CURRICULUM COMMITTEE CHECKLIST

NAME OF PROGRAM: Multimedia Technology

Date: 4/2/14

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

Step 3  Instructional Dean reviewed and indicated need for Curriculum Committee approval.

Instructional Dean’s signature

Step 4  Advisory Committee approval indicated in meeting minutes if necessary. Minutes provided to Curriculum Committee.

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

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

Step 10  **New** Course Maximum Enrollment to Shared Governance.

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

President’s signature

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Appendix B

New Course or Course Change Proposal Form

Date of Proposal: March 21, 2014 – modified April 22, 2014

Author: Gale Bigbee

Proposal Type: | New Course | Modify Course | Delete Course
Contact for the Course: Wes Taylor

Course Designator, Number and Title (i.e.: ACCT 1800, Business Law):
MULT 2285 Multimedia Technology Capstone

Number of Credits: 1-4 credits
Prerequisites: ART 140 Digital Photography 1 and ART 170 Video Production 1; OR advisor approval.

Course Description: The student will propose and produce a project in their area of interest. This plan is based on the college's and the program's core competencies. One credit of Capstone is equal to 32 hours. Prerequisites: ART 140 Digital Photography 1 and ART 170 Video Production 1; OR advisor approval.

Grading Method: Grade X Pass/Fail
Scheduling: Fall X Spring X Summer X 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.

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<th>Faculty Name</th>
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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)?

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

If Yes, Which Program(s)? Multimedia Technology

Describe What is Changing/Being Added, and the Rationale: Prerequisite changes due to COMP 1140 Web for Business changing from 4 to 3 credits. This required the variable credits in Multimedia Technology to increase from 1-3 credits to 1-4 credits with more course competencies.

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 – modified April 22, 2014

**Author:** Gale Bigbee

**Proposal Type:** | *New Course | Modify Course XX | Delete Course
---|---|---|---
**Contact for the Course:** Wes Taylor

**Course Designator, Number and Title** (i.e.: ACCT 1800, Business Law): MULT 2295 Multimedia Technology Internship

**Number of Credits:** 1-4 credits, - 1-4 Internship

**Prerequisites:** ART 140 Digital Photography 1 and ART 170 Video Production 1; OR advisor approval.

**Course Description:** This course is designed to provide the student with a purposeful occupational experience in the Multimedia Technology 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 1220 Graphic Software 2; ART 140 Digital Photography 1 and ART 170 Video Production 1; OR advisor approval.

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

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

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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](http://www.mntransfer.org))?

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

**If Yes, Which Program(s)?** Multimedia Technology

**Describe What is Changing/Being Added, and the Rationale:** Prerequisite changes due to COMP 1140 Web for Business changing from 4 to 3 credits. This required the variable credits in Multimedia Technology to increase from 1-3 credits to 1-4 credits with more course competencies.

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

- Attach Common Course Outline to this Form.