CURRICULUM COMMITTEE CHECKLIST

NAME OF PROGRAM: GRAPHIC COMMUNICATIONS Date: April 25, 2014

Step 1 Reviewed change at division meeting. YES NO [X]

Step 2 Presented as informational item at Division Chair Meeting(s) and checked if it affects other departments. Like programs must meet with Division Chairs on all affected campuses (North Mankato and Faribault).

Division Chair's signature: [Signature]

Step 3 Instructional Dean reviewed and indicated need for Curriculum Committee approval. YES NO [X]

Instructional Dean's signature: [Signature]

Step 4 Advisory Committee approval indicated in meeting minutes if necessary. Minutes provided to Curriculum Committee. YES NO [X]

Step 5 Curriculum Committee made recommendations (changes, additional approvals, etc.). If no, skip to Step 7. YES NO [X]

Step 6 Committee's recommendations completed. (Skip if not applicable.) YES NO [X]

Step 7 Curriculum Committee approved. YES NO [X]

Curriculum Committee Chair's signature: [Signature]

Step 8 Minutes and necessary materials provided to VP of Academic Affairs. YES NO [X]

Step 9 Vice President of Academic Affairs approved. YES NO [X]

Vice President of Academic Affairs' signature: [Signature]

Step 10 New Course Maximum Enrollment to Shared Governance. YES NO [X]

Step 11 President's approval for all changes requiring MnSCU approval. YES NO [X]

President's signature: [Signature]
Appendix B

Course Change Proposal Form

Date of Proposal: April 25, 2014
Author: Gale Bigbee
Proposal Type: *New Course | Modify Course | Delete Course
Contact for the Course: Kevin McLaughlin
Course Designator, Number and Title (i.e.: ACCT 1800, Business Law):
GCC 2210 Design and Illustration 2
Number of Credits: 4 credits
Prerequisites: GCC 2110 Design and Illustration 1
Course Description: This course is a continuation of GCC 2110 - Design and Illustration 1. Students will work in a hands-on atmosphere with higher-level projects such as packaging layouts, multipage layouts and large format printing. The advanced use of industry-used software will be essential in all assignments. (Prerequisites: GCC 2110 Design and Illustration 1)
Grading Method: | Grade X | Pass/Fail
Scheduling: | Fall X | Spring | Summer | Alternate Years | Variable | On Demand
Instructional Type: | Lecture | Lab | Lecture/Lab | Internship | Seminar
*Class Maximum: (For New Courses Only) / All Unlimited faculty members of a program or discipline must sign.
Faculty Name | Faculty Signature | Class Max | Date

Dean's Name | Dean's Signature | Date

5/5/14
If there is not enough space provided, please use the back of this form for additional signatures or click on a row with the right button of the mouse, select insert and then select insert rows below to add rows to the table.

Is this Course Proposed as a Liberal Arts Course: Yes | No X
If Yes, Which MnTC Area/Areas Will it Fulfill (http://www.mntransfer.org)?
Is This Course a Requirement/Elective for a Specific Program or Programs? Yes | X | No
If Yes, Which Program(s)? Graphic Communications
Describe What is Changing/Being Added, and the Rationale: The only change to the CCO was to clean up the prerequisite verbiage.
What Impact Will This New Course or Change Have on Other Programs or Areas? None

➢ Attach Common Course Outline to this Form.
## Course Change Proposal Form

**Date of Proposal:** April 25, 2014  
**Author:** Gale Bigbee  
**Proposal Type:** *New Course  
**Contact for the Course:** Gale Bigbee

### Course Designator, Number and Title (i.e.: ACCT 1800, Business Law):
GCC 2275 Special Problems

### Prerequisites:
GCC 1220 Graphic Software 2 OR advisor approval

### Course Description:
The student will propose and produce a project in their area of interest. (Prerequisites: GCC 1220 Graphic Software 2 OR advisor approval)

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<th>Grading Method</th>
<th>Grade</th>
<th>Pass/Fail</th>
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<td>Scheduling:</td>
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*Class Maximum: (For New Courses Only) / All Unlimited faculty members of a program or discipline must sign.*

<table>
<thead>
<tr>
<th>Faculty Name</th>
<th>Faculty Signature</th>
<th>Class Max</th>
<th>Date</th>
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### Dean's Name
Barb Emleatcher

### Dean's Signature
Barb Emleatcher

### Date
5/3/14

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**Is this Course Proposed as a Liberal Arts Course:** Yes X No

**If Yes, Which MnTC Area/Areas Will it Fulfill (http://www.mntransfer.org)?** Yes X No

**Is This Course a Requirement/Elective for a Specific Program or Programs?** X No

**If Yes, Which Program(s)?** Graphic Communications

**Describe What is Changing/Being Added, and the Rationale:** The only change to the CCO was to clean up the prerequisite information.

**What Impact Will This New Course or Change Have on Other Programs or Areas?** None

- Attach Common Course Outline to this Form.
Appendix B

Course Change Proposal Form

Date of Proposal: April 25, 2014

Author: Gale Bigbee

Proposal Type: | New Course | Modify Course | XX | Delete Course
Contact for the Course: Gale Bigbee

Course Designator, Number and Title (i.e.: ACCT 1800, Business Law):
GCC 2290 Graphic Communications Internship

Number of Credits: 1-3 credits
Prerequisites: Prerequisites: GCC 1210 Drawing for Graphic Designers; GCC 1220 Graphic Software 2; and GCC 1260 Printing Processes; OR advisor approval.

Course Description: This course is designed to provide the student with a purposeful occupational experience in the Graphic Communications field. Each internship is an individualized experience. A plan is created for each student in conjunction with the training site to provide experience related to the skills and knowledge acquired in the program. This plan is based on the college's and the program's core competencies. One credit of Internship is equal to 48 hours. (Prerequisites: GCC 1210 Drawing for Graphic Designers; GCC 1220 Graphic Software 2; and GCC 1260 Printing Processes; OR advisor approval.)

Grading Method: Grade X Pass/Fail
Scheduling: Fall X Spring X Summer Alternate Years Variable On Demand
Instructional Type: Lecture Lab X Lecture/Lab Internship Seminar

*Class Maximum: (For New Courses Only) / All Unlimited faculty members of a program or discipline must sign.

Faculty Name | Faculty Signature | Class Max | Date
--- | --- | --- | ---

Dean's Name | Dean's Signature | Date
--- | --- | ---
Barb Emrich | Barb Emrich | 3/2/14

If there is not enough space provided, please use the back of this form for additional signatures or click on a row with the right button of the mouse, select insert and then select insert rows below to add rows to the table.

Is this Course Proposed as a Liberal Arts Course: Yes No X

If Yes, Which MnTC Area/Areas Will it Fulfill (http://www.mntransfer.org)?
Is This Course a Requirement/Elective for a Specific Program or Programs? Yes X No
If Yes, Which Program(s)? Graphic Communications

Describe What is Changing/Being Added, and the Rationale: The only change to the CCO was to clean up the prerequisite information.

What Impact Will This New Course or Change Have on Other Programs or Areas? None

➢ Attach Common Course Outline to this Form.