

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

Instruction: See Course and Program Development Policy and Procedures

SHORT TITLE OF PROPOSAL: Digital Photography

COURSE # PBDS 638

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 type="checkbox"/>	Graduate <input checked="" type="checkbox"/>	OTHER <input type="checkbox"/>

Box 3: ITEM OF ACTION (check appropriate boxes)		APPROVAL SEQUENCE (see box 4 below)	DOCUMENTS REQUIRED (see box 5 on back)	INFO COPIES (see 2 on back)
<input type="checkbox"/>	1 Experimental Course <sup>1</sup>	AC	NOP	
<input type="checkbox"/>	2 Course Title / Description (no content change)	ABCD	NO	
<input type="checkbox"/>	3 Course Credits	ABCD	NO	
<input type="checkbox"/>	4 Course Number	ABCD	NO	
<input type="checkbox"/>	5 Course Level	ABCD	NO	
<input type="checkbox"/>	6 Deactivate a Course	ABCDEF	NO	a, b
<input type="checkbox"/>	7 Pre & Co-Requisite	ABCD	NO	a, b
<input type="checkbox"/>	8 Course Content	ABCD	NOP	a, b
<input checked="" type="checkbox"/>	9a New Course	ABCDEF	NOP	a, b
<input type="checkbox"/>	9b Special Topics <sup>12</sup>	ABCDEF	NOP	a, b
<input type="checkbox"/>	9c Non-classroom Credit Activity <sup>13</sup>	ABCDEF	NOP	a, b
<input type="checkbox"/>	10a Certificate Program (ug/g) exclusively within existing degree program	ABCDEFHJL	NOQ	a, b, d
<input type="checkbox"/>	10b Certificate Program (ug/g) where degree programs do not exist or where courses are selected across degree programs (12 or more credits)	ABCDEFHIK	NOSR, 6	a, b, d
<input type="checkbox"/>	11a UG Concentration (exceeds 24 credit hours)	ABCDEFGHIK	NO, 5	a, b, d
<input type="checkbox"/>	11b Masters Concentration (exceeds 12 credit hours)	ABCDEFGHIK	NO, 5	a, b, d
<input type="checkbox"/>	11c Doctoral Concentration (exceeds 18 credit hours)	ABCDEFGHIK	NO, 5	a, b, d
<input type="checkbox"/>	12 Program Requirements	ABCDEF	NO	a, b, d
<input type="checkbox"/>	13 Program Title	ABCDEFGHIK	NO, 5	a, b, c, d
<input type="checkbox"/>	14 Off-Campus Deliver of Existing Program	ABCDEFHJK	NO, 4	a, b, c, d
<input type="checkbox"/>	15 Closed Site Program	ABCDJL	NOT	a, b
<input type="checkbox"/>	16 Program Suspension <sup>9</sup>	ABCDEGJL	NOQ	a, b, c, d
<input type="checkbox"/>	17 Program Termination	ABCDEFHJL	NO, 10	a, b, c, d
<input type="checkbox"/>	18 Degree Program	ABCDEFGHIK	NOQRS, 3,8	a, b, c, d
<input type="checkbox"/>	19 New Center	ABCDEFGH		
<input type="checkbox"/>	20 Other	Varies	Varies	Varies

Box 4: APPROVAL SEQUENCE	APPROVAL SIGNATURES	DATE
A Department	Chair: <i>Jonathan P. De</i>	12/12/05
B Final faculty review body within each school	Chair: <i>Margaret J. Touchard</i>	12-14-05
C College Dean	Dean: <i>Ray W. Turner</i>	12/19/05
D Provost and Senior Vice President for Academic Affairs	Provost: <i>[Signature]</i>	1/5/06
E Curriculum Review Committee (UFS subcommittee)	Chair: <i>[Signature]</i>	1/11/06
F University Faculty Senate	Chair:	
G University Council <sup>11</sup>	Chair:	
H President	President::	
I Board of Regents – approval		
J Board of Regents – notification only		
K MHEC – approval		
L MHEC – notification only		
M Middle States Association notification	Required only if the mission of the University is changed by the action	

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

1. Approval automatically lapses after two offerings unless permanently approved by Action 9
2. Codes: a) Director of Library Services (Langsdale or Law) b) College Dean c) Planning Office d) EMSA
3. 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.
4. 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 \*
5. One-page letter with description and rational \*
6. 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. \*
7. Learning objectives, assessment strategies; fit with UB strategic plan
8. Joint Degree Program or Primary Degree Programs require submission of MOU w/ program proposal
9. 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.
10. Provide:
  - a. evidence that the action is consistent with UB mission and can be implemented within the existing program resources of the institution.
  - b. proposed date after which no new students will be admitted into the program;
  - c. accommodation of currently enrolled students in the realization of their degree objectives;
  - d. treatment of all tenured and non-tenured faculty and other staff in the affected program;
  - e. reallocation of funds from the budget of the affected program; and
  - f. 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.
12. If a specific topic is offered twice as a Special Topic then must go through the approval process.
13. Example internships, working on journals, clinics

\* Required by MHEC

**DOCUMENT O – SUMMARY PROPOSAL**

College: YGCLA	Department: English and Communications Design	Cost Code:
Contact Person: Julie Simon	Phone: -410-837-6061	Effective Semester: Summer 2006

O-1: Briefly describe what is requested: Add new course: PBDS 638 Digital Photography.

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

New Title: Digital Photography	Title #: PBDS 638	Credits: 3
Course Abbreviation: Digital Photo		
Old Title:	Title #:	Credits:

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

1. Shooting and manipulating digital images is becoming an increasingly important skill for graphic designers and electronic media producers.
2. The proposed course adds to the division's complement of digital media production courses, the others being PBDS 639/Video Aesthetics and Technique and PBDS 671/Advanced Motion Graphics.
3. The course has been successfully taught three times as a Special Topics Course.

O-3 Resources Needed: Current staffing and production lab resources are sufficient.

	Personnel	Equipment	Expendables	Facility Costs	TOTAL COSTS
Start-up First Year	\$	\$	\$	\$	\$
Annual Thereafter	\$	\$	\$	\$	\$

Indicate probable source of additional funds, if needed:

O-4 Impact including OTS and Library resources (Complete a or b)

a) Impact was reviewed. All impacted units were contacted and understandings worked out. No unit objects to the proposal as currently submitted. The units contacted were:

\_\_\_\_\_

  
 Department Chair Signature

12/12/05  
 Date

b) Impact was reviewed. All objections were worked out except those documented in attachments. Units contacted were:

\_\_\_\_\_

\_\_\_\_\_

Department Chair Signature

\_\_\_\_\_

Date

Digital Photography  
Document P

1. Date: October 20, 2005
2. Prepared by: Julie Simon
3. Department: English and Communications Design
4. Course Number: PBDS 638
5. Course Title: Digital Photography
6. Credit Hours: 3
7. Course Fees: \$65.
8. Prerequisites: Working knowledge of Adobe Photoshop
9. Catalog Description: Explore the endless possibilities of digital imaging. Beginning with acquisition, students learn about composition, lighting, depth of field, and the substantive differences between digital and more traditional methods of photography. Students follow their images through the digital darkroom stage, exploring a variety of digital manipulation techniques to produce material for print and web distribution. Emphasis will be placed on the development of portfolio quality pieces.
10. Class size: 18
11. Content Outline: (see attached syllabus)
12. Learning goals: By the end of the course, each student should be able to—
  - Students will be able to produce portfolio quality images using digital photo acquisition and printing process.
  - Students will be proficient at exporting their images to a number of digital printers and for web application.
  - Students will be capable of digitally manipulating images and creating non-camera special effects.
  - Students will be able to explain the differences between photo print, printing press, and web distribution and how to produce material for all three media.
13. Assessment Strategies: Final project is designed to meet/measure all learning goals. Passing grade on the final project indicates measure of student's success.
14. Grading Options: ~~A, B, C, F, CS~~ *Regular MYP*
15. Required Texts: Adobe Photoshop Master Class, 2nd Edition by John Paul Caponigro – Adobe Press, 2004 and Mastering Digital Printing by Harald Johnson, Thompson, 2005.