CURRICULUM COMMITTEE CHECKLIST

NAME OF PROGRAM: Graphic Communications Date: 4/10/12

Ongoing changes as program eliminated emphases – design and production to just one track

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). Does not affect other programs.

Division Chair’s signature

YES ☒ NO ☐

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

Instructional Dean’s signature

YES ☒ NO ☐

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

Minutes have been provided a couple of different times

YES ☒ NO ☐

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

YES ☒ NO ☐

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

YES ☒ NO ☐

Step 7 Curriculum Committee approved.

Curriculum Committee Chair’s signature

YES ☒ NO ☐

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

YES ☒ NO ☐

Step 9 Vice President of Academic Affairs approved.

Vice President of Academic Affairs’ signature

YES ☒ NO ☐

Step 10 New Course Maximum Enrollment to Shared Governance.

YES ☒ NO ☐

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

President’s signature

YES ☒ NO ☐
# Appendix C

## New Program or Program Change Proposal Form

<table>
<thead>
<tr>
<th>Date of Proposal:</th>
<th>April 10, 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author:</td>
<td>Kevin McLaughlin and Gale Bigbee</td>
</tr>
</tbody>
</table>

**Proposal Type:**  
- New Program  
- Program Redesign X  
- Suspend Program  
- Reinstate Program  
- Add Emphasis  
- Delete Emphasis X

**Contact for the Program:** Kevin McLaughlin and Gale Bigbee

**Program Name:** Graphic Communications  
**CIP Code:** 10.030100

**Division in Which Program is Currently or Will Be Held:** Professional Careers

**Proposal Start (Term/Year):** Fall 2011

**Program Description:** Graphic Communications is an ever-changing industry which encompasses magazine, newspaper and book printing, digital publishing, creative design, illustration, web page design, large format and digital printing and a host of other services according to the Print and Graphics Scholarship Foundation.

<table>
<thead>
<tr>
<th>Degrees Offered:</th>
<th>AS</th>
<th>AAS X</th>
<th>AA</th>
<th>Diploma X</th>
<th>Certificate</th>
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</thead>
<tbody>
<tr>
<td>Program Location:</td>
<td>Faribault Campus</td>
<td>North Mankato Campus X</td>
<td>Online</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Prerequisites:** No prerequisites to enter the program

**Number of Credits:** A.A.S. – 72  
**Diploma:** 60

**If There is a Program Change, Summarize Changes to the Program:**

The program has eliminated the 2 emphases of Design and Production. In the process course content was repackaged, possibly renumbered and credit amounts may have changed.

**Rationale for Program Development or Program Change:**

All students will receive a solid foundation of both Design and Production. This hybrid of both will provide each student with more options for entering the job market.

**What Impact Will this New Program or Change Have on Other Programs or Areas?**

None

**Are There Articulations With Other Colleges?** List College(s): Bemidji State University, Univeristy of Wisconsin – Stout, Minnesota State University, Moorhead

- Attach Program Design to this Form. Below are Some Recommended Items:
  a. List of program requirements (i.e.: what the catalog page shows for each program).
  b. Cross walk from previous program curriculum to new (how students already started in the old program can finish after this new program begins).
  c. All required course numbers and titles.
  d. Additional supporting information, such as minutes documenting recommendation for proposal.
## Graphic Communications Course Layout — 2012-2013 Catalog

### 1st Semester — Fall 2012
- GCC 1100 — Intro to Graphic Communications ..... 4
- GCC 1120 — Graphic Software 1. ................. 4
- GCC 1130 — Layout & Typography. ................. 3
- GCC1141 — Digital Image Exploration ............... 3

**Program Credits** .......................... 14 credits

### 2nd Semester — Spring 2013
- GCC 1210 — Drawing for Graphic Communications ... 3
- GCC 1220 — Graphic Software 2 ................. 4
- GCC 1250 — Web/Interactive Media 1 ............... 3
- GCC 1260 — Printing Processes ................. 4

**Program Credits** .......................... 14 credits

### 3rd Semester — Fall 2013
- GCC 2110 — Design and Illustration 1 ............... 4
- GCC 2120 — Portfolio 1 ........................... 3
- GCC 2150 — Web/Interactive Media 2 ............... 3
- GCC 2161 — Production Work Flow 1 ............... 3

**Program Credits** .......................... 13 credits

### 4th Semester — Spring 2014
- GCC 2210 — Design and Illustration 2 ............... 4
- GCC 2220 — Portfolio 2 ........................... 3
- GCC 2250 — Web/Interactive Media 3 ............... 3
- GCC 2261 — Production Work Flow 2 ............... 3
- GCC 2275 — Special Problems ................... 1-4
- GCC 2290 — Internship .......................... 1-3

**Program Credits** .......................... 13 credits

### Associate of Applied Science Option

**Required LAS Courses — 18 credits**

- ENGL 100 Composition .......................... 4
- COMM 140 Interpersonal Communication ........... 3
  OR
- COMM 110 Public Speaking ....................... 3
- ART 110 Art Structure .......................... 3
  OR
- ART 130 Painting ............................... 3
  OR
- ART 140 Digital Photography .................... 3

Remaining LAS Courses .......................... 8

### Diploma Option

**Required LAS Courses — 6 credits**

- COMM 140 Interpersonal Communication ........... 3
  OR
- COMM 110 Public Speaking ....................... 3
- ART 110 Art Structure .......................... 3
  OR
- ART 130 Painting ............................... 3
  OR
- ART 140 Digital Photography .................... 3
Appendix A

New Course or Course Change Proposal Form

Date of Proposal: 4/13/12

Author: Kevin McLaughlin

Proposal Type: ___ New Course  X  Modify Course  ___ Delete Course

Contact for the Course: Kevin McLaughlin

Course Designator, Number and Title: GCC2220 Portfolio 2 (i.e.: ACCT 1800, Business Law)

Number of Credits: 3

Prerequisites: GCC2120 Portfolio 1

Course Description: Students will continue to research potential employment sites and prepare for the interviewing process in the graphic communications field. The students will continue to research, update and expand their portfolios with projects from other Graphic Communications courses.

Grading Method:  X  Grade  ___ Pass/Fail

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

Instructional Type: ___ Lecture  ___ Lab  ___ Lecture/Lab  ___ Internship  ___ Seminar

Is this Course Proposed as a General Education Course: ___ Yes  X  No

If Yes, Which MnTC Area/Areas (http://www.mntransfer.org) Will it Fulfill?

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

If So, Which Program(s)?  Graphic Communications

Describe What is Changing/Being Added, and the Rationale.  Updating the CCO for the revamped Graphic Communications course.

What Impact Will This New Course or Change Have on Other Programs or Areas? This course will only impact the new Graphic Communications program.

Attach Common Course Outline to this Form.
GCC2220 Portfolio 2
Course Outcome Summary

Course Information
Organization South Central College North Mankato
Developers Kevin McLaughlin
Development Date 3/20/2012
Revised Date 3/26/2010
Course Number GCC2220
Potential Hours of Instruction 80
Total Credits 3

Description
Students will continue to research potential employment sites and prepare for the interviewing process in the graphic communications field. The students will continue to research, update and expand their portfolios with projects from other Graphic Communications courses as they prepare for graduation and entering the job market. Prerequisite GCC2120 Portfolio 1.

Types of Instruction

<table>
<thead>
<tr>
<th>Instruction Type</th>
<th>Contact Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture</td>
<td>16</td>
<td>1</td>
</tr>
<tr>
<td>Lab</td>
<td>64</td>
<td>2</td>
</tr>
</tbody>
</table>

Prerequisites
Completion of GCC2120 Portfolio 1

Exit Learning Outcomes
Core Abilities
A. Foundations and skills for lifelong learning
B. Analysis and inquiry
C. Critical and creative thinking
D. Written and oral communications

Competencies
1. Review stationery from last semester
   Learning Objectives
   a. Review personal logo design
   b. Review stationery ensemble
   c. Update the stationery and logos
   d. Experiment with color
2. Update portfolio pages if needed
   Learning Objectives
   a. Review portfolio pages
b. Update portfolio pages if needed
c. Evaluate portfolio pages

3. **Organize portfolio samples**
   Learning Objectives
   a. Review all projects
   b. Evaluate and update projects
   c. Prepare only the highest quality projects for presentation in your portfolio

4. **Prepare portfolio page samples**
   Learning Objectives
   a. Demonstrate digital folding
   b. Review projects from course work and live projects
   c. Prepare projects for portfolio pages
   d. Evaluate portfolio pages

5. **Review digital web portfolio**
   Learning Objectives
   a. Review printed and web portfolios
   b. Coordinate digital portfolio and printed portfolio
   c. Adjust portfolio layouts as needed

6. **Prepare portfolio pages for printing**
   Learning Objectives
   a. prepare high resolution documents for printing
   b. Print portfolio page spread
   c. Evaluate and adjust the portfolio pages
   d. Continue printing portfolio pages throughout the semester

7. **Research companies for potential employment**
   Learning Objectives
   a. Research companies for potential employment
   b. Identify titles of possible graphic communication positions
   c. Identify the company employment requirements

8. **Contact potential employment site**
   Learning Objectives
   a. Evaluate and proof resume and cover letters
   b. Finalize resume and cover letter
   c. Send resume and cover letter to selected interview site-CC the instructor

9. **Schedule and interview**
   Learning Objectives
   a. Prepare portfolio for interview
   b. Review portfolio presentation for interview
   c. Interview-leave evaluation from with interviewer
   d. Mail thank you follow-up letter-CC Instructor
   e. Review interview evaluation form
Appendix A

New Course or Course Change Proposal Form

Date of Proposal: 4/13/12

Author: Kevin McLaughlin

Proposal Type: ___ New Course  X ___ Modify Course  ___ Delete Course

Contact for the Course: Kevin McLaughlin

Course Designator, Number and Title: GCC2250 Web/Interactive Media 3 (i.e.: ACCT 1800, Business Law)

Number of Credits: 3

Prerequisites: GCC2150 Web/Interactive Media 2

Course Description: This course builds on the course work covered in GCC2150 Web/Interactivity 2. Using the web and interactive softwares learned, students will continue to plan, develop and finalize their webfolios and other projects. The web and interactive capabilities of other applications will also be explored.

Grading Method:  X ___ Grade  ___ Pass/Fail

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

Instructional Type: ___ Lecture  ___ Lab  ___ Lecture/Lab  ___ Internship  ___ Seminar

Is this Course Proposed as a General Education Course: ___ Yes  ___ No

If Yes, Which MnTC Area/Areas (http://www.mntransfer.org) Will it Fulfill? ____________________________

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

If So, Which Program(s)? ___ Graphic Communications

Describe What is Changing/Being Added, and the Rationale. Updating the CCO for the revamped Graphic Communications course.

What Impact Will This New Course or Change Have on Other Programs or Areas? This course will only impact the new Graphic Communications program.

Attach Common Course Outline to this Form. ____________________________
GCC2250 Web/Interactive Media 3
Course Outcome Summary

Course Information
Organization South Central College, North Mankato
Developers Kevin McLaughlin
Development Date 9/25/2010
Revised Date 2/23/2012
Course Number GCC2250
Potential Hours of Instruction 80
Total Credits 3

Description
This course builds on the course work covered in GCC2150 Web/Interactivity 2. Using the web and interactive softwares learned, students will continue to plan, develop and finalize their webfolios and other projects. The web and interactive capabilities of other applications will also be explored. Webfolios will be prepared to upload to the SCC web site. Prerequisite GCC2150 Interactive Media 2.

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</table>

Prerequisites
Completion of GCC2150 Web/Interactive Media 2.

Exit Learning Outcomes
Core Abilities
A. Foundations and skills for lifelong learning
B. Analysis and inquiry
C. Critical and creative thinking
D. Written and oral communications

Competencies
1. Review student webfolio planning
   Learning Objectives
   a. Review the use of thumbnail sketches
   b. Review planning a project navigation with flow charts
   c. Review planning the content of a project with wireframes
   d. Review planning with storyboards

2. Review web file management
   Learning Objectives
   a. Create a project folder
b. Create a source folder for working files

c. Create a root folder and sub folders

3. Design a webfolio in a pixel based software
   Learning Objectives
   a. Plan pages using thumbnail sketches and storyboards
   b. Prepare pages in Photoshop layers
   c. Optimize the Photoshop file layers
   d. Import optimized files into the root folder sub files
   e. Import optimized files into Flash
   f. Prepare web pages in Flash and/or Dreamweaver

4. Review the processes of preparing files for web and interactive software
   Learning Objectives
   a. Review types of file formats and their uses-flat values and continuous tone
   b. Demonstrate optimizing file formats-minimum memory/maximum quality
   c. Prepare Photoshop file for optimization
   d. Save for Web and Devices

5. Review animation techniques
   Learning Objectives
   a. Demonstrate making a movie clip in Flash
   b. Plan the movie clip
   c. Select frames and insert new symbol as demonstrated
   d. Observe the movie clip symbol in the Library
   e. Play the movie clip on the stage
   f. Name the Instance of the movie clip

6. Review webfolio planning procedures
   Learning Objectives
   a. Review thumbnail sketches-preliminary planning procedures
   b. Review storyboards-research storyboard sites
   c. Design student project using thumbnail sketches and storyboards

7. Demonstrate file interactivity
   Learning Objectives
   a. Prepare movie clip symbols
   b. Review button states
   c. Plan animation for the button
   d. Prepare button animation movie clip
   e. Insert movie clip into the button state

8. Plan other web/interactive media projects
   Learning Objectives
   a. Describe content management system software
   b. Research cloud based web design software
   c. Prepare a cloud based software portfolio
   d. Review the cloud web software

9. Placing optimized files
   Learning Objectives
a. Define the site in Dreamweaver
b. Save optimized files in the root folder
c. Create html pages through the files panel
d. Preview pages in a browser

10. **Review defining a local web site**
   **Learning Objectives**
   a. Create a project folder
   b. Create a source folder-for all working documents-may need sub folders
   c. Create a root folder and sub folders
   d. Review defining a new site in Dreamweaver

11. **Review CSS**
   **Learning Objectives**
   a. Describe internal and external style sheets
   b. Review style tags in an html document
   c. Edit style tags
   d. Observe document in a browser