ACADEMIC SENATE PROPOSAL TRACKING SHEET
(Document To Be Originated By the Academic Senate Secretary On Canary Color Paper)

Proposal # 18-22	**Title: 2016-2017 # 8 Graphic Design Minor** ~MAR 15 2019~

(Proposal explanation, submitter and college dean signatures on attached program/degree or course revision form.)

All proposals MUST have their originating college faculty body (Ex. Arts & Sciences, Education and Nursing; Technical Sciences) approval and must be signed by the submitter and the college dean before being submitted to the Academic Senate Secretary.

1. Submit all proposals (using the appropriate Academic Senate program/degree and/or course revision forms or General Education Inclusion form) to the Academic Senate Secretary. **NOTE: Level 1 or Level 2 forms must be submitted concurrent with this proposal where applicable. For Education proposals, PEU approval must be received prior to forwarding the proposal to the Senate.**

2. The Academic Senate Secretary logs and numbers items and forwards them to the appropriate Academic Senate subcommittee(s): General Education (if applicable), or Curriculum. A transmittal e-mail will be sent to the Recording Secretary of the receiving committee, cc Provost's Administrative Assistant, by the Academic Senate Secretary. A digital copy of the proposal will be linked on the Academic Senate Proposal page by the Academic Senate Secretary.

3. The Academic Senate subcommittee(s) consider(s) the proposal. If approved, the proposal is returned to the Academic Senate Secretary for forwarding to the next committee. If a committee disapproves the proposal, the originator may request that the item be forwarded to the next body for consideration. The committee will provide written rationale to the originator, via the Academic Senate, when a proposal is disapproved and the proposal is returned to the originator. Upon completion of committee action, the proposal will be returned to the Academic Senate Secretary, and a transmittal e-mail sent by the Committee Recorder to the Senate Secretary, cc Provost's Administrative Assistant.

4. The Academic Senate considers the proposal and recommends approval or disapproval. If approved, the proposal is forwarded to the Provost for consideration. If the Academic Senate disapproves the proposal, the originator may request that the item be forwarded to the Full Faculty for consideration, utilizing the procedures set forth in the Senate Bylaws. The Academic Senate will provide written rationale to the originator when proposals are disapproved and the proposal is returned to the originator.

5. Approved proposals will be forwarded to the Provost. The Provost approves or disapproves the proposal. If approved, the proposal is then forwarded to the Chancellor. From this point forward, the Provost's Administrative Assistant will update the Proposal page on the website by contacting the webmaster.

7. The Chancellor approves or disapproves the proposal.

8. The proposal will then either be implemented or referred to MSU for further action. The tracking page on the Provost site will be updated as required.

   Subcommittee and Academic Senate college representatives will notify their respective colleges' of the progress of submitted proposals or the proposal may be tracked via the web page -- http://www.msun.edu/admin/provost/senate/proposals.htm

   **Documentation and forms for the curriculum process is also available on the web page:
   http://www.msun.edu/admin/provost/forms.htm**

*****(If a proposal is disapproved at any level, it is returned through the Academic Senate secretary and the Senate President, to the Dean of the submitting college who then notifies the originator.

See back for tracking form

	Date	Action Taken	Signature	Date	Comments/Reason for Disapproval	Sent to	Date	Transmittal E-mail sent
*Abstract received by Senate Secretary		Copy to Senate President. Forward to Provost.						
*Provost		☐ Abstract Approved ☐ Disapproved						
Received by Senate Secretary	3/15/19	Tracking form initiated	D Bradley		forward	G. Succaw	3/23/19	Inner office
General Education Committee (if applicable)	4/2/19	☐ Approved *NA* ☐ Disapproved *NA*	Gary S. Succaw		Curr forward Comm	Todd	4/1/19	Inner Office
Curriculum Committee (if applicable)	4/9/19	☑ Approved ☐ Disapproved	Jony B		forward AS Sen.	M Seifert	4/9/19	Inner Office
Academic Senate	4/4/19	☑ Approved ☐ Disapproved	Seifert		forward Prov	C Berd	4/12/19	Inner Office
Full Faculty (if necessary)		☐ Approved ☐ Disapproved						
Provost		☐ Approved ☐ Disapproved						
Chancellor		☐ Approved ☐ Disapproved						
MSU		☐ Approved ☐ Disapproved						
BOR		☐ Approved ☐ Disapproved						
NWCCU		☐ Approved ☐ Disapproved						
Provost		Advise originating college and Academic Senate of status. Update Web page.						
Registrar		Catalog/Policy Manual Update						

NOTE: The secretary of the Academic Senate will update the Academic Senate Proposal web page from initial receipt until the proposal reaches the Provost. The Provost's Administrative Assistant will ensure that the current status of each proposal is maintained on the Academic Senate Proposal web page from that point forward. ***Abstract and pre-approval required for new programs ONLY.**

Academic Senate Form 1 (Revised 3/21/2012)

CEASN PROPOSAL TRACKING SHEET
(Document to Be Originated By CEASN Secretary)

1. Submit all proposals (using the appropriate Academic Senate program/degree and/or course revision forms) to the CEASN Administrative Assistant.
2. The CEASN Administrative Assistant forwards them to the appropriate CEASN Committee.

Proposal Number: 2016-2017 # 8	Title: Graphic Design Minor

Date

Received by CEASN Administrative Assistant   3·14·17 ← *originally submitted*
                                                            resubmitted due to lost paperwork

Forwarded to CEASN College Meeting   9·17·18   Approved ✓   Disapproved _____

                                                  _____   2/21/19
                                                  Chair   Date
                                                  Signature

Returned to CEASN Administrative Assistant   _____   *Update BOR forms. 3-5-19 dv*
                                                        Sent to Joel for review.

Forwarded to Dean for Signatures   2-26-19   _____   3-11-19
                                               Dean
                                               Signature

Returned to CEASN Administrative Assistant   _____

Forwarded to Professional Education Unit NO   Approved _____   Disapproved _____

                                                  Signature   Date

Returned to CEASN Administrative Assistant   3·11·19

Forwarded to Academic Subcommittees   3·15·19

PROGRAM/DEGREE REVISION FORM

NEW _X_ DROPPED _____ MAJOR REVISION _____ FOR INFORMATION ONLY _____

College: <u>Arts & Science</u>   Program Area: <u>Graphic Design</u>   Date <u>03/14/2017</u>

Submitter: <u>Joel K. Soiseth</u>   Dean _____   Date_____

      Signature   Signature (indicates "college" level approval)

Please provide a brief explanation & rationale for the proposed revision(s).

Please provide in the space below a "before and after" picture of the program with the changes in the program noted. Attach appropriate Course Revision Forms. Please indicate changes by shading the appropriate cells.

PROPOSAL TITLE: Minor in Graphic Design _____

Current Program listed in 05-06 Catalog

Course Prefix	#	Course Title	Credits
		Total	

Proposed Program for 18-19 Catalog _19-20_

Course Prefix	#	Course Title	Gen-Ed Credits	Degree Credits
ARTZ	106	Foundations 2-D Vis. Lang	3	3
GDSN	231	G. Design App		3
GDSN	250	Graphic Design I		3
GDSN	240	Electronic Design I		3
ARTZ	284	Photo I – Tech & Processing	3	3
GDSN	340	Electronic Design II		3
GDSN	350	Graphic Design II		3
BMKT	338	Advertising & Promotion		3
ARTH	330	Art History Western Civ. I		3
		OR		
ARTH	340	Art History Western Civ. II		
		OR		
ARTH	391	Art History Special Topic		
		Total	6	27

Additional instructional resources needed (including library materials, special equipment, and facilities). Please note: approval does not indicate support for new faculty or additional resources.

Updated 09/29/05

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

Item Number: **XXX-XXXX+XXXXX**   Meeting Date: _____

Institution: **Montana State University Northern**   CIP Code: _____

Program Title: **Minor in Graphics Design**

Please mark the appropriate type of request and submit with an Item Template and any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit the Academic, Research and Student Affairs Handbook.

___ **A. Notifications:**

Notifications are announcements conveyed to the Board of Regents at the next regular meeting.

___ **1a. Placing a program into moratorium** (Document steps taken to notify students, faculty, and other constituents and include this information on checklist at time of termination if not reinstated)

___ **1b. Withdrawing a program from moratorium**

___ **2. Intent to terminate an existing major, minor, option or certificate – Step 1** (Phase I Program Termination Checklist)

___ **3. Campus Certificates, CAS/AAS-Adding, re-titling, terminating or revising a campus certificate of 29 credits or less**

___ **4. BAS/AA/AS Area of Study**

___ **B. Level I:**

Level I proposals are those that may be approved by the Commissioner of Higher Education. The approval of such proposals will be conveyed to the Board of Regents at the next regular meeting of the Board.

___ **1. Re-titling an existing major, minor, option or certificate**

X 2. Adding a new minor or certificate where there is a major or an option in a major (Curriculum Proposal Form)

___ **3. Revising a program** (Curriculum Proposal Form)

___ **4. Distance or online delivery of an existing degree or certificate program**

___ **5. Terminating an existing major, minor, option or certificate – Step 2** (Completed Program Termination Checklist)

___ **Temporary Certificate or AAS Degree Program**

Approval for programs under this provision will be limited to two years. Continuation of a program beyond the two years will require the proposal to go through the normal Level II Proposal approval process.

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Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

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___ **C. Level I with Level II Documentation:**

This type of proposal may go to the Board as a Level I item if all Chief Academic Officers are in agreement. If consensus among the Chief Academic Officers is not reached, however, the item will go to the Board as a Level II request.

___ 1. **Adding an option within an existing major or degree** (Curriculum Proposal Form)

___ 2. **Consolidating existing programs and/or degrees** (Curriculum Proposal Form)

___ **D. Level II:**

Level II proposals require approval of the Board of Regents. These requests will go to the Board in a two-meeting format, the first being as informational and the second as action.

___ 1. **Re-titling a degree (ex. From B.A. to B.F.A)**

___ 2. **Adding a new minor or certificate where there is no major or option in a major** (Curriculum Proposal Form)

___ 3. **Establishing a new degree or adding a major or option to an existing degree** (Curriculum Proposal Form)

___ 4. **Forming, eliminating or consolidating a college, division, school, department, institute, bureau, center, station, laboratory or similar unit** (Curriculum Proposal Form or Center Proposal Form, except when eliminating or consolidating)

___ 5. **Re-titling a college, division, school, department, institute, bureau, center, station, laboratory or similar unit**

Specify Request:

MSUN has an existing Graphics Design major. This request is to add a minor to the existing Graphic Design major.

Montana Board of Regents
CURRICULUM PROPOSAL FORM

1. Overview

This proposal is to add a minor in Graphic Design; there is an existing Graphic Design major.

2. Provide a one paragraph description of the proposed program. Be specific about what degree, major, minor or option is sought.

This minor will complement the current Graphic Design Bachelor of Arts degree. It will offer prospective students an introduction to the basic visual arts studio work, extensive work in the fundamental graphic desing software platforms. The minor will create proficiency in the aspects of web design.

3. Need

A. To what specific need is the institution responding in developing the proposed program?

The minor will provide options to a greater student population and increase the number of minor options in the College of Arts, Sciences and Education.

B. How will students and any other affected constituencies be served by the proposed program?

The minor will allow students in a variety of programs throughout the institution to gain proficiency in the fundamentals of graphic design, desktop publishing and web design.

C. What is the anticipated demand for the program? How was this determined?

The Business Department faculty state that students studying business have requested a minor in graphic design. Another department, Health Promotions, indicates students will benefit from the minor. There are other disciplines that have students who are interested in the fundamental communicative aspects that graphic design explores extensively. Graphic design is an integral part of everyone's lives: everything we read in print or see on the web was created by a graphic designer.

4. Institutional and System Fit

A. What is the connection between the proposed program and existing programs at the institution?

The minor complements the existing Graphic Design major.

B. Will approval of the proposed program require changes to any existing programs at the institution? If so, please describe.

No.

C. Describe what differentiates this program from other, closely related programs at the institution (if appropriate).

This is the only program integrating the visual arts to applied design. The Graphic Design major is the only 4-year program offered at MSU-Northern.

D. How does the proposed program serve to advance the strategic goals of the institution?

Montana Board of Regents
CURRICULUM PROPOSAL FORM

The minor in Graphic Arts enhances the strategic goals of the institution by expanding the skills and knowledge of our graduates to be more marketable in the workplace. Providing this minor option allows for career-centered degrees to increase the skill sets of it students and to support the students' majors with a minor which adds value to their degree.

E. **Describe the relationship between the proposed program and any similar programs within the Montana University System. In cases of substantial duplication, explain the need for the proposed program at an additional institution. Describe any efforts that were made to collaborate with these similar programs; and if no efforts were made, explain why. If articulation or transfer agreements have been developed for the substantially duplicated programs, please include the agreement(s) as part of the documentation.**

The other BA in Graphic Designs is located at MSU Bozeman. The program in Bozeman is gated (students must apply for admission). MSU-N's program is open to all students. Bozeman's program with a much larger staff and more resources is a significantly more expansive program than this minor provides. During the common course numbering process, over several meetings we coordinated numbering aspect of the two programs. MSU-N's program is fundamentally a "niche" major designed to appeal and be delivered to a smaller, localized audience with an emphasis on entry level positions. The Graphic Design bachelor's and this proposed minor are different from Bozeman's—although we do teach similar concepts and offer similar studio and software instruction.

5. **Program Details**

   A. **Provide a detailed description of the proposed curriculum. Where possible, present the information in the form intended to appear in the catalog or other publications. NOTE: In the case of two-year degree programs and certificates of applied science, the curriculum should include enough detail to determine if the characteristics set out in Regents' Policy 301.12 have been met.**

Course Requirements	Crs
ARTZ 106 Visual Language-2-D Fndtns (CAT VI)	3
ARTX 284 Photo 1 – Tech and Processing (CAT VI)	3
ARTH 330 Art History of Western Civilization I (CAT VI) **OR** ARTH Art History Western Civilization **OR** ARTH Art History Special Topics	3
GDSN 231 Graphic Design Applications	3
GDSN 240 Electronic Design I	3

Montana Board of Regents
CURRICULUM PROPOSAL FORM

GDSN 250 Graphic Design I	3
GDSN 340 Electronic Design II	3
GDSN 350 Graphic Design II	3
BMKT 338 Adverting and Promotion	3

B. **Describe the planned implementation of the proposed program, including estimates of numbers of students at each stage.**

Upon approval, the minor would begin recruiting students. It is anticipated that the following programs would have students enroll in the minor: Business, 25%; Business Administration, 15%; Health Promotion, 10%; AgMechTech programs, 10%; Community Leadership, 15%.

6. **Resources**

    A. **Will additional faculty resources be required to implement this program? No. If yes, please describe the need and indicate the plan for meeting this need.**

    B. **Are other, additional resources required to ensure the success of the proposed program? No. If yes, please describe the need and indicate the plan for meeting this need.**

7. **Assessment**
   How will the success of the program be measured?

   A critical measurement will be the number of students who enroll in the program. Another metric will be the number of graduates who use this minor to gain employment.

8. **Process Leading to Submission**
   Describe the process of developing and approving the proposed program. Indicate, where appropriate, involvement by faculty, students, community members, potential employers, accrediting agencies, etc.

   All of the courses in this proposed minor are already in the curriculum and currently taught. Discussion with Business faculty has taken place with faculty in that college. The minor has been discussed at the College of Arts, Sciences and Education college meetings (including faculty in Health Promotions, Community Leadership). The Dean of the Arts, Sciences and Education and the college chair have been consulted.