CURRICULUM COMMITTEE CHECKLIST

NAME OF PROGRAM: Graphic Communications  Date: Sept. 30, 2011

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).
Reviewed w/ Const. Technology  Division last Spring. Now we're part of a new division
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
Appendix A

New Course or Course Change Proposal Form

Date of Proposal: _______9/30/12__________________________

Author: _______Kevin McLaughlin______________________________

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

Contact for the Course: _______Kevin McLaughlin______________________________

Course Designator, Number and Title: GCD1210 Drawing for Graphic Designers (i.e.: ACCT 1800, Business Law)

Number of Credits: _______3 (only change-credit change from 4 to 3 credits)________

Prerequisites: _______Completion GCC1120 Graphic Software 1. ________________________

Course Description: This course covers basic drawing techniques and the use of sketching as a planning tool. Basic drawing techniques will be applied to drawing thumbnail sketches, comprehensives, the human form and perspective. Students will utilize traditional and computer drawing tools. Prereq. GCC1120 Graphic Software 1.

Grading Method: _____ 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. Updated Graphic Communications Course.

Change from 4 to 3 credits.

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

Attach Common Course Outline to this Form. ________________________
## Appendix B

### New Course or Course Change Proposal Form

**Date of Proposal:** September 30, 2011

**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 1220 – Graphic Software 2

**Number of Credits:** 4 credits – 1 lecture; 3 lab

**Prerequisites:** GCC1120 – Graphic Software I or instructor approval

**Course Description:** Graphic Software 2 is a continuation of working with Adobe Creative Suites software. The course will be taught in a hands-on atmosphere learning more advanced features of Adobe InDesign, Illustrator and Photoshop. Adobe Acrobat and Bridge will also be utilized during class sessions. Students should already have the fundamentals of the tools, menus and palettes within each of the softwares. More advanced topics such as masking, transparency and filters will be an integral part of the course. Projects will be assigned for a hands-on approach. Prerequisite: GCC1120

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

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

**Instructional Type:**  
**Lecture**  
**Lab**  
**Lecture/Lab 1/3**  
**Internship**  
**Seminar**

*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>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Dean's Name</th>
<th>Dean's Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

*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 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)?**  
Graphic Communications

**Describe What is Changing/Being Added, and the Rationale:**

Course competencies and outcomes have become more streamlined; lecture/lab combo went from 2/2 TO 1/3

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

> Attach Common Course Outline to this Form.
Appendix A

New Course or Course Change Proposal Form

Date of Proposal: 9/30/12

Author: Kevin McLaughlin

Proposal Type: New Course  Modify Course  Delete Course

Contact for the Course: Kevin McLaughlin

Course Designator, Number and Title: GCC1250 Web Interactive Media 1 (i.e.: ACCT 1800, Business Law)

Number of Credits: 3

Prerequisites: Completion of Prerequisite GCC1120 Graphic Software 1.

Course Description: This course covers the basic planning procedures and the software used in interactive media and web design and production. Students will receive a basic understanding of HTML. File and folder preparation will also be demonstrated. Prerequisite GCC1120 Graphic Software 1.

Grading Method: 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. Course content streamlined. Too much information was being presented in the time frame of this 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.
Appendix B

New Course or Course Change Proposal Form

<table>
<thead>
<tr>
<th>Date of Proposal:</th>
<th>September 30, 2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author:</td>
<td>Gale Bigbee</td>
</tr>
<tr>
<td>Proposal Type:</td>
<td>*New Course</td>
</tr>
<tr>
<td>Modify Course X</td>
<td>Delete Course</td>
</tr>
<tr>
<td>Contact for the Course:</td>
<td>Gale Bigbee</td>
</tr>
<tr>
<td>Course Designator, Number and Title (i.e.: ACCT 1800, Business Law):</td>
<td>GCC 1260 – Printing Processes</td>
</tr>
<tr>
<td>Number of Credits:</td>
<td>4 credits – 1 lecture; 3 lab</td>
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<tr>
<td>Prerequisites:</td>
<td>GCC1120 – Graphic Software I; GCC 1130 – Layout and Typography; and GCC 1141 – Digital Image Exploration</td>
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<tr>
<td>Course Description:</td>
<td>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. Prerequisites: GCC1120, GCC1130, GCC1141.</td>
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<td>Grading Method:</td>
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<td>Pass/Fail X</td>
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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:

Course competencies and outcomes have been modified due to the elimination of the Design and Production emphases.

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

➢ Attach Common Course Outline to this Form.