

**DOCUMENT N: COURSE AND PROGRAM DEVELOPMENT COVER SHEET**

See Course and Program Development Policy and Procedures for Instructions

<b>SCHOOL:</b> LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA <input checked="" type="checkbox"/>	<b>Contact Name:</b> Stephanie B. Gibson	<b>Phone:</b> 410-837-6050
<b>DEPARTMENT / DIVISION:</b> School of Communications Design		
<b>SHORT DESCRIPTION OF PROPOSAL</b> (state name of action item 1-20 and course name, code & number / program affected):		
New course, (item 8) PBDS501 Introduction to Computer Graphics		
<b>PROPOSED SEMESTER OF IMPLEMENTATION:</b> Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2009		

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

<b>Box 3: ACTION ITEM</b> (check appropriate boxes)		<b>DOCUMENTS REQUIRED</b> (see box 4 below)	<b>IMPACT REVIEWS</b> (see box 5 on back)	<b>APPROVAL SEQUENCE</b> (see box 6 on back)
	1. Experimental Course <sup>1</sup>	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
X	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 <sup>9</sup>	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	ABCDEFHIL
	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	ABCDEFHIK
	19. New Degree Program	NOQR, 3,8	a, c, d, e	ABCDEFHJL
	20. Other	Varies	Varies	Varies

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

- 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)**

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<b>SHORT DESCRIPTION OF PROPOSAL</b> (state name of action item 1-20 and course name, code & number / program affected):
New course, (item 8) PBDS501 Introduction to Computer Graphics

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: <i>Jonathan L. St...</i>	10/2/08
B. Final faculty review body within each School	Chair: <i>Margaret J. Potthast</i>	10/27/08
C. College Dean	Dean: <i>Ray W. ...</i>	10/27/08
D. Provost and Senior Vice President for Academic Affairs	Provost: <i>Marguerite C. Weber</i>	10/29/08
E. Curriculum Review Committee (UFS subcommittee)	Chair: <i>Duty J. ...</i>	11/5/08
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	

UNIVERSITY OF BALTIMORE

**DOCUMENT O: SUMMARY PROPOSAL**

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<b>DEPARTMENT / DIVISION:</b> School of Communications Design		
<b>SHORT DESCRIPTION OF PROPOSAL (state action item 1-23 and course name &amp; number or program affected):</b>		
New course, (item 8) PBDS501 Introduction to Computer Graphics		
<b>PROPOSED SEMESTER OF IMPLEMENTATION:</b> Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2009		

**O-1: Briefly describe what is being requested:**

We are proposing a new course, which in combination with the existing PBDS 502, will give students who need it the foundation in graphic design principles, techniques, and software that they'll need in order to succeed in the publications design program. This new course will teach elementary design concepts using the professional software programs needed for success in design courses in the Publications Design program.

This course will be graded using Pass/Fail rather than letter grades (A PS in a Pass/Fail does not count in a student's GPA and this is our intention).

Lab fee is required.

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

<b>OLD Title:</b>	<b>Course # / HEGIS Code:</b>	<b>Credits:</b>
<b>NEW Title:</b> Introduction to Computer Graphics	<b>Course # / HEGIS Code:</b> PBDS 501	<b>Credits:</b> 3

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

This new course, in concert with the already existing PBDS 502, will help prepare students who want to enter the Publications Design program for the work required in the program. Because the program has a dual focus—writing and design—we tend to admit people who are stronger in one area but who have little or no background in the other. To prepare those non-designer students for the intense work in design that they will encounter in the program, we will offer these two courses as program pre-requisites.

## **Required Format for Master Course Document (Document P)**

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Issued by: Wim Wiewel, Provost and Senior Vice President for Academic Affairs

Effective Date: September 6, 2006

Reviewed by: University Faculty Senate

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

1. Date Prepared: 2 September 2008
2. Prepared by: Stephanie B. Gibson
3. Department: Publications Design
4. Course Number(s), including HEGIS code(s): PBDS 501
5. Course Title: Introduction to Computer Graphics
6. Credit Hours: 3
7. Prerequisites: none
8. Course Purpose (example: general education, laboratory, elective): program pre-requisite
9. Rationale: one of two courses required to prepare students with little graphic design background for the Publications Design program.
10. Catalog Description (Paragraph should reflect general aims and nature of the course)  
Introduction to design using a variety of software, including graphics manipulation, layout, presentation, and digitizing, as well as printing hardware. Students learn to create and manipulate images and integrate graphics with text. Credits do not count toward a UB graduate degree. Laboratory fee.
11. Suggested approximate class size: 22
12. Content Outline: see sample syllabus below

**NOTE: THIS IS A REPRESENTATIVE AND NOT A BINDING SYLLABUS.**

1. Intro to the course, intro to Mac OS X, Begin Adobe InDesign using textbook, chapters 1 – 2.
  - Setting up a new publication
  - Basic type tools, typography and paragraph formatting
2. Continue Adobe InDesign work using the textbook, chapter 3.
  - Working with text and picture frames (fills, strokes, etc...)
    - Multicolumn and threading/unthreading text boxes
  - Importing/linking graphics and wrapping text (including different graphic types and using clipping paths)
  - Using layers (creating additional layers, moving objects)

3. Complete Adobe InDesign textbook, chapters 4 - 5.
  - Introduction to paragraph and character-based style sheets
  - Creating and using colors, custom colors and gradients
  - Basic use of the pen tool
  - Creating, formatting, and styling Tables
4. Adobe InDesign lab class: review skills and work on sample test and assignments
  - Using Master Pages and auto page numbering
  - Using Find/Change (by content or by formatting)
  - Understanding and using the Links palette, Preflight and document Packaging
  - Creating PDFs (of varying types)
5. Adobe InDesign TEST, Begin Adobe Photoshop using text, chapter 1.
  - Working in Photoshop's environment
  - Tools overview
  - Viewing modes
6. Review test, review Adobe Photoshop text chapter 1, continue text chapters 2 -3.
  - Making selections
  - Working with layers
7. Continue Adobe Photoshop work using textbook, chapter 4.
  - Using the painting tools
  - Basic photo adjustments
8. Complete Adobe Photoshop work using textbook, chapter 5.
  - Using filters and special effects
9. Adobe Photoshop lab class: review skills and work on sample test and assignments
10. Adobe Photoshop TEST, then begin Adobe Illustrator using text, chapter 1.
  - Understanding the vector format
  - Drawing with the pen and freehand tools
  - Adding fills and strokes
  - Tracing objects
11. Continue Adobe Illustrator work using textbook, chapters 2 - 3.
  - Using the transformation tools
  - Working and manipulating text
12. Continue Adobe Illustrator work using textbook, chapter 4.
  - Working with compound objects and masks
  - Gradients and patterns
13. Complete Adobe Illustrator textbook, chapter 5.

- Brush and Object libraries

14. Adobe Illustrator lab class: review skills and work on sample test and assignments

15. Adobe Illustrator TEST

13. Learning Goals: Because this is a pre-requisite course, the learning goal is preparatory to the learning goals of the program. Specifically, it helps students prepare for part of learning goal number one, “demonstrate the...technological skills required of practicing communication professionals.” More specifically, by the end of the course, students should be able to:
- identify and define computer graphics/design terminology;
  - integrate graphics with text via desktop publishing programs.
  - use a desktop publishing program to create documents of varying sophistication;
  - create and/or manipulate pixel and vector-based images
14. Assessment Strategies: Students will demonstrate their mastery of the above learning goals by means of hands-on exercises and projects.
15. Text(s) and Materials (example: textbooks, calculator): There are a variety of textbooks that provide instruction on the software programs; currently, we’re using *The Design Collection: Adobe InDesign CS3, Photoshop CS3, Adobe Illustrator CS3 Revealed*. ©2008 by Thomson Course Technology. Students will also have to acquire their own storage media.
16. Lab Fees: standard graduate level fee (currently \$65)