CURRICULUM COMMITTEE CHECKLIST

NAME OF PROGRAM: Graphic Communications

Date: February 27, 2014

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

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 □]

Instructional Dean’s signature [Signature]

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

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

Step 6 Committee’s recommendations completed. (Skip if not applicable.) [□]

Step 7 Curriculum Committee approved. [□]

Curriculum Committee Chair’s signature [Signature]

Step 8 Minutes and necessary materials provided to VP of Academic Affairs. [□]

Step 9 Vice President of Academic Affairs approved. [□]

Vice President of Academic Affairs’ signature [Signature]

Step 10 New Course Maximum Enrollment to Shared Governance. [□]

Step 11 President’s approval for all changes requiring MnSCU approval. [□]

President’s signature ____________________________
Appendix B

Course Change Proposal Form

Date of Proposal: March 21, 2014
Author: Gale Bigbee

Proposal Type: *New Course Modify Course × Delete Course

Contact for the Course: Gale Bigbee

Course Designator, Number and Title (i.e.: ACCT 1800, Business Law):
GCC 1100 Introduction to Graphic Communications

Number of Credits: 4 credits

Prerequisites: None

Course Description: This is an exploratory course covering many aspects of Graphic Communications. Hands-on projects will acquaint the learner with the various processes that encompass what graphic communications means to the general population. History of graphic communications, industry jargon, industry tours and guest speakers are also part of this course. (Prerequisites: None)

Grading Method: Grade X Pass/Fail

Scheduling: Fall X Spring Summer Alternate Years Variable On Demand

Instructional Type: Lecture Lab Lecture/Lab X 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

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.mntcTransfer.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: Faculty member streamlined course competencies and learning objectives.

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: March 21, 2014

Author: Gale Bigbee

Proposal Type: *New Course Modify Course X Delete Course

Contact for the Course: Gale Bigbee

Course Designator, Number and Title (i.e.: ACCT 1800, Business Law):
GCC 1120 Graphic Software 1

Number of Credits: 4 credits

Prerequisites: None

Course Description: This course will be taught in a hands-on atmosphere learning the basics of a page layout software, vector software and raster software. Students will learn the tools, menus and panels within each of the softwares, and integrate the use of all the softwares for photographs, graphics and layout applications. Students will prepare projects for both print and web environments. (Prerequisites: None)

Grading Method: Grade X Pass/Fail X

Scheduling: Fall X Spring X Summer Alternate Years Variable On Demand

Instructional Type: Lecture Lab Lecture/Lab X Internship Seminar

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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: Faculty member streamlined course competencies and learning objectives. Course description was modified.

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: March 21, 2014
Author: Gale Bigbee
Proposal Type: *New Course | Modify Course | Delete Course
Contact for the Course: Gale Bigbee
Course Designator, Number and Title (i.e.: ACCT 1800, Business Law): GCC 1141 Digital Image Exploration
Number of Credits: 3 credits
Prerequisites: None
Course Description: This course is designed to cover basic topics which include input/output hardware and the software involved; basic scanning of graphics and photographs; basic digital camera usage; and file formats, size and resolution comparisons. Additionally, students will cover the basics of color theory and color management with practical knowledge for print and web. The course is taught in a hands-on atmosphere with an emphasis on the different methods of output to various devices and their effect on the digitized image. (Prerequisites: None)

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Is this Course Proposed as a Liberal Arts Course: Yes | No
If Yes, Which MnTC Area/Areas Will it Fulfill (http://www.mntctransfer.org)? X
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: Faculty member streamlined course competencies and learning objectives. Course description was modified.
What Impact Will This New Course or Change Have on Other Programs or Areas? None

Attach Common Course Outline to this Form.
# Appendix B

## New Course or Course Change Proposal Form

**Date of Proposal:** 3/24/14

**Author:** Kevin McLaughlin

**Proposal Type:**  | (*)New Course | Modify Course | X | Delete Course
---|---|---|---|---

**Contact for the Course:** Kevin.Mclaughlin@southcentral.edu

**Course Designator, Number and Title (i.e.: ACCT 1800, Business Law):**

GCC 1210 Drawing for Graphic Designers

**Number of Credits:** 3

**Prerequisites:** GCC 1120 Graphic Software 1 with a C- or better.

**Course Description:** This course covers basic drawing fundamentals and the use of drawing as a planning tool. Basic drawing techniques will be used to create thumbnail sketches, comprehensives and finished drawings. Students will utilize traditional and computer drawing tools. (Prerequisite: GCC 1120 - Graphic Software 1)

**Grading Method:** | Grade | X | Pass/Fail | X
---|---|---|---|---

**Scheduling:** Fall | Spring | X | Summer | Alternate Years | Variable | On Demand

**Instructional Type:** Lecture | Lab | Lecture/Lab | X | 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 |
---|---|---|

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**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](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 terminology is more general to allow flexibility in teaching the course work (less emphasis on finished drawings and more emphasis on thumbnail sketching, mock-ups and digital illustration).

**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: March 21, 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 1220 Graphic Software 2

Number of Credits: 4 credits
Prerequisites: None

Course Description: Graphic Software 2 is a continuation of GCC 1120 Graphic Software 1. The course is taught in a hands-on atmosphere learning more advanced features of the page layout, vector and raster softwares. Students should already have the fundamentals of the tools, menus and panels within each of the software packages. More advanced topics, interactive features and animation software will be explored. (Prerequisite: GCC 1120 Graphic Software 1 with a C- or better.)

Grading Method:  Grade X  Pass/Fail X
Scheduling: Fall  Spring X  Summer  Alternate Years  Variable  On Demand
Instructional Type: Lecture  Lab  Lecture/Lab X  Internship  Seminar
*Class Maximum: (For New Courses Only) / All Unlimited faculty members of a program or discipline must sign.

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Dean's Name  Dean's Signature  Date

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
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: Faculty member streamlined course competencies and learning objectives to be generic instead of software specific. Course description was modified.

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: March 29, 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 1260 Printing Processes

Number of Credits: 4 credits

Prerequisites: GCC 1120 Graphic Software 1 and GCC 1130 Layout and Typography with a C- or better.

Course Description: This course is designed to acquaint the learner with the fundamentals of printing ink on various substrates. Coursework includes terminology, equipment and safety. The principles of offset lithography, screen, laser and inkjet printing are stressed in a hands-on laboratory atmosphere. Basic prep and post-press processes are also stressed in this course. (GCC 1120 Graphic Software 1 and GCC 1130 Layout and Typography with a C- or better.)

Grading Method: Grade X Pass/Fail X

Scheduling: Fall X Spring Summer Alternate Years Variable On Demand

Instructional Type: Lecture Lab Lecture/Lab X Internship Seminar

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Faculty Name  Faculty Signature  Class Max  Date

Dean's Name  Dean's Signature  Date

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

If Yes, Which MnTC Area/Area(s) 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 original CCO was never uploaded to WIDS. Change in prerequisites.

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

- Attach Common Course Outline to this Form.
Appendix B

New Course or Course Change Proposal Form

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<th>Date of Proposal: 3/17/14</th>
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**Author:** Kevin McLaughlin

**Proposal Type:** (*)New Course | Modify Course X | Delete Course

**Contact for the Course:** Kevin.McLaughlin@southcentral.edu

**Course Designator, Number and Title** (i.e.: ACCT 1800, Business Law):
GCC 2150 Web/Interactive Media 2

**Number of Credits:** 3

**Prerequisites:** GCC 1220 Graphic Software 2 with a C- or better.

**Course Description:**
This course covers the basic preparation, planning and software used for multimedia and web presentation. Students will learn planning procedures for web and interactive media. These procedures will include planning flowcharts, wireframes and storyboards. Students will also learn file formatting and file preparation for web and interactive media.

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**Scheduling:** Fall X | Spring | Summer | Alternate Years | Variable | On Demand

**Instructional Type:** Lecture | Lab | Lecture/Lab X | 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**

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**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](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:**
To update the course with new applications that are now available, and to make software terms and functions more generic and flexible.

**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: March 21, 2014
Author: Gale Bigbee
Proposal Type:  | New Course | Modify Course | Delete Course
Contact for the Course: Gale Bigbee
Course Designator, Number and Title (i.e.: ACCT 1800, Business Law): GCC 2161 Production Work Flow 1
Number of Credits: 3 credits
Prerequisites: GCC 1220 Graphic Software 2 and GCC 1260 Printing Processes with a C- or better.
Course Description: This course is designed to introduce the Graphic Communications student to the workplace through tours, live projects, and special topics. Students will perform production tasks of design work of the student and/or live work of a customer within the college or non-profit entities within the community. These hands-on projects will incorporate all phases of graphic communications from design to workflow to production and finishing. Emerging technology and topics will also be discussed and researched as part of this course. (Prerequisites: GCC 1220 Graphic Software 2 and GCC 1260 Printing Processes with a C- or better.)

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

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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 original CCO was developed by a faculty member who no longer teaches at SCC. Current faculty member streamlined course competencies and learning objectives.

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

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New Course or Course Change Proposal Form

Date of Proposal: 3/17/14
Author: Kevin McLaughlin

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Contact for the Course: Kevin.McLaughlin@southcentral.edu

Course Designator, Number and Title (i.e.: ACCT 1800, Business Law): GCC 2250 Web/Interactive Media 3

Number of Credits: 3

Prerequisites:
GCC 2150 Web/Interactive Media 2 with a C- or better.

Course Description:
This course builds on the course work covered in GCC 2150. The capabilities different web and interactive applications will continue to be explored. Students will and finalize their webfolios and design other various promotional web and interactive projects.

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If Yes, Which Program(s)? Graphic Communications

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

- Attach Common Course Outline to this Form.
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Course Change Proposal Form

Date of Proposal: March 21, 2014

Author: Gale Bigbee

Proposal Type: *New Course | Modify Course | Delete Course

Contact for the Course: Gale Bigbee

Course Designator, Number and Title (i.e.: ACCT 1800, Business Law):
GCC 2261 Production Work Flow 2

Number of Credits: 3 credits

Prerequisites: GCC 2161 Production Work Flow 1 with a C- or better.

Course Description: This course is a continuation of GCC2161 - Production Work Flow 1. Students will work on production projects that will incorporate all phases of graphic communications from design to workflow to production to finishing. Fourth semester Graphic Communications students prepare materials to promote their annual spring display of work through various communication methods. Students continue to formulate their problem-solving, team-building and lifelong learning skills through this course.

Grading Method: | Grade X | Pass/Fail X
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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 original CCO was developed by a faculty member who no longer teaches at SCC. Current faculty member streamlined course competencies and learning objectives.

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

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