

UNIVERSITY OF BALTIMORE

DOCUMENT N: COURSE AND PROGRAM DEVELOPMENT COVER SHEET

See Course and Program Development Policy and Procedures for Instructions

SCHOOL: LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA <input checked="" type="checkbox"/>	Contact Name: Jon Shorr	Phone: 6059
DEPARTMENT / DIVISION: English & Communications Design		
SHORT DESCRIPTION OF PROPOSAL (state name of action item 1-20 and course name, code & number / program affected):		
NEW COURSE: CMAT211 Computer Graphics: Publishing (FSP and Corporate Communication)		
PROPOSED SEMESTER OF IMPLEMENTATION: Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2008		

Box 1: TYPE OF ACTION	ADD(NEW) <input checked="" type="checkbox"/>	DEACTIVATE <input type="checkbox"/>	MODIFY <input type="checkbox"/>	OTHER <input type="checkbox"/>
Box 2: LEVEL OF ACTION	Non-Credit <input type="checkbox"/>	Undergraduate <input checked="" type="checkbox"/>	Graduate <input type="checkbox"/>	OTHER <input type="checkbox"/>

Box 3: ACTION ITEM (check appropriate boxes)	DOCUMENTS REQUIRED (see box 4 below)	IMPACT REVIEWS (see box 5 on back)	APPROVAL SEQUENCE (see box 6 on back)
1. Experimental Course ¹	NOP	a, c, e	AC
2. Course Title	NO		ABCD
3. Course Credits	NO		ABCD
4. Course Number	NO		ABCD
5. Course Level	NO		ABCD
6. Pre & Co-Requisite	NO		ABCD
7. Course Description	NOP		ABCD
<input checked="" type="checkbox"/> 8. New Course	NOP		ABCDEF
9. Deactivate a Course	NO		ABCDEF
10. Program Requirements	NO	b, c, d, e	ABCDEF
11a. UG Specialization (24 credits or less)	NO	a, b, c, d, e	ABCDEF
11b. Masters Specialization (12 credits or less)	NO	a, b, c, d, e	ABCDEF
11c. Doctoral Specialization (18 credits or less)	NO	a, b, e	ABCDEF
12. Closed Site Program	NOT	e	ABCDHIK
13. Program Suspension ⁹	NO,5	a, e	ABCDEGIK
14a. Certificate Program (ug/g) exclusively within existing degree program	NO	a, c, e	ABCDEFHIK
14b. Certificate Program (ug/g) where degree programs do not exist or where courses are selected across degree programs (12 or more credits)	NOQR, 6	a, c, e	ABCDEFHJL
15. Off-Campus Delivery of Existing Program	NO, 4	a, b, c, e	ABCDHIL
16a. UG Concentration (exceeds 24 credit hours)	NO, 5	a, c, d, e	ABCDEFHJL
16b. Masters Concentration (exceeds 12 credit hours)	NO, 5	a, c, d, e	ABCDEFHJL
16c. Doctoral Concentration (exceeds 18 credit hours)	NO, 5	a, c, d, e	ABCDEFHJL
17. Program Title Change	NO, 5	a, c, d, e	ABCDEFHJL
18. Program Termination	NO, 10	d, e	ABCDEFHJK
19. New Degree Program	NOQR, 3,8	a, c, d, e	ABCDEFHJL
20. Other	Varies	Varies	Varies

Box 4: DOCUMENTATION (check boxes of documents included)			
<input checked="" type="checkbox"/> N. This Cover Sheet	<input type="checkbox"/>	<input type="checkbox"/> Q. Full 5-page MHEC Proposal	<input type="checkbox"/> T. Other
<input checked="" type="checkbox"/> O. Summary Proposal	<input type="checkbox"/>	<input type="checkbox"/> R. Financial Tables (MHEC)	<input type="checkbox"/>
<input checked="" type="checkbox"/> P. Course Definition Document	<input type="checkbox"/>	<input type="checkbox"/> S. Contract	<input type="checkbox"/>

- Approval of experimental course automatically lapses after two offerings unless permanently approved as a new course.
- Codes: a) Library Services (Langsdale or Law) b) Office of Technology Services c) University Relations d) Admissions
- Letter of Intent is required by USM at least 30 days before a full proposal can be submitted. Letter of Intent requires only the approval of the dean and the provost and is forwarded to USM by the Office of the Provost.
- One-page letter to include: Program title & degree/certificate to be awarded; resources requirements; need and demand; similar programs; method of instruction; and oversight and student services (MHEC requirement)
- One-page letter with description and rationale (MHEC requirement)
- One or two-page document that describes: centrality to mission; market demand; curriculum design; adequacy of faculty resources; and assurance program will be supported with existing resources. (MHEC requirement)
- Learning objectives, assessment strategies; fit with UB strategic plan
- Joint Degree Program or Primary Degree Programs require submission of MOU w/ program proposal. (MHEC requirement)
- Temporary suspension of program to examine future direction; time not to exceed two years. No new students admitted during suspension, but currently enrolled students must be given opportunity to satisfy degree requirements.

DOCUMENT N: COURSE AND PROGRAM DEVELOPMENT COVER SHEET (Page 2 of 2)

SCHOOL: LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA <input checked="" type="checkbox"/>
SHORT DESCRIPTION OF PROPOSAL (state name of action item 1-20 and course name, code & number / program affected):
NEW COURSE: CMAT211 Computer Graphics: Publishing (FSP and Corporate Communication)

10. Provide:
- evidence that the action is consistent with UB mission and can be implemented within the existing program resources of the institution.
 - proposed date after which no new students will be admitted into the program;
 - accommodation of currently enrolled students in the realization of their degree objectives;
 - treatment of all tenured and non-tenured faculty and other staff in the affected program;
 - reallocation of funds from the budget of the affected program; and
 - existence at other state public institutions of programs to which to redirect students who might have enrolled in the program proposed for abolition.
11. University Council *review* (for a recommendation to the President or back to the Provost) shall be limited to curricular or academic policy issues that may potentially affect the University's mission and strategic planning, or have a significant impact on the generation or allocation of its financial resources.

Box 5: IMPACT REVIEW	SIGNATURES (see procedures for authorized signers)	DATE
a. Library <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee:	
b. OTS <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	CIO or designee:	
c. University Relations <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee:	
d. Admissions <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee:	
e. Records <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Registrar or designee:	

Box 6: APPROVAL SEQUENCE	APPROVAL SIGNATURES	DATE
A. Department / Division	Chair:	11/20/06
B. Final faculty review body within each School	Chair:	12/18/06
C. College Dean	Dean:	1/3/07
D. Provost and Senior Vice President for Academic Affairs	Provost:	1/18/07
E. Curriculum Review Committee (UFS subcommittee)	Chair:	1/23/07
F. University Faculty Senate (UFS option)	Chair:	
G. University Council (see # 11 above)	Chair:	
H. President	President:	
I. Board of Regents – notification only		
J. Board of Regents – approval		
K. MHEC – notification only		
L. MHEC – approval		
M. Middle States Association notification	Required only if the mission of the University is changed by the action	

DOCUMENT O: SUMMARY PROPOSAL

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SCHOOL: LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA <input checked="" type="checkbox"/>	Contact Name: Jon Shorr	Phone: 6059
DEPARTMENT / DIVISION: English & Communications Design		
SHORT DESCRIPTION OF PROPOSAL (state action item 1-23 and course name & number or program affected):		
CMAT211 Computer Graphics: Publishing		
PROPOSED SEMESTER OF IMPLEMENTATION:	Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/>	Year: 2008

O-1: Briefly describe what is being requested:

We propose adding a two-course computer graphics sequence to meet the software training needs of our new lower division undergraduates. This course, CMAT 211/*Computer Graphics: Publishing*, will teach Adobe InDesign, Adobe Illustrator, and Microsoft Powerpoint. Mastery of these software programs is a prerequisite to many of Corporate Communication major requirements and electives and will fulfill the Corporate Communication Computer Graphics Competency Requirement.

For new courses or changes in existing courses (needed by Registrar)

OLD Title:	Course # / HEGIS Code:	Credits:
NEW Title: Computer Graphics: Publishing	Course # / HEGIS Code: CMAT 211	Credits: 3

O-2: Set forth the rationale for the proposal:

The proposed course will fulfill part of the Corporate Communication major's Computer Graphics Competency Requirement:

“Students admitted to the four-year degree program will satisfy this requirement through successful completion of CMAT 211 and CMAT 212. Transfer students may satisfy the requirement through approved transfer credit or competency examination, or they may take CMAT 350 – Workshop in Computer Graphics, preferably during the first semester in which they enter the program. If CMAT 350 is taken to satisfy the requirement instead of CMAT 211 and CMAT 212, it will count as one of the 12 major elective credits and the lower division requirement for the degree will be automatically waived.”

Document P: Required Format for Course Definition Document

Include in your course definition items one through 15 using as much space as needed.

1. Date Prepared: October 30, 2006
2. Prepared by: Julie Simon
3. Department: English & Communications Design
4. Course Number(s), including HEGIS code(s): CMAT 211
5. Course Title: Computer Graphics: Publishing
6. Credit Hours: 3
7. Catalog Description (Paragraph should reflect general aims and nature of the course):

Introduction to page layout/design, illustration, and presentation software. Students learn layout and design graphics for print publication and screen presentation. Prerequisite: Working knowledge of MacOS.*

*NOTE TO APPROVAL PEOPLE—The School of Communications Design will offer two-hour workshops prior to the beginning of each semester for students unfamiliar with the Mac operating system.

8. Faculty qualified to teach course: Julie Simon, Amy Pointer, David Patschke (and many qualified adjuncts).
9. Course Type / Component (clinical, continuance, discussion, field studies, independent study, laboratory, lecture, seminar, supervision, thesis research, workshop):
Lecture/Laboratory
10. Suggested approximate class size: 18
11. Content Outline:
 - Week 1: OS File Management & Adobe Bridge
 1. Navigating and Sorting Files
 2. File Groups
 3. Version Cue
 4. File Versions
 5. Metadata
 6. File Sharing
 - Weeks 2-6: Page Layout with Adobe InDesign
 1. Document Design
 2. Frames

3. Text
 4. Typography
 5. Color
 6. Styles
 7. Graphics
 8. Tables
 9. Printing/Exporting
- Weeks 7-12: Illustration with Adobe Illustrator
1. Shapes, Selections, Transformation
 2. Curves
 3. Color
 4. Typography
 5. Layers, Blending
 6. Brushes
 7. Appearance Attributes
 8. Printing/Exporting
- Weeks 13-15: Presentation with Microsoft PowerPoint
1. Toolbars
 2. Building background and templates
 3. Bullets, Numbering
 4. Graphics
 5. Presentation Options

12. Learning Goals
 - Effectively manage and catalog digital image files.
 - Achieve high familiarity with page layout, vector based illustration, and media presentation software.
 - Produce quality work under deadline pressure.

13. Assessment Strategies
 - Weekly graded homework assignments to practice what they learned outside of class.
 - Cumulative project for each software unit to pull elements from different lessons together.
 - Unit in-class tests on the software programs to show mastery of tasks learned under deadline pressure.

14. Suggested Text(s) and Materials (example: textbooks, equipment, software, etc.)
 - a. *Adobe InDesign CS2 Classroom in a Book*. Adobe Press. 2005.
 - b. *Adobe Illustrator CS2 Classroom in a Book*. Adobe Press. 2005.
 - c. *Absolute Beginners Guide To Microsoft Office Powerpoint*. Que. 2005.