

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

Proposal # 21-05	Title: GDSN 231 Graphic Design Application Major Revision
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(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.

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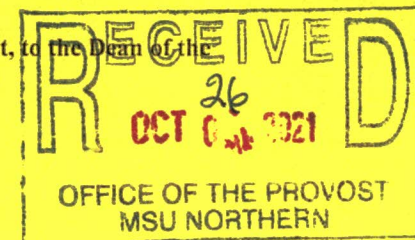
1. Submit all proposals (using the appropriate Academic Senate program/degree and/or course revision forms or General Education Inclusion form) to the Academic Senate Secretary. **NOTE: Level 1 or Level 2 forms must be submitted concurrent with this proposal where applicable. For Education proposals, 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.
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.	0					
*Provost		<input type="checkbox"/> Abstract Approved <input type="checkbox"/> Disapproved						
Received by Senate Secretary	9/28/2021	Tracking	DocuSigned by: <i>Debra Bradley</i> 26500A1E6DE04DB...		Forward	V Guyant		DocuSign
General Education Committee (if applicable)	9/28/2021	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	DocuSigned by: <i>Valerie Guyant</i> DE995B0729A143B...		Approved with edit - Forward	J. Todd		DocuSign
Curriculum Committee (if applicable)	10/6/2021	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	DocuSigned by: <i>[Signature]</i> DE995B0729A143B...		forward	Academic senate		DocuSign
Academic Senate	10/15/2021	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	DocuSigned by: <i>Carol Reifschneider</i> 8C0G778AE8D7467...		forward to Provost	Provost		DocuSign
Full Faculty (if necessary)		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
Provost		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>[Signature]</i>	10/27/21	forward to ChnIV		Oct 27 2021	
Chancellor		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Gregory P. Kugel</i>	11.3.2021		Provost office	11/3/21	
MSU		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	N/A					
BOR		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	N/A					
NWCCU		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	N/A					
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.

COURSE REVISION FORM

NEW _____ DROPPED _____ MAJOR REVISION x FOR INFORMATION ONLY _____

College: CASE Program Area: Graphic Design Date: 2/23/2021

Submitter: Maynard Dean: ASullen Date: 4-6-21
Signature (indicates "college" level approval)

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

Revising course description to more fully describe the curriculum in the Graphic Design Program at MSU-Northern (Major and Minor)

Please provide the following information:

College: CASE

Program Area: Graphic Design

Date: 2/23/2021

Course Prefix & No.: GDSN 231

Course Title: Graphic Design Applications

Credits: 3

Required by: Graphic Design Program (Major/Minor)

Selective in:

Elective in:

General Education:

Lecture: 45

Lecture/Lab:

Gradable Lab:

Contact hours lecture: 45

Contact hours lab: 0

Current Catalog Description (include all prerequisites):

This course is an introduction to software applications used by today's graphic design industry. A workbook-guided approach is employed, and the course is self-paced. Photoshop, Illustrator, and QuarkXpress are covered in the course. This course is prerequisite to GDSN 320, GDSN 350 and GDSN 450.

Proposed or New Catalog Description (include all prerequisites):

This course is an introduction to the skills and methods currently used by the graphic design industry. Students should expect to learn the processes and techniques of photo editing, logo design, and layout design. Students will also gain understanding of the creative process, composition, typography, color and design vocabulary. Students will utilize the main software programs used in the design industry. Students will learn to apply the **principals** of design and understand its connection to communication. Students will participate in critique, the objective analysis of artwork. This course is a prerequisite to GDSN 320, GDSN 350 and GDSN 450.

Course Outcome Objectives:

No change

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

Debra Bradley

From: Mary Ward
Sent: Thursday, September 23, 2021 2:18 PM
To: Valerie Guyant
Cc: Debra Bradley
Subject: Re: Emailing: #21-05_GDSN 231_Graphic Design Application Major Revision

Let me know if I need to do anything...

From: Valerie Guyant
Sent: Thursday, September 23, 2021 2:02:39 PM
To: Mary Ward
Cc: Debra Bradley
Subject: FW: Emailing: #21-05_GDSN 231_Graphic Design Application Major Revision

Mary,
What we are asking to be changed is the following:
Principals should be principles
It will continue on to Curriculum committee next, with the change if you approve it

Thank you.
Valerie Guyant, PhD
Associate Professor of English
College of Arts, Sciences, & Education
406-265-4173

-----Original Message-----
From: Debra Bradley
Sent: Thursday, September 23, 2021 11:37 AM
To: Valerie Guyant <valerie.guyant@msun.edu>
Subject: Emailing: #21-05_GDSN 231_Graphic Design Application Major Revision

Valerie, Here is the proposal you requested.
Debra



MONTANA STATE UNIVERSITY NORTHERN

Academic Senate Tracking Sheet Correction Form

Date: 09/23/2021

Proposal: Academic Senate Proposal # 21-05

Title: GDSN 231 Graphic Design Application Major Revision

Brief description of the correction to be made (if more space is needed use the back of the sheet):

Change of the word – Principals to principles

Name of Person making the correction: ___Mary Ward

Phone # (if more information is needed):

Date returned back to the Senate Secretary: ___09/24/2021

CASE PROPOSAL TRACKING SHEET

(Document to be Originated by the CASE Admin. Associate)

1. Submit all proposals using the appropriate Academic Senate Program/Degree and/or course revision forms to the CASE Admin. Associate

2. The CASE Admin. Associate forwards them to the appropriate CASE Committee

Proposal Number: # 37	Name: GDSN 231; Graphic Design Application - Major Revision
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Received by the CASE Admin Associate 10/6/2020 **TABLED**
Date: 2/23/2021

Forward to the CASE College Meeting Date: 3/23/2021

Approved Not Approved
Valerie [Signature] 3/31/21
Chair's Signature Date

Return to CASE Admin Date: 3-31-2021

~~Forward to the Professional Education Unit Date: _____
Approved _____ Not Approved _____
P E U Signature Date~~

Return to CASE Admin Date: 3-31-2021

Forward to the Dean of CASE Date: 4-5-2021
Approved Not Approved
Aileen [Signature] 4-16-21
Dean's Signature Date

Return to CASE Admin Date: 4-19-2021

Forward to Academic Senate Subcommittees Date: 9-20-2021