Appendix C

CURRICULUM COMMITTEE CHECKLIST

NAME OF PROGRAM: Graphic Communications

Date: 4/15/11

Step 1 Reviewed change at division meeting.

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 President's approval for all changes requiring MnSCU approval.

President's signature N/A
New Course or Course Change Proposal Form

Date of Proposal: 4/15/11

Author: Gale Bigbee

Proposal Type: New Course /\ Modify Course \ Delete Course

Contact for the Course: Gale Bigbee

Course Designator, Number and Title: GCC1141 Digital Image Exploration (i.e.: ACCT 1800, Business Law)

Number of Credits: 3

Prerequisites: Corequisite GCC1120 Graphic Software 1.

Course Description: This course is designed to cover basic areas of digital imagery: input/output hardware and the software involved; scanning of graphics and photographs; digital camera usage; and file formats, size and resolution comparisons. Students will take an in-depth examination of color theory and color management with practical knowledge for print and web.

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. (Name change from GCC 1141 Image Acquisition to GCC1141 Digital Image Exploration.

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.