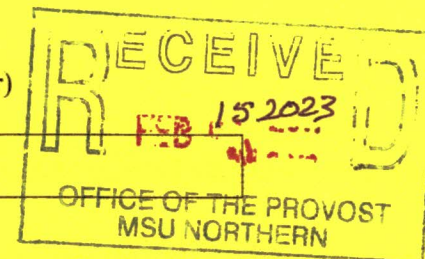# ACADEMIC SENATE PROPOSAL TRACKING SHEET
(Document To Be Originated By the Academic Senate Secretary On Canary Color Paper)

Proposal # 22-16	Title: Graphic Design Program Sheet – Major Revision

(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.
P

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.						
*Provost		☐ Abstract Approved ☐ Disapproved						
Received by Senate Secretary		Tracking	*DocuSigned by:* Debra Bradley 26500A1E6DE64DB...	10/5/2022	Forward	k Udayakumar		DocuSign
General Education Committee (if applicable)		☒ Approved ☐ Disapproved	*DocuSigned by:* Kasthuri Udayakumar EAE9E3629F544F8...	10/12/2022	Forward	C. Donoven		DocuSign
Curriculum Committee (if applicable)		☒ Approved ☐ Disapproved	*DocuSigned by:* Cee A3AAF230AD5D4B1...	11/9/2022	Tabled for correction Guyant	V. Guyant	None needed	DocuSign
Academic Senate		☒ Approved ☐ Disapproved	*DocuSigned by:* Valerie Guyant DE995B0729A143B...	11/15/22	Forward	Provost		
Full Faculty (if necessary)	Provost	☒ Approved ☐ Disapproved	Carol A. Rajchreid		forward	Chancellor	3-8-2023	
Provost		☐ Approved ☐ Disapproved						
Chancellor		☒ Approved ☐ Disapproved	Gregory O. Kagel 3-20-2023					
MSU		☐ Approved ☐ Disapproved	N/A					
BOR		☐ Approved ☐ Disapproved	N/A					
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)

PROGRAM/DEGREE REVISION FORM

NEW_____ DROPPED_____ MAJOR REVISION _x__ FOR INFORMATION ONLY_____

College **CASE**_____ Program Area **Graphic Design**_____ Date **8/3/22**

Submitter _*Mary Ward*_ Dean _*Betti Dunsely*_ Date **9/22/22**

Signature   Signature (indicates "college" level approval)

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

The addition of the GDSN 3XX Digital Image Manipulation course to the Graphic Design major will provide students with an in-depth course that covers digital image manipulation software. Digital image manipulation is a necessary skill for graphic designers. Changing the credit load of GDSN 450 from 4 to 3 credits allows students to take more selectives. This allows students the ability to customize their educational experience.

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: Graphic Design Program_____

Current Program listed in 21-22 Catalog

Course Prefix	#	Course Title	Credits
ARTZ	105	Visual Language - Drawing	3
ARTZ	106	Visual Language 2-D Foundations	3
GDSN	220	Illustration I	3
GDSN	231	Graphic Design Applications	3
GDSN	240	Electronic Design I	3
GDSN	250	Graphic Design I	3
ARTZ	284	Photo I - Techs and Processes	3
GDSN	320	Illustration II	3
GDSN	340	Electronic Design II	3
GDSN	350	Graphic Design II	3
ARTZ	384	Photo II -Theory, Crit, and Practice	3
GDSN	450	Graphic Design III	4
		Choose one	3
ARTZ	221	Painting I	
ARTZ	224	Watercolor I	
		Choose one	3
ARTH	330	Art History of Western Civ I	
ARTH	340	Art History of Western Civ II	
ARTH	303	Art History of the Renaissance	
ARTH	322	Art History of Baroque and Rococo	
ARTH	342	History of Modern Art	
		Upper level selective	5
		Total	48
		Minor and Advisor Approved Electives [18 credits must be upper division]	39
*		If courses are used to fulfill Gen Ed, student will need to take additional credits to reach 120	
		GEN ED TOTAL	33
		Total	120

Proposed Program for 22-23 Catalog

Course Prefix	#	Course Title	Gen-Ed Credits	Degree Credits
ARTZ	105	Visual Language – Drawing*		3
ARTZ	106	Visual Language 2-D Foundations*		3
GDSN	220	Illustration I		3
GDSN	231	Graphic Design Applications*		3
GDSN	240	Electronic Design I		3
GDSN	250	Graphic Design I		3
ARTZ	284	Photo I - Techs and Processes*		3
GDSN	320	Illustration II		3
GDSN	340	Electronic Design II		3
GDSN	350	Graphic Design II		3
GDSN	3xx	Digital Image Manipulation		3
ARTZ	384	Photo II - Theory, Crit, and Practice		3
GDSN	450	Portfolio Capstone		3
		Choose one		3
ARTZ	221	Painting I		
ARTZ	224	Watercolor		
		Choose one		3
ARTH	330	Art History of Western Civ I*		
ARTH	340	Art History of Western Civ II		
ARTH	303	Art History of the Renaissance		
ARTH	322	Art History of Baroque and Rococo		
ARTH	342	History of Modern Art		
		Upper level selective		3
		Total		48
		Minor/Advisor Approved Electives [18 credits must be upper division]		39
*		If courses are used to fulfill Gen Ed, student will need to take additional credits to reach 120		
		GEN ED TOTAL		33
		Total		120

Additional instructional resources needed (including library materials, special equipment, and facilities). Please note: approval does not indicate support for new faculty or additional resources.
Access to the Mac Lab on MSU-Northern campus and the Adobe Creative Suite software.

Updated 09/29/05

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: # 24	Title: Graphic Design Program Sheet - Major Revision

Received by the CASE Admin Associate   Date: ___9/14/2022___

Forward to the Professional Education Unit   Date: _____   N.A.   Approved _____   Not Approved _____

P.E. U. Signature _____   Date _____

Return to CASE Admim   Date: 9·14·2022

Forward to the Chair of CASE   Date: 9/22/2022   Approved __✓__   Not Approved _____

Chair Signature _____   Date 9/22/2022

Return to CASE Admin   Date: 9·22·2022

Forward to the Dean of CASE   Date: 9-25-22   Approved __✓__   Not Approved _____

Beth Durodoye   Dean's Signature _____   Date 9-25-22

Return to CASE Admin   Date: 9·26·2022

Forward to Academic Senate Subcommittees   Date: 9·26·2022

Updated 12-09-2019 DDB
Updated 10/03/2018 DDB
Updated 11/23/2020 DDB
Updated 04/15/2022 DDB