lectures on professional directing practices, integration of technical elements, and development of artistic point-of-view;
3. Guided individual exploration of analysis of a play or musical, with focus on the spine, themes, characters, etc. with a view towards staging and producing the play or musical
4. Guided individual exploration of staging scenes, developing communication style for working with actors and production teams, and assessing necessary technical production needs based on selected scripts.
5. Reflective journaling towards developing a unique directing process.

Evaluation Methods:

Students will be assessed over the course of the semester on the depth and clarity of their critical thinking and application of directing practices during group discussions and individual learning opportunities. Individual explorations will include: articulation of a clear concept for a play or musical, paper analysis of plays or musical paper blocking of scenes, a visual communication of thematic ideas for discussion with designers (via Pinterest, collaging, etc.), reflective journal entries, etc. For their final project, students will submit a comprehensive director's prompt book for a play or musical of their choice in which they share their preparation work for rehearsals of the production.

## Course Outline:

Week 1: Introduction to the Course/The Role of the Director  
Week 2: Choosing and Working with Text  
Week 3: Exploring Conflict, Theme, and Metaphor in Theatrical Texts  
Week 4: Developing A Director's Vision  
Week 5: Spectacle – Understanding the Visual Aspects of the Play  
Week 6: Communicating with Designers and Technicians  
Week 7: Finding Your Cast – Auditions in Educational, Community, and Professional Theatres  
Week 8: Planning the Rehearsal Schedule  
Week 9: Pre-Rehearsal Preparation  
Week 10: Blocking the Play – Part 1, Basic Principles for Physical Storytelling  
Week 11: Blocking the Play – Part 2, Physical Storytelling in Non-realism or Musical Theatre  
Week 12: Working with Actors – Communication Practices for Collaborative Storytelling  
Week 13: Working with Actors – Developing Strong Characterization  
Week 14: Problem Solving During Rehearsals  
Week 15: Crafting Your Prompt Book

## Administrative Information:

Identify the qualifications needed to teach this course, specifically as related to the identified student learning outcomes.

☐ Not Applicable. *Select this option if not changing or if inactivating course.*

MFA in Theatre, qualifications as a stage director, both on the professional and academic level.

Will present faculty need to upgrade their competencies in order to meet the instructional requirements of the new course?

☐ Yes. *If yes, briefly explain plan for faculty development.*

☒ No.

☐ Not Applicable. *Select this option if not changing or if inactivating course.*

Will this course be taught by existing faculty?

☒ Yes. *If yes, briefly explain how the course will be taught within the current faculty load and course rotation.*

☐ No. *If no, briefly explain plan for providing appropriately credentialed faculty.*

☐ Not Applicable. *Select this option if not changing or if inactivating course.*

Currently, this will be taught by adjunct faculty and will not affect course loads

**Will additional funds be needed for equipment or supplies?** If not changing or if inactivating course:

☐ Yes. *If yes, briefly explain funding needs.*

☒ No.

☐ Not Applicable. *Select this option if not changing or if inactivating course.*

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