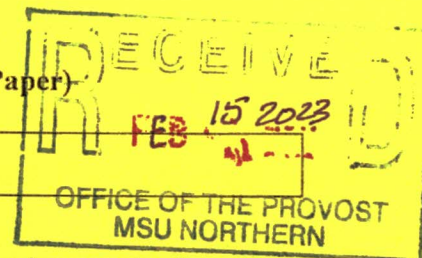


ACADEMIC SENATE PROPOSAL TRACKING SHEET
(Document To Be Originated By the Academic Senate Secretary On Canary Color Paper)



Proposal # 22-14	Title: GDSN 3XX; Digital Image Manipulation - New
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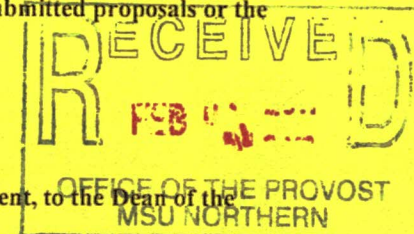
(Proposal explanation, submitter and college dean signatures on attached program/degree or course revision form.)

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.

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		<input type="checkbox"/> Abstract Approved <input type="checkbox"/> Disapproved						
Received by Senate Secretary								
General Education Committee (if applicable)		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
Curriculum Committee (if applicable)	10/25/22	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	DocuSigned by: <i>Cosy</i>	11/9/2022	tabled for corrections	Guyant		DocuSign
Academic Senate		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	DocuSigned by: <i>Valerie Guyant</i>	2/8/2023	Approved	C. Reifschneider		DocuSign
Full Faculty (if necessary)		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
Provost		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Cowd A. Raphael</i>		forward	chancellor		3-8-2023
Chancellor		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Shirley D. Keyel</i>	3-20-2023				
MSU		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>N/A</i>					
BOR		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>N/A</i>					
NWCCU		<input type="checkbox"/> Approved <input type="checkbox"/> 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.

	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		<input type="checkbox"/> Abstract Approved <input type="checkbox"/> Disapproved						
Received by Senate Secretary		Tracking	DocuSigned by: <i>Debra Bradley</i> 26500A1E8DE64DB...	10/5/2022	Foward	K Udayakumar		DocuSign
General Education Committee (if applicable)		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	DocuSigned by: <i>Karthuri Udayakumar</i> EAE9E3629F544F8...	10/5/2022	Forward	C. Donoven		DocuSign
Curriculum Committee (if applicable)		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
Academic Senate		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
Full Faculty (if necessary)		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
Provost		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
Chancellor		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
MSU		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
BOR		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
NWCCU		<input type="checkbox"/> Approved <input type="checkbox"/> 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.



MONTANA STATE UNIVERSITY NORTHERN

Academic Senate Tracking Sheet Correction Form

Date: 10/25/22

Proposal: #22-14

Title: GDSN 3XX ; Digital Image Manipulation

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

Contact hours lecture : 2 (per week)

Contact hours lab : 2 (per week)

↑
Changed from 30 hours + 50 hours

Name of Person making the correction: Casey Donovan / Mary Ward

Phone # (if more information is needed): 4135

Date returned back to the Senate Secretary: _____

COURSE REVISION FORM

NEW x DROPPED _____ MAJOR REVISION _____ FOR INFORMATION ONLY _____

College CASE Program Area Graphic Design Date 6/21/22

Submitter Mary Ward Dean Beth Durodye Date 9/22/22
Signature Signature (indicates "college" level approval)/

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

An upper division photo imaging course would allow students to become more proficient in digital image manipulation techniques. Digital image manipulation is a required skill in the Graphic Design Industry. Currently our major does not cover photo manipulation in depth. This course would allow students to learn digital image manipulation on a deeper level than is currently offered.

Please provide the following information:

College: CASE

Program Area: Graphic Design

Date: 6/21/22

Course Prefix & No.: GDSN 3XX

Course Title: Digital Image Manipulation

Credits: 3

Required by: Graphic Design Program (Major)

Selective in:

Elective in:

General Education:

Lecture: 2

Lecture/Lab: 1

Gradable Lab:

Contact hours lecture: 30

Contact hours lab: 50

Current Catalog Description (include all prerequisites):

N/A (does not exist at MSU-Northern)

Proposed or New Catalog Description (include all prerequisites):

This course is designed to cover digital image manipulation using the industry standard software (Adobe Photoshop). This course emphasizes the processes and techniques of compositing, retouching, masking and quality selection making to improve image quality on an aesthetic and technical level. Formal 2D design principles, typography and color will be considered. File naming, organization, and file types will be discussed. Participation in classroom critique is required.

Course Outcome Objectives:

- Understand and apply the elements of art and principles of design to digital imagery projects.
- Demonstrate technical proficiency in digital image editing software.
- Competently work in digital image editing software to create a range of original art, photo manipulations, and typographical work.
- Understand the concept of resolution.
- Demonstrate understanding and ability to apply concepts of color theory to express meaning and narrative.
- Understand the processes and techniques of compositing images to create greater aesthetic impact.
- Learn the processes of masking, retouching, and making quality selections.
- Demonstrate familiarity with digital image manipulation concepts and vocabulary.
- Learn how to properly organize and name digital image files.
- Learn the main digital image file types and their applications.
- Understand how to offer and receive peer feedback and critique.

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 in Cowan Hall on the MSU-Northern Campus. Access to Adobe Photoshop 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: # 22	Title: GDSN 3XX - New
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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 Admin Date: 9-14-2022

Forward to the Chair of CASE Date: 9/22/2022 Approved ✓ Not Approved
Chair Signature [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
Dean's Signature Beth Wurdhize Date 9-25-22

Return to CASE Admin Date: 9-26-2022

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