Academic Senate

Agenda for the Meeting of
Tuesday, January 10, 2012

IRC 120, 10:00 – 11:50 a.m.

1. Call to Order and Roll Call
2. Approval of Minutes
   - A. December 6, 2011
3. Open Forum
4. Reports
   - A. Senate President – Douglas Haneline
   - B. Senate Vice President – Michael Berghoef
   - C. Senate Secretary – Melinda Isler
5. Committee Reports
   - A. University Curriculum Committee – Sandy Alspach
   - B. General Education Task Force – Don Flickinger
   - C. Student Government – Danielle Balmer
6. New Business
   - A. BS Graphic Media Management – Redirection of PMGT & NMPP BS - Alspach
   - B. AAS Graphic Communications – Redirection of PDGI AAS – Alspach
   - C. Create New Concentration: BS Biology (Pre-Pharmacy) – Alspach
   - D. Deletion of Ornamental Horticulture Certificates – Alspach
7. Conversation with the Senate
   - A. Academic Misconduct Policies Revision – Kristin Norton, Director, Student Conduct
8. Announcements

   - A. FSU President - David Eisler
   - B. Provost – Fritz Erickson
   - C. Senate President – Douglas Haneline
9. Open Forum
10. Adjournment

Ferris State University
Academic Senate Executive Senate Meeting

December 6, 2011

Members in Attendance: Abbasabadi, Alspach, Baker, Berghoef, Boncher, Brandly, Cook, Dakkuri, Daugherty, Dixon, Fox, Gillespie, Griffin, Haneline, Hanna, Isler, Jewett, Joyce, Klatt, Liszewski, Lovsted, Luplow, Maike, Marion, McLean, Moore, Nagel, Nash, Nystrom, Reynolds, Sanderson, Stone, Sun, Thapa, Morcom
Members absent with cause: Ciaramitaro, Drake, Lashaway-Bokina
Members absent: McNulty, Prakasam
Ex Officio and Guests: Burcham, Eisler, Erickson, Flickinger, Green, Johnson, Johnston, Teahen, Balmer, Zimmerman, Hagstrom

1.	President Doug Haneline convened the meeting at 10:00 a.m and opened the floor for comments.
2.	**Approval of Minutes.** Senator Alspach moved to approve the November 1, 2011 minutes as written. Senator Maike seconded. Motion carried. Senator Alspach moved to approve the November 17, 2011 minutes as written. Senator Maike seconded. Motion carried.
3.	**Open Forum** A. Leonard Johnson, Chair of SPARC noted their next meeting will be December 13, 2011 from 3-5 p.m. in the West Campus Community Center. He encouraged senators to consider attending. The new University Center will be the topic for discussion. He also noted that there will be a meeting on December 7, 2011 to discuss feedback on the General Education rubrics presented by the task force B. Senator Nystrom asked for feedback on the Senate room assignment for meeting rooms that was brought up at the last meeting. President Haneline noted that they had been unable to find an alternate location that would house the Senate that had not already been booked.
4.	**Officer Reports** A. President Haneline had given the room report in open forum. He also commented that the community college leadership doctorate program had submitted a report to the Senate as they had been requested to do when the Senate voted to approve the creation of the program. On January 4th and 5th , consultants will be on campus to discuss the IT strategic plan, and they were looking for faculty to meet with them. Senator Klatt asked for what purpose? President Haneline said it was to respond to questions about the report. Anyone interested needs to contact Paula to make sure that they get invited. B. Vice-President Berghoef said that the task force on international education has had its first meeting, and plans to report back to the Senate by February. There is a task force being formed on student course evaluations co-chaired by Vice-Provost Teahan and Vice-President Berghoef. C. Secretary Isler had no report.
5.	**Committee Reports** A. Senator Alspach noted that the UCC must have to the Senate any proposals for courses in Fall 2012 by the February meeting, so they needed them as soon as possible. Proposals to fix or change cap issues can be done in the APAO form. B. Associate Vice-Provost Don Flickinger said that the task force continues to work on individual rubrics as discussed earlier by Dr. Johnson. C. Student Government president Danielle Balmer said they were completing their work for the semester. She encouraged faculty attendance at the Pancakes with the President event during finals week. The date has been set for the Big Event- April 14th. Alllocations have been made by the finance committee.
6.	**Delete Coding and Reimbursement Certificate Program.** Senator Alspach moved to close the minor. Seconded by Senator Daugherty. Motion passed.
7.	**Written Response from Deans and Provost- APR recommendations 2010-2011.**

	Provost Erickson said that they take the recommendations from this process very seriously and he would be happy to answer any questions. Senator Nystrom asked under recommendation what "as budget allows" means. Provost Erickson said that for each faculty vacancy, it is reviewed in deans council and decided whether or not a replacement is the best use of the vacancy. Sometimes after a retirement, replacement costs are actually higher. Senator Cook asked what the process was to hire new administrators. Provost Erickson responded that administrative vacancies go through the same process but it was not a new line. Vice-President Berghoef said that timeliness was important in understaffed areas and could be disruptive. Provost Erickson said it was helpful for the deans to have the conversation and understand but also be responsive. Senator Sun asked if it was absolutely necessary to have the faculty already retired to start the conversation. Provost Erickson said that is true that they need a well timed transition and that is why in the current social work search, they are considering hiring two candidates. That is why in the current social work search, they are considering hiring two candidates. Senator Maike made a comment because of buyouts and retirements, his area is very understaffed, and faculty are putting off retirements to cover classes and is there a length of time limiting the discussion process. Provost Erickson said he was not aware of that situation and would be happy to discuss it. Senator Thapa said his area has had a reduction in faculty that could affect accreditation. Provost Erickson said he was unaware of the details of that situation.
8.	**Blackboard Checkup Concerns.** Senator Marion brought up a discussion item of the new Blackboard implementation and how it relates to the approval of the EMAT recommendations. He is unable to get shells for his Spring 2012 courses, despite his early adopter status because he has not undergone Quality Matters training. Vice-Provost Teahan noted that in the last conversion process 16 hours of training were required but no outcomes. Now items must be checked off and they are working to make this as accessible as possible. However, the department head has the ability to tell IT to kill that requirement if they are already adopters and have previously done training. Senator Nystrom said that half o the policy has not been implemented. Senator Moore added that the missing piece is the Quality Matters program, which was piloted by Allied Health. Vice-Provost Teahan added that the surveys which have come back from courses which have used Allied Health have been positive and they hope to continue to train on it. Senator Marion asked if they would required to do the semester long version or the "Cliff Notes" shortened version. Senator Alspach asked if Bea Griffith-Cooper, an instructional designer, would be replaced. Vice-Provost Teahan said that she would hope so. Senator Cook asked if there was a relevant policy/procedure which needed to come to the Senate. Provost Erickson said that they are still figuring out how to implement the EMAT recommendations. Senator Marion made a motion to have EMAT recommend policies for faculty to follow and report these back to the Senate by their February meeting. Seconded by Dakkuri who added that he did not understand the importance of the EMAT report. Senator Jewett asked if a senator was on EMAT and if this should not be Academic Standards and Policy Committee issue. Did it require a vote? Senator Marion amended his motion to refer the issue to the Academic Standards and Policy committee at the suggestion of Senator Alspach. Provost Erickson added that the implementation of the plan would need to be a cohesive effort between both faculty and administrators. Dean Green added that he preferred a collaborate group of administrators and faculty such as EMAT rather than a faculty committee. Senator Nystrom spoke in support of the Academic Standards and Policy committee having this issue brought up. Senator Dakkuri said that EMAT or a similar group could craft the policies/procedures and then bring it to the Academic Standards and Policy Committee rather than having them do the wording. Motion passed with one abstention.
9..	Senator Alspach brought up the revisions to the University Curriculum manual.
	A. Section 3.,4.1 Senator Alspach moved to accept changes on the screen with the addition of the removal fo the cross listing section. Seconded by Senator Nash. Senator Dakkuri asked for the definition of a doctoral course. Senator Jewett asked that the doctoral paragraph be dropped since it is no longer in the course. Senator Dakkuri asked what number courses should doctoral courses start at and that the university should have a policy. Motion passed with one no vote and one abstention.
	B. Section 3.4.2. Senator Alspach moved to accept changes. Seconded by Senator Boncher. Senator Lovested made a friendly amendment in 3.4.2.4_95 to remove the word baccalaureate. Motion passed.
	C. Section 3.5. Senator Alspach moved to accept changes. Seconded by Senator Boncher. President Haneline said that this section is new language that was not previously in the manual. Senator Moore asked whether these items can be grieved? Senator Alspach said that this section was written as an explanation,

	not as a statement of intent. Senator Maike asked if these issues applied only to online. Senator Alspach said no, it is for all curriculum. Senator Cook asked if this addressed the issue of summer caps? Vice-Provost Flickinger said that summer language has course caps treated the same way (this applies only to course caps- not a section cap and does not deal with summer deadlines. Provost Erickson said that he has concerns with this sections language as currently written and whether or not it is crossing the Senate role with that of the collective bargaining unit. The use of the word "approval" and in 3.5.2 "use of decision" were particularly problematic while he agreed with section 3.5.1 Senator Dakkuri asked if the language was strong enough. Senator Alspach said that the intention was the suggestion of a process. Provost Erickson said he wanted this to be an issue worked out on a departmental level. The motion passed with one abstention.
10.	**Announcements** A. President Eisler said that his recent email detailed the situation with the HLC report which has not been formally accepted by the commission. In the state senate, the baccalaureate bill for community colleges has come up, which will be damaging to our enrollment numbers. He invited all to attend the holiday reception and nominate any students for the human story that he tells on commencement. B. Provost Erickson said that the Steve Durst has accepted the position as the Dean of Pharmacy. FLITE dean finalists will be announced shortly and the other dean positions have been posted. The MCO dean search committee will be formed and started in January. The grants search has failed. He recently met with the College of Engineering Technology to help them begin a comprehensive strategic planning process.
11.	**Open Forum**
12.	Senator Alspach moved for adjournment at 11:40 a.m. Senator Sun seconded. Motion passed.

Respectfully submitted,
Melinda Isler
Secretary

University Curriculum Committee

Academic Senate Report
January 10, 2012

Type	**Title**	**Action/Votes**	**Concerns/Reasons/Updates**
Delete Certificate AS	Ornamental Horticulture Certificates	Approved 7-0 (e- vote)	**Senate action**
MCC CET	Minor Curriculum Clean-up of 5 ARCH classes	Approved 7-0	Information only
Redirect CET	AAS Graphic Communications – Redirection of PDGI AAS	Approved 7-0	**Senate action**
Redirect CET	BS Graphic Media Management – Redirection of PMGT and NMPP BS	Approved 7-0	**Senate action**
MCC AH	Minor Curriculum Change to Health Information Programs	Approved 6-0	Information only
MCC CET	CONM 330 Modification	Support 7-0	Direct to APAO for Banner correction
MCC CET	PPET 115 – Update incorrect Form F Paperwork	Approved 6-0	Information only
New Concentration AS	Creation of New Concentration in Biology: BS Biology (Pre-Pharmacy)	Approved 6-0	**Senate action**
Delete Course AS	LANG 111: Portuguese for Business-Travel	Approved 6-0	Information only
Delete Course AS	LANG 109: Hungarian for Business-Travel	Approved 6-0	Information only

Next meeting: 12:00 noon, Jan.11, 2012, CSS 302.

FORM A
College of Engineering Technology

Revised 05/08/2009

PROPOSAL SUMMARY AND ROUTING FORM

Proposal Title: AAS Graphic Communications – Redirection of PDGI AAS

Initiating Unit or Individual: PDGI Program – CET, School of Design and Manufacturing
Contact Person's Name: Patrick Klarecki **e-mail:** Klareckp@ferris.edu **phone:** x2848
Date or Term of Proposal Implementation: Fall 2012

X Group I - A – New degree/major or major, redirection of a current offering, or elimination of a degree, major or minor
☐ Group I - B – New minors or concentrations
☐ Group II - A – Minor curriculum clean-up and course changes
☐ Group II - B – New Course
☐ Group III - Certificates
☐ Group IV – Off-Campus Programs

Group/Individual	Signature	Date	Vote/Action *
Program Faculty/Committee		10/12/11	✓ Support ____ Support with Concerns ____ Not Support
School Committee	Larry Schutte	11/14/11	6 Support 0 Support with Concerns 0 Not Support
College Curriculum Committee	Larry Schutte	11/17/11	8 Support 0 Support with Concerns 0 Not Support
Dean	Ron McKean	11/22/11	✓ Support ____ Support with Concerns ____ Not Support
University Curriculum Committee			____ Support ____ Support with Concerns ____ Not Support
Senate			____ Support ____ Support with Concerns ____ Not Support
Academic Affairs			____ Support ____ Support with Concerns ____ Not Support

* Support with Concerns or Not Support must include a list of specific concerns. Votes must be shown for faculty groups. Administrators check appropriate action taken.

To be completed by Academic Affairs

President (Date Approved) ________ **Board of Trustees (Date Approved)** ________ **President's Council (Date Approved)** ________

1. Proposal Summary

(Summary is generally less than one page. Briefly: state what is proposed with a summary of rationale and highlights. Additional rationale may be attached.)

The required skill sets for graduates entering graphic communications careers have evolved from largely mechanical based processes to electronic, digital, and business auxiliary processes. Redirection of the AAS Printing & Digital Graphic Imaging Technology program the BS Printing Management, and the BS New Media Printing and Publishing, represents current and future needs of the industry as well as Ferris State University. The redirection of the AAS degree and the name change to "Graphic Communications" will more adequately prepare students for their BS degree and bring the name into alignment with the national CIP code.

A survey was sent to approximately 140 high school Art, Design, Printing, and Graphic Design teachers. The Survey asked their perceptions of the appeal to their students of this proposed broader degree scope. The concept is that most students in the *Art and Communications* Career Pathway are not ready to choose a specific path while applying to colleges. Our thought is the mix of the proposed design, technical and managerial courses might be attractive. Research data supports this hypothesis. Aside from enhancing the attractiveness for FTIAC's of FSU's program offerings in the *Arts and Communications* Pathway, it is believed an AAS in Graphic Communications will provide a program name that is consistent with National CIP codes and the industry recognized name of "Graphic Communications. Additionally, this AAS Degree will better prepare student for the proposed redirection of the old "Printing Management" and "New Media" degrees, into the one new "Graphic Media Management" BS degree.

The list of challenges to recruiting a talent base to enter degreed programs in printing is lengthy. Erosion of high school graphics programs, public misperceptions of our industry, and current economic conditions are all but a few things that have prevented our program to regain enrollment once enjoyed in the 80s and 90s. We do not believe Printing and Imaging Technology Management enrollment will ever grow without a major change to the 120+ students of the early 2000, or the nearly 200 students in the late 70's. The changes needed are curricular, staffing, and general focus of the program. Industry demand for graduates remains high. As of the writing of this proposal in March of 2011 there are approximately 5 postings/inquiries for every May 2011 Graduate.

During the past ten years enrollment into the AAS Printing and Digital Graphic Imaging program has dwindled without any reduction in faculty resources. During the same period of time skill and knowledge set required by the industry have changed. The two paradigm shifts now allow us to make adjustments that will better serve our industry and improve the cost efficiency of the program to the University.

This proposal along with the BS degree proposal adopts most of the College of Business core curriculum. As we assimilate into the COB a determination will be made as to if and when we adopt 100% of the core or claim exemption from the accrediting body as other COB programs have done

2. Summary of All Course Action Required*

a. **Newly Created Courses to FSU:**

Prefix	**Number**	**Title**
GCOM	**123**	**Finishing and Distribution Systems**
GCOM	**132**	**Portable Document Files**
GCOM	**161**	**Printing and Imaging Systems**
GCOM	**232**	**Digital Color Reproduction**
GCOM	**243**	**Pre-Pres Workflow Automation**
GCOM	**273**	**Substrates, Inks, & Coatings**
GCOM	**298**	**Pre-Press Practicum**

GCOM	299	Press and Finishing Practicum

b. Courses to be Deleted From FSU Catalog:

Prefix	Number	Title
PTEC	101	Introduction to Graphic Communications
PTEC	123	Bindery and Finishing Operations
PTEC	132	Digital Image Capture & Tone Reproduction
PTEC	143	Conventional Image Assembly
PTEC	153	Electronic Pagination
PTEC	161	Sheetfed Offset Press Systems 1
PTEC	232	Digital Color Imaging
PTEC	243	Digital Imposition & Trapping
PTEC	251	Intro to Print Estimating
PTEC	261	Sheetfed Offset Press Systems 2
PTEC	267	Web Offset Press Systems
PTEC	273	Paper & Ink Technology
PTEC	285	Digital Workflow
PTEC	298	Prepress Project
PTEC	299	Press and Post Press Project

c. Existing Course(s) to be Modified:

Prefix	Number	Title

d. Addition of existing FSU courses to program

Prefix	Number	Title
ACCT	201	Principles of Accounting 1
ISYS	200	Data-Base Design & Implementation
GRDE	118	Desk Top Publishing
GRDE	228	Interactive Media Development
COMM	???	Communications Elective
CULTURAL	???	Cultural Enrichment Elective
PHOT	101	Photography
MATH	115	Intermediate Algebra
ENGL	150	English 1
ENGL	250	English 2
FSUS	100	Freshman Studies
SOCIAL	???	Social Awareness Elective
SOCIAL	???	Social Awareness Elective
SCIENCE	???	Scientific Understanding Lab Elective

e. Removal of existing FSU courses from program

Prefix	Number	Title

FERRIS STATE UNIVERSITY
COLLEGE OF BUSINESS

OFFICE OF THE DEAN

David M. Nicol, Ph.D.
Dean

October 25, 2011

To Whom It May Concern

I would like to take this opportunity to convey the support of the College of Business for the Printing & Digital Graphic Imaging curricular proposal that is currently in the review process. The proposed changes are consistent with evolving market needs/expectations which call for supplementing field-specific knowledge with business foundation skills. While the program is scheduled to transfer into the College during 2012, it currently continues to reside in the College of Engineering Technology, hence the determination that review of the proposed change should occur within its curricular review process. However, it seemed appropriate for me to convey our support of the proposal, as well.

Should you require any clarification regarding our stance, feel free to contact me.

Sincerely,

David M. Nicol, Ph.D.
Dean
College of Business

119 South Street, BUS 200
Big Rapids, MI 49307-2284
Phone: (231) 591-2422
Fax: (231) 591-3548
E-mail: Nicold@ferris.edu
Web: www.ferris.edu/cob

Form PCAF

Ferris State University

Preliminary Curriculum Approval Form

Directions: This form should be completed using 11-point font or larger, and should be no longer than six pages (excluding the signature/comment pages). For purposes of expediting the preliminary approval process, forms may be forwarded electronically by the initiator and from one administrative level to another.

Name(s) of proposal initiator(s):	Patrick Klarecki
Department(s)/College(s):	Printing / CET and COB

Type of curriculum change (check one)

☐	New degree/major
☐	New minor requiring new courses/resources
☐	New concentration in existing degree program
☐	Curricular customization of existing program for off-campus cohort group
☐	New certificate requiring 3 or more new courses and/or new resources
☒	Existing program redirection or shift in emphasis if 3 or more new courses and/or new resources are required

1. Name of degree, major, concentration, certificate, or minor. Briefly describe the curriculum plan/template. - ***Move/Redirect the current AAS PDGI and BS PMGT degrees from the CET to the COB and create a new AAS Digital Graphic Communications and a BS Graphic Media Management.***
2. Target date for implementation. - *Fall 2012*
3. Briefly explain the rationale for this initiative. If the initiative involves customization of an existing program for delivery to an off-campus cohort group, also explain the nature of the proposed curricular customization.

The required skill sets for graduates entering graphic media management careers have evolved from largely mechanical based processes to electronic, digital, and business auxiliary processes. Placement of the print media discipline within the College of Business better represents current and future needs of the industry.

A survey was sent to approximately 140 high school Art, Design, Printing, and Graphic Design teachers. The Survey asked their perceptions of the appeal to their students of this proposed broader degree scope. The concept is that most students in the *Art and Communications* Career Pathway are not ready to choose a specific path. Our thought is the mix of the proposed design, technical and managerial courses might be attractive. Research data supports this hypothesis. (See separate analysis) Aside from enhancing the attractiveness for FTIAC's of FSU's program offerings in the Arts and Communications Pathway, it is believed a BS in Graphic Media Management will provide another avenue for both business administration majors and graphic design students to gain entry into a thriving and lucrative career in the print and alternative media industry.

VPAA
FEB 9 2011
PROVOST

The list of challenges to recruiting a talent base to enter degreed programs in printing is lengthy. Erosion of high school graphics programs, public misperceptions of our industry, and current economic conditions are all but a few things that have prevented our program to regain enrollment once enjoyed in the 80s and 90s. We do not believe Printing and Imaging Technology Management enrollment will ever grow without a major change to the 120+ students of the early 2000, or the nearly 200 students in the late 70's. The changes needed are curricular, staffing, and general focus of the program.

4. Are there similar programs at other Michigan universities? If so, where? What is the enrollment in the other programs? - ***There are no programs of this kind in the USA. Some European schools are mixing the various media channels and are offering some courses on how to manage a media mix. Clemson University has placed their "BS Graphic Communications" in their College of Business and Behavioral Sciences but curricula has not been expanded to the breadth of this proposal.***
5. Briefly explain any similarities of the proposed initiative (program objectives and/or curriculum) with already established FSU or KCAD programs: ***This new program will be a mix of managerial course offered in the COB. Further development could lead to collaboration with the CPTS in the areas of Animation and EHS in the areas of Television Production.***
6. Briefly describe indicators of the employment market for students completing this initiative, including sources used for employment information/data. – ***Current PMGT and NMPP graduates enjoy 100% placement within six months after graduation. The better students receive multiple job offers prior to leaving FSU. The Printing Program's advisory board voted unanimously in favor of this move. The concept was initially presented in 2008, a formal plan presented in 2009 at which time they supported presenting it to the COB leadership. At the October 2010 meeting the Advisory Board asked why it had not yet happened.***
7. Briefly describe indicators of potential student interest/demand for the new initiative, including sources used for student market information/data. ***Survey data suggests there is a need to bridge a gap in the minds of high school students who are intrigued by the creative communications media industry but are not at a point in their life to choose a specific path. The current AAS Printing and Digital Graphic Imaging Technology program enrollment has stabilized and beginning to see some growth. It is believed this redirection of the program will see an increase of five to ten students immediately and increase retention. Some students drop out because current programs at FSU don't fit their needs.***
8. To what extent will this initiative draw new students to FSU or KCAD? To what extent will it draw students from existing programs? ***There should be no negative affect on any existing FSU or KCAD programs. As mentioned earlier it is hoped that we will retain more students who complete an AAS degree or find they have no BS degree to their liking.***

9. Approximately how many students are expected to enroll?

in the first year?	after three years?
25 Freshmen (5 new as result of new direction)	We are confident total enrollment for four years will reach a minimum of 100. (An increase of 30 students from current)

10. At which FSU campuses/regional centers or other sites will the initiative be offered? ***Big Rapids***

11. Will Internet or other distance learning technology be used for course/program delivery? Describe. ***Some courses can be delivered on-line. Faculty are interested in further discussion about on-line delivery for credit and non-credit opportunities. A certificate directed at working professionals is of interest to the faculty for future discussion.***

Complete questions 12, 13, 14 in consultation with department head/chair and/or dean.

12. Provide a rough estimate of the resources needed to implement the initiative:

	Start-up	After Three Years
Supply and expense	$ 0	$ 20,000 (this is current program budget – no increase needed)
Equipment	$ 0	$ 20,000 (routine replacement of computer lab)
Full-time faculty	$ 0	None
Overload/adjunct faculty	$ 0	$ 10,000 Potential – dependant upon demand for courses created as campus wide electives
Other		

Estimate of Library Resources	Yes - Adequate	Some new resources needed? None	Significant number of New resources needed? None

13. Project the resources that could come from reallocation within the department or college and the new resources that would be required. ***Estimate PDGI individual faculty SCH production will increase from Avg. 250 per year to over 400. No additional resources are required.***

14. Are there new space needs? If so, how much? How would the space be used? Has existing space been identified? If so, where? Is renovation/remodeling necessary? ***No new spaces except possible relocation of faculty offices as part of COB. Laboratory space will remain in Swan. However, CET will be reallocating space as necessary in order to accommodate needs of growing programs.***

15. Is there professional accreditation for the program? Is it required or voluntary? Will accreditation be sought, and when? What will be the one-time and ongoing costs of accreditation? ***The current program is accredited by the Accrediting Council for Collegiate Graphic Communications Inc. Accreditation is voluntary and it will be sought upon re-direction. The ongoing fee is $1,500 per year. Discussions with our accrediting agency indicate support for this re-direction.***

16. Has there been preliminary discussion with other *departments/colleges that will be involved in course/program delivery? If yes, what was the feedback?* ***Yes, The COB Administrative team met with the CET administrative team in May of 2010. The CET leadership is cautiously enthusiastic about this proposal. Current concerns stem from a PDGI faculty group of six and a proposal calling for 3. Additionally, they have requested a survey of high school graphics teachers to see the demand of additional students for a redirected printing program.***

Department Head/Chair's signature: Patrick Klarecki Date 2/3/2011
If this is an interdepartmental initiative, include additional Department Head/Chair signatures

Comments: I support moving forward in the exploration of this curricular change.

Dean's or KCAD President's signature: Ron McKean Date 2/04/2011

Dean's or KCAD President's signature: Date 2/7/11

- For cross-college initiatives, include additional signature(s) of Dean(s)
- For KCAD initiatives, include KCAD President's signature
- For existing FSU-Big Rapids programs customized for off-campus delivery to a cohort group, include College and UCEL Deans' signatures

Comments:

Vice President for Academic Affairs' signature:
Date 5-18-11
or Chancellor/VP of FSU/GR's signature

☒Approved Approval indicates permission to develop the full proposal. It does not assure final approval.

Comments and/or suggestions:

☐Not approved

Explanation:

c. Initiator(s)
  Department Head/Chair(s)
  Deans' Council and KCAD President
  FSU University Curriculum Council
  FSU Academic Senate and KCAD Senate
  VPAA or Chancellor/VP of FSU/GR
  FSU Intranet

3. Summary of All Consultations

Form Sent (B or C)	Date Sent	Responding Dept.	Date Received & by Whom
ACCT Form B	8/22/11	Account., Fin., & In. Sys.	9/20/11 Jim Woolen
ISYS Form B	8/22/11	Account., Fin., & In. Sys.	9/20/11 JIM Woolen
GRDE Form B	8/22/11	Marketing	9/26/11 Mike Cooper
TDMP Form B	8/22/11	Tel. Digital Media Prod.	Waiting
Form B	3/16/11	Language & Lit.	3/28/11 Nate Garrelts
Form C	3/16/11	FLITE	3/17/11 Fran Rosen

Proposed AAS Graphic Communications

					10/11/11
Year 1 - Fall Semester			**Crs**	**Grade**	**Comments**
PHOT*	101	Photography	3		
GCOM	132	Portable Document Files	2		
GRDE	118	Desk Top Publishing	3		
MATH	115	Intermediate Algebra	3		
ENGL	150	English 1	3		
FSUS	100	Freshman Studies	1		
		Total	**15**		
Year 1 - Spring Semester			**Crs**	**Grade**	**Comments**
GCOM	123	Finishing and Distribution Systems	3		
GCOM	161	Printing and Imaging Systems	4		
GCOM	243	Pre-Press Workflow Automation	4		
Comm		Communication Elective	3		
Social		Social Awareness Elective	3		
		Total	**17**		
Year 2 - Fall Semester			**Crs**	**Grade**	**Comments**
GRDE	228	Interactive Media Development	3		
GCOM	232	Digital Color Reproduction	3		
ACCT	201	Principles of Accounting 1	3		
Science		Scientific Understanding Lab	4		
Culture		Cultural Enrichment Elective	3		
		Total	**16**		
Year 2 - Spring Semester			**Crs**	**Grade**	**Comments**
GCOM	273	Substrates, Inks and Coatings	3		
GCOM	298	Pre-Press Practicum	2		
GCOM	299	Press and Finishing Practicum	2		
ISYS	200	Data-Base Design and Implementation	3		
ENGL	250	English 2	3		
ECON**	221	Principles of Macroeconomics	3		
		Total	**16**		
		AAS Degree Total	**64**		

		*	PHOT 101 is a Cultural Enrichment Course			
		**	ECON 221 is a Social Awareness Course			

4. Will External Accreditation be sought? (For new programs or certificates only)

Yes –

If yes, name the organization involved with accreditation for this program.

Accrediting Council for Collegiate Graphic Communications (ACCGC)

5. Program Check sheets affected by this proposal.

Journalism and Technical Communication JTPC BS
Technical & Professional Communication TPCW BS
Television and Digital Media Production TDMP BS

FORM B
Rev.7/23/07

CURRICULUM CONSULTATION FORM

To be completed by each department affected by the proposed change, new degree, new program, new minor, or new course. Potential duplication of coursework is reason for consultation.

1. This completed form must be forwarded with the proposal to the chair/head of the department to be consulted.
2. The department must respond within 20 calendar days of receipt of this form to insure inclusion in the final proposal. The completed form is returned to the initiator and inserted into the proposal.

   Failure to respond is interpreted as support for the proposal.
3. The Proposing Department must address any concerns raised by the department. This response will be in writing and be included in the proposal following the consultation form.

RE: Proposal Title AAS Graphic Communications – redirection

Add ACCT 201

ACCT 201 was a requirement of the BS PMGT Program – This change moves the course down to the AAS degree level so that when and if it is determine we fully adopt the COB core, this prerequisite will be complete.

Net Affect – should be no change in numbers of students taking ACCT 201

Initiator(s): Printing and Imaging Technology Management

Proposal Contact: Patrick Klarecki **Date Sent:** 9/20/11

Department: **Printing and Imaging Technology Management** **Campus Address:** **NEC 211**
(Please print)

Responding Department: **Accounting Finance & Information Systems**

Chair/Head/Coordinator: Jim Woolen Date Returned: 09/20/2011

Based upon department faculty review on 09/20/2011(date), we

☐ Support the above proposal.
☒ Support the above proposal with the concerns listed below.
☐ Do not support the proposal for the reasons listed below.

Comment regarding the impact this proposal has on scheduling, room assignments, faculty load, and prerequisites for your department. Use additional pages, if necessary.

Primary concern is the new program name will be confusing to students selecing a program when there is already a Graphic Design program in the COB, a Graphic Design program at Kendall, and a communications program in A&S.

FORM B
Rev.7/23/07

CURRICULUM CONSULTATION FORM

To be completed by each department affected by the proposed change, new degree, new program, new minor, or new course. Potential duplication of coursework is reason for consultation.

1. This completed form must be forwarded with the proposal to the chair/head of the department to be consulted.
2. The department must respond within 20 calendar days of receipt of this form to insure inclusion in the final proposal. The completed form is returned to the initiator and inserted into the proposal.

   Failure to respond is interpreted as support for the proposal.
3. The Proposing Department must address any concerns raised by the department. This response will be in writing and be included in the proposal following the consultation form.

RE: Proposal Title AAS Graphic Communications – redirection

Add ISYS 200

ISYS 200 was required in the BS NMPP Program. We are moving down to the AAS degree as a perquisite to our Proposed GMAN 310 Digital Imaging and Variable Data Systems course.

Initiator(s): Printing and Imaging Technology Management

Proposal Contact: Patrick Klarecki **Date Sent:** 9/20/11

Department: **Printing and Imaging Technology Management** **Campus Address:** **NEC 211**
(Please print)

Responding Department: **Accounting Finance & Information Systems**

Chair/Head/Coordinator: Jim Woolen Date Returned: 09/20/2011

Based upon department faculty review on 09/20/2011(date), we

☐ Support the above proposal.
☒ Support the above proposal with the modifications and concerns listed below.
☐ Do not support the proposal for the reasons listed below.

Comment regarding the impact this proposal has on scheduling, room assignments, faculty load, and prerequisites for your department. Use additional pages, if necessary.

Primary concern is the new program name will be confusing to students selecing a program when there is already a Graphic Design program in the COB, a Graphic Design program at Kendall, and a communications program in A&S.

FORM B
Rev.7/23/07

CURRICULUM CONSULTATION FORM

To be completed by each department affected by the proposed change, new degree, new program, new minor, or new course. Potential duplication of coursework is reason for consultation.

1. This completed form must be forwarded with the proposal to the chair/head of the department to be consulted.
2. The department must respond within 20 calendar days of receipt of this form to insure inclusion in the final proposal. The completed form is returned to the initiator and inserted into the proposal.

   Failure to respond is interpreted as support for the proposal.
3. The Proposing Department must address any concerns raised by the department. This response will be in writing and be included in the proposal following the consultation form.

RE: Proposal Title AAS Graphic Communications – redirection

Add GRDE 118

Our original proposal called for GCOM 153. After review with the GRDE faculty we feel content is similar enough that we can partner in providing faculty resources to offer GRDE 118 to our majors and possibly other non-GRDE majors

Initiator(s): Printing and Imaging Technology Management

Proposal Contact: Patrick Klarecki **Date Sent:** 8/22/11

Department: **Printing and Imaging Technology Management** **Campus Address:** **NEC 211**
(Please print)

Responding Department: **Marketing**

Chair/Head/Coordinator: Mike Cooper Returned: 9/26/11

Based upon department faculty review on 9/26/11 (date), we

☐ Support the above proposal.
☑ Support the above proposal with the modifications and concerns listed below.
☐ Do not support the proposal for the reasons listed below.

Comment regarding the impact this proposal has on scheduling, room assignments, faculty load, and prerequisites for your department. Use additional pages, if necessary.

Comments and concerns:

(see attached)

The GRDE faculty support the proposal with the following comments/concerns: (a) the faculty appreciate collaborative conversations between Print Mgt and GRDE to date and look forward to continued conversation and collaboration (b) the faculty want to continue specifically collaborating to clearly differentiate the GRDE program, the proposed program, and the Kendal program among potential students, their teachers/counselors, and future employers – including potential revision of the name of the proposed re-directed program and/or the current GRDE program name.

FORM B
Rev.7/23/07

CURRICULUM CONSULTATION FORM

To be completed by each department affected by the proposed change, new degree, new program, new minor, or new course. Potential duplication of coursework is reason for consultation.

1. This completed form must be forwarded with the proposal to the chair/head of the department to be consulted.
2. The department must respond within 20 calendar days of receipt of this form to insure inclusion in the final proposal. The completed form is returned to the initiator and inserted into the proposal.

   Failure to respond is interpreted as support for the proposal.

3. The Proposing Department must address any concerns raised by the department. This response will be in writing and be included in the proposal following the consultation form.

RE: Proposal Title AAS Graphic Communications – redirection

Add GRDE 228

Our original proposal called for ISIN 305. After review with the GRDE faculty we feel content is similar enough that we can partner in providing faculty resources to offer GRDE 228 to our majors and possibly other non-GRDE majors

Initiator(s): Printing and Imaging Technology Management

Proposal Contact: Patrick Klarecki **Date Sent:** 10/11/11

Department: Printing and Imaging Technology Management **Campus Address:** NEC 211
(Please print)

Responding Department: Marketing

Chair/Head/Coordinator: Mike Cooper Returned: 10/13/11

Based upon department faculty review on 10/13/11 (date), we

☒ Support the above proposal.
☐ Support the above proposal with the modifications and concerns listed below.
☐ Do not support the proposal for the reasons listed below.

Comment regarding the impact this proposal has on scheduling, room assignments, faculty load, and prerequisites for your department. Use additional pages, if necessary.

FORM B
Rev.7/23/07

CURRICULUM CONSULTATION FORM

To be completed by each department affected by the proposed change, new degree, new program, new minor, or new course. Potential duplication of coursework is reason for consultation.

1. This completed form must be forwarded with the proposal to the chair/head of the department to be consulted.
2. The department must respond within 20 calendar days of receipt of this form to insure inclusion in the final proposal. The completed form is returned to the initiator and inserted into the proposal.

   Failure to respond is interpreted as support for the proposal.
3. The Proposing Department must address any concerns raised by the department. This response will be in writing and be included in the proposal following the consultation form.

RE: Proposal Title AAS Graphic Communications – redirection

REMOVE – PTEC 153 Electronic Pagination
ADD – GCOM 153 Creative Suite Applications

Initiator(s): Printing and Imaging Technology Management

Proposal Contact: Patrick Klarecki **Date Sent**: 3/1611

Department: **Printing and Imaging Technology Management** **Campus Address:** **NEC 211**
(Please print)

Responding Department: **Languages and Literature**

Chair/Head/Coordinator: Nathen Garrelts Date Returned: 3-28-11

Based upon department faculty review on 3-28-11 (date), we

☒ Support the above proposal.
☐ Support the above proposal with the modifications and concerns listed below.
☐ Do not support the proposal for the reasons listed below.

Comment regarding the impact this proposal has on scheduling, room assignments, faculty load, and prerequisites for your department. Use additional pages, if necessary.

FORM C
Rev. 07/27/07

FLITE SERVICES CONSULTATION FORM

To be completed by the liaison librarian and approved by the Dean of FLITE. All returned forms should be included in the proposal. **FLITE must respond within 20 calendar days of receipt of this form to insure that the form is included in the final proposal.**

FAILURE TO RESPOND IS CONSIDERED AS SUPPORT OF THE CHANGE.

RE: Proposal Title: AAS Graphic Communications - redirection

Projected number of students per year affected by proposed change: 75

Initiator(s): Printing and Imaging Technology Management

Proposal Contact: Patrick Klarecki Date Sent: 3/16/11

Department: **Printing and Imaging Technology Management** **Campus Address:** **NEC 211**
(Please print)

Liaison Librarian Signature: Frances Rosen **Date:** 3/17/11
Dean of FLITE Signature: **Date Returned:** 3-17-11

Based upon our review on 3/17/11 (date), FLITE concludes that:

☒ Library resources to support the proposed curriculum change are currently available.

☐ Additional Library resources are needed but can be obtained from current funds.

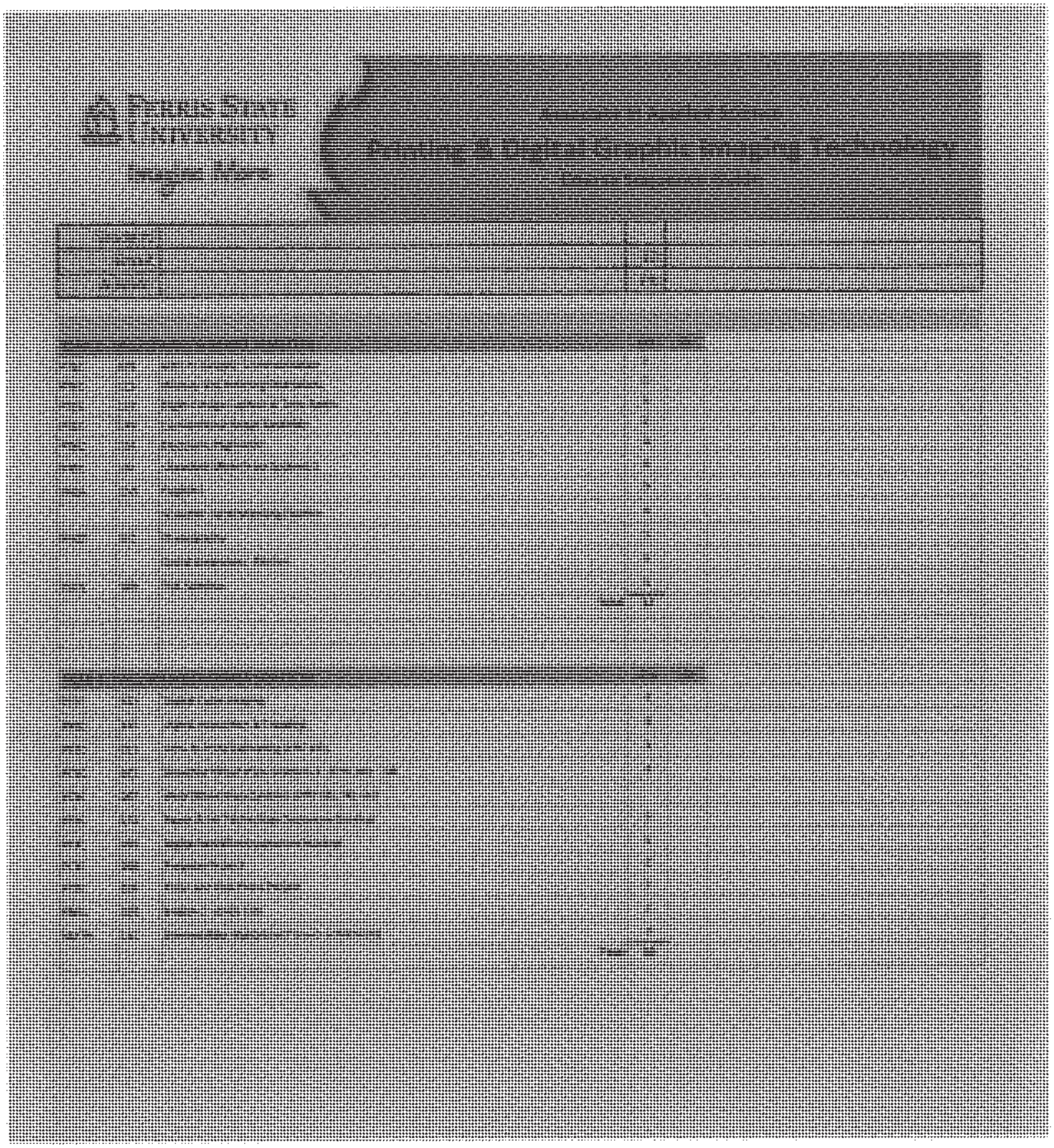
☐ Support, but significant additional Library funds/resources are required in the amount of $__________.

☐ Does not support the proposal for reasons listed below.

Comment regarding the impact this proposal will have on library resources, collection development, programs, etc. Use additional pages if necessary.

FORM D

Current Check Sheet



FERRIS STATE UNIVERSITY

Imagine More

Printing & Digital Graphic Imaging Technology

FERRIS STATE UNIVERSITY
Imagine More

Associate in Applied Science

Printing & Digital Graphic Imaging Technology

Program Academic Requirements

Student		ID	
Email		Date	
Advisor			

			Cr	Grade	Notes
		MAJOR			
PTEC	101	Intro to Graphic Communication	[illegible]		
PTEC	120	Bindery and Finishing Operations	[illegible]		
PTEC	132	Digital Image Capture & Transformation	[illegible]		
PTEC	141	Conventional Image Assembly	[illegible]		
PTEC	151	Electronic Prepress	[illegible]		
PTEC	161	Sheetfed Offset Press Systems 1	[illegible]		
PTEC	231	Digital Color Imaging	[illegible]		
PTEC	240	Digital Imposition & Trapping	[illegible]		
PTEC	251	Variable Print Technology [illegible]	[illegible]		
PTEC	261	Sheetfed Offset Press Systems 2 [illegible]	[illegible]		
PTEC	263	Web Offset Press Systems [illegible]	[illegible]		
PTEC	275	Paper & Ink Technology [illegible]	[illegible]		
PTEC	285	Digital Workflow [illegible]	[illegible]		
PTEC	288	Prepress Project	[illegible]		
PTEC	289	Press and Post Press Project	[illegible]		
		COMMUNICATION COMPETENCE			
ENGL	150	English 1	[illegible]		
ENGL	250	English 2 [illegible]	[illegible]		
		QUANTITATIVE SKILLS			
MATH	115	Intermediate Algebra [illegible]	[illegible]		
		SCIENTIFIC UNDERSTANDING			
		Scientific Understanding Elective	[illegible]		
		CULTURAL ENRICHMENT			
PHOT	[illegible]	Photography	[illegible]		
		SOCIAL AWARENESS			
		Social Awareness Elective	[illegible]		
		FERRIS SEMINAR			
FSUS	100	FSU Seminar	[illegible]		
		Unspecified Transfer			
		[illegible]	[illegible]		
		[illegible]	[illegible]		
		[illegible] Major			
		[illegible] Degree			

[illegible]

[illegible]

[illegible]

[illegible]

Contact the Printing [illegible]
[illegible]
Phone: [illegible]
Email: [illegible]
[illegible]

[illegible]
[illegible]

PROPOSED

FERRIS STATE UNIVERSITY
Imagine More

Associate in Applied Science
Graphic Communications
Course Sequence Guide

Student:		ID:	
Email:		Ph:	
Advisor:			

			Crs	Gr
YEAR 1 - FALL SEMESTER				
GCOM	132	Portable Document Files	2	
GRDE	118	Desk Top Publishing	3	
PHOT	101	Photography	3	
ENGL	150	English 1	3	
MATH	115	Intermediate Algebra	3	
FSUS	100	FSU Seminar	1	
		Total	**15**	
YEAR 1 - SPRING SEMESTER			**Crs**	**Gr**
GCOM	123	Finishing and Distribution Systems	3	
GCOM	161	Printing and Imaging Systems	4	
GCOM	243	Pre-Press Workflow Automation	4	
		Social Awareness Elective	3	
		Communication Elective	3	
		Total	**17**	
		First Year Total	**32**	
YEAR 2 - FALL SEMESTER			**Crs**	**Gr**
GCOM	232	Digital Color Reproduction	3	
GRDE	228	Interactive Media Development	3	
ACCT	201	Principles of Accounting 1	3	
		Scientific Understanding - LAB	4	
		Cultural Enrichment Elective	3	
		Total	**16**	
YEAR 2 - SPRING SEMESTER			**Crs**	**Gr**
GCOM	273	Substrates, Inks, and Coatings	3	
GCOM	298	Prepress Project	2	
GCOM	299	Press and Post Press Project	2	
ISYS	200	Data-Base Design and Implementation	3	
ENGL	250	English 2 (ENGL 150)	3	
ECON	221	Principles of Macroeconomics	3	
		Total	**16**	
		Second Year Total	**32**	
		AAS Degree Total	**64**	

Contact the Printing Program office
for more information
Phone: 231-591-2848
Email:Printing&NewMedia@ferris.edu
www.ferris.edu/graphiccomm

Fall 2012
11/11/2011

PROPOSED

FERRIS STATE UNIVERSITY
Imagine More

Associate in Applied Science
Graphic Communications
Program Academic Requirements

				Code	Location	Crs
Student:					Ferris	
email:		ID:		1	Transfer	
Advisor:		Ph:				

			Cr	Gr	Pts	S	Yr	Code	Notes
		MAJOR							
GCOM	123	Finishing and Distribution Systems	3						
GCOM	132	Portable Document Files	2						
GCOM	161	Printing and Imaging Systems	4						
GCOM	232	Digital Color Reproduction	3						
GCOM	243	Pre-Press Workflow Automation	4						
GCOM	273	Substrates Inks & Coatings	3						
GCOM	298	Prepress Project	2						
GCOM	299	Press and Post Press Project	2						
GRDE	118	Desk Top Publishing	3						
GRDE	228	Interactive Media Development	3						
ISYS	200	Data-Base Design and Implementation	3						
ACCT	201	Principles of Accounting 1	3						
		COMMUNICATIONS COMPETENCE							
ENGL	150	English 1	3						
ENGL	250	English 2 (ENGL 150)	3						
		Communication Elective	3						
		QUANTITATIVE							
MATH	115	Intermediate Algebra (ACT19 or C- in MATH 110)	3						
		SCIENTIFIC UNDERSTANDING							
		Scientific Understanding Elective LAB	4						
		CULTURAL ENRICHMENT							
PHOT	101	Photography	3						
		Cultural Enrichment Elective	3						
		SOCIAL AWARENESS							
ECON	221	Principles of Macroeconomics	3						
		Social Awareness Elective	3						
		FRESHMEN SEMINAR							
FSUS	100	FSU Seminar	1						
		Unofficial Statistics							
		Major: Total Crs / Earned Crs / Honor Points	35						
		Degree: Total Crs / Earned Crs / Honor Points	64						
		GPA Major:	-						
		GPA Degree:	-						

AAS Minimum General Education Requirements:
Cultural Enrichment (CE) – 3 credits;Social Awareness (SA) - 3 credits;
Communications - 6 credits; Scientific Understanding - 3/4 credits;
Reference: http://www.ferris.edu/htmls/academics/gened/gen_edspecific.htm

Contact the Printing Program office
for more information
Phone: 231-591-2845
Email:Printing&NewMedia@ferris.edu
www.ferris.edu/graphiccomm

Fall 2012
11/11/2011

Transition Plan

Proposed AAS Graphic Communications

TRANSITION

Fall 2012 Sophomores		Transition			
Year 1 - Fall Semester 2011			**Crs**	**Grade**	**Comments**
PHOT*	101	Photography	3		
PTEC	132	Digital Imange Capture & Tone Repro.	3		
GRDE	118	Desk Top Publishing	3		
MATH	115	Intermediate Algebra	3		
ENGL	150	English 1	3		
FSUS	100	Freshman Studies	1		
		Total	**16**		
Year 1 - Spring Semester 2012			**Crs**	**Grade**	**Comments**
PTEC	123	Binding & Finishing Operations	3		
PTEC	161	Sheetfed Offset Press Systems 1	4		
PTEC	243	Digital Imposition & Trapping	4		
Comm		Communication Elective	3		
Social		Social Awareness Elective	3		
		Total	**17**		
Year 2 - Fall Semester 2012			**Crs**	**Grade**	**Comments**
GRDE	228	Interactive Media Development	3		

	GCOM	232	Digital Color Reproduction	3		
	ACCT	201	Principles of Accounting 1	3		
	Science		Scientific Understanding Lab	4		
	Culture		Cultural Enrichment Elective	3		
			Total	**16**		
	Year 2 - Spring Semester 2013			**Crs**	**Grade**	**Comments**
	GCOM	273	Substrates, Inks and Coatings	3		
	GCOM	298	Pre-Press Practicum	2		
	GCOM	299	Press and Finishing Practicum	2		
	ISYS	200	Data-Base Design and Implementation	3		
	ENGL	250	English 2	3		
	ECON	221	Principles of Macroeconomics	3		
			Total	**16**		
			AAS Degree Total	**65**		

End of Program Outcomes
AAS Graphic Communications

The overall objective of the AAS Graphic Communications program is to prepare students for entry-level jobs and provide a technical foundation for them to continue their studies in the BS Graphic Media Management or other related BS degree programs.

Students who complete the AAS Graphic Communications degree will have the ability to:

- Utilize a creative software suite to create new graphic images for customers.
- Utilize a creative software suite to repair and build correct files for production
- Edit digital photographs and images to achieve customer approval
- Create, analyze, and color manage digital proofs
- Send digital files through a RIP workflow
- Select and manage a workflow for a given outcome
- Make Printing plates
- Operate small offset printing presses
- Run a battery of Quality print tests on a multi-color press and being to understand how the data collected is used to improve the process
- Maintain mechanical and electrical equipment
- Identify the causes of many print defects
- Identify the causes of production errors as a result of improper machine operation
- Operate basic cutting, folding, binding, and finishing equipment
- Identify aspects of finishing that yield better quality products
- Recognize ineffective folding impositions
- Calculate paper usage and cutting sequences
- Perform basic estimating tasks
- Identify various papers and substrates by classification and category
- Identify Ink, toners, and coating and determine which is best for various situations
- Operate various small digital presses and their RIPS
- Build, maintain and edit data bases
- Communicate effectively and positively
- Perform basic mathematical computations as expected on the job

Assessment Methods

- Projects
- Research Papers
- Exams, tests, quizzes
- Evaluated demonstrations

FORM E

NEW COURSE INFORMATION FORM

Course Identification:

Prefix:	Number	Title
GCOM	123	Finishing and Distribution Systems

Course Description:

Designed to develop knowledge in the finishing and distribution operations of printed products. The cost, quality, and scheduling impacts of various methods of binding, including folding, cutting, mechanical and perfect binding will be discussed and practiced in the finishing and distribution laboratory. The role of fulfillment, the USPS and private sources of distributing finished printed product will be discussed. Understanding federal mail regulations and where to find current data will be covered

Course Outcomes and Assessment Plan:

Students satisfactorily completing this course will...

1. Identify each of the various printed product finishes.
2. Be able to defend which product finish should or can be used to yield a specific product outcome.
3. Demonstrate the ability to make production decisions based on costs, quality, and production schedule concerns as they relate to the finishing of a product.
4. Explain the relationship between product finishing and fulfillment and distribution strategies.
5. Identify various US postal regulations and the impact they have on the creative development and planning of a print project.
6. Know where to access the most current information with regard to postal or other distribution options.

Course Assessment Plan:

1. Exams, Tests, Quizzes
2. Projects
3. Laboratory Reports
4. Peer review

Course Outline including Time Allocation:

Instructional Unit Topic Descriptions and Time Allocations

NO.	UNIT TOPIC DESCRIPTION SUMMARY	LECTURE HOURS	LAB HOURS
I.	Introduction to course, laboratory safety, house keeping	1	3
II.	Identify various product finishes and their attributes as seen by the customer.	3	3
III.	Examine the attributes to manufacturing each of the product finishes	4	9
IV.	Examine the concepts of machine production speed ratings vs. the actual speeds of equipment	2	9
V.	Identify Quality assurance procedures, practices, and the tools used in the finishing process to assure quality standards are met	2	9

VI.	Introduce the concepts of Lean Manufacturing and how they impact finishing and distribution systems	2	3
VII.	Using knowledge of finishing and distribution systems to creatively add value to the customer experience	2	3
VIII.	The various methods of product fulfillment	2	0
IX.	The various methods of product shipping and the legal issues associated with them	2	0
X.	The USPS and their vast regulations, turning this into value added	6	0
XI.	In-line addressing and pre-sort manufacturing	2	6
XII.	Evaluations	2	0
	Total Hours	30	45

FORM E

NEW COURSE INFORMATION FORM

Course Identification:

Prefix:	**Number**	**Title**
GCOM	**132**	**Portable Document Files**

Course Description:
This course is designed to introduce the students to Portable Document Files (PDF). Primary emphasis of the course is to teach students procedures for creating PDF documents for various digital media workflows.

Course Outcomes and Assessment Plan:

Students satisfactorily completing this course will...:

1. Create PDF documents for various graphic workflows.
2. Know various methods of PDF security.
3. Develop interactive PDF documents.
4. Apply preflight and problem solving techniques to submitted PDF documents.
5. Perform PDF editing techniques.

Course Assessment Plan:

1. Exams, Tests, Quizzes
2. Projects
3. Laboratory Reports

Course Outline including Time Allocation:

Instructional Unit Topic Descriptions and Time Allocations

NO.	UNIT TOPIC DESCRIPTION SUMMARY	LECTURE HOURS	LAB HOURS
I.	PDF Documents for Graphic Workflows	5	
II.	Interactive PDF Documents	7	
III.	PDF Security	3	
IV.	Problem Solving Submitted PDF Files	6	
V.	Editing PDF Documents	9	
	Total Hours	30	

FORM E

NEW COURSE INFORMATION FORM

Course Identification:

Prefix:	Number	Title
GCOM	161	Printing and Imaging Systems

Course Description:

Designed to develop theoretical and basic operation knowledge of sheetfed offset and digital presses. Extensive demonstration and operation of presses will take place to give practical experience in statistical data analysis, problem solving, trouble-shooting and color management. Includes care, maintenance, and performance capabilities of modern presses; sheetfed, web-fed offset and digital presses.

Course Outcomes and Assessment Plan:

Students satisfactorily completing this course will:

1. Demonstrate intermediate understanding of lithographic and digital press operation.
2. Correctly identify print defects and identify possible causes and solutions for correction.
3. Demonstrate the correct use of quality assurance and production measurement tools and processes
4. Explain the differences between various imaging technologies, the performance characteristics of each, and the pros and cons of each
5. Be able to defend which imaging technique should or can be used to yield a specific product outcome.
6. Demonstrate the ability to make production decisions based on costs, quality, and production schedule concerns as they relate to the printing of a product.

Course Assessment Plan:

1. Exams, Tests, Quizzes
2. Projects
3. Laboratory Reports
4. Peer Review

Course Outline including Time Allocation:

Instructional Unit Topic Descriptions and Time Allocations

NO.	UNIT TOPIC DESCRIPTION SUMMARY	LECTURE HOURS	LAB HOURS
I.	Introduction to course, laboratory safety, house keeping	1	3
II.	Introduction to lithographic presses	2	3
III.	Lithographic press systems	6	24
IV.	Introduction to digital presses	2	3
V.	Digital press systems	6	24
VI.	Paper and printable sub straights	2	3
VII.	Printing quality measurement tools	3	9
VIII.	Cause and affect of print defects	3	9

IX.	Preventive maintenance	2	6
X.	Student Evaluations	3	6
	Total Hours	30	90

FORM E

NEW COURSE INFORMATION FORM

Course Identification:

Prefix:	Number	Title
GCOM	232	Digital Color Reproduction

Course Description:

This course is designed to develop the student's knowledge/skill in creating digital color documents for various graphic workflows. Specific topics of applied knowledge include color correction, color management, image editing, color page layout applications, file optimization, scanning, digital photography, and digital color proofing.

Course Outcomes and Assessment Plan:

Students satisfactorily completing this course will ...:

1. Demonstrate knowledge of digital file fundamentals (resolution, file format, compression, and color mode).
2. Apply theory of light and color to creating digital color documents.
3. Construct digital color documents using the appropriate prepress software applications.
4. Perform color correction using numerical techniques.
5. Apply the appropriate digital file optimization characteristics for different print production workflows.

Course Assessment Plan:

1. Exams, Tests, Quizzes
2. Laboratory Reports
3. Projects
4. Peer Review

Course Outline including Time Allocation:

Instructional Unit Topic Descriptions and Time Allocations

NO.	UNIT TOPIC DESCRIPTION SUMMARY	LECTURE HOURS	LAB HOURS
I.	Digital File Fundamentals	6	6
II.	Foundations in Color	4	2
III.	Color Correction by the Numbers	7	16
IV.	Image Correction Techniques	5	12
V.	Optimizing Digital Color Files for Various Graphic Workflows	5	6
VI.	Evaluation of Student Learning	3	3
	Total Hours	30	45

FORM E

NEW COURSE INFORMATION FORM

Course Identification:

Prefix:	Number	Title
GCOM	243	Prepress Workflow Automation

Course Description:

This course is designed to introduce the student to imposition and Raster Image Processor (RIP) automation in a digital prepress environment. Specific topics of applied knowledge include job planning, digital imposition, digital trapping, Raster Image Processors, JDF automation, and computer-to-plate output

Course Outcomes and Assessment Plan:

Students satisfactorily completing this course will…:

1. Demonstrate intermediate knowledge of print production planning.
2. Formulate imposition plans for various press and bindery equipment.
3. Construct digital templates using the various imposition strategies used in print production.
4. Build Job Description Format (JDF) imposition templates and use them in a Raster Image Processor (RIP) workflow.
5. Understand prepress Raster Image Processor (RIP) workflow.

Course Assessment Plan:

1. Exams, Tests, Quizzes
2. Laboratory reports
3. Projects
4. Peer Review

Course Outline including Time Allocation:

Instructional Unit Topic Descriptions and Time Allocations

NO.	UNIT TOPIC DESCRIPTION SUMMARY	LECTURE HOURS	LAB HOURS
I.	Imposition Planning	9	28
II.	Digital Imposition Systems	7	32
III.	InRIP Workflows	7	12
IV.	Digital Output Devices	4	6
V.	Evaluation	3	12
	Total Hours	30	90

FORM E

NEW COURSE INFORMATION FORM

Course Identification:

Prefix:	Number	Title
GCOM	273	Substrates, inks, & Coatings

Course Description:

Designed to introduce the media production student to the basics of substrates including paper, vinyl, and various plastics, inks and toners, and the various coating materials being used today. Students will learn basic characteristics of these items and how they interact with one another, their production capabilities, limitations, and the afterlife in the environment.

Course Outcomes and Assessment Plan:

Students satisfactorily completing this course will...

1. Categorize the main types of printing/writing grades of paper and successfully identify samples from each category of paper type. List common grammages (or basis weights) and basic sizes for each paper grade studied.
2. Be able to list and detail the main pulp and paper manufacturing methods utilized in paper manufacturing today as evidenced by the successful labeling of a flow chart diagram of those manufacturing processes and steps. Detail how those various manufacturing process impart characteristics to the paper such as grain, opacity, gloss, texture, basis weight and other such paper properties.
3. Discuss the history of paper as a communication medium and effectively support an argumentative position on the cost vs. value proposition of paper communication contrasted with other communication media including emerging electronic media.
4. List and describe the function of the major ingredient components used in ink, toner, and coating manufacturing.
5. Locate and list TAPPI standardized paper property testing procedures and be able to describe how those properties affect printability and runnability of various categories of paper types.
6. Diagram how various coatings, colorants and substrates interact with one another to produce different print characteristics on the final printed product.

Course Assessment Plan:

1. Exams, Tests, Quizzes

Course Outline including Time Allocation:

Instructional Unit Topic Descriptions and Time Allocations

NO.	UNIT TOPIC DESCRIPTION SUMMARY	LECTURE HOURS	LAB HOURS
I.	Introduction to Course	1	0
II.	History and Value of Paper/Other Sub Straights	4	0
III.	Paper Handling, Defects and Complaint Systems	4	0

IV.	Wood and Pulping Processes	4	0
V.	Paper Manufacturing Processes	4	0
VI.	Paper Grades and Classifications	4	0
VII.	Paper Properties and Testing	4	0
VIII.	Runnability/Printability of Paper and other sub straights	4	0
IX.	Ink, Toner, and Coating Manufacturing Methods	4	0
X.	Inks, Toners, coatings and Colorants in Different Imaging Processes	4	0
XI.	Ink Paper Coating Problems	4	0
XII.	Evaluations	4	0
	Total Hours	45	0

FORM E

NEW COURSE INFORMATION FORM

Course Identification:

Prefix:	**Number**	**Title**
GCOM	**298**	**Pre-Pres Practicum**

Course Description:
This capstone course will utilize knowledge and skills learned from the Graphic Communications Media curriculum to develop a custom printed project. The student will develop an approved project from design to plate output so that it may be finished in GCOM 299.

Course Outcomes and Assessment Plan:

Students satisfactorily completing this course will...:

1. Conceptualize and develop a plan for creating a four color printed piece.
2. Build a document with the appropriate digital file characteristics for offset printing.
3. Create offset plates the printing project

Course Assessment Plan:

1. Project
2. Expert and Peer Review

Course Outline including Time Allocation:

Instructional Unit Topic Descriptions and Time Allocations

NO.	UNIT TOPIC DESCRIPTION SUMMARY	LECTURE HOURS	LAB HOURS
I.	Project Conceptualization and Planning	4	9
II.	Prepress Stages	8	28
III.	Computer-to-plate	3	6
IV.	Evaluation	0	3
	Total Hours	15	45

FORM E

NEW COURSE INFORMATION FORM

Course Identification:

Prefix:	**Number**	**Title**
GCOM	**299**	**Press and Post Press Practicum**

Course Description:

Capstone course will utilize knowledge and skills learned from the Graphic Communication curriculum. Students will print an 8-page full color book and complete final finishing needed to complete their project developed in GCOM 298. Students are required to work with the instructor to make ready a four-color press, and produce products that meet industrial standards. Students and instructor will set-up and operate needed bindery equipment to produce quality finished books. Typically Offered Spring.

Course Outcomes and Assessment Plan:

Students satisfactorily completing this course will:

1. Recognize production challenges related to producing a media project from start to end.
2. Understand the fundamentals of project management
3. Produce a product that demonstrates knowledge gain throughout the AAS degree experience

Course Assessment Plan:

1. Project
2. Expert and Peer Review

Course Outline including Time Allocation:

Instructional Unit Topic Descriptions and Time Allocations

NO.	UNIT TOPIC DESCRIPTION SUMMARY	LECTURE HOURS	LAB HOURS
I.	Writing job specification Inspection of printing plate for quality and printability	0	6
II.	Determination Correct press sheet size and suitability of all materials to be used. Cut stock and prepare needed chemicals	0	12
III.	Perform All needed press make ready operations and final press adjustments	0	12
IV.	Printing Of final sheets on a four color press maintaining quality color for complete run – instructors evaluation before continuing	0	15
V.	Perform post press cutting Set up and run folder using right angle fold	0	15
VI.	Perform all needed quality control inspections Set up gathering, stitching, and trimming operations	0	12

VII.	Complete all finishing operations	0	15
VIII.	Complete a written evaluation of the finished project	0	3
IX.			
X.			
	Total Hours		90

CREATE NEW COURSE
Course Data Entry Form

FORM F

Create New Course
Rev. 07/23/07

I. **ACTION TO BE TAKEN: CREATE A NEW COURSE**

Notes
1. Complete each item in Section I and Section II.
2. If this course is to be used as a prerequisite for other university courses, Form Fs that reflect the prerequisite change must be submitted for those courses as well.

Term Effective (6 digit code only): 201208 **Examples: 200801(Spring), 200805(Summer), 200808(Fall)**
Note: The first four digits indicate year, the next two digits indicate month in which term begins.

II. **PROPOSED FOR NEW COURSE:** Complete all sections a through r, See manual for clarification.

a. Course Prefix GCOM

b. Number 123

c. Enter Contact Hours per week in boxes.
LECture 2 LAB 3 INDependent Study – Check (x) ☐
Practicum: ☐ Seminar: ☐

d. Course Title: Finishing & Distribution Systems (Limit to 30 characters/spaces.)

e. College Code: CET f. Department Code: PDGI
Credit Hours: Check (x) type and enter maximum and minimum hours in boxes.

g. Type: ☐ Variable X Fixed h. Minimum Credit Hours 3 i. Maximum Credit Hours 3

j. May Be Repeated for Added Credit: Check (x) ☐ Yes X No

k. Levels: Check (x) X Undergraduate ☐ Graduate ☐ Professional

l. Grade Method: Check (x) X Normal Grading ☐ Credit/No Credit only (Pass/Fail)

m. Does proposed new course replace an equivalent course? Check (x) X Yes ☐ No

n. Equivalent course: Prefix PTEC Number 123 See instructions on Replacement courses.

o. CATALOG DESCRIPTION – Limit to 75 words – PLEASE BE CONCISE.
Designed to develop knowledge in the finishing and distribution operations of printed products. The cost, quality, and scheduling impacts of various methods of binding, including folding, cutting, mechanical and perfect binding will be discussed and practiced in the finishing and distribution laboratory. The role of fulfillment, the USPS and private sources of distributing finished printed product will be discussed. Understanding federal mail regulations and where to find current data will be covered.

p. Term(s) Offered: SPRING (See instructions for listing.) q. Max. Section Enrollment: 15

r. Prerequisites/Co-requisites/Restrictions: (If none, leave blank.) Limited to 100 spaces. ☐.

UCC Chair Signature/Date:

________________________ ___/___/___

Academic Affairs Approval Signature/Date:

________________________ ___/___/___

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code
☐ Basic Skill (BS) ☐ General Education (GE) ☐ Occupational Education (OC) ☐ G.E. Codes

Office of the Registrar use ONLY

Date Rec'd: ____ Date Completed: ____ Entered: SCACRSE __ SCADETL __SCARRES __ SCAPREQ __

CREATE NEW COURSE
Course Data Entry Form

FORM F

Create New Course
Rev. 07/23/07

I. **ACTION TO BE TAKEN: CREATE A NEW COURSE**

Notes

3. Complete each item in Section I and Section II.
4. If this course is to be used as a prerequisite for other university courses, Form Fs that reflect the prerequisite change must be submitted for those courses as well.

Term Effective (6 digit code only): 201208 **Examples: 200801(Spring), 200805(Summer), 200808(Fall)**
Note: The first four digits indicate year, the next two digits indicate month in which term begins.

II. **PROPOSED FOR NEW COURSE:** Complete all sections a through r, See manual for clarification.

a. Course Prefix GCOM

b. Number 132

c. Enter Contact Hours per week in boxes.
LECture 2 LAB 0 INDependent Study – Check (x) ☐
Practicum: ☐ Seminar: ☐

d. Course Title: **Portable Document Files** (Limit to 30 characters/spaces.)

e. College Code: CET **f.** Department Code: PDGI
Credit Hours: Check (x) type and enter maximum and minimum hours in boxes.

g. Type: ☐ Variable X Fixed **h.** Minimum Credit Hours 2 **i.** Maximum Credit Hours 2

j. May Be Repeated for Added Credit: Check (x) ☐ Yes X No

k. Levels: Check (x) X Undergraduate ☐ Graduate ☐ Professional

l. Grade Method: Check (x) X Normal Grading ☐ Credit/No Credit only (Pass/Fail)

m. Does proposed new course replace an equivalent course? Check (x) ☐ Yes X No

n. Equivalent course: Prefix ☐ Number ☐ See instructions on Replacement courses.

o. CATALOG DESCRIPTION – Limit to 75 words – PLEASE BE CONCISE.
This course is designed to introduce the students to Portable Document Files (PDF). Primary emphasis of the course is to teach students procedures for creating PDF documents for various digital media workflows.

p. Term(s) Offered: FALL (See instructions for listing.) **q.** Max. Section Enrollment: 30

r. Prerequisites/Co-requisites/Restrictions: (If none, leave blank.) Limited to 100 spaces. ☐.

UCC Chair Signature/Date:

________________________ __/__/__

Academic Affairs Approval Signature/Date:

________________________ __/__/__

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code
☐ Basic Skill (BS) ☐ General Education (GE) ☐ Occupational Education (OC) ☐ G.E. Codes

Office of the Registrar use ONLY

Date Rec'd: ____ Date Completed: ____ Entered: SCACRSE __ SCADETL __SCARRES __ SCAPREQ __

CREATE NEW COURSE
Course Data Entry Form

FORM F

Create New Course
Rev. 07/23/07

I. ACTION TO BE TAKEN: CREATE A NEW COURSE

Notes

5. Complete each item in Section I and Section II.
6. If this course is to be used as a prerequisite for other university courses, Form Fs that reflect the prerequisite change must be submitted for those courses as well.

Term Effective (6 digit code only): 201208 **Examples: 200801(Spring), 200805(Summer), 200808(Fall)**
Note: The first four digits indicate year, the next two digits indicate month in which term begins.

II. PROPOSED FOR NEW COURSE: Complete all sections a through r, See manual for clarification.

a. Course Prefix **GCOM**

b. Number **161**

c. Enter Contact Hours per week in boxes.
LECture 2 LAB 6 INDependent Study – Check (x) ☐
Practicum: ☐ Seminar: ☐

d. Course Title: **Printing and Imaging Systems** (Limit to 30 characters/spaces.)

e. College Code: CET f. Department Code: PDGI
Credit Hours: Check (x) type and enter maximum and minimum hours in boxes.

g. Type: ☐ Variable X Fixed h. Minimum Credit Hours 4 i. Maximum Credit Hours 4

j. May Be Repeated for Added Credit: Check (x) ☐ Yes X No

k. Levels: Check (x) X Undergraduate ☐ Graduate ☐ Professional

l. Grade Method: Check (x) X Normal Grading ☐ Credit/No Credit only (Pass/Fail)

m. Does proposed new course replace an equivalent course? Check (x) X Yes ☐ No

n. Equivalent course: Prefix PTEC Number 161 See instructions on Replacement courses.

o. **CATALOG DESCRIPTION** – Limit to 75 words – PLEASE BE CONCISE.
Designed to develop theoretical and basic operation knowledge of sheetfed offset and digital presses. Extensive demonstration and operation of presses will take place to give practical experience in statistical data analysis, problem solving, trouble-shooting and color management. Includes care, maintenance, and performance capabilities of modern presses; sheetfed, web-fed offset and digital presses.

p. Term(s) Offered: SPRING (See instructions for listing.) **q.** Max. Section Enrollment: 15

r. Prerequisites/Co-requisites/Restrictions: (If none, leave blank.) Limited to 100 spaces. ☐.

UCC Chair Signature/Date:
____________________ ___/___/___

Academic Affairs Approval Signature/Date:
____________________ ___/___/___

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code
☐ Basic Skill (BS) ☐ General Education (GE) ☐ Occupational Education (OC) ☐ G.E. Codes

Office of the Registrar use ONLY

Date Rec'd: ____ Date Completed: ____ Entered: SCACRSE __ SCADETL __SCARRES __ SCAPREQ __

CREATE NEW COURSE
Course Data Entry Form

FORM F

Create New Course
Rev. 07/23/07

I. **ACTION TO BE TAKEN: CREATE A NEW COURSE**

Notes

7. Complete each item in Section I and Section II.
8. If this course is to be used as a prerequisite for other university courses, Form Fs that reflect the prerequisite change must be submitted for those courses as well.

Term Effective (6 digit code only): 201208 **Examples: 200801(Spring), 200805(Summer), 200808(Fall)**
Note: The first four digits indicate year, the next two digits indicate month in which term begins.

II. **PROPOSED FOR NEW COURSE:** Complete all sections a through r, See manual for clarification.

a. Course Prefix GCOM

b. Number 232

c. Enter Contact Hours per week in boxes.
LECture 2 LAB 3 INDependent Study – Check (x) ☐
Practicum: ☐ Seminar: ☐

d. Course Title: **Digital Color Reproduction** (Limit to 30 characters/spaces.)

e. College Code: CET f. Department Code: PDGI
Credit Hours: Check (x) type and enter maximum and minimum hours in boxes.

g. Type: ☐ Variable X Fixed h. Minimum Credit Hours 3 i. Maximum Credit Hours 3

j. May Be Repeated for Added Credit: Check (x) ☐ Yes X No

k. Levels: Check (x) X Undergraduate ☐ Graduate ☐ Professional

l. Grade Method: Check (x) X Normal Grading ☐ Credit/No Credit only (Pass/Fail)

m. Does proposed new course replace an equivalent course? Check (x) X Yes ☐ No

n. Equivalent course: Prefix PTEC Number 232 See instructions on Replacement courses.

o. CATALOG DESCRIPTION – Limit to 75 words – PLEASE BE CONCISE.
This course is designed to develop the student's knowledge/skill in creating digital color documents for various graphic workflows. Specific topics of applied knowledge include color correction, color management, image editing, color page layout applications, file optimization, scanning, digital photography, and digital color proofing

p. Term(s) Offered: FALL (See instructions for listing.) q. Max. Section Enrollment: 25

r. Prerequisites/Co-requisites/Restrictions: (If none, leave blank.) Limited to 100 spaces. .

UCC Chair Signature/Date:

______________________ ___/___/___

Academic Affairs Approval Signature/Date:

______________________ ___/___/___

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code
☐ Basic Skill (BS) ☐ General Education (GE) ☐ Occupational Education (OC) ☐ G.E. Codes

Office of the Registrar use ONLY

Date Rec'd: ____ Date Completed: ____ Entered: SCACRSE __ SCADETL __SCARRES __ SCAPREQ __

CREATE NEW COURSE

FORM F

Course Data Entry Form

Create New Course
Rev. 07/23/07

I. ACTION TO BE TAKEN: CREATE A NEW COURSE

Notes

9. Complete each item in Section I and Section II.
10. If this course is to be used as a prerequisite for other university courses, Form Fs that reflect the prerequisite change must be submitted for those courses as well.

Term Effective (6 digit code only): 201208 **Examples: 200801(Spring), 200805(Summer), 200808(Fall)**
Note: The first four digits indicate year, the next two digits indicate month in which term begins.

II. PROPOSED FOR NEW COURSE: Complete all sections a through r, See manual for clarification.

a. Course Prefix GCOM

b. Number 243

c. Enter Contact Hours per week in boxes.
LECture 2 LAB 6 INDependent Study – Check (x) ☐
Practicum: ☐ Seminar: ☐

d. Course Title: **Prepress Workflow Automation** (Limit to 30 characters/spaces.)

e. College Code: CET f. Department Code: PDGI

Credit Hours: Check (x) type and enter maximum and minimum hours in boxes.

g. Type: ☐ Variable X Fixed h. Minimum Credit Hours 4 i. Maximum Credit Hours 4

j. May Be Repeated for Added Credit: Check (x) ☐ Yes X No

k. Levels: Check (x) X Undergraduate ☐ Graduate ☐ Professional

l. Grade Method: Check (x) X Normal Grading ☐ Credit/No Credit only (Pass/Fail)

m. Does proposed new course replace an equivalent course? Check (x) X Yes ☐ No

n. Equivalent course: Prefix PTEC Number 243 See instructions on Replacement courses.

o. **CATALOG DESCRIPTION** – Limit to 75 words – PLEASE BE CONCISE.
This course is designed to introduce the student to imposition and Raster Image Processor (RIP) automation in a digital prepress environment. Specific topics of applied knowledge include job planning, digital imposition, digital trapping, Raster Image Processors, JDF automation, and computer-to-plate output

p. Term(s) Offered: SPRING (See instructions for listing.) q. Max. Section Enrollment: 25

r. Prerequisites/Co-requisites/Restrictions: (If none, leave blank.) Limited to 100 spaces. Prereq. GCOM 132.

UCC Chair Signature/Date:

____________________ ___/___/___

Academic Affairs Approval Signature/Date:

____________________ ___/___/___

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code
☐ Basic Skill (BS) ☐ General Education (GE) ☐ Occupational Education (OC) ☐ G.E. Codes

Office of the Registrar use ONLY

Date Rec'd: ____ Date Completed: ____ Entered: SCACRSE __ SCADETL __SCARRES __ SCAPREQ __

CREATE NEW COURSE

Course Data Entry Form

FORM F

Create New Course
Rev. 07/23/07

I. ACTION TO BE TAKEN: CREATE A NEW COURSE

Notes

11. Complete each item in Section I and Section II.
12. If this course is to be used as a prerequisite for other university courses, Form Fs that reflect the prerequisite change must be submitted for those courses as well.

Term Effective (6 digit code only): 201208 **Examples: 200801(Spring), 200805(Summer), 200808(Fall)**
Note: The first four digits indicate year, the next two digits indicate month in which term begins.

II. PROPOSED FOR NEW COURSE: Complete all sections a through r, See manual for clarification.

a. Course Prefix **GCOM**
b. Number 273
c. Enter Contact Hours per week in boxes.
LECture 3 LAB 0 INDependent Study – Check (x) ☐
Practicum: ☐ Seminar: ☐

d. Course Title: **Substrates, Inks, and Coatings** (Limit to 30 characters/spaces.)

e. College Code: CET f. Department Code: PDGI
Credit Hours: Check (x) type and enter maximum and minimum hours in boxes.

g. Type: ☐ Variable X Fixed h. Minimum Credit Hours 3 i. Maximum Credit Hours 3

j. May Be Repeated for Added Credit: Check (x) ☐ Yes X No

k. Levels: Check (x) X Undergraduate ☐ Graduate ☐ Professional

l. Grade Method: Check (x) X Normal Grading ☐ Credit/No Credit only (Pass/Fail)

m. Does proposed new course replace an equivalent course? Check (x) X Yes ☐ No

n. Equivalent course: Prefix PTEC Number 273 See instructions on Replacement courses.

o. CATALOG DESCRIPTION – Limit to 75 words – PLEASE BE CONCISE.
Designed to introduce the media production student to the basics of substrates including paper, vinyl, and various plastics, inks and toners, and the various coating materials being used today. Students will learn basic characteristics of these items and how they interact with one another, their production capabilities, limitations, and the afterlife in the environment.

p. Term(s) Offered: SPRING (See instructions for listing.) q. Max. Section Enrollment: 30

r. Prerequisites/Co-requisites/Restrictions: (If none, leave blank.) Limited to 100 spaces. ☐.

UCC Chair Signature/Date:

_________________________ ___/___/___

Academic Affairs Approval Signature/Date:

_________________________ ___/___/___

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code
☐ Basic Skill (BS) ☐ General Education (GE) ☐ Occupational Education (OC) ☐ G.E. Codes

Office of the Registrar use ONLY

Date Rec'd: ____ Date Completed: ____ Entered: SCACRSE __ SCADETL __SCARRES __ SCAPREQ __

CREATE NEW COURSE
Course Data Entry Form

FORM F

Create New Course
Rev. 07/23/07

I. ACTION TO BE TAKEN: CREATE A NEW COURSE

Notes

13. Complete each item in Section I and Section II.
14. If this course is to be used as a prerequisite for other university courses, Form Fs that reflect the prerequisite change must be submitted for those courses as well.

Term Effective (6 digit code only): 201208 **Examples: 200801(Spring), 200805(Summer), 200808(Fall)**
Note: The first four digits indicate year, the next two digits indicate month in which term begins.

II. PROPOSED FOR NEW COURSE: Complete all sections a through r, See manual for clarification.

a. Course Prefix GCOM

b. Number 298

c. Enter Contact Hours per week in boxes.
LECture 1 LAB 3 INDependent Study – Check (x) ☐
Practicum: ☐ Seminar: ☐

d. Course Title: **Pre-Press Practicum** (Limit to 30 characters/spaces.)

e. College Code: CET f. Department Code: PDGI
Credit Hours: Check (x) type and enter maximum and minimum hours in boxes.

g. Type: ☐ Variable X Fixed h. Minimum Credit Hours 2 i. Maximum Credit Hours 2

j. May Be Repeated for Added Credit: Check (x) ☐ Yes X No

k. Levels: Check (x) X Undergraduate ☐ Graduate ☐ Professional

l. Grade Method: Check (x) X Normal Grading ☐ Credit/No Credit only (Pass/Fail)

m. Does proposed new course replace an equivalent course? Check (x) X Yes ☐ No

n. Equivalent course: Prefix PTEC Number 298 See instructions on Replacement courses.

o. **CATALOG DESCRIPTION** – Limit to 75 words – PLEASE BE CONCISE.
This capstone course will utilize knowledge and skills learned from the Graphic Communications Media curriculum to develop a custom printed project. The student will develop an approved project from design to plate output so that it may be finished in GCOM 299.

p. Term(s) Offered: SPRING (See instructions for listing.) q. Max. Section Enrollment: 20

r. Prerequisites/Co-requisites/Restrictions: (If none, leave blank.) Limited to 100 spaces. Co requisite GCOM 299.

UCC Chair Signature/Date:

_______________ ___/___/___

Academic Affairs Approval Signature/Date:

_______________ ___/___/___

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code
☐ Basic Skill (BS) ☐ General Education (GE) ☐ Occupational Education (OC) ☐ G.E. Codes

Office of the Registrar use ONLY

Date Rec'd: ____ Date Completed: ____ Entered: SCACRSE __ SCADETL __ SCARRES __ SCAPREQ __

CREATE NEW COURSE

Course Data Entry Form

FORM F

Create New Course
Rev. 07/23/07

I. ACTION TO BE TAKEN: CREATE A NEW COURSE

Notes

15. Complete each item in Section I and Section II.
16. If this course is to be used as a prerequisite for other university courses, Form Fs that reflect the prerequisite change must be submitted for those courses as well.

Term Effective (6 digit code only): 201208 **Examples: 200801(Spring), 200805(Summer), 200808(Fall)**
Note: The first four digits indicate year, the next two digits indicate month in which term begins.

II. PROPOSED FOR NEW COURSE: Complete all sections a through r, See manual for clarification.

a. Course Prefix **GCOM**

b. Number **299**

c. Enter Contact Hours per week in boxes.
LECture 0 LAB 6 INDependent Study – Check (x) ☐
Practicum: ☐ Seminar: ☐

d. Course Title: **Press and Post Press Practicum** (Limit to 30 characters/spaces.)

e. College Code: CET **f.** Department Code: PDGI

Credit Hours: Check (x) type and enter maximum and minimum hours in boxes.

g. Type: ☐ Variable x Fixed **h.** Minimum Credit Hours 2 **i.** Maximum Credit Hours 2

j. May Be Repeated for Added Credit: Check (x) ☐ Yes X No

k. Levels: Check (x) X Undergraduate ☐ Graduate ☐ Professional

l. Grade Method: Check (x) X Normal Grading ☐ Credit/No Credit only (Pass/Fail)

m. Does proposed new course replace an equivalent course? Check (x) X Yes ☐ No

n. Equivalent course: Prefix PTEC Number 299 See instructions on Replacement courses.

o. CATALOG DESCRIPTION – Limit to 75 words – PLEASE BE CONCISE.
Capstone course will utilize knowledge and skills learned from the Graphic Communication curriculum. Students will print an 8-page full color book and complete final finishing needed to complete their project developed in GCOM 298. Students are required to work with the instructor to make ready a four-color press, and produce products that meet industrial standards. Students and instructor will set-up and operate needed bindery equipment to produce quality finished books. Typically Offered Spring.

p. Term(s) Offered: SPRING (See instructions for listing.) **q.** Max. Section Enrollment: 20

r. Prerequisites/Co-requisites/Restrictions: (If none, leave blank.) Limited to 100 spaces. Co-requisite GCOM 298.

UCC Chair Signature/Date:

____________________ ___/___/___

Academic Affairs Approval Signature/Date:

____________________ ___/___/___

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code
☐ Basic Skill (BS) ☐ General Education (GE) ☐ Occupational Education (OC) ☐ G.E. Codes

Office of the Registrar use ONLY

Date Rec'd: ____ **Date Completed:** ____ **Entered: SCACRSE** __ **SCADETL** __ **SCARRES** __ **SCAPREQ** __

DELETE COURSE
Course Data Entry Form

FORM F

Delete Course
Rev. 7/23/07

I. ACTION TO BE TAKEN: DELETE COURSE FROM CATALOG.

Note: Complete each section.

The course described below will be moved to inactive status.

a. Term Effective: Term Fall Year 201208 See instructions.

II. CURRENT COURSE TO BE DELETED FROM THE ACTIVE STATUS:

Include the information that is in the current course database.

a. Course Prefix PTEC

b. Number 101

c. Enter Contact Hours per week in boxes.
LECture 1 LAB 3 INDependent Study – Check (x) ☐
Practicum: ☐ Seminar: ☐

d. Full Course Title: Introduction to Graphic Communications

UCC Chair Signature/Date: ______________________ __/__/__

Academic Affairs Approval Signature/Date: ______________________ __/__/__

Office of the Registrar use ONLY

Date Rec'd: ____ Date Completed: ____ Entered: SCACRSE __ SCADETL __SCARRES __ SCAPREQ __

DELETE COURSE
Course Data Entry Form

FORM F

Delete Course
Rev. 7/23/07

I. ACTION TO BE TAKEN: DELETE COURSE FROM CATALOG.

Note: Complete each section.

The course described below will be moved to inactive status.

a. Term Effective: Term Fall Year 201208 See instructions.

II. CURRENT COURSE TO BE DELETED FROM THE ACTIVE STATUS:

Include the information that is in the current course database.

a. Course Prefix PTEC

b. Number 123

c. Enter Contact Hours per week in boxes.
LECture 1 LAB 6 INDependent Study – Check (x) ☐
Practicum: ____ Seminar: ____

d. Full Course Title: Bindery and Finishing Operations

UCC Chair Signature/Date: ______________________ ___/___/___

Academic Affairs Approval Signature/Date: ______________________ ___/___/___

Office of the Registrar use ONLY

Date Rec'd: ____ Date Completed: ____ Entered: SCACRSE __ SCADETL __SCARRES __ SCAPREQ __

DELETE COURSE
Course Data Entry Form

FORM F

Delete Course
Rev. 7/23/07

I. ACTION TO BE TAKEN: DELETE COURSE FROM CATALOG.

Note: Complete each section.

The course described below will be moved to inactive status.

a. Term Effective: Term Fall Year 201208 See instructions.

II. CURRENT COURSE TO BE DELETED FROM THE ACTIVE STATUS:

Include the information that is in the current course database.

a. Course Prefix PTEC

b. Number 132

c. Enter Contact Hours per week in boxes.
LECture 2 LAB 3 INDependent Study – Check (x) ☐
Practicum: ☐ Seminar: ☐

d. Full Course Title: Digital Image Capture and Tone Reproduction

UCC Chair Signature/Date:
____________________ __/__/__

Academic Affairs Approval Signature/Date:
____________________ __/__/__

Office of the Registrar use ONLY

Date Rec'd: ____ Date Completed: ____ Entered: SCACRSE __ SCADETL __SCARRES __ SCAPREQ __

DELETE COURSE
Course Data Entry Form

FORM F

Delete Course
Rev. 7/23/07

I. ACTION TO BE TAKEN: DELETE COURSE FROM CATALOG.

Note: Complete each section.

The course described below will be moved to inactive status.

a. Term Effective: Term Fall Year 201208 See instructions.

II. CURRENT COURSE TO BE DELETED FROM THE ACTIVE STATUS:

Include the information that is in the current course database.

a. Course Prefix PTEC

b. Number 143

c. Enter Contact Hours per week in boxes.
LECture 1 LAB 3 INDependent Study – Check (x) ☐
Practicum: ____ Seminar: ____

d. Full Course Title: Conventional Image Assembly

UCC Chair Signature/Date: ______________________ ___/___/___

Academic Affairs Approval Signature/Date: ______________________ ___/___/___

Office of the Registrar use ONLY

Date Rec'd: ____ Date Completed: ____ Entered: SCACRSE __ SCADETL __SCARRES __ SCAPREQ __

DELETE COURSE
Course Data Entry Form

FORM F

Delete Course
Rev. 7/23/07

I. ACTION TO BE TAKEN: DELETE COURSE FROM CATALOG.

Note: Complete each section.

The course described below will be moved to inactive status.

a. Term Effective: Term Fall Year 201208 See instructions.

II. CURRENT COURSE TO BE DELETED FROM THE ACTIVE STATUS:

Include the information that is in the current course database.

a. Course Prefix PTEC

b. Number 153

c. Enter Contact Hours per week in boxes.
LECture 2 LAB 6 INDependent Study – Check (x) ☐
Practicum: ____ Seminar: ____

d. Full Course Title: Electronic Pagination

UCC Chair Signature/Date:

______________________ __/__/__

Academic Affairs Approval Signature/Date:

______________________ __/__/__

Office of the Registrar use ONLY

Date Rec'd: ____ Date Completed: ____ Entered: SCACRSE __ SCADETL __SCARRES __ SCAPREQ __

DELETE COURSE
Course Data Entry Form

FORM F

Delete Course
Rev. 7/23/07

I. ACTION TO BE TAKEN: DELETE COURSE FROM CATALOG.

Note: Complete each section.

The course described below will be moved to inactive status.

a. Term Effective: Term Fall Year 201208 See instructions.

II. CURRENT COURSE TO BE DELETED FROM THE ACTIVE STATUS:

Include the information that is in the current course database.

a. Course Prefix PTEC

b. Number 161

c. Enter Contact Hours per week in boxes.
LECture 2 LAB 6 INDependent Study – Check (x) ☐
Practicum: ☐ Seminar: ☐

d. Full Course Title: Sheetfed Offset Press Systems 1

UCC Chair Signature/Date: ____________________ ___/___/___

Academic Affairs Approval Signature/Date: ____________________ ___/___/___

Office of the Registrar use ONLY

Date Rec'd: ____ **Date Completed:** ____ **Entered: SCACRSE** __ **SCADETL** __ **SCARRES** __ **SCAPREQ** __

DELETE COURSE

Course Data Entry Form

FORM F

Delete Course
Rev. 7/23/07

I. ACTION TO BE TAKEN: DELETE COURSE FROM CATALOG.

Note: Complete each section.

The course described below will be moved to inactive status.

a. Term Effective: Term Fall Year 201208 See instructions.

II. CURRENT COURSE TO BE DELETED FROM THE ACTIVE STATUS:

Include the information that is in the current course database.

a. Course Prefix PTEC

b. Number 232

c. Enter Contact Hours per week in boxes.
LECture 2 LAB 6 INDependent Study – Check (x) ☐
Practicum: ____ Seminar: ____

d. Full Course Title: Digital Color Imaging

UCC Chair Signature/Date: ______________________ ___/___/___

Academic Affairs Approval Signature/Date: ______________________ ___/___/___

Office of the Registrar use ONLY

Date Rec'd: ____ **Date Completed:** ____ **Entered: SCACRSE** __ **SCADETL** __ **SCARRES** __ **SCAPREQ** __

DELETE COURSE
Course Data Entry Form

FORM F

Delete Course
Rev. 7/23/07

I. ACTION TO BE TAKEN: DELETE COURSE FROM CATALOG.

Note: Complete each section.

The course described below will be moved to inactive status.

a. Term Effective: Term Fall Year 201208 See instructions.

II. CURRENT COURSE TO BE DELETED FROM THE ACTIVE STATUS:

Include the information that is in the current course database.

a. Course Prefix PTEC

b. Number 243

c. Enter Contact Hours per week in boxes.
LECture 2 LAB 6 INDependent Study – Check (x) ☐
Practicum: ______ Seminar: ______

d. Full Course Title: **Digital Imposition and Trapping**

UCC Chair Signature/Date: ______________________ __/__/__

Academic Affairs Approval Signature/Date: ______________________ __/__/__

Office of the Registrar use ONLY

Date Rec'd: ____ **Date Completed:** ____ **Entered:** **SCACRSE** __ **SCADETL** __ **SCARRES** __ **SCAPREQ** __

DELETE COURSE
Course Data Entry Form

FORM F

Delete Course
Rev. 7/23/07

I. ACTION TO BE TAKEN: DELETE COURSE FROM CATALOG.

Note: Complete each section.

The course described below will be moved to inactive status.

a. Term Effective: Term Fall Year 201208 See instructions.

II. CURRENT COURSE TO BE DELETED FROM THE ACTIVE STATUS:

Include the information that is in the current course database.

a. Course Prefix **PTEC**	b. Number 251	c. Enter Contact Hours per week in boxes. LECture 2 LAB 0 INDependent Study – Check (x) ☐ Practicum: ____ Seminar: ____

d. Full Course Title: **Intro to Print Estimating**

UCC Chair Signature/Date:

______________________ ___/___/___

Academic Affairs Approval Signature/Date:

______________________ ___/___/___

Office of the Registrar use ONLY

Date Rec'd: ____ Date Completed: ____ Entered: SCACRSE __ SCADETL __SCARRES __ SCAPREQ __

DELETE COURSE
Course Data Entry Form

FORM F

Delete Course
Rev. 7/23/07

I. ACTION TO BE TAKEN: DELETE COURSE FROM CATALOG.

Note: Complete each section.

The course described below will be moved to inactive status.

a. Term Effective: Term Fall Year 201208 See instructions.

II. CURRENT COURSE TO BE DELETED FROM THE ACTIVE STATUS:

Include the information that is in the current course database.

a. Course Prefix PTEC

b. Number 261

c. Enter Contact Hours per week in boxes.
LECture 2 LAB 6 INDependent Study – Check (x) ☐
Practicum: ____ Seminar: ____

d. Full Course Title: Sheetfed Offset Press Systems 2

UCC Chair Signature/Date: ______________________ __/__/__

Academic Affairs Approval Signature/Date: ______________________ __/__/__

Office of the Registrar use ONLY

Date Rec'd: ____ **Date Completed:** ____ **Entered: SCACRSE** __ **SCADETL** __**SCARRES** __ **SCAPREQ** __

DELETE COURSE
Course Data Entry Form

FORM F

Delete Course
Rev. 7/23/07

I. ACTION TO BE TAKEN: DELETE COURSE FROM CATALOG.

Note: Complete each section.

The course described below will be moved to inactive status.

a. Term Effective: Term Fall Year 201208 See instructions.

II. CURRENT COURSE TO BE DELETED FROM THE ACTIVE STATUS:

Include the information that is in the current course database.

a. Course Prefix PTEC
b. Number 267
c. Enter Contact Hours per week in boxes.
LECture 2 LAB 6 INDependent Study – Check (x) ☐
Practicum: ____ Seminar: ____

d. Full Course Title: Web Offset Press Systems

UCC Chair Signature/Date: ______________________ __/__/__

Academic Affairs Approval Signature/Date: ______________________ __/__/__

Office of the Registrar use ONLY

Date Rec'd: ____ **Date Completed:** ____ **Entered:** SCACRSE __ SCADETL __SCARRES __ SCAPREQ __

DELETE COURSE

FORM F

Course Data Entry Form

Delete Course
Rev. 7/23/07

I. ACTION TO BE TAKEN: DELETE COURSE FROM CATALOG.

Note: Complete each section.

The course described below will be moved to inactive status.

a. Term Effective: Term Fall Year 201208 See instructions.

II. CURRENT COURSE TO BE DELETED FROM THE ACTIVE STATUS:

Include the information that is in the current course database.

a. Course Prefix PTEC

b. Number 273

c. Enter Contact Hours per week in boxes.
LECture 3 LAB 0 INDependent Study – Check (x) ☐
Practicum: ☐ Seminar: ☐

d. Full Course Title: Paper & Ink Technology

UCC Chair Signature/Date: ______________________ ___/___/___

Academic Affairs Approval Signature/Date: ______________________ ___/___/___

Office of the Registrar use ONLY

Date Rec'd: ____ **Date Completed:** ____ **Entered:** SCACRSE __ SCADETL __SCARRES __ SCAPREQ __

DELETE COURSE
Course Data Entry Form

FORM F

Delete Course
Rev. 7/23/07

I. ACTION TO BE TAKEN: DELETE COURSE FROM CATALOG.

Note: Complete each section.

The course described below will be moved to inactive status.

a. Term Effective: Term Fall Year 201208 See instructions.

II. CURRENT COURSE TO BE DELETED FROM THE ACTIVE STATUS:

Include the information that is in the current course database.

a. Course Prefix PTEC

b. Number 285

c. Enter Contact Hours per week in boxes.
LECture 2 LAB 3 INDependent Study – Check (x) ☐
Practicum: ☐ Seminar: ☐

d. Full Course Title: Digital Workflow

UCC Chair Signature/Date: ____________________ ___/___/___

Academic Affairs Approval Signature/Date: ____________________ ___/___/___

Office of the Registrar use ONLY

Date Rec'd: ____ **Date Completed:** ____ **Entered: SCACRSE** __ **SCADETL** __ **SCARRES** __ **SCAPREQ** __

DELETE COURSE
Course Data Entry Form

FORM F

Delete Course
Rev. 7/23/07

I. ACTION TO BE TAKEN: DELETE COURSE FROM CATALOG.

Note: Complete each section.

The course described below will be moved to inactive status.

a. Term Effective: Term Fall Year 201208 See instructions.

II. CURRENT COURSE TO BE DELETED FROM THE ACTIVE STATUS:

Include the information that is in the current course database.

a. Course Prefix PTEC

b. Number 298

c. Enter Contact Hours per week in boxes.
LECture 1 LAB 3 INDependent Study – Check (x) ☐
Practicum: ☐ Seminar: ☐

d. Full Course Title: **Prepress Project**

UCC Chair Signature/Date:
________________________ ___/___/___

Academic Affairs Approval Signature/Date:
________________________ ___/___/___

Office of the Registrar use ONLY

Date Rec'd: ____ **Date Completed:** ____ **Entered: SCACRSE** __ **SCADETL** __ **SCARRES** __ **SCAPREQ** __

DELETE COURSE
Course Data Entry Form

FORM F

Delete Course
Rev. 7/23/07

I. ACTION TO BE TAKEN: DELETE COURSE FROM CATALOG.

Note: Complete each section.

The course described below will be moved to inactive status.

a. Term Effective: Term Fall Year 201208 See instructions.

II. CURRENT COURSE TO BE DELETED FROM THE ACTIVE STATUS:

Include the information that is in the current course database.

a. Course Prefix PTEC

b. Number 299

c. Enter Contact Hours per week in boxes.
LECture 1 LAB 3 INDependent Study – Check (x) ☐
Practicum: ☐ Seminar: ☐

d. Full Course Title: Press and Post Press Project

UCC Chair Signature/Date: ______________________ ___/___/___

Academic Affairs Approval Signature/Date: ______________________ ___/___/___

Office of the Registrar use ONLY

Date Rec'd: ____ Date Completed: ____ Entered: SCACRSE __ SCADETL __SCARRES __ SCAPREQ __

FORM A
College of Arts and Sciences

Revised 05/08/2009

PROPOSAL SUMMARY AND ROUTING FORM

Proposal Title: Creation of New Concentration in Biology: B.S. Biology (Pre-Pharmacy)

Initiating Unit or Individual: Dr. Joseph Lipar
Contact Person's Name: Dr. Joseph Lipar **e-mail:** liparj1@ferris.edu **phone:** 591-2660
Date or Term of Proposal Implementation: Fall 2012

☐ **Group I - A – New degree/major or major, redirection of a current offering, or elimination of a degree, major or minor**
☒ **Group I - B – New minors or concentrations**
☐ **Group II - A – Minor curriculum clean-up and course changes**
☐ **Group II - B – New Course**
☐ **Group III - Certificates**
☐ **Group IV – Off-Campus Programs**

Group/Individual	Signature	Date	Vote/Action *
Program or Academic Unit Faculty			____ Support ____ Support with Concerns ____ Not Support
Department Faculty	Mary E B[illegible]	11/24/11	17 Support 1 Support with Concerns 0 Not Support
Department Head	Joseph Lipar	11/24/11	X Support ____ Support with Concerns ____ Not Support
College Curriculum Committee	Carl B[illegible]	12/1/11	5 Support ____ Support with Concerns 0 Not Support
Dean		12/1/11	X Support ____ Support with Concerns ____ Not Support
University Curriculum Committee	Sandy Alspach/kph	12/7/11	✓ Support 6-0 ____ Support with Concerns ____ Not Support
Senate			____ Support ____ Support with Concerns ____ Not Support
Academic Affairs			____ Support ____ Support with Concerns ____ Not Support

* Support with Concerns or Not Support must include a list of specific concerns. Votes must be shown for faculty groups. Administrators check appropriate action taken.

To be completed by Academic Affairs

President (Date Approved) ____________________
Board of Trustees (Date Approved) ____________________
President's Council (Date Approved) ____________________

1. Proposal Summary

(Summary is generally less than one page. Briefly: state what is proposed with a summary of rationale and highlights. Additional rationale may be attached.)

We propose to create a new concentration, Pre-Pharmacy (BIPP), under the umbrella of the Bachelor of Science Degree in Biology. This proposal is being made for several reasons:

1) The College of Pharmacy at Ferris State University will be changing their admission requirements such that applicants will have to complete approximately three years of undergraduate coursework instead of two years, which is currently required. Specifically, coursework that will be added to the list of prerequisites includes BIOL 375 (Genetics), CHEM 324 (Fundamentals of Biochemistry), PHYS 211 (Introductory Physics I), and MATH 251 (Statistics for the Life Sciences). Each of these courses fits into the framework of our B.S. in Biology checksheet, and each is commonly taken by students in all of our concentrations. The addition of these requirements means that students who complete all of the prerequisites for the College of Pharmacy will have already completed nearly 70% of the coursework required for a B.S. in Biology. The changes to the admission requirements for the College of Pharmacy are being made upon the recommendation of a task force that included faculty and administration from the College of Arts and Sciences.

2) Many pharmacy programs already require at least three years of undergraduate pre-pharmacy coursework, and approximately 20% of those programs require a completed undergraduate degree prior to admission.

3) Every year, approximately 20 students who had applied to the College of Pharmacy but were not accepted return to pursue an undergraduate degree in Biology. Many of those students still intend to apply to a pharmacy school after completing that degree. Those students would be well--served by the addition of a concentration in Pre-Pharmacy because a) they would have a specific checksheet to follow and therefore would receive more consistent advice from our faculty advisors, and b) the completion of a degree in Pre-Pharmacy could make them more attractive candidates for admission into a school of pharmacy.

4) For those pre-pharmacy students who decide to pursue a bachelor's degree, a B.S. in Biology would be the most efficient and direct path for them to achieve that goal.

3) The addition of a B.S. Biology with a Pre-Pharmacy Concentration will serve as a recruiting tool and will generate more interest in potential undergraduate students.

In addition to having the option of pursuing a more general B.S. in Biology (with no particular concentration), our students currently have the option of pursuing a B.S. in Biology in one of seven different concentration areas (Environmental Biology, Forensic Biology, Pre-Dentistry, Pre-Medicine, Pre-Optometry, Pre-Physical Therapy, and Pre-Veterinary Medicine). Each of these concentrations is designed to prepare students for success in their particular field of biology or medicine. We feel that a significant number of students would benefit from the addition of a concentration in Pre-Pharmacy, for the reasons described above.

Specific Requirements of the Program (See Attached Proposed Checksheet)

In addition to the specific admissions requirements of the College of Pharmacy at Ferris State University (indicated on the proposed checksheet with asterisks), students in the B.S. Biology (Pre-Pharmacy) Program would have to complete the following requirements:

- BIOL 346 (Ecological Assessment), BIOL 347 (Environmental Conservation), or BIOL 442 (Ecology)
- BIOL 460 (Current Topics in Biology)
- Nine (9) Credits of courses in BIOL numbered 300 or above
- PHYS 212 (Introductory Physics 2)
- One course that will satisfy the requirements of the Biology Application Area (as with all of our other concentrations in the B.S. Biology degree, courses that satisfy this requirement are determined through discussions between the student and the advisor)
- One 300-level ENGL course
- One course that satisfies the requirements of Social Awareness
- Electives such that a minimum of 121 credit hours is achieved

Note: Anatomy and Physiology - Although the College of Pharmacy at Ferris State University will accept either BIOL 205/206 or BIOL 321/322, we would like the students in our program to complete the BIOL 321/322 sequence, as we feel it will better prepare them for future coursework and success in their career.

Note: Because a course in cell biology is required by some pharmacy schools, we have added a recommended biology elective (either BIOL 373 – Cell Biology or BIOL 474 – Advanced Cell-Molecular Biology) to the checksheet. If students are considering application to a school of pharmacy that requires a course in cell biology, they will be advised to take one of those two courses.

Degree Completion Option

We propose that an additional option be incorporated into the program such that students who have completed all of their coursework except for the 9 credits in 300+ BIOL electives could receive their B.S. in Biology (Pre-Pharmacy) upon completion of that coursework after being admitted to the College of Pharmacy at Ferris State University.

Specific courses that could be transferred back include PHAR 311 (Medical Biochemistry), PHAR 312 (Molecular Biochemistry and Biotechnology), PHAR 315 (Pathophysiologic Basis for Therapeutics I), PHAR 316 (Pathophysiologic Basis for Therapeutics II), PHAR 428 (Pharmacokinetics), PHAR 411 (Drug Action 1), PHAR 412 (Drug Action 2), PHAR 413 (Drug Action 3), PHAR 414 (Drug Action 4), PHAR 421 (Infectious Disease 1), and PHAR 422 (Infectious Disease 2).

It will be required of all students that they formally apply for their B.S. in Biology during the first or second year of the pharmacy program so that retention statistics for the Biology Department are not negatively affected. This would ensure that those students will be receiving their B.S. in Biology no more than 5 years after starting the program. All of the PHAR courses listed above are taken during the first or second year of the pharmacy program.

The allowance for this option requires that one additional item must be changed on the proposed checksheet. Currently, all of our B.S. Biology checksheets include a requirement that 50% of the credits earned in the major must be earned at Ferris State University. (Residency Requirement: 30 minimum FSU semester credits, at least 50% FSU semester credits in major.) We propose to change that requirement somewhat for the Pre-Pharmacy concentration only such that it reads: Residency Requirement: 30 minimum FSU semester credits, at least 50% of credits in major must have a BIOL prefix and be earned at FSU.

Additional Note

Currently, pre-pharmacy students are placed into the A.S in Science (Pre-Pharmacy) program. It is expected that that program will be eliminated, as the new requirements for admission to the College of Pharmacy at Ferris exceed what should be required for an Associate's Degree. A proposal to eliminate that program would be submitted by the College of Arts and Sciences.

2. Summary of All Course Action Required*

a. Newly Created Courses to FSU:

Prefix	Number	Title

b. Courses to be Deleted From FSU Catalog:

Prefix	Number	Title

c. Existing Course(s) to be Modified:

Prefix	Number	Title

d. Addition of existing FSU courses to program

Prefix	Number	Title
BIOL	121	General Biology 1
BIOL	122	General Biology 2
BIOL	286	General Microbiology
BIOL	321	Human Anatomy and Physiology 1
BIOL	322	Human Anatomy and Physiology 2
BIOL	346	Biological Assessment

BIOL	347	Environmental Conservation
BIOL	373	Cell Biology
BIOL	375	Genetics
BIOL	442	Ecology
BIOL	460	Current Topics in Biology
BIOL	474	Advanced Cell-Molecular Biology
MATH	135	Calculus for the Life Sciences
MATH	220	Analytical Geometry and Calculus 1
MATH	251	Statistics for the Life Sciences
CHEM	121	General Chemistry 1
CHEM	122	General Chemistry 2
CHEM	321	Organic Chemistry 1
CHEM	322	Organic Chemistry 2
CHEM	324	Fundamentals of Biochemistry
CHEM	364	Biochemistry
PHYS	211	Introductory Physics 1
PHYS	212	Introductory Physics 2
MATH	251	Statistics for the Life Sciences
ENGL	150	English 1
ENGL	250	English 2
ENGL	311	Advanced Technical Writing
ENGL	321	Advanced Composition
ENGL	323	Proposal Writing
COMM	121	Fundamentals of Public Speaking
PSYC	150	Introduction to Psychology
SOCY	121	Introduction to Sociology
ECON	221	Principles of Macroeconomics

e. Removal of existing FSU courses from program
Prefix Number Title

3. Summary of All Consultations

Form Sent (B or C)	Date Sent	Responding Dept.	Date Received & by Whom
B		College of Pharmacy	
B		Mathematics	
B		Physical Sciences	
B		Languages and Literature	
B		Humanities	
C		Library	

4. Will External Accreditation be Sought? (For new programs or certificates only)

__________ Yes ____X____ No

If yes, name the organization involved with accreditation for this program.

5. Program Checksheets affected by this proposal.

B.S. in Biology (Pre-Pharmacy)

FORM B
Rev.7/23/07

CURRICULUM CONSULTATION FORM

To be completed by each department affected by the proposed change, new degree, new program, new minor, or new course. Potential duplication of coursework is reason for consultation.

1. This completed form must be forwarded with the proposal to the chair/head of the department to be consulted.
2. The department must respond within 20 calendar days of receipt of this form to insure inclusion in the final proposal. The completed form is returned to the initiator and inserted into the proposal.

   Failure to respond is interpreted as support for the proposal.

3. The Proposing Department must address any concerns raised by the department. This response will be in writing and be included in the proposal following the consultation form.

RE: Proposal Title Creation of New Concentration in Biology: B.S. Biology (Pre-Pharmacy)

Initiator(s): Joseph Lipar

Proposal Contact: Joseph Lipar **Date Sent**: 11/22/11

Department: Biological Sciences **Campus Address:** ASC 2004
(Please print)

Responding Department: Humanities

Chair/Head/Coordinator: Trinidy Williams Date Returned: _____

Based upon department faculty review on _____(date), we

- ☐ Support the above proposal.
- ☐ Support the above proposal with the modifications and concerns listed below.
- ☐ Do not support the proposal for the reasons listed below.

Comment regarding the impact this proposal has on scheduling, room assignments, faculty load, and prerequisites for your department. Use additional pages, if necessary.

FORM B
Rev.7/23/07

CURRICULUM CONSULTATION FORM

To be completed by each department affected by the proposed change, new degree, new program, new minor, or new course. Potential duplication of coursework is reason for consultation.

1. This completed form must be forwarded with the proposal to the chair/head of the department to be consulted.
2. The department must respond within 20 calendar days of receipt of this form to insure inclusion in the final proposal. The completed form is returned to the initiator and inserted into the proposal.

   Failure to respond is interpreted as support for the proposal.

3. The Proposing Department must address any concerns raised by the department. This response will be in writing and be included in the proposal following the consultation form.

RE: Proposal Title Creation of New Concentration in Biology: B.S. Biology (Pre-Pharmacy)

Initiator(s): Joseph Lipar

Proposal Contact: Joseph Lipar **Date Sent:** 11/22/11

Department: Biological Sciences **Campus Address:** ASC 2004
(Please print)

Responding Department: Languages and Literature

Chair/Head/Coordinator: Sandra Balkema Date Returned: _____

Based upon department faculty review on _____(date), we

☐ Support the above proposal.
☐ Support the above proposal with the modifications and concerns listed below.
☐ Do not support the proposal for the reasons listed below.

Comment regarding the impact this proposal has on scheduling, room assignments, faculty load, and prerequisites for your department. Use additional pages, if necessary.

FORM B
Rev.7/23/07

CURRICULUM CONSULTATION FORM

To be completed by each department affected by the proposed change, new degree, new program, new minor, or new course. Potential duplication of coursework is reason for consultation.

1. This completed form must be forwarded with the proposal to the chair/head of the department to be consulted.
2. The department must respond within 20 calendar days of receipt of this form to insure inclusion in the final proposal. The completed form is returned to the initiator and inserted into the proposal.

   Failure to respond is interpreted as support for the proposal.
3. The Proposing Department must address any concerns raised by the department. This response will be in writing and be included in the proposal following the consultation form.

RE: Proposal Title Creation of New Concentration in Biology: B.S. Biology (Pre-Pharmacy)

Initiator(s): Joseph Lipar

Proposal Contact: Joseph Lipar **Date Sent:** _____

Department: Biological Sciences **Campus Address:** ASC 2004
(Please print)

Responding Department: Mathematics

Chair/Head/Coordinator: Kirk Weller Date Returned: 12/14/11

Based upon department faculty review on 12/14/11 (date), we

☐ Support the above proposal.
☒ Support the above proposal with the modifications and concerns listed below.
☐ Do not support the proposal for the reasons listed below.

Comment regarding the impact this proposal has on scheduling, room assignments, faculty load, and prerequisites for your department. Use additional pages, if necessary.

The Mathematics Department is currently in the process of making revisions. This will likely result in Calculus I being changed from a 5 credit to 4 credit course and the possible phasing out of MATH 135. We would prefer for BIPP students to take the new 4-cr calculus course.

FORM B
Rev.7/23/07

CURRICULUM CONSULTATION FORM

To be completed by each department affected by the proposed change, new degree, new program, new minor, or new course. Potential duplication of coursework is reason for consultation.

1. This completed form must be forwarded with the proposal to the chair/head of the department to be consulted.
2. The department must respond within 20 calendar days of receipt of this form to insure inclusion in the final proposal. The completed form is returned to the initiator and inserted into the proposal.

   Failure to respond is interpreted as support for the proposal.

3. The Proposing Department must address any concerns raised by the department. This response will be in writing and be included in the proposal following the consultation form.

RE: Proposal Title Creation of New Concentration in Biology: B.S. Biology (Pre-Pharmacy)

Initiator(s): Joseph Lipar

Proposal Contact: Joseph Lipar **Date Sent:** 11/22/11

Department: Biological Sciences **Campus Address:** ASC 2004
(Please print)

Responding Department: College of Pharmacy

Chair/Head/Coordinator: Greg Wellman Date Returned: _____

Based upon department faculty review on _____(date), we

☐ Support the above proposal.
☐ Support the above proposal with the modifications and concerns listed below.
☐ Do not support the proposal for the reasons listed below.

Comment regarding the impact this proposal has on scheduling, room assignments, faculty load, and prerequisites for your department. Use additional pages, if necessary.

FORM B
Rev.7/23/07

CURRICULUM CONSULTATION FORM

To be completed by each department affected by the proposed change, new degree, new program, new minor, or new course. Potential duplication of coursework is reason for consultation.

1. This completed form must be forwarded with the proposal to the chair/head of the department to be consulted.
2. The department must respond within 20 calendar days of receipt of this form to insure inclusion in the final proposal. The completed form is returned to the initiator and inserted into the proposal.

   Failure to respond is interpreted as support for the proposal.

3. The Proposing Department must address any concerns raised by the department. This response will be in writing and be included in the proposal following the consultation form.

RE: Proposal Title Creation of New Concentration in Biology: B.S. Biology (Pre-Pharmacy)

Initiator(s): Joseph Lipar

Proposal Contact: Joseph Lipar **Date Sent**: 11/22/11

Department: Biological Sciences **Campus Address:** ASC 2004
(Please print)

Responding Department: Physical Sciences

Chair/Head/Coordinator: David Frank Date Returned: _____

Based upon department faculty review on _____(date), we

☐ Support the above proposal.
☐ Support the above proposal with the modifications and concerns listed below.
☐ Do not support the proposal for the reasons listed below.

Comment regarding the impact this proposal has on scheduling, room assignments, faculty load, and prerequisites for your department. Use additional pages, if necessary.

FORM C
Rev. 07/27/07

FLITE SERVICES CONSULTATION FORM

To be completed by the liaison librarian and approved by the Dean of FLITE. All returned forms should be included in the proposal. **FLITE must respond within 20 calendar days of receipt of this form to insure that the form is included in the final proposal.**

FAILURE TO RESPOND IS CONSIDERED AS SUPPORT OF THE CHANGE.

RE: Proposal Title: Creation of New Concentration in Biology: B.S. Biology (Pre-Pharmacy)

Projected number of students per year affected by proposed change: 125

Initiator(s): Dr. Joseph Lipar

Proposal Contact: Dr. Joseph Lipar Date Sent: ___________

Department: Biological Sciences **Campus Address:** ASC 2004
(Please print)

Liaison Librarian Signature: Frances Rosen **Date:** 11/28/11

Dean of FLITE Signature: Leah M. Mooney **Date Returned:** 11-29-11

Based upon our review on 11/28/11 (date), FLITE concludes that:

☒ Library resources to support the proposed curriculum change are currently available.

☐ Additional Library resources are needed but can be obtained from current funds.

☐ Support, but significant additional Library funds/resources are required in the amount of $____________.

☐ Does not support the proposal for reasons listed below.

Comment regarding the impact this proposal will have on library resources, collection development, programs, etc. Use additional pages if necessary.

ID: Name: **FORM D PROPOSED**

PRE-PHARMACY
BACHELOR OF SCIENCE IN BIOLOGY

FERRIS STATE UNIVERSITY
LEAD ADVISOR: ANGIE MISHLER
OFFICE: ASC 3078 PHONE: (231) 591-2745 E-MAIL: mishlera@ferris.edu FAX: (231) 591-2618

Admission requirements: First year student admission is open to high school graduates (or equivalent) who demonstrate appropriate academic preparedness, maturity and seriousness of purpose. High school courses and grade point average, ACT composite score, and ACT Mathematics and Reading sub scores will be considered in the admission and course placement process. Transfer students must have at least 12 credits at the time of application with a minimum 2.0 overall GPA including an English and mathematics course or they will be considered as first year students.

The following program presents the minimum entrance requirements of the College of Pharmacy and the requirements for the Bachelor of Science in Biology. Students may be eligible to apply if they have credit in specific courses as indicated on this checksheet. Admission to the College of Pharmacy is highly competitive, and the completion of this program does not ensure acceptance. Admission requirements for other schools of Pharmacy may vary.

Graduation Requirements:
1. 2.0 CUMULATIVE Grade Point Average in all coursework.
2. No grade lower than C- in courses that apply to major, supporting sciences, and biology application area.
3. Residency Requirement: 30 minimum FSU semester credits, at least 50% of credits in major must have a BIOL prefix and be earned at FSU.
4. Minimum of 40 credits numbered 300 or higher.
5. 121 minimum semester credits including general education requirements.
6. Students may earn only one degree in Biology (either B.S. or B.A.) from Ferris State University.

Number of 300+ Credits: ______

Program Requirements: Effective for students entering the Pre-Pharmacy Concentration Fall Semester 2012 [Note: Courses marked with an asterisk satisfy the minimum admission requirements of the College of Pharmacy at Ferris State University.]

REQUIRED		COURSE TITLE –See FSU catalog course descriptions for prerequisites not indicated below		Credit	Grade
MAJOR – 36 Credit Hours Required					
*BIOL	121	General Biology 1	(CHEM 114 or CHEM 121 concurrent)	4	
*BIOL	122	General Biology 2	(BIOL 121 & either CHEM 114 or CHEM 121)	4	
*BIOL	286 or 386	General Microbiology Microbiology and Immunology	(CHEM 122) (BIOL 322)	3 5	
*BIOL	321	Human Physiology and Anatomy 1	(BIOL 122 & CHEM 122)	4	
*BIOL	322	Human Physiology and Anatomy 2	(BIOL 321)	4	
BIOL	346 or 347 or 442	Ecological Assessment Environmental Conservation Ecology	(BIOL 122) (BIOL 122) (BIOL 122)	3	
*BIOL	375	Principles of Genetics	(BIOL 122)	3	
BIOL	460	Current Topics in Biology	(ENGL 311, 321 or 323 & Sr. Standing)	2	
BIOL Electives (300 level or above) for a total of 36 credits in BIOL courses (see next page).				7-9	
BIOL	373 or 474	Cell Biology Advanced Cell-Molecular Biol (Recommended)	(BIOL 122 & CHEM 322) (BIOL 375 & CHEM 364)	3	
SUPPORTING SCIENCES – 34-37 Credit Hours Required					
*MATH	135 or 220	Calculus for the Life Sciences Analytical Geometry & Calculus 1	(MATH 130 or by placement)	3-5	
*CHEM	121	General Chemistry 1	(MATH 115 and Prior Chemistry Class)	5	
*CHEM	122	General Chemistry 2	(CHEM 121)	5	
*CHEM	321	Organic Chemistry 1	(CHEM 122)	5	
*CHEM	322	Organic Chemistry 2	(CHEM 321)	5	
*CHEM	324 or 364	Fundamentals of Biochemistry Biochemistry	(CHEM 322) (CHEM 322)	3 4	
*PHYS	211	Introductory Physics 1	(MATH 120)	4	
PHYS	212	Introductory Physics 2	(PHYS 211)	4	

BIOLOGY APPLICATION AREA - 5 Credit Hours Required (In addition to the course listed below, choose at least one more course from the list on the next page for a total of 5 credits. Additional credits in BIOL courses may also be used.)				
*MATH	251	Statistics for the Life Sciences (MATH 130)	3	
ELECTIVES – 13-16 Credit Hours of courses to reach the minimum of 121 credits required for this degree.				

GENERAL EDUCATION REQUIREMENTS

Courses which qualify in the Scientific Understanding (Z), Cultural Enrichment (C) and Social Awareness (S) categories are delineated in the General Education section of the FSU electronic catalog: **http://www.ferris.edu/htmls/academics/gened/courses.html**

A. COMMUNICATION COMPETENCE **12 Sem Credits**

Course	Credit	Grade
*ENGL 150	3	
*ENGL 250	3	
ENGL 311 or 321 or 323	3	
*COMM 121 program requirement	3	
TOTAL		

B. SCIENTIFIC UNDERSTANDING **7 Sem Credits**

This requirement is achieved in the program major.

C. QUANTITATIVE SKILLS

This requirement is achieved in the program major.

D. CULTURAL ENRICHMENT **9 Sem Credits**

Only approved "C" courses may count toward this category.
Requirements: 1) one course must be 200+ level, 2) maximum 5 credit hours of music and/or theater activities may apply

Course	Credit	Grade
*200+ level		
*		
*		
TOTAL		

E. SOCIAL AWARENESS **9 Sem Credits**

Only approved "S" courses may count toward this category.
Requirements: 1) two different subject areas including at least one "foundation" course, 2) one course must be 200+ level

Course	Credit	Grade
*Foundation PSYC 150 or SOCY 121		
*ECON 221		
TOTAL		

F. GLOBAL CONSCIOUSNESS

Each student must complete one course from the list of qualifying courses presented in the FSU catalog. This course may also count toward fulfilling the Cultural Enrichment or Social Awareness requirement.

Course: *

G. RACE/ETHNICITY/GENDER

Each student must complete one course from the list of qualifying courses presented in the FSU catalog. This course may also count toward fulfilling the Cultural Enrichment or Social Awareness requirement.

Course: *

Note: To complete this program in four years, students must average 15-16 credit hours per semester. Students MUST consult their faculty advisor to develop a course sequence plan appropriate to their academic development and educational plans.

Biology Electives (Consult with Advisor):

BIOL 300	Pathophysiology	3	BIOL 349	Medical Parasitology	3	BIOL 472	Proteins	3
BIOL 301	Exercise Physiology	3	BIOL 350	Plants and Fungi	4	BIOL 474	Adv. Cell/Mol. Biology	3
BIOL 330	Zoology	4	BIOL 370	Developmental Biology	4	BIOL 475	Bioinformatics	3
BIOL 340	Evolution	3	BIOL 373	Cell Biology	3	BIOL 485	Biological Research	1-9
BIOL 343	Ornithology	3	BIOL 407	Forensic DNA Analysis	3	BIOL 490	Special Topics in Biology	3-4
BIOL 344	Entomology	3	BIOL 421	Endocrinology	3	BIOL 492	Biology Internship	1-9
BIOL 345	Environmental Regulations	3	BIOL 453	Plant Physiology	4	BIOL 497	Independent Study	1-6
BIOL 348	Animal Behavior	3	BIOL 470	Molecular Genetics	4			

Application Area (Consult with advisor): Any of the Biology electives above may be used. Other common classes taken include

CAHS 160	Nutrition for Healthy Living	3	RMLS 122	Responding to Emergencies	2	MRIS 102	Orientation to Med Vocab	1 or
EDPE 338	Biomechanics	3				MRIS 103	Medical Terminology	4

Note: The Pharmacy Admission Test (PCAT) is required for admission to the College of Pharmacy. Students should consider taking the PCAT in the summer of the year prior to the year of entry. More information can be found at www.pcatweb.info.

NOTICE REGARDING WITHDRAWAL, RE-ADMISSION AND INTERRUPTION OF STUDIES

Students who return to the university after an interrupted enrollment (not including summer semester) must normally meet the requirements of the curriculum which are in effect at the time of their return, not the requirements which were in effect when they were originally admitted.

Re: Fw: Pre-Pharmacy Proposal

James D Hoerter to: Mary E Zimmer 11/02/2011 08:26 PM

From: James D Hoerter/FSU
To: Mary E Zimmer/FSU@FERRIS

Support with concerns. I still feel that it is in the best interests of everyone to have a combined degree. There must be some compromise that says this is the best of the two degrees that will give the student the best preparation for pharmacy, and the best degree for further work if they do not get into pharmacy. I think the CC should at least try to do this. Otherwise, I believe, it is very confusing to the student.

Jim Hoerter
Professor of Biological Sciences
Department of Biological Sciences
ASC 2005
Ferris State University
Big Rapids, MI 49307
231-591-2563 (voice)
231-591-2540 (fax)
hoerterj@ferris.edu
http://www.ferris.edu/hoerter

-----Mary E Zimmer/FSU wrote: -----
To: Connie L Boogaard/FSU@FERRIS, Daisy L Daubert/FSU@FERRIS, Olukemi Fadayomi/FSU@FERRIS, Clifton V Franklund/FSU@FERRIS, Robert E Friar/FSU@FERRIS, Scott Herron/FSU@FERRIS, James_Hoerter@ferris.edu, Bradley Isler/FSU@FERRIS, Paul Klatt/FSU@FERRIS, Roger Mitchell/FSU@FERRIS, Mary R Murnik/FSU@FERRIS, Gary L Rodabaugh/FSU@FERRIS, Michael Ryan/FSU@FERRIS, drwelldog@gmail.com, John F Vanderploeg/FSU@FERRIS, Christopher M Westerkamp/FSU@FERRIS, Changqi Zhu/FSU@FERRIS, Mary E Zimmer/FSU@FERRIS, Anne Spain/FSU@FERRIS
From: Mary E Zimmer/FSU
Date: 11/01/2011 11:43AM
Subject: Fw: Pre-Pharmacy Proposal

Here is another proposal that we discussed in our departmental meetings - the addition of Pre-pharmacy as a new concentration in Biology. Keep in mind that Chemistry will also be offering the students the option of getting a chemistry degree with a pre-pharmacy concentration (or something along these lines).

This was approved by the curriculum committee
5 - votes of support

Please send me your vote: support, support with concerns or no support. Please write out any concerns that you might have. If I could get you to vote by next Tuesday I would appreciate it.

Thank you,

Beth

M. Beth Zimmer

Response to Languages and Literature's concerns:

The Biology department realizes that ENGL 325 (Adv Buisness Writing) is an elective that fulfills the requirements for General Education. However, in the past, in every other Biology concentration, we only have ENG 321, ENGL 311, and ENGL 323 as possible electives. If a student came to us with ENGL 325 this would be accepted with a course substitution. We would prefer our students have the ENGL 321 as you mentioned and advisors encourage students to take this elective. Most of our students do take ENGL 321.

The question of whether we should fill out a PCAF for the new concentration to the BS – Biology degree in Pre-Pharmacy was asked by Gayle Driggers, in the Dean's Office.

The Biology department felt that a PCAF is not necessary because we are NOT adding a new degree, just a new concentration in Pre-Pharmacy to the existing BS in Biology. If students do not get into Pharmacy School the first time they apply, this would give them an option for completing a degree that meets the requirements of a BS in Biology while allowing them to complete the courses that would be necessary for applying to Pharmacy schools. The Pre-pharmacy students are already in our program and taking the courses that we offer.

With the addition of this new concentration, there would be no new adjustment to the curriculum, no new classes, no new students, no new space needed, no new allocation of resources, no extra faculty needed, etc… The students are already here taking our courses and getting our degrees, it just allows them to have a particular focus to their career choice.

Pre-Pharmacy Biology Concentration
Sandra L Alspach
to:
Joseph Lipar
12/10/2011 03:03 PM
Cc:
Tracey Boncher, Terrence J Doyle, Olukemi Fadayomi, Anita Fagerman, Steve Karnes, Kristen L Motz, Carol L Rewers, Chrystal R Roach, Douglas Zentz, Paula L Hadley-Kennedy, Donald Flickinger, Mitzi A Day
Show Details

Joe,

Your proposal to create a Pre-Pharmacy concentration in Biology was approved by the UCC on Wednesday, pending a supporting consultation with the College of Pharmacy and Physical Sciences (PHYS 212).

While we appreciate the elegance of your proposal in utilizing existing courses; as a new concentration in your area, the proposal warrants, by UCC policy, the examination at the Academic Affairs level provided for through the PCAF. This process provides opportunity for discussion of implications of policy changes like your request to change the Residency Requirement for this program.

However, we support your petitioning Academic Affairs (Don Flickinger) for a waiver of the PCAF requirement at this time to expedite implementation of your program.

We suggest that you work with the College of Arts and Sciences to provide appropriate explanation for students about this new program on the check sheet; i.e. what the asterisks mean.

FORM A
College of Engineering Technology

Revised 05/08/2009

PROPOSAL SUMMARY AND ROUTING FORM

Proposal Title: BS Graphic Media Management – Redirection of PMGT and NMPP BS

Initiating Unit or Individual: PDGI Program – CET, School of Design and Manufacturing
Contact Person's Name: Patrick Klarecki **e-mail:** klareckp@ferris.edu **phone:** x2848
Date or Term of Proposal Implementation: Fall 2012
X **Group I - A – New degree/major or major, redirection of a current offering, or elimination of a degree, major or minor**
☐ **Group I - B – New minors or concentrations**
☐ **Group II - A – Minor curriculum clean-up and course changes**
☐ **Group II - B – New Course**
☐ **Group III - Certificates**
☐ **Group IV – Off-Campus Programs**

Group/Individual	Signature	Date	Vote/Action *
Program Faculty/Committee		10/12/11	✓ Support ___ Support with Concerns ___ Not Support
School Committee	Larry Schult	11/10/11	6 Support 0 Support with Concerns 0 Not Support
College Curriculum Committee	Larry Schult	11/17/11	8 Support 0 Support with Concerns 0 Not Support
Dean	Ron McLea	11/28/11	✓ Support ___ Support with Concerns ___ Not Support
University Curriculum Committee	Sandy Alspach	12/7/11	7 Support 0 Support with Concerns 0 Not Support
Senate			___ Support ___ Support with Concerns ___ Not Support
Academic Affairs			___ Support ___ Support with Concerns ___ Not Support

* Support with Concerns or Not Support must include a list of specific concerns. Votes must be shown for faculty groups. Administrators check appropriate action taken.

To be completed by Academic Affairs

President (Date Approved)	**Board of Trustees (Date Approved)**	**President's Council (Date Approved)**

1. Proposal Summary

(Summary is generally less than one page. Briefly: state what is proposed with a summary of rationale and highlights. Additional rationale may be attached.)

The required skill sets for graduates entering graphic communications careers have evolved from largely mechanical based processes to electronic, digital, and business auxiliary processes. Redirection of the AAS Printing & Digital Graphic Imaging Technology program the BS Printing Management, and the BS New Media Printing and Publishing, represents current and future needs of the industry as well as Ferris State University. We propose closing one of the two BS degrees and redirecting one BS degree to serve the needs of media industry.

A survey was sent to approximately 140 high school Art, Design, Printing, and Graphic Design teachers. The Survey asked their perceptions of the appeal to their students of this proposed broader degree scope. The concept is that most students in the *Art and Communications* Career Pathway are not ready to choose a specific path, and during the typical four years of maturation students begin to recognize opportunities within a bigger industry than first imagined. Our thought is the mix of the proposed design, technical and managerial courses might be attractive. Research data supports this hypothesis. Aside from enhancing the attractiveness for FTIAC's of FSU's program offerings in the Arts and Communications Pathway, it is believed this broader approach to "Media" management might serve as a foundation for further curriculum evolution.

The list of challenges to recruiting a talent base to enter degreed programs in printing is lengthy. Erosion of high school graphics programs, public misperceptions of our industry, and current economic conditions are all but a few things that have prevented our program to regain enrollment once enjoyed in the 80s and 90s. We do not believe Printing and Imaging Technology Management enrollment will ever grow to the 120+ students of the early 2000, or the nearly 200 students in the late 70's without a major change. The changes needed are curricular, staffing, and general focus of the program.

During the past ten years the combined enrollment into the BS Printing Management and BS New Media Printing and Publishing has remained flat despite dwindling AAS enrollment. The continuation of our own AAS degree graduates has augmented the BS degree enrollment with a larger number of internal and external transfer students. During the same period of time skill and knowledge set required by the industry have changed. The two paradigm shifts now allow us to make adjustments that will better serve our industry and improve the cost efficiency of the program to the University.

This proposal along with the AAS degree proposal adopts most of the College of Business core curriculum. As we assimilate into the COB a determination will be made as to if and when we adopt 100% of the core or claim exemption from the accrediting body as other COB programs have done.

2. Summary of All Course Action Required*

a. Newly Created Courses to FSU:

Prefix	**Number**	**Title**
GMAN	**310**	**Digital Imaging & Variable Data Systems**
GMAN	**351**	**Project Estimating & Cost Analysis**
GMAN	**361**	**Production Planning**
GMAN	**393**	**Media Management Internship**
GMAN	**425**	**Digital Workflow Automation**
GMAN	**440**	**Color Management**
GMAN	**462**	**Media Process Management**
GMAN	**498**	**Current Topics in Media Management**

b. Courses to be Deleted From FSU Catalog:

Prefix	Number	Title
PMGT	351	Printing Production Estimating
PMGT	361	Printing Production Planning
PMGT	383	Production Cost Analysis
PMGT	393	Printing Management Internship
PMGT	450	Media Project Planning and Management
PMGT	462	Printing Process Management
PMGT	499	Printing Plant Layout Organization & OSHA
NMPP	330	Digital Multimedia Production
NMPP	375	Quality Control Systems in Printing
NMPP	410	Digital Printing Systems
NMPP	420	World Wide Web Publishing
NMPP	440	Color Management
NMPP	499	Digital Prepress Project

c. Existing Course(s) to be Modified:

Prefix	Number	Title

d. Addition of existing FSU courses to program

Prefix	Number	Title
STQM	260	Introduction to Statistics
ECON	222	Principles of Microeconomics)
BLAW	321	Contracts and Sales
MGMT	301	Applied Management
MGMT	370	Quality Operations Management
MKTG	321	Principle of Marketing
ENGL	311	Advanced Technical Writing
MGMT	350	Tools for Decision Making

e. Removal of existing FSU courses from program

Prefix	Number	Title
MATH	122	Math Analysis for Business

3. Summary of All Consultations

Form Sent (B or C)	Date Sent	Responding Dept.	Date Received & by Whom
STQM B	8/22/11	Marketing	9.19.11 Mike Cooper
ECON B	8/22/11	Account., Fin., & In. Sys.	10.12.11 Dave Steenstra
BLAW B	8/22/11	Management	8.25.11 Dave Steenstra
MGMT B	8/22/11	Management	8.25.11 Dave Steenstra
MKTG B	8/22/11	Marketing	9.23.11 Mike Cooper
FINC B	8/22/11	Account., Fin., & In. Sys.	9.20.11 Jim Woolen
FLITE C	10/11/11	FLITE	10.13.11 Fran Rosen

Proposed BS Graphic Media Management

					Directed Electives
Year 3 - Fall Semester			**Crs**		**Information Technology Track**
GMAN	310	Digital Imaging & Variable Data Systems	3		ISYS 110 - Fundamentals of CIS
GMAN	361	Production Planning	3		ISYS 204 - Visual Basic
STQM	260	Introduction to Statistics	3		ISYS 305 - Software Systems
ECON*	222	Principles of Microeconomics	3		ISYS 330 - Systems Analysis
Culture		Cultural Enrichment Elective	3		ISYS 325 - Network Essentials
					ISYS 307 - MS Network Administration
		Total	**15**		
Year 3 - Spring Semester			**Crs**		
GMAN	351	Project Estimating & Cost Analysis	3		**Advertising Track**
BLAW	321	Contracts and Sales	3		AIMC 222 - Principles of Advertising
MGMT	301	Applied Management	3		AIMC 334 - Fundamentals of Media
MKTG	321	Principles of Marketing	3		AIMC 375 - B to B Advertising
ENGL	311	Advanced Technical Writing	3		
		Total	**15**		
					World Commerce Track
Summer Semester			**Crs**		ECOM 383 - B to C Commerce Marketing
GMAN	393	Media Management Internship	4		ECOM 375 - B to B Commerce Marketing
					INTB 310 - International Business Systems
Year 4 - Fall Semester			**Crs**		INTB 320 - International Logistics
GMAN	425	Digital Workflow Automation	3		
MGMT	370	Quality Operations Management	3		
MGMT	350	Tools for Decision Making	3		**Management Track**
DE		Directed Elective	3		MGMT 305 - Supervision & Leadership
Science		Scientific Understanding Elective Lecture	3		MGMT 310 - Small Business Mgmt
					MGMT 371 - Production/Operations Mgmt
		Total	**15**		MGMT 373 - Human resource Mgmt
					MGMT 375 - Negotiations
Year 4 - Spring Semester			**Crs**		MGMT 350 - Tools For Decision Making
GMAN	440	Color Management	3		
GMAN	462	Media Process Management	3		**Marketing Track**

GMAN	498	Current Topics in Media Management	1		MKTG 231 - Professional Selling
DE		Directed Elective	3		MKTG 383 - Direct Marketing
DE		Directed Elective	3		MKTG 375 - Supply Chain Marketing
DE		Directed Elective	3		
		Total	**16**		**Public Relations Track**
		AAS Credits	**64**		PREL 240 - PR Principles
		Total Credits for BS degree	**129**		PREL 341 - PR Writing/Tools
					PREL 350 - PR Ethics/Law
	*	ECON is Social Awareness Elective			

4. Will External Accreditation be Sought? (For new programs or certificates only)

X Yes

If yes, name the organization involved with accreditation for this program.

Accrediting Council for Collegiate Graphic Communications (ACCGC)

5. Program Check sheets affected by this proposal.

Television and Digital Media Production TDMP BS

FERRIS STATE UNIVERSITY
COLLEGE OF BUSINESS

OFFICE OF THE DEAN

David M. Nicol, Ph.D.
Dean

October 25, 2011

To Whom It May Concern

I would like to take this opportunity to convey the support of the College of Business for the Printing & Digital Graphic Imaging curricular proposal that is currently in the review process. The proposed changes are consistent with evolving market needs/expectations which call for supplementing field-specific knowledge with business foundation skills. While the program is scheduled to transfer into the College during 2012, it currently continues to reside in the College of Engineering Technology, hence the determination that review of the proposed change should occur within its curricular review process. However, it seemed appropriate for me to convey our support of the proposal, as well.

Should you require any clarification regarding our stance, feel free to contact me.

Sincerely,

David M. Nicol, Ph.D.
Dean
College of Business

119 South Street, BUS 200
Big Rapids, MI 49307-2284
Phone: (231) 591-2422
Fax: (231) 591-3548
E-mail: Nicold@ferris.edu
Web: www.ferris.edu/cob

The list of challenges to recruiting a talent base to enter degreed programs in printing is lengthy. Erosion of high school graphics programs, public misperceptions of our industry, and current economic conditions are all but a few things that have prevented our program to regain enrollment once enjoyed in the 80s and 90s. We do not believe Printing and Imaging Technology Management enrollment will ever grow without a major change to the 120+ students of the early 2000, or the nearly 200 students in the late 70's. The changes needed are curricular, staffing, and general focus of the program.

4. Are there similar programs at other Michigan universities? If so, where? What is the enrollment in the other programs? - ***There are no programs of this kind in the USA. Some European schools are mixing the various media channels and are offering some courses on how to manage a media mix. Clemson University has placed their "BS Graphic Communications" in their College of Business and Behavioral Sciences but curricula has not been expanded to the breadth of this proposal.***

5. Briefly explain any similarities of the proposed initiative (program objectives and/or curriculum) with already established FSU or KCAD programs: ***This new program will be a mix of managerial course offered in the COB. Further development could lead to collaboration with the CPTS in the areas of Animation and EHS in the areas of Television Production.***

6. Briefly describe indicators of the employment market for students completing this initiative, including sources used for employment information/data. – ***Current PMGT and NMPP graduates enjoy 100% placement within six months after graduation. The better students receive multiple job offers prior to leaving FSU. The Printing Program's advisory board voted unanimously in favor of this move. The concept was initially presented in 2008, a formal plan presented in 2009 at which time they supported presenting it to the COB leadership. At the October 2010 meeting the Advisory Board asked why it had not yet happened.***

7. Briefly describe indicators of potential student interest/demand for the new initiative, including sources used for student market information/data. ***Survey data suggests there is a need to bridge a gap in the minds of high school students who are intrigued by the creative communications media industry but are not at a point in their life to choose a specific path. The current AAS Printing and Digital Graphic Imaging Technology program enrollment has stabilized and beginning to see some growth. It is believed this redirection of the program will see an increase of five to ten students immediately and increase retention. Some students drop out because current programs at FSU don't fit their needs.***

8. To what extent will this initiative draw new students to FSU or KCAD? To what extent will it draw students from existing programs? ***There should be no negative affect on any existing FSU or KCAD programs. As mentioned earlier it is hoped that we will retain more students who complete an AAS degree or find they have no BS degree to their liking.***

9. Approximately how many students are expected to enroll?

in the first year?	after three years?
25 Freshmen (5 new as result of new direction)	We are confident total enrollment for four years will reach a minimum of 100. (An increase of 30 students from current)

10. At which FSU campuses/regional centers or other sites will the initiative be offered? ***Big Rapids***

11. Will Internet or other distance learning technology be used for course/program delivery? Describe. ***Some courses can be delivered on-line. Faculty are interested in further discussion about on-line delivery for credit and non-credit opportunities. A certificate directed at working professionals is of interest to the faculty for future discussion.***

Complete questions 12, 13, 14 in consultation with department head/chair and/or dean.

12. Provide a rough estimate of the resources needed to implement the initiative:

	Start-up	After Three Years
Supply and expense	$ 0	$ 20,000 (this is current program budget – no increase needed)
Equipment	$ 0	$ 20,000 (routine replacement of computer lab)
Full-time faculty	$ 0	None
Overload/adjunct faculty	$ 0	$ 10,000 Potential – dependant upon demand for courses created as campus wide electives
Other		

Estimate of Library Resources	Yes - Adequate	Some new resources needed? None	Significant number of New resources needed? None

13. Project the resources that could come from reallocation within the department or college and the new resources that would be required. ***Estimate PDGI individual faculty SCH production will increase from Avg. 250 per year to over 400. No additional resources are required.***

14. Are there new space needs? If so, how much? How would the space be used? Has existing space been identified? If so, where? Is renovation/remodeling necessary? ***No new spaces except possible relocation of faculty offices as part of COB. Laboratory space will remain in Swan. However, CET will be reallocating space as necessary in order to accommodate needs of growing programs.***

15. Is there professional accreditation for the program? Is it required or voluntary? Will accreditation be sought, and when? What will be the one-time and ongoing costs of accreditation? ***The current program is accredited by the Accrediting Council for Collegiate Graphic Communications Inc. Accreditation is voluntary and it will be sought upon re-direction. The ongoing fee is $1,500 per year. Discussions with our accrediting agency indicate support for this re-direction.***

16. Has there been preliminary discussion with other *departments/colleges that will be involved in course/program delivery? If yes, what was the feedback?* ***Yes, The COB Administrative team met with the CET administrative team in May of 2010. The CET leadership is cautiously enthusiastic about this proposal. Current concerns stem from a PDGI faculty group of six and a proposal calling for 3. Additionally, they have requested a survey of high school graphics teachers to see the demand of additional students for a redirected printing program.***

Department Head/Chair's signature: Patrick Klarecki Date 2/3/2011
If this is an interdepartmental initiative, include additional Department Head/Chair signatures

Comments: I support moving forward in the exploration of this curricular change.

Dean's or KCAD President's signature: Ron McKean Date 2/04/2011

Dean's or KCAD President's signature: Date 2/7/11

- For cross-college initiatives, include additional signature(s) of Dean(s)
- For KCAD initiatives, include KCAD President's signature
- For existing FSU-Big Rapids programs customized for off-campus delivery to a cohort group, include College and UCEL Deans' signatures

Comments:

Vice President for Academic Affairs' signature:
Date 3-18-11
or Chancellor/VP of FSU/GR's signature

☒Approved Approval indicates permission to develop the full proposal. It does not assure final approval.

Comments and/or suggestions:

☐Not approved

Explanation:

c. Initiator(s)
  Department Head/Chair(s)
  Deans' Council and KCAD President
  FSU University Curriculum Council
  FSU Academic Senate and KCAD Senate
  VPAA or Chancellor/VP of FSU/GR
  FSU Intranet

3. Summary of All Consultations

Form Sent (B or C)	Date Sent	Responding Dept.	Date Received & by Whom
STQM B	8/22/11	Marketing	9.19.11 Mike Cooper
ECON B	8/22/11	Account., Fin., & In. Sys.	10.12.11 Dave Steenstra
BLAW B	8/22/11	Management	8.25.11 Dave Steenstra
MGMT B	8/22/11	Management	8.25.11 Dave Steenstra
MKTG B	8/22/11	Marketing	9.23.11 Mike Cooper
FLITE C	10/11/11	FLITE	10.13.11 Fran Rosen

Proposed BS Graphic Media Management

					Directed Electives
Year 3 - Fall Semester			**Crs**		**Information Technology Track**
GMAN	310	Digital Imaging & Variable Data Systems	3		ISYS 110 - Fundamentals of CIS
GMAN	361	Production Planning	3		ISYS 204 - Visual Basic
STQM	260	Introduction to Statistics	3		ISYS 305 - Software Systems
ECON*	222	Principles of Microeconomics	3		ISYS 330 - Systems Analysis
Culture		Cultural Enrichment Elective	3		ISYS 325 - Network Essentials
					ISYS 307 - MS Network Administration
		Total	**15**		
Year 3 - Spring Semester			**Crs**		
GMAN	351	Project Estimating & Cost Analysis	3		**Advertising Track**
BLAW	321	Contracts and Sales	3		AIMC 222 - Principles of Advertising
MGMT	301	Applied Management	3		AIMC 334 - Fundamentals of Media
MKTG	321	Principles of Marketing	3		AIMC 375 - B to B Advertising
ENGL	311	Advanced Technical Writing	3		
		Total	**15**		
					World Commerce Track
Summer Semester			**Crs**		ECOM 383 - B to C Commerce Marketing
GMAN	393	Media Management Internship	4		ECOM 375 - B to B Commerce Marketing
					INTB 310 - International Business Systems
Year 4 - Fall Semester			**Crs**		INTB 320 - International Logistics
GMAN	425	Digital Workflow Automation	3		
MGMT	370	Quality Operations Management	3		
MGMT	350	Tools for Decision Making	3		**Management Track**
DE		Directed Elective	3		MGMT 305 - Supervision & Leadership
Science		Scientific Understanding Elective Lecture	3		MGMT 310 - Small Business Mgmt
					MGMT 371 - Production/Operations Mgmt
		Total	**15**		MGMT 373 - Human resource Mgmt
					MGMT 375 - Negotiations
Year 4 - Spring Semester			**Crs**		MGMT 350 - Tools For Decision Making
GMAN	440	Color Management	3		
GMAN	462	Media Process Management	3		**Marketing Track**

GMAN	498	Current Topics in Media Management	1		MKTG 231 - Professional Selling
DE		Directed Elective	3		MKTG 383 - Direct Marketing
DE		Directed Elective	3		MKTG 375 - Supply Chain Marketing
DE		Directed Elective	3		
		Total	**16**		**Public Relations Track**
		AAS Credits	**64**		PREL 240 - PR Principles
		Total Credits for BS degree	**129**		PREL 341 - PR Writing/Tools
					PREL 350 - PR Ethics/Law
	*	ECON is Social Awareness Elective			

4. Will External Accreditation be Sought? (For new programs or certificates only)

X Yes

If yes, name the organization involved with accreditation for this program.

Accrediting Council for Collegiate Graphic Communications (ACCGC)

5. Program Check sheets affected by this proposal.

Television and Digital Media Production TDMP BS

FORM B
Rev.7/23/07

CURRICULUM CONSULTATION FORM

To be completed by each department affected by the proposed change, new degree, new program, new minor, or new course. Potential duplication of coursework is reason for consultation.

1. This completed form must be forwarded with the proposal to the chair/head of the department to be consulted.

2. The department must respond within 20 calendar days of receipt of this form to insure inclusion in the final proposal. The completed form is returned to the initiator and inserted into the proposal.

   Failure to respond is interpreted as support for the proposal.

3. The Proposing Department must address any concerns raised by the department. This response will be in writing and be included in the proposal following the consultation form.

RE: Proposal Title AAS Graphic Communications – redirection

Elimination of Electives NMPP 330 and 420

Initiator(s): Printing and Imaging Technology Management

Proposal Contact: Patrick Klarecki **Date Sent**: 12/8/11

Department: **Printing and Imaging Technology Management** **Campus Address:** **NEC 211**
(Please print)

Responding Department: **Television and Digital Media Production**

Chair/Head/Coordinator: Glen Okonoski Date Returned: 12-9-11

Based upon department faculty review on 12-9-11(date), we

X Support the above proposal.
☐ Support the above proposal with the modifications and concerns listed below.
☐ Do not support the proposal for the reasons listed below.

Comment regarding the impact this proposal has on scheduling, room assignments, faculty load, and prerequisites for your department. Use additional pages, if necessary.

FORM B
Rev.7/23/07

CURRICULUM CONSULTATION FORM

To be completed by each department affected by the proposed change, new degree, new program, new minor, or new course. Potential duplication of coursework is reason for consultation.

1. This completed form must be forwarded with the proposal to the chair/head of the department to be consulted.
2. The department must respond within 20 calendar days of receipt of this form to insure inclusion in the final proposal. The completed form is returned to the initiator and inserted into the proposal.

   Failure to respond is interpreted as support for the proposal.
3. The Proposing Department must address any concerns raised by the department. This response will be included in the proposal following the consultation form.

RE: Proposal Title BS Graphic Media Management – Add STQM 260 – Introduction to Statistics

MATH 122 was required in the BS PMGT Program. After surveys and discussions with our advisory board we feel STQM 260 will better fit the needs of our current grads. The Prerequisite MATH 115 will be met in the AAS portion of this proposal.

Initiator(s): Printing and Imaging Technology Management

Proposal Contact: Patrick Klarecki **Date Sent:** 8/22/11

Department: **Printing and Imaging Technology Management** **Campus Address:** **NEC 211**
(Please print)

Responding Department: **Marketing**

Chair/Head/Coordinator: Mike Cooper Date Returned: 9/19/11

Based upon department faculty review on 9/19/11 (date), we

☑ Support the above proposal. NAT
☐ Support the above proposal with the modifications and concerns listed below.
☐ Do not support the proposal for the reasons listed below.

Comment regarding the impact this proposal has on scheduling, room assignments, faculty load, and prerequisites for your department. Use additional pages, if necessary.

FORM B
Rev.7/23/07

CURRICULUM CONSULTATION FORM

To be completed by each department affected by the proposed change, new degree, new program, new minor, or new course. Potential duplication of coursework is reason for consultation.

1. This completed form must be forwarded with the proposal to the chair/head of the department to be consulted.

2. The department must respond within 20 calendar days of receipt of this form to insure inclusion in the final proposal. The completed form is returned to the initiator and inserted into the proposal.

   Failure to respond is interpreted as support for the proposal.

3. The Proposing Department must address any concerns raised by the department. This response will be in writing and be included in the proposal following the consultation form.

RE: Proposal Title BS Graphic Media Management – Add MKTG 321 – Principles of Marketing

MKTG 321 was suggested as an elective in the BS PMGT Program. After surveys and discussions with our advisory board we feel MKTG 321 should be part of the curriculum. It fulfills one of the requirements of the COB core.

Initiator(s): Printing and Imaging Technology Management

Proposal Contact: Patrick Klarecki **Date Sent:** 8/22/11

Department: **Printing and Imaging Technology Management** **Campus Address:** **NEC 211**
(Please print)

Responding Department: **Marketing**

Chair/Head/Coordinator: Mike Cooper Date Returned: _____

Based upon department faculty review on 9/23 (date), we

7 ☑ Support the above proposal.
☒ Support the above proposal with the modifications and concerns listed below.
0 ☐ Do not support the proposal for the reasons listed below.

Comment regarding the impact this proposal has on scheduling, room assignments, faculty load, and prerequisites for your department. Use additional pages, if necessary.

Ecom 200 No Longer offered, suggest Ecom 383
and INTB 310 or MKTG 441
(FINC 322)
Prereq not completed to Include BUSN 499 as a requirement

FORM B
Rev.7/23/07

CURRICULUM CONSULTATION FORM

To be completed by each department affected by the proposed change, new degree, new program, new minor, or new course. Potential duplication of coursework is reason for consultation.

1. This completed form must be forwarded with the proposal to the chair/head of the department to be consulted.
2. The department must respond within 20 calendar days of receipt of this form to insure inclusion in the final proposal. The completed form is returned to the initiator and inserted into the proposal.

   Failure to respond is interpreted as support for the proposal.

3. The Proposing Department must address any concerns raised by the department. This response will be in writing and be included in the proposal following the consultation form.

RE: Proposal Title BS Graphic Media Management – Add ECON 222 Principles of Microeconomics

According to survey data and advisory board feedback graduates entering the Print Media industry need a higher level of understanding of business economics. Additionally we hope to work towards adopting the COB core curriculum within the next 3-5 years. This course will fulfill one of the requirements.

Initiator(s): Printing and Imaging Technology Management

Proposal Contact: Patrick Klarecki **Date Sent**: 8/22/11

Department: Printing and Imaging Technology Management Campus Address: NEC 211
(Please print)

Responding Department: Management

Chair/Head/Coordinator: Dave Steenstra Date Returned: 10/12/11

Based upon department faculty review on 10/11/11 (date), we

☒ Support the above proposal.
☐ Support the above proposal with the modifications and concerns listed below.
☐ Do not support the proposal for the reasons listed below.

Comment regarding the impact this proposal has on scheduling, room assignments, faculty load, and prerequisites for your department. Use additional pages, if necessary.

FORM B
Rev.7/23/07

CURRICULUM CONSULTATION FORM

To be completed by each department affected by the proposed change, new degree, new program, new minor, or new course. Potential duplication of coursework is reason for consultation.

1. This completed form must be forwarded with the proposal to the chair/head of the department to be consulted.

2. The department must respond within 20 calendar days of receipt of this form to insure inclusion in the final proposal. The completed form is returned to the initiator and inserted into the proposal.

   Failure to respond is interpreted as support for the proposal.

3. The Proposing Department must address any concerns raised by the department. This response will be in writing and be included in the proposal following the consultation form.

RE: Proposal Title BS Graphic Media Management – Add BLAW 321 – Contracts and Sales

The previous PMGT BS degree required BLAW 301. The faculty and advisory board feel either 301 or 321 are acceptable for current industry needs. Additionally we hope to work towards adopting the COB core curriculum within the next 3-5 years. This course will fulfill one of the requirements.

Initiator(s): Printing and Imaging Technology Management

Proposal Contact: Patrick Klarecki **Date Sent**: 8/22/11

Department: Printing and Imaging Technology Management Campus Address: NEC 211
(Please print)

Responding Department: Management
Chair/Head/Coordinator: Dave Steenstra Date Returned: 8/25/11

Based upon department faculty review on 8/24 (date), we

☒ Support the above proposal.
☐ Support the above proposal with the modifications and concerns listed below.
☐ Do not support the proposal for the reasons listed below.

Comment regarding the impact this proposal has on scheduling, room assignments, faculty load, and prerequisites for your department. Use additional pages, if necessary.

FORM B
Rev.7/23/07

CURRICULUM CONSULTATION FORM

To be completed by each department affected by the proposed change, new degree, new program, new minor, or new course. Potential duplication of coursework is reason for consultation.

1. This completed form must be forwarded with the proposal to the chair/head of the department to be consulted.
2. The department must respond within 20 calendar days of receipt of this form to insure inclusion in the final proposal. The completed form is returned to the initiator and inserted into the proposal.

   Failure to respond is interpreted as support for the proposal.

3. The Proposing Department must address any concerns raised by the department. This response will be in writing and be included in the proposal following the consultation form.

RE: Proposal Title BS Graphic Media Management – Add MGMT 350 Tools for Decision Making

According to survey data and advisory board feedback graduates entering the Print Media industry need a higher level of understanding of business finance. Additionally we hope to work towards adopting the COB core curriculum within the next 3-5 years. Currently students will have completed ACCT 201 but NOT 202. Can this prerequisite be waived?

Initiator(s): Printing and Imaging Technology Management

Proposal Contact: Patrick Klarecki **Date Sent**: 10/22/11

Department: Printing and Imaging Technology Management Campus Address: NEC 211
(Please print)

Responding Department: Management

Chair/Head/Coordinator: Dave Steenstra Date Returned: 10/11/11

Based upon department faculty review on 10/11 (date), we

☒ Support the above proposal.
☐ Support the above proposal with the modifications and concerns listed below.
☐ Do not support the proposal for the reasons listed below.

Comment regarding the impact this proposal has on scheduling, room assignments, faculty load, and prerequisites for your department. Use additional pages, if necessary.

FORM B
Rev.7/23/07

CURRICULUM CONSULTATION FORM

To be completed by each department affected by the proposed change, new degree, new program, new minor, or new course. Potential duplication of coursework is reason for consultation.

1. This completed form must be forwarded with the proposal to the chair/head of the department to be consulted.
2. The department must respond within 20 calendar days of receipt of this form to insure inclusion in the final proposal. The completed form is returned to the initiator and inserted into the proposal.

   Failure to respond is interpreted as support for the proposal.

3. The Proposing Department must address any concerns raised by the department. This response will be in writing and be included in the proposal following the consultation form.

RE: Proposal Title BS Graphic Media Management – Add MGMT 301 Applied Mgmt, and MGMT 370 Quality Operations Management

The previous PMGT BS degree suggested MGMT 301 as an Elective. The previous PMGT BS degree contained it's own quality management course specific to printing. Industry specific content will be covered in other GMAN courses. Additionally we hope to work towards adopting the COB core curriculum within the next 3-5 years. These courses will fulfill one of the requirements.

Initiator(s): Printing and Imaging Technology Management

Proposal Contact: Patrick Klarecki **Date Sent:** 8/22/11

Department: Printing and Imaging Technology Management **Campus Address:** NEC 211
(Please print)

Responding Department: Management

Chair/Head/Coordinator: Dave Steenstra Date Returned: 8-25-11

Based upon department faculty review on 8-24 (date), we

☒ Support the above proposal.
☐ Support the above proposal with the modifications and concerns listed below.
☐ Do not support the proposal for the reasons listed below.

Comment regarding the impact this proposal has on scheduling, room assignments, faculty load, and prerequisites for your department. Use additional pages, if necessary.

FORM C
Rev. 07/27/07

FLITE SERVICES CONSULTATION FORM

To be completed by the liaison librarian and approved by the Dean of FLITE. All returned forms should be included in the proposal. **FLITE must respond within 20 calendar days of receipt of this form to insure that the form is included in the final proposal.**

FAILURE TO RESPOND IS CONSIDERED AS SUPPORT OF THE CHANGE.

RE: Proposal Title: BS Graphic Media Management - Redirection

Projected number of students per year affected by proposed change: 75

Initiator(s): Printing and Imaging Technology Management

Proposal Contact: Patrick Klarecki Date Sent: 3/16/11

Department: Printing and Imaging Technology Management Campus Address: NEC 211
(Please print)

Liaison Librarian Signature: Fran Rosen Frances Rosen **Date: 10/11/11**

Dean of FLITE Signature: Leah M. Monger **Date Returned:** 10-12-11

Based upon our review on 10/11/11 (date), FLITE concludes that:

☑ Library resources to support the proposed curriculum change are currently available.

☐ Additional Library resources are needed but can be obtained from current funds.

☐ Support, but significant additional Library funds/resources are required in the amount of $__________.

☐ Does not support the proposal for reasons listed below.

Comment regarding the impact this proposal will have on library resources, collection development, programs, etc. Use additional pages if necessary.

ORIGINAL

End of Program Outcomes
BS Graphic Media Management

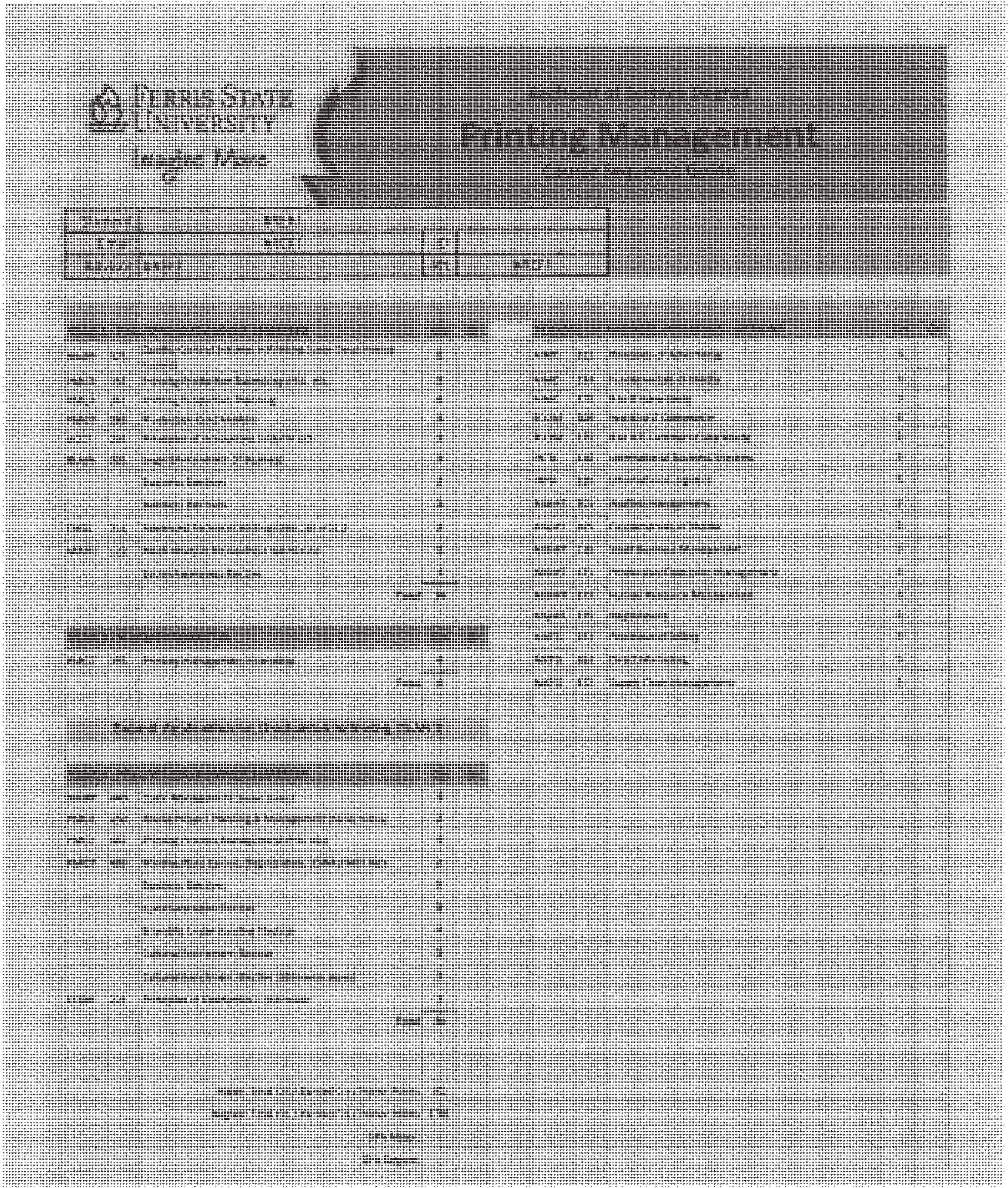
The overall objective of the BS Graphic Media Management program is to prepare graduates for careers in a very dynamic print and graphic media industry.

Students who complete this BS degree in Graphic Media Management will have also completed the AAS Graphic Communications degree or a related AAS degree and will have the ability to:

- Create and manage variable image and web to print workflows
- Enhance digital press operations to improve quality and efficiency
- Plan, estimate, and schedule various media jobs
- Understand the organizational dynamics of a print media organization
- Develop production schedules and utilize various control systems to maintain statistical data on production
- Have a basic working understanding of business statistics
- Develop activity based costing and basic hourly rate spreadsheets for print media production
- Make purchasing and production decisions through the analysis of break-even or cross over points
- Understand legal ramifications of negotiating contracts and sales agreements
- Build basic marketing plans and understand how print media plays a role in marketing
- Perform numerous quality checks and use G7 as a baseline for improvement
- Use many LEAN tools to improve production and quality matrices
- Communicate effectively and efficiently
- Automate digital workflows to achieve customer satisfaction and improve production performance
- Understand basic accounting and production accounting practices

FORM D

Current PMGT BS Degree Check Sheet



Ferris State University
Imagine More

Bachelor of Science Degree

Printing Management

[illegible]

FERRIS STATE UNIVERSITY
Imagine More

Bachelor of Science Degree

Printing Management

Course Sequence Guide

Student	[illegible]		
Email	[illegible]	ID	
Advisor	[illegible]	PIN	[illegible]

YEAR 3 - FALL/SPRING/SUMMER SEMESTER			Cred	Gr
PRNT	[illegible]	Quality Control Systems in Printing [illegible]	3	
PRNT	[illegible]	Printing Production Controlling (PRNT [illegible])	3	
PRNT	[illegible]	Printing Production Planning	3	
PRNT	[illegible]	Production Cost Analysis	3	
ACCT	201	Principles of Accounting 1 ([illegible])	3	
BLAW	321	Legal Environment of Business	3	
		Business Elective	3	
		Business Elective	3	
ENGL	[illegible]	Advanced Technical Writing (ENGL [illegible])	3	
[illegible]	[illegible]	Math Analysis for Business ([illegible])	3	
		Social Awareness Elective	3	
		Total	[illegible]	

YEAR 3 - SUMMER SEMESTER			Cred	Gr
PRNT	[illegible]	Printing Management Internship	[illegible]	
		Total	[illegible]	

Submit Application for Graduation following YEAR 3

YEAR 4 - FALL/SPRING/SUMMER SEMESTER			Cred	Gr
PRNT	[illegible]	Color Management [illegible]	3	
PRNT	[illegible]	Graphic Project Planning & Management ([illegible])	3	
PRNT	[illegible]	Printing Process Management (PRNT [illegible])	3	
PRNT	[illegible]	Printing Plant Layout / Organization ([illegible])	3	
		Business Elective	3	
		Communication Elective	3	
		Scientific Understanding Elective	[illegible]	
		Cultural Enrichment Elective	3	
		Cultural Enrichment Elective ([illegible])	3	
ECON	221	Principles of Economics 1 ([illegible])	3	
		Total	[illegible]	

Major Total Cr. / Business Cr. / [illegible] [illegible]

Degree Total Cr. / [illegible] [illegible]

GPA Major

GPA Degree

BUSINESS ELECTIVES (FALL/SPRING) - OPTIONAL			Cred	Gr
ADVG	[illegible]	Principles of Advertising	3	
[illegible]	[illegible]	Fundamentals of Media	3	
[illegible]	[illegible]	[illegible]	3	
[illegible]	[illegible]	[illegible]	3	
[illegible]	[illegible]	E-Commerce Marketing	3	
[illegible]	[illegible]	[illegible]	3	
[illegible]	[illegible]	International Logistics	3	
MGMT	[illegible]	Applied Management	3	
MGMT	[illegible]	Fundamentals of Media	3	
MGMT	[illegible]	Small Business Management	3	
MGMT	[illegible]	Production/Operations Management	3	
MGMT	[illegible]	Human Resource Management	3	
MGMT	[illegible]	Negotiation	3	
MKTG	[illegible]	Professional Selling	3	
MKTG	[illegible]	Direct Marketing	3	
MKTG	[illegible]	Supply Chain Management	3	

Contact: the Printing Management Office
for more information
Phone: [illegible]
Email: [illegible]
www.ferris.edu/[illegible]

Fall [illegible]
[illegible]

FERRIS STATE UNIVERSITY
Imagine More

Bachelor of Science Degree

New Media Printing and Publishing

Course Sequence Guide

Student:			
Email:		ID:	
Advisor:		Ph:	

YEAR 3 - FALL SEMESTER			Cr.	Gr.
[illegible]	[illegible]	[illegible]	[illegible]	
[illegible]	[illegible]	Print Production Planning	[illegible]	
[illegible]	[illegible]	[illegible]	[illegible]	
[illegible]	[illegible]	[illegible]	[illegible]	
[illegible]	[illegible]	[illegible]	[illegible]	
		Total	[illegible]	

YEAR 3 - SPRING SEMESTER			Cr.	Gr.
[illegible]	[illegible]	[illegible]	[illegible]	
[illegible]	[illegible]	[illegible]	[illegible]	
[illegible]	[illegible]	Production Cost Analysis	[illegible]	
[illegible]	[illegible]	[illegible]	[illegible]	
[illegible]	[illegible]	[illegible]	[illegible]	
		Cultural Enrichment Elective	[illegible]	
		Social Awareness Elective	[illegible]	
		Total	[illegible]	[illegible]

YEAR 3 - SUMMER SEMESTER			Cr.
[illegible]	[illegible]	[illegible]	[illegible]
		Total	[illegible]

[illegible]

YEAR 4 - FALL SEMESTER			Cr.
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	Small Group Decision Making	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
		Scientific Understanding Elective	[illegible]
		Total	[illegible]

YEAR 4 - SPRING SEMESTER			Cr.
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]
		[illegible]	[illegible]
		[illegible]	[illegible]
		Total	[illegible]

[illegible]

Proposed Transition Check Sheet

	Proposed BS Graphic Media Management					
	Fall 2012 Seniors		Transition	Fall 2012		
	Year 3 - Fall Semester 2011			**Crs**	**Grade**	**Comments**
	NMPP	410	Digital Printing Systems	3		
	PMGT	361	Print Production Planning	4		
	PMGT	351	Print Estimating	3		
	ECON*	221	Principles of Macroeconimics	3		
	Culture		Cultural Enrichment Elective	3		
			Total	**16**		
	Year 3 - Spring Semester 2012			**Crs**	**Grade**	**Comments**
	PMGT	383	Production Cost Analysis	3		
	BLAW	321	Contracts and Sales	3		
	MGMT	301	Applied Management	3		
	MKTG	321	Principles of Marketing	3		
	ENGL	311	Advanced Technical Writing	3		
			Total	**15**		
	Summer Semester 2012			**Crs**	**Grade**	**Comments**
	PMGT	393	Internship	4		
	Year 4 - Fall Semester 2012			**Crs**	**Grade**	**Comments**

	GMAN	425	Digital Workflow Automation	3		
	MGMT	370	Quality Operations Management	3		
	MGMT	350	Tools for Decision Making	3		
	DE		Directed Business Elective	3		
	Science		Scientific Understanding Elective Lecture	3		
			Total	**15**		
	Year 4 - Spring Semester 2013			**Crs**	**Grade**	**Comments**
	GMAN	440	Color Management	3		
	GMAN	462	Media Process Management	3		
	GMAN	498	Current Topics in Media Management	1		
	DE		Directed Business Elective	3		
	DE		Directed Business Elective	3		
	DE		Directed Business Elective	3		
			Total	**16**		
			AAS Credits	**64**		
			Total Credits for BS degree	**130**		

PROPOSED

FERRIS STATE
UNIVERSITY
Imagine More

Bachelor of Science Degree

Graphic Media Management

Program Academic Requirements

Student:				Transfer Credits:	
Email:		ID:		GPA Major:	
Advisor:	MAJOR	Ph:	Gr	GPA Degree:	

Entry Criteria:
1. Associate Degree in Graphic Communications, Graphic Design or equivalent
2. Minimum 2.75 GPA in major area courses (all Graphic Communications courses)

			Cr	Gr	TR
MAJOR					
GMAN	310	Digital Imaging & Variable Data Printing	3		
GMAN	351	ProjectEstimating & Cost Analysis	3		
GMAN	361	Production Planning	3		
GMAN	393	Media Management Internship	4		
GMAN	425	Digital Workflow Automation	3		
GMAN	440	Color Management	3		
GMAN	462	Media Process Managment	3		
GMAN	498	Current Topics in Media Management	1		
MAJOR RELATED					
BLAW	321	Contracts and Sales	3		
MGMT	301	Applied Management	3		
MGMT	350	Tools for Decision Making	3		
MGMT	370	Quality Operations Management	3		
MKTG	321	Principles of Marketing	3		
STQM	260	Introduction to Statistics	3		
		Directed Elective	3		
		Directed Elective	3		
		Directed Elective	3		
		Directed Elective	3		
COMMUNICATIONS COMPETENCE					
ENGL	311	Advanced Technical Writing (ENGL 250 or 211)	3		
SCIENTIFIC UNDERSTANDING					
		Scientific Understanding Elective	3		
CULTURAL ENRICHMENT					
		Cultural Enrichment Elective (200 level or above)	3		
SOCIAL AWARENESS					
ECON	222	Principles of Macroconomics	3		
		Total	65		

			Cr	Gr	TR
Directed Electives					
Information Technology Track					
ISYS	110	Fundamentals of CIS	3		
ISYS	204	Visual Basic	3		
ISYS	305	Software Systems	3		
ISYS	307	MS Network Administration	3		
ISYS	325	Network Essentials	3		
ISYS	330	Systems Analysis	3		
Advertising Track					
AIMC	222	Principles of Advertising	3		
AIMC	334	Fundamentals of Media	3		
AIMC	375	Business to Business Advertising	3		
World Commerce Track					
ECOM	375	Business to Consumer Commerce Marketing	3		
ECOM	383	Business to Business Commerce Marketing	3		
INTB	310	International Business Systems	3		
INTB	320	International Logistics	3		
Management Track					
MGMT	305	Supervision & Leadership	3		
MGMT	310	Small Business Management	3		
MGMT	371	Production Operations Management	3		
MGMT	373	Human Resources Management	3		
MGMT	375	Negotiations	3		
Marketing Track					
MKTG	231	Professional Selling	3		
MKTG	375	Supply Chain Management	3		
MKTG	383	Direct Marketing	3		
Public Relations Track					
PREL	240	Public Relations Principles	3		
PREL	341	Public Relations Writing Tools	3		
PREL	350	Public Relations Ethics Law	3		

General Education Requirements: One course (3cr) Global Consciousness, One Course (3cr) Race - Ethnicity - Gender(REG),
One Course(3cr) Foundation – Multiple Requirements may be satisfied by a single course.
Cultural Enrichment – 9 credits (3 credits in course > 200 level);
Social Awareness - 9 credits (3 credits in course > 200 level)
Reference: http://www.ferris.edu/htmls/academics/gened/gen_edspecific.html
40 credits at or above the 300 level are rquired in the BS program.

Contact the Printing Program office
for more information
Phone: 231-591-2845
Email:Printing&NewMedia@ferris.edu
www.ferris.edu/graphiccomm

Fall 2011
6/8/11

Proposed

FERRIS STATE UNIVERSITY
Imagine More

Bachelor of Science Degree

Graphic Media Management

Course Sequence Guide

Student:			Transfer Credits:	
Email:		ID:	GPA Major:	
Advisor:	MAJOR	Ph: Gr	GPA Degree:	

YEAR 3 - FALL SEMESTER			**Crs**	**Gr**
GMA	310	Digital Imaging & Variable Data Systems	3	
GMA	361	Production Planning	3	
STQM	260	Introduction to Statistics	3	
ECON	222	Principles of Microeconomics	3	
		Cultural Enrichment Elective (200 Level or Abo	3	
		Total	15	
YEAR 3 - SPRING SEMESTER			**Crs**	**Gr**
GMAN	351	Project Estimating & Cost Analysis	3	
BLAW	321	Contracts and Sales	3	
MGMT	301	Applied Management	3	
MKTG	321	Principles of Marketing	3	
ENGL	311	Advanced Technical Writing (ENGL 250 or 211)	3	
		Total	15	
YEAR 3 - SUMMER SEMESTER			**Crs**	**Gr**
GMAN	393	Printing Management Internship	4	
		Total	4	

Submit Application for Graduation following YEAR 3

YEAR 4 - FALL SEMESTER			**Crs**	**Gr**
GMAN	425	Digital Workflow Automation	3	
MGM	350	Tools for Decision Making	3	
MGM	370	Quality Operations Management	3	
		Scientific Understanding Elective	3	
		Directed Business Electives	3	
		Total	15	
YEAR 4 - SPRING SEMESTER			**Crs**	**Gr**
GMA	440	Color Management	3	
GMA	462	Media Process Management	3	
GMA	498	Current Topics in Media Management	1	
		Directed Business Electives	3	
		Directed Business Electives	3	
		Directed Business Electives	3	
		Total	16	
		Major: Total Crs / Earned Crs / Honor Points		
		Degree: Total Crs / Earned Crs / Honor Points	65	
		GPA Major:	-	
		GPA Degree:	-	

Directed Electives				
Information Technology Track			**Crs**	**Gr**
ISYS	110	Fundamentals of CIS	3	
ISYS	204	Visual Basic	3	
ISYS	305	Software Systems	3	
ISYS	307	MS Network Administration	3	
ISYS	325	Network Essentials	3	
ISYS	330	Systems Analysis	3	
Advertising Track				
AIMC	222	Principles of Advertising	3	
AIMC	334	Fundamentals of Media	3	
AIMC	375	Business to Business Advertising	3	
World Commerce Track				
ECOM	375	Business to Consumer Commerce Marketing	3	
ECOM	383	Business to Business Commerce Marketing	3	
INTB	310	International Business Systems	3	
INTB	320	International Logistics	3	
Management Track				
MGMT	305	Supervision & Leadership	3	
MGMT	310	Small Business Management	3	
MGMT	371	Production Operations Management	3	
MGMT	373	Human Resources Management	3	
MGMT	375	Negotiations	3	
Marketing Track				
MKTG	231	Professional Selling	3	
MKTG	375	Supply Chain Management	3	
MKTG	383	Direct Marketing	3	
Public Relations Track				
PREL	240	Public Relations Principles	3	
PREL	341	Public Relations Writing Tools	3	
PREL	350	Public Relations Ethics Law	3	

Contact the Printing Program office
for more information
Phone: 231-591-2845
Email:Printing&NewMedia@ferris.edu
www.ferris.edu/graphiccomm

Fall 2011
6/8/11

End of Program Outcomes
BS Graphic Media Management

The overall objective of the BS Graphic Media Management program is to prepare graduates for careers in a very dynamic print and graphic media industry.

Students who complete this BS degree in Graphic Media Management will have also completed the AAS Graphic Communications degree or a related AAS degree and will have the ability to:

- Create and manage variable image and web to print workflows
- Enhance digital press operations to improve quality and efficiency
- Plan, estimate, and schedule various media jobs
- Understand the organizational dynamics of a print media organization
- Develop production schedules and utilize various control systems to maintain statistical data on production
- Have a basic working understanding of business statistics
- Develop activity based costing and basic hourly rate spreadsheets for print media production
- Make purchasing and production decisions through the analysis of break-even or cross over points
- Understand legal ramifications of negotiating contracts and sales agreements
- Build basic marketing plans and understand how print media plays a role in marketing
- Perform numerous quality checks and use G7 as a baseline for improvement
- Use many LEAN tools to improve production and quality matrices
- Communicate effectively and efficiently
- Automate digital workflows to achieve customer satisfaction and improve production performance
- Understand basic accounting and production accounting practices

Assessment Plan

- Projects
- Exams, Tests, Quizzes
- Research Papers
- Lab Experiments
- Case Study Review

FORM E

NEW COURSE INFORMATION FORM

Course Identification:

Prefix:	Number	Title
GMAN	310	Digital Imaging and Variable Data Systems

Course Description:
This course is designed to introduce students to emerging technologies in digital and variable data printing. The impact of these technologies on traditional print markets and new digital printing markets are explored. Students examine specific digital printing technologies including: color toner based print engines, ink jet, and direct to press offset presses. Students complete projects utilizing databases and variable data printing software, servers and presses to produce unique customized variable data print campaigns.

Course Outcomes and Assessment Plan:
Upon successful completion of this course the student will be able to:

1. Correctly diagram the digital imaging systems detailing how each process fundamentally produces an image on a substrate.
2. Demonstrate an understanding of exactly where the emerging digital and variable print technologies, introduced in this course, align with the broader printing and new media industry today.
3. Produce a variety of digital printing lab projects utilizing both solvent and aqueous based ink jet based digital printing systems.
4. Successfully strategize, implement and produce a variable data printing campaign utilizing industry standard variable data software titles and color toner based print engines.
5. Recognize and differentiate between "old media" and "new media" and be able to explain their impacts on each other.

Course Assessment Plan:

1. Exams, tests, Quizzes
2. Projects
3. Laboratory Reports
4. Research Papers
5. Peer Review

Course Outline including Time Allocation:
Instructional Unit Topic Descriptions and Time Allocations

NO.	UNIT TOPIC DESCRIPTION SUMMARY	LECTURE HOURS	LAB HOURS
I.	Introduction	1	0
II.	Electrophotography	3	3

III.	Mailing Lists and Database List Management	2	6
IV.	Variable Data Printing (VDP) Software	4	6
V.	Variable Data Printing Workfllows	4	6
VI.	VDP Systems Markets/Campaigns/Products	4	3
VII.	Continuous and Drop on Demand Ink Jet Systems	6	8
VIII.	Ink Jet Inks-Aqueous, Solvent and Ultra Violet Based	2	6
IX.	Machine Storage/Lab shutdown	1	6
	EXAMINATIONS	3	1
	TOTALS	30	45

FORM E

NEW COURSE INFORMATION FORM

See Sample – Limit to Two Pages Please

Course Identification:

Prefix:	**Number**	**Title**
GMAN	**351**	**Project Estimating and Cost Analysis**

Course Description:
A course designed to give the student a working knowledge of estimating the cost of a job in the graphic media industry. Involves the estimating of materials and labor relative to current industry practices for the production of a printed product. Emphasis will be on estimating by analyzing the product to be produced and deciding the most economical ways of production. Students will be introduced to the use of cost controls used in the Graphic Media. The course includes break-even charts, budgeted hourly rates, cash flow projection, return-on-investment analysis, budget forecasting, and contribution analysis. Typically Offered

.

Course Outcomes and Assessment Plan:
Upon successful completion of this course the student will be able to:
Students satisfactorily completing this course will be able to:

1. Identify and understand the characteristics of materials used in the production of a media project
2. Determine the amounts of various materials needed and calculated their cost contribution to a media project including waste and spoilage
3. Estimate the cost of service portions of media projects
4. Estimate the machine time required to manufacture a media project
5. Define and establish a cost system
6. Build and maintain a database of budgeted hourly rates for all aspects of media production

Course Outline including Time Allocation:
Instructional Unit Topic Descriptions and Time Allocations

Instructional Unit Topic Descriptions and Time Allocations

NO.	UNIT TOPIC DESCRIPTION SUMMARY	LECTURE HOURS	LAB HOURS
I.	Introduction to course, review objectives and expectations	1	0
II.	Print Media Materials – Paper, Ink, Coatings, and Decorating	5	0
III.	Purchasing Materials – Understanding Basis Weights, Catalog Pricing and other unit pricing formulas	4	0

IV.	Structure of Estimating – bringing all the components together, and analysis of options	5	0
V.	Labor and Service costs prior to manufacturing – SGA, Pre-press, Out side buy	4	0
VI.	Time and cost of manufacturing process	4	0
VII.	Defining Cost Sources – Fixed, variable, activity based	4	0
VIII.	Establishing a Cost System -	4	0
IX.	Budgeted Hourly Rate structure – building a cost spreadsheet	8	0
X.	Contribution, Activity based costing and Lean	6	0
	Total Hours	45	0

FORM E

NEW COURSE INFORMATION FORM

Course Identification:

Prefix:	**Number**	**Title**
GMAN	**361**	**Production Planning**

Course Description:
Designed to present a systemic and analytical approach to achieving an efficient production system in all areas of media production. Print production and material controls. Students will learn analyzing and planning jobs for most economical means of production, production scheduling systems and record keeping including inventory system. Prerequisites: Junior standing. Typically Offered Fall Only.

Course Outcomes and Assessment Plan:
Upon successful completion of this course the student will be able to:

1. Differentiate cost and quality effective methods of producing print media from methods that do not yield competitive results.
2. Demonstrate the ability to connect the production workflow system with the MIS system to build an effective total production system.
3. Demonstrate the ability to determine production costs and selling price for media products and services.
4. Discuss at a higher level the concepts of lean and how they are utilized in the production planning process
5. Effectively communicate with customers all production details, marketing concepts, and design options that will yield a quality cost efficient media project.
6. Effectively communicate with all internal sales, marketing and production personnel the details, schedules and budgets of a media project

Course Assessment Plan:

1. Exams, Tests, Quizzes
2. Projects
3. Laboratory Reports
4. Research Paper
5. Journal Article Review
6. Peer Review
7. Case Studies

Course Outline Including Time Allocation:
Instructional Unit Topic Descriptions and Time Allocations

NO.	UNIT TOPIC DESCRIPTION SUMMARY	LECTURE HOURS	LAB HOURS
I.	Media Project Planning – Determining which method of production should be used for each step of the process	3	6

II.	Internal Project Communications – Providing detailed instructions to and gathering feedback from, internal personnel involved with the project.	2	6
III.	External Project Communications – Gathering, and communicating detailed information to and from the customer to assure project meets the customer's and companies expectations	2	6
IV.	Preparing accurate layouts using correct imposition and lean techniques	2	6
V.	Project scheduling to assure customer and companies' interest are maintained. Building a lean project schedule.	3	3
VI.	Production Control Systems – Types and uses. Analysis of data to make lean production related decisions	3	3
VII.	Workflow automation – What elements of a project can be automated and what elements cannot or should not – knowing the difference	2	3
VIII.	Tools of the Trade – What software and computer systems are used and how to use them i.e., estimating, scheduling, planning, spreadsheets	2	6
IX.	Production costs vs. selling price – what is the difference	2	3
X.	Labor relations as an effective communications, motivation, and marketing tool. Interviewing and selection.	3	3
XI.	The typical print media company from 10,000 ft – what it looks like and how it works	2	0
XII.	The importance of record keeping – From legal to marketing, why you keep good files	2	0
XIII.	Quality from a production managers perspective – what is the same and what is different from the line worker	2	0
	Total Hours	30	45

FORM E

NEW COURSE INFORMATION FORM

Course Identification:

Prefix:	**Number**	**Title**
GMAN	**425**	**Digital Workflow Automation**

Course Description:
This course is designed to develop the student's knowledge in managing digital workflows in a graphic media environment. Primary emphasis of this course is to build an understanding of how automation is performed in digital graphic systems.

Course Outcomes and Assessment Plan:
Upon successful completion of this course the student will be able to:

1. Understand the benefits of building efficient workflows.
2. Diagram various graphic production workflows.
3. Learn network fundamentals that are required for digital graphic workflows.
4. Differentiate the role of the Raster Image Processor (RIP) and a Management Information System (MIS) and how they can be integrated into one workflow.
5. Describe the role of Job Description Format (JDF) in graphic production workflows

Course Assessment Plan:

1. Exams, Tests, Quizzes
2. Projects
3. Laboratory Reports

Course Outline including Time Allocation:
Instructional Unit Topic Descriptions and Time Allocations

NO.	UNIT TOPIC DESCRIPTION SUMMARY	LECTURE HOURS	LAB HOURS
I.	Introduction to Workflow	4	3
II.	Basic Network Technology	3	9
III.	Document Preparation for Digital Workflows	5	9
IV.	Understanding Raster Image processor (RIP) Workflow	7	12
V.	Job Description Format (JDF): Graphic Production Automation	4	6
VI.	Management Information System (MIS) Integration	4	6
VII.	Student Evaluation	3	0
	Total Hours	30	45

FORM E

NEW COURSE INFORMATION FORM

Course Identification:

Prefix:	**Number**	**Title**
GMAN	**440**	**Color Management**

Course Description:
This course is focused on developing a basic understanding of color science and the complex processes of color management as applied to the graphic media industry. Specific topics of applied knowledge include; device calibration, characterization, and conversion in an ICC color management workflow.

Course Outcomes and Assessment Plan:
Upon successful completion of this course the student will be able to:

1. Demonstrate intermediate knowledge of color science.
2. Explain the reasons of Color Management in print production workflow.
3. Construct and apply ICC profiles to manage color on various print production devices.
4. Differentiate between the various print specifications (SWOP, GRACOL, SNAP, FIRST, and FOGRA) used to control color.
5. Demonstrate proper measurement techniques used in print process control.

Course Assessment Plan:

1. Exams, tests, Quizzes
2. Laboratory Reports
3. Projects

Course Outline including Time Allocation:
Instructional Unit Topic Descriptions and Time Allocations

NO.	UNIT TOPIC DESCRIPTION SUMMARY	LECTURE HOURS	LAB HOURS
I.	Introduction to Color Management	8	3
II.	Color Science	5	3
III.	Color Measurement	4	6
IV.	Profiling Devices	10	30
V.	Evaluation	3	3
	Total Hours	30	45

FORM E

NEW COURSE INFORMATION FORM

Course Identification:

Prefix:	**Number**	**Title**
GMAN	**462**	**Media Process Management**

Course Description:
Designed for students to gain a holistic experience of how a print or cross media company's processes inter relate and affect the overall operation of the business. Students will analyze production data and make recommendations to improve processes and their outcomes. How the combination of production data and meta data is used to improve an organizations quality and production objectives will be examined. Customer relations, customer contact skills, along with people management skills

.

Course Outcomes and Assessment Plan:
Upon successful completion of this course the student will be able to:

1. Use live and sandbox production data to assess and make recommended improvements to production processes including, schedules, QA procedures, marketing plans, and financial tables
2. Serve in a leadership capacity and identify characteristics needed to successfully lead a group project.
3. Identify and use sources of both trend data, performance data to determine which elements of cross media promotion are most effective to specific case studies.
4. Experience challenges and opportunities with human relations in business
5. Utilize Lean concepts to improve processes and reduce waste from the operation.

Course Assessment Plan:

1. Exams, tests, Quizzes
2. Projects
3. Laboratory reports
4. Peer Review
5. Expert Review
6. Case Study
7. Research Paper
8. Journal Article Review

Course Outline including Time Allocation:
Instructional Unit Topic Descriptions and Time Allocations

NO.	UNIT TOPIC DESCRIPTION SUMMARY	LECTURE HOURS	LAB HOURS
I.	**Introduction to course, review objectives and expectations**	1	3

II.	**Data Collection – Automated, manual, building a system, production, personnel, scheduling**	**2**	**6**
III.	**Data Analysis – SPC, Benchmarking, Setting realistic goals**	**3**	**6**
IV.	**Process Mapping – Current State and Future State**	**2**	**9**
V.	**Labor Position descriptions – Organizational structure**	**3**	**0**
VI.	**Driving or Thriving on change – Communications, Kaizen, Team involvement**	**4**	**6**
VII.	**Leadership and Followership**	**2**	**3**
VIII.	**Cross Media Solutions – What is the correct mix**	**4**	**3**
IX.	**Automated solutions – Web to Print, VDP, Interactive Media QR, PURL**	**6**	**6**
X.	**Work Place Situations – Role Play**	**3**	**3**
	Total Hours	**30**	**45**

FORM E

NEW COURSE INFORMATION FORM

Course Identification:

Prefix:	**Number**	**Title**
GMAN	**498**	**Current Topics in Media Management**

Course Description:
Current events related to the Graphic Media Industry and it's employers will be discussed. Employers expect graduates to have knowledge of current issues that affect their business.

Course Outcomes and Assessment Plan:
Upon successful completion of this course the student will be able to:

1. Participate in and contribute to a thought provoking conversations with industrial leaders about current events facing the media industry.
2. Enter into an initial career position knowledgeable about compensation packages, benefits, and life demands.

Course Assessment Plan:

1. Peer Review
2. Expert Review

Course Outline including Time Allocation:
Instructional Unit Topic Descriptions and Time Allocations

NO.	UNIT TOPIC DESCRIPTION SUMMARY	LECTURE HOURS	LAB HOURS
I.	Introduction to course, review objectives and expectations	1	0
II.	Identify and discuss current market trends facing the media industry	3	0
III.	Identify and discuss emerging technology and how it may be integrated into the media industry	3	0
IV.	Identify and discuss current local, regional, national and international events that are or will have an impact on the media industry	3	0
V.	Overview of various compensation packages being offered to recent graduates and what is viewed as "Total Compensation"	2	0
VI.	Identify and discuss various life choices and the impact on careers i.e., Spend money vs. save or invest. Purchase vs. Rent or Lease, Use of Drugs and alcohol	3	0
	Total Hours	15	

CREATE NEW COURSE

FORM F

Course Data Entry Form

Create New Course
Rev. 07/23/07

I. ACTION TO BE TAKEN: CREATE A NEW COURSE

Notes

1. Complete each item in Section I and Section II.
2. If this course is to be used as a prerequisite for other university courses, Form Fs that reflect the prerequisite change must be submitted for those courses as well.

Term Effective (6 digit code only): 201208 **Examples: 200801(Spring), 200805(Summer), 200808(Fall)**
Note: The first four digits indicate year, the next two digits indicate month in which term begins.

II. PROPOSED FOR NEW COURSE: Complete all sections a through r, See manual for clarification.

a. Course Prefix GMAN
b. Number 310
c. Enter Contact Hours per week in boxes.
LECture 2 LAB 3 INDependent Study – Check (x) ☐
Practicum: ☐ Seminar: ☐

d. Course Title: **Digital Imaging & Variable Data Systems** (Limit to 30 characters/spaces.)

e. College Code: TE **f**. Department Code: PDGI
Credit Hours: Check (x) type and enter maximum and minimum hours in boxes.

g. Type: ☐ Variable X Fixed **h**. Minimum Credit Hours 3 **i**. Maximum Credit Hours 3 .

j. May Be Repeated for Added Credit: Check (x) ☐ Yes X No

k. Levels: Check (x) X Undergraduate ☐ Graduate ☐ Professional

l. Grade Method: Check (x) X Normal Grading ☐ Credit/No Credit only (Pass/Fail)

m. Does proposed new course replace an equivalent course? Check (x) X Yes ☐ No

n. Equivalent course: Prefix NMPP Number 410 See instructions on Replacement courses.

o. CATALOG DESCRIPTION – Limit to 75 words – PLEASE BE CONCISE.
This course is designed to introduce students to emerging technologies in digital and variable data printing. The impact of these technologies on traditional print markets and new digital printing markets are explored. Students examine specific digital printing technologies including: color toner based print engines, ink jet, and direct to press offset presses. Students complete projects utilizing databases and variable data printing software, servers and presses to produce unique customized variable data print campaigns.

p. Term(s) Offered: Fall (See instructions for listing.) **q**. Max. Section Enrollment: 20

r. Prerequisites/Co-requisites/Restrictions: (If none, leave blank.) Limited to 100 spaces. Prerequisite: ISYS 200.

UCC Chair Signature/Date:

Sandy Alspure ___/___/___

Academic Affairs Approval Signature/Date:

______________________ ___/___/___

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code
☐ Basic Skill (BS) ☐ General Education (GE) ☐ Occupational Education (OC) ☐ G.E. Codes

Office of the Registrar use ONLY

Date Rec'd: ____ Date Completed: ____ Entered: SCACRSE __ SCADETL __SCARRES __ SCAPREQ __

CREATE NEW COURSE

FORM F

Course Data Entry Form

Create New Course
Rev. 07/23/07

I. ACTION TO BE TAKEN: CREATE A NEW COURSE

Notes

1. Complete each item in Section I and Section II.
2. If this course is to be used as a prerequisite for other university courses, Form Fs that reflect the prerequisite change must be submitted for those courses as well.

Term Effective (6 digit code only): 201208 **Examples: 200801(Spring), 200805(Summer), 200808(Fall)**
Note: The first four digits indicate year, the next two digits indicate month in which term begins.

II. PROPOSED FOR NEW COURSE: Complete all sections a through r. See manual for clarification.

a. Course Prefix **GMAN**

b. Number **351**

c. Enter Contact Hours per week in boxes.
LECture 3 LAB 0 INDependent Study – Check (x) ☐
Practicum: ☐ Seminar: ☐

d. Course Title: **Project Estimating and Cost Analysis** (Limit to 30 characters/spaces.)

e. College Code TE **f.** Department Code: PDGI

Credit Hours: Check (x) type and enter maximum and minimum hours in boxes.

g. Type: ☐ Variable X Fixed **h.** Minimum Credit Hours 3 **i.** Maximum Credit Hours 3

j. May Be Repeated for Added Credit: Check (x) ☐ Yes X No

k. Levels: Check (x) X Undergraduate ☐ Graduate ☐ Professional

l. Grade Method: Check (x) X Normal Grading ☐ Credit/No Credit only (Pass/Fail)

m. Does proposed new course replace an equivalent course? Check (x) X Yes ☐ No

n. Equivalent course: Prefix PMGT Number 351 See instructions on Replacement courses.

o. CATALOG DESCRIPTION – Limit to 75 words – PLEASE BE CONCISE.

A course designed to give the student a working knowledge of estimating the cost of a job in the graphic media industry. Involves the estimating of materials and labor relative to current industry practices for the production of a printed product. Emphasis will be on estimating by analyzing the product to be produced and deciding the most economical ways of production. Students will be introduced to the use of cost controls used in the Graphic Media. The course includes break-even charts, budgeted hourly rates, cash flow projection, return-on-investment analysis, budget forecasting, and contribution analysis.

p. Term(s) Offered: Spring (See instructions for listing.) **q.** Max. Section Enrollment: 30

r. Prerequisites/Co-requisites/Restrictions: (If none, leave blank.) Limited to 100 spaces. ☐.

UCC Chair Signature/Date:

______________________ ___/___/___

Academic Affairs Approval Signature/Date:

______________________ ___/___/___

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code
☐ Basic Skill (BS) ☐ General Education (GE) ☐ Occupational Education (OC) ☐ G.E. Codes

Office of the Registrar use ONLY

Date Rec'd: ____ Date Completed: ____ Entered: SCACRSE __ SCADETL __SCARRES __ SCAPREQ __

CREATE NEW COURSE

FORM F

Course Data Entry Form

Create New Course
Rev. 07/23/07

I. ACTION TO BE TAKEN: CREATE A NEW COURSE

Notes

1. Complete each item in Section I and Section II.
2. If this course is to be used as a prerequisite for other university courses, Form Fs that reflect the prerequisite change must be submitted for those courses as well.

Term Effective (6 digit code only): 201208 **Examples: 200801(Spring), 200805(Summer), 200808(Fall)**
Note: The first four digits indicate year, the next two digits indicate month in which term begins.

II. PROPOSED FOR NEW COURSE: Complete all sections a through r, See manual for clarification.

a. Course Prefix **GMAN**

b. Number **361**

c. Enter Contact Hours per week in boxes.
LECture 2 LAB 3 INDependent Study – Check (x) ☐
Practicum: ☐ Seminar: ☐

d. Course Title: **Production Planning** (Limit to 30 characters/spaces.)

e. College Code: TE **f**. Department Code: PDGI

Credit Hours: Check (x) type and enter maximum and minimum hours in boxes.

g. Type: ☐ Variable X Fixed **h**. Minimum Credit Hours 3 **i**. Maximum Credit Hours 3

j. May Be Repeated for Added Credit: Check (x) ☐ Yes X No

k. Levels: Check (x) X Undergraduate ☐ Graduate ☐ Professional

l. Grade Method: Check (x) X Normal Grading ☐ Credit/No Credit only (Pass/Fail)

m. Does proposed new course replace an equivalent course? Check (x) X Yes ☐ No

n. Equivalent course: Prefix PMGT Number 361 See instructions on Replacement courses.

o. CATALOG DESCRIPTION – Limit to 75 words – PLEASE BE CONCISE.

Systemic and analytical approach to achieving an efficient production system in all areas of media production. Print production and material controls. Analyzing and planning jobs for most economical means of production. Production scheduling systems and record keeping including inventory system. Prerequisites: Junior standing.

p. Term(s) Offered: Fall (See instructions for listing.) **q**. Max. Section Enrollment: 25

r. Prerequisites/Co-requisites/Restrictions: (If none, leave blank.) Limited to 100 spaces. Enrolment in GMAN Program or instructor Approval .

UCC Chair Signature/Date: ______________ ___/___/___

Academic Affairs Approval Signature/Date: ______________ ___/___/___

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code
☐ Basic Skill (BS) ☐ General Education (GE) ☐ Occupational Education (OC) ☐ G.E. Codes

Office of the Registrar use ONLY

Date Rec'd: ____ Date Completed: ____ Entered: SCACRSE __ SCADETL __SCARRES __ SCAPREQ __

CREATE NEW COURSE

FORM F

Course Data Entry Form

Create New Course
Rev. 07/23/07

I. ACTION TO BE TAKEN: CREATE A NEW COURSE

Notes

1. Complete each item in Section I and Section II.
2. If this course is to be used as a prerequisite for other university courses, Form Fs that reflect the prerequisite change must be submitted for those courses as well.

Term Effective (6 digit code only): 201208 **Examples: 200801(Spring), 200805(Summer), 200808(Fall)**
Note: The first four digits indicate year, the next two digits indicate month in which term begins.

II. PROPOSED FOR NEW COURSE: Complete all sections a through r, See manual for clarification.

a. Course Prefix: **GMAN**

b. Number: **393**

c. Enter Contact Hours per week in boxes.
LECture 4 LAB 0 INDependent Study – Check (x) ☐
Practicum: ☐ Seminar: ☐

d. Course Title: **Media Management Internship** (Limit to 30 characters/spaces.)

e. College Code: TE **f.** Department Code: PDGI
Credit Hours: Check (x) type and enter maximum and minimum hours in boxes.

g. Type: ☐ Variable X Fixed **h.** Minimum Credit Hours 4 **i.** Maximum Credit Hours 4

j. May Be Repeated for Added Credit: Check (x) ☐ Yes X No

k. Levels: Check (x) X Undergraduate ☐ Graduate ☐ Professional

l. Grade Method: Check (x) X Normal Grading ☐ Credit/No Credit only (Pass/Fail)

m. Does proposed new course replace an equivalent course? Check (x) X Yes ☐ No

n. Equivalent course: Prefix PMGT Number 393 See instructions on Replacement courses.

o. CATALOG DESCRIPTION – Limit to 75 words – PLEASE BE CONCISE.
A 10-week minimum work experience in a print media or cross media production company or with a company directly related to the graphic communications industry. Must be taken the summer prior to graduation and must be a management-related position. Orientation sessions, which must be completed the semester prior to the internship, will focus on resume writing and the job search. Also required will be one all-day session on campus during the proceeding semester to present you experience to others in the program.

p. Term(s) Offered: Summer (See instructions for listing.) **q.** Max. Section Enrollment: 27

r. Prerequisites/Co-requisites/Restrictions: (If none, leave blank.) Limited to 100 spaces. **Enrollment in GMAN program or approval of instructor**.

UCC Chair Signature/Date: ______________________ ___/___/___

Academic Affairs Approval Signature/Date: ______________________ ___/___/___

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code
☐ Basic Skill (BS) ☐ General Education (GE) ☐ Occupational Education (OC) ☐ G.E. Codes

Office of the Registrar use ONLY

Date Rec'd: ____ Date Completed: ____ Entered: SCACRSE __ SCADETL __SCARRES __ SCAPREQ __

CREATE NEW COURSE

FORM F

Course Data Entry Form

Create New Course
Rev. 07/23/07

I. ACTION TO BE TAKEN: CREATE A NEW COURSE

Notes

1. Complete each item in Section I and Section II.
2. If this course is to be used as a prerequisite for other university courses, Form Fs that reflect the prerequisite change must be submitted for those courses as well.

Term Effective (6 digit code only): 201208 **Examples: 200801(Spring), 200805(Summer), 200808(Fall)**
Note: The first four digits indicate year, the next two digits indicate month in which term begins.

II. PROPOSED FOR NEW COURSE: Complete all sections a through r, See manual for clarification.

a. Course Prefix: GMAN

b. Number: 425

c. Enter Contact Hours per week in boxes.
LECture 2 LAB 3 INDependent Study – Check (x) ☐
Practicum: ☐ Seminar: ☐

d. Course Title: **Digital Workflow Automation** (Limit to 30 characters/spaces.)

e. College Code: TE **f**. Department Code: PDGI
Credit Hours: Check (x) type and enter maximum and minimum hours in boxes.

g. Type: ☐ Variable X Fixed **h**. Minimum Credit Hours 3 **i**. Maximum Credit Hours 3

j. May Be Repeated for Added Credit: Check (x) ☐ Yes X No

k. Levels: Check (x) X Undergraduate ☐ Graduate ☐ Professional

l. Grade Method: Check (x) X Normal Grading ☐ Credit/No Credit only (Pass/Fail)

m. Does proposed new course replace an equivalent course? Check (x) Yes XX No

n. Equivalent course: Prefix ☐ Number ☐ See instructions on Replacement courses.

o. CATALOG DESCRIPTION – Limit to 75 words – PLEASE BE CONCISE.
This course is designed to develop the student's knowledge in managing digital workflows in a graphic media environment. Primary emphasis of this course is to build an understanding of how automation is performed in digital graphic systems.

p. Term(s) Offered: Spring (See instructions for listing.) **q**. Max. Section Enrollment: 25

r. Prerequisites/Co-requisites/Restrictions: (If none, leave blank.) Limited to 100 spaces. Enrollment in the GMAN program or instructor approval.

UCC Chair Signature/Date:

________________________ ___/___/___

Academic Affairs Approval Signature/Date:

________________________ ___/___/___

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code
☐ Basic Skill (BS) ☐ General Education (GE) ☐ Occupational Education (OC) ☐ G.E. Codes

Office of the Registrar use ONLY

Date Rec'd: ____ Date Completed: ____ Entered: SCACRSE __ SCADETL __SCARRES __ SCAPREQ __

CREATE NEW COURSE

FORM F

Course Data Entry Form

Create New Course
Rev. 07/23/07

I. ACTION TO BE TAKEN: CREATE A NEW COURSE

Notes

1. Complete each item in Section I and Section II.
2. If this course is to be used as a prerequisite for other university courses, Form Fs that reflect the prerequisite change must be submitted for those courses as well.

Term Effective (6 digit code only): 201208 **Examples: 200801(Spring), 200805(Summer), 200808(Fall)**
Note: The first four digits indicate year, the next two digits indicate month in which term begins.

II. PROPOSED FOR NEW COURSE: Complete all sections a through r, See manual for clarification.

a. Course Prefix **GMAN**

b. Number **440**

c. Enter Contact Hours per week in boxes.
LECture 2 LAB 3 INDependent Study – Check (x) ☐
Practicum: ☐ Seminar: ☐

d. Course Title: **Color Management** (Limit to 30 characters/spaces.)

e. College Code: TE **f**. Department Code: PDGI

Credit Hours: Check (x) type and enter maximum and minimum hours in boxes.

g. Type: ☐ Variable X Fixed **h**. Minimum Credit Hours 3 **i**. Maximum Credit Hours 3 .

j. May Be Repeated for Added Credit: Check (x) ☐ Yes X No

k. Levels: Check (x) X Undergraduate ☐ Graduate ☐ Professional

l. Grade Method: Check (x) X Normal Grading ☐ Credit/No Credit only (Pass/Fail)

m. Does proposed new course replace an equivalent course? Check (x) X Yes No

n. Equivalent course: Prefix NMPP Number 440 See instructions on Replacement courses.

o. CATALOG DESCRIPTION – Limit to 75 words – PLEASE BE CONCISE.

This course is focused on developing a basic understanding of color science and the complex processes of color management as applied to the graphic media industry. Specific topics of applied knowledge include; device calibration, characterization, and conversion in an ICC color management workflow.

.

p. Term(s) Offered: Spring (See instructions for listing.) **q**. Max. Section Enrollment: 25

r. Prerequisites/Co-requisites/Restrictions: (If none, leave blank.) Limited to 100 spaces. Enrollment in the GMAN Program or Instructor approval .

UCC Chair Signature/Date:

____________________________ ___/___/___

Academic Affairs Approval Signature/Date:

____________________________ ___/___/___

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code
☐ Basic Skill (BS) ☐ General Education (GE) ☐ Occupational Education (OC) ☐ G.E. Codes

Office of the Registrar use ONLY

Date Rec'd: ____ Date Completed: ____ Entered: SCACRSE __ SCADETL __SCARRES __ SCAPREQ __

CREATE NEW COURSE

FORM F

Course Data Entry Form

Create New Course
Rev. 07/23/07

I. ACTION TO BE TAKEN: CREATE A NEW COURSE

Notes

1. Complete each item in Section I and Section II.
2. If this course is to be used as a prerequisite for other university courses, Form Fs that reflect the prerequisite change must be submitted for those courses as well.

Term Effective (6 digit code only): 201208 **Examples: 200801(Spring), 200805(Summer), 200808(Fall)**
Note: The first four digits indicate year, the next two digits indicate month in which term begins.

II. PROPOSED FOR NEW COURSE: Complete all sections a through r, See manual for clarification.

a. Course Prefix GMAN

b. Number 462

c. Enter Contact Hours per week in boxes.
LECture 2 LAB 3 INDependent Study – Check (x) ☐
Practicum: ☐ Seminar: ☐

d. Course Title: **Media Process Management** (Limit to 30 characters/spaces.)

e. College Code: TE **f**. Department Code: PDGI
Credit Hours: Check (x) type and enter maximum and minimum hours in boxes.

g. Type: ☐ Variable X Fixed **h**. Minimum Credit Hours 3 **i**. Maximum Credit Hours 3

j. May Be Repeated for Added Credit: Check (x) ☐ Yes X No

k. Levels: Check (x) X Undergraduate ☐ Graduate ☐ Professional

l. Grade Method: Check (x) X Normal Grading ☐ Credit/No Credit only (Pass/Fail)

m. Does proposed new course replace an equivalent course? Check (x) X Yes No

n. Equivalent course: Prefix PMGT Number 462 See instructions on Replacement courses.

o. CATALOG DESCRIPTION – Limit to 75 words – PLEASE BE CONCISE.

Designed for students to gain a holistic experience of how a print or cross media company's processes inter relate and affect the overall operation of the business. Students will analyze production data and make recommendations to improve processes and their outcomes. How the combination of production data and meta data is used to improve an organizations quality and production objectives will be examined. Customer relations, customer contact skills, along with people management skills

p. Term(s) Offered: Spring (See instructions for listing.) **q**. Max. Section Enrollment: 25

r. Prerequisites/Co-requisites/Restrictions: (If none, leave blank.) Limited to 100 spaces. Sr. Level Status, Enrollment in the GMAN program or instructor approval .

UCC Chair Signature/Date: ____________________ ___/___/___

Academic Affairs Approval Signature/Date: ____________________ ___/___/___

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code
☐ Basic Skill (BS) ☐ General Education (GE) ☐ Occupational Education (OC) ☐ G.E. Codes

Office of the Registrar use ONLY

Date Rec'd: ____ Date Completed: ____ Entered: SCACRSE __ SCADETL __SCARRES __ SCAPREQ __

CREATE NEW COURSE

FORM F

Course Data Entry Form

Create New Course
Rev. 07/23/07

I. ACTION TO BE TAKEN: CREATE A NEW COURSE

Notes

1. Complete each item in Section I and Section II.
2. If this course is to be used as a prerequisite for other university courses, Form Fs that reflect the prerequisite change must be submitted for those courses as well.

Term Effective (6 digit code only): 201208 **Examples: 200801(Spring), 200805(Summer), 200808(Fall)**
Note: The first four digits indicate year, the next two digits indicate month in which term begins.

II. PROPOSED FOR NEW COURSE: Complete all sections a through r, See manual for clarification.

a. Course Prefix **GMAN**

b. Number **498**

c. Enter Contact Hours per week in boxes.
LECture 1 LAB 0 INDependent Study – Check (x) ☐
Practicum: ☐ Seminar: ☐

d. Course Title: **Current Topics in Media Management** (Limit to 30 characters/spaces.)

e. College Code: TE **f**. Department Code: PDGI

Credit Hours: Check (x) type and enter maximum and minimum hours in boxes.

g. Type: ☐ Variable X Fixed **h**. Minimum Credit Hours 1 **i**. Maximum Credit Hours 1

j. May Be Repeated for Added Credit: Check (x) ☐ Yes X No

k. Levels: Check (x) X Undergraduate ☐ Graduate ☐ Professional

l. Grade Method: Check (x) X Normal Grading ☐ Credit/No Credit only (Pass/Fail)

m. Does proposed new course replace an equivalent course? Check (x) Yes X No

n. Equivalent course: Prefix ☐ Number ☐ See instructions on Replacement courses.

o. CATALOG DESCRIPTION – Limit to 75 words – PLEASE BE CONCISE.

Current events related to the Graphic Media Industry and it's employers will be discussed. Employers expect graduates to have knowledge of current issues that affect their business.

p. Term(s) Offered: Spring (See instructions for listing.) **q**. Max. Section Enrollment: 30

r. Prerequisites/Co-requisites/Restrictions: (If none, leave blank.) Limited to 100 spaces. Sr. Level Status, Enrollment in the GMAN program or instructor approval .

UCC Chair Signature/Date:

____________________________ ___/___/___

Academic Affairs Approval Signature/Date:

____________________________ ___/___/___

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code
☐ Basic Skill (BS) ☐ General Education (GE) ☐ Occupational Education (OC) ☐ G.E. Codes

Office of the Registrar use ONLY

Date Rec'd: ____ Date Completed: ____ Entered: SCACRSE __ SCADETL __SCARRES __ SCAPREQ __

DELETE COURSE

Course Data Entry Form

FORM F

Delete Course
Rev. 7/23/07

I. ACTION TO BE TAKEN: DELETE COURSE FROM CATALOG.

Note: Complete each section.

The course described below will be moved to inactive status.

a. Term Effective: Term Fall Year 201208 See instructions.

II. CURRENT COURSE TO BE DELETED FROM THE ACTIVE STATUS:

Include the information that is in the current course database.

a. Course Prefix NMPP

b. Number 330

c. Enter Contact Hours per week in boxes.
LECture 2 LAB 3 INDependent Study – Check (x) ☐
Practicum: ☐ Seminar: ☐

d. Full Course Title: Digital Multimedia Production

UCC Chair Signature/Date: ______________________ ___/___/___

Academic Affairs Approval Signature/Date: ______________________ ___/___/___

Office of the Registrar use ONLY

Date Rec'd: ____ Date Completed: ____ Entered: SCACRSE __ SCADETL __SCARRES __ SCAPREQ __

DELETE COURSE

Course Data Entry Form

FORM F

Delete Course
Rev. 7/23/07

I. ACTION TO BE TAKEN: DELETE COURSE FROM CATALOG.

Note: Complete each section.

The course described below will be moved to inactive status.

a. Term Effective: Term Fall Year 201208 See instructions.

II. CURRENT COURSE TO BE DELETED FROM THE ACTIVE STATUS:

Include the information that is in the current course database.

a. Course Prefix	b. Number	c. Enter Contact Hours per week in boxes.
NMPP	375	LECture 3 LAB 0 INDependent Study – Check (x) ☐
		Practicum: ☐ Seminar: ☐

d. Full Course Title: **Quality Control Systems in Printing**

UCC Chair Signature/Date:

____________________________ ___/___/___

Academic Affairs Approval Signature/Date:

____________________________ ___/___/___

Office of the Registrar use ONLY

Date Rec'd: ____ Date Completed: ____ Entered: SCACRSE __ SCADETL __SCARRES __ SCAPREQ __

DELETE COURSE

Course Data Entry Form

FORM F

Delete Course
Rev. 7/23/07

I. ACTION TO BE TAKEN: DELETE COURSE FROM CATALOG.

Note: Complete each section.

The course described below will be moved to inactive status.

a. Term Effective: Term Fall Year 201208 See instructions.

II. CURRENT COURSE TO BE DELETED FROM THE ACTIVE STATUS:

Include the information that is in the current course database.

a. Course Prefix NMPP

b. Number 410

c. Enter Contact Hours per week in boxes.
LECture 2 LAB 3 INDependent Study – Check (x) ☐
Practicum: Seminar:

d. Full Course Title: Digital Printing Systems

UCC Chair Signature/Date: ____________________ ___/___/___

Academic Affairs Approval Signature/Date: ____________________ ___/___/___

Office of the Registrar use ONLY

Date Rec'd: ____ Date Completed: ____ Entered: SCACRSE __ SCADETL __SCARRES __ SCAPREQ __

DELETE COURSE

Course Data Entry Form

FORM F

Delete Course
Rev. 7/23/07

I. ACTION TO BE TAKEN: DELETE COURSE FROM CATALOG.

Note: Complete each section.

The course described below will be moved to inactive status.

a. Term Effective: Term Fall   Year 201208   See instructions.

II. CURRENT COURSE TO BE DELETED FROM THE ACTIVE STATUS:

Include the information that is in the current course database.

a. Course Prefix **NMPP**	b. Number **420**	c. Enter Contact Hours per week in boxes. LECture 2 LAB 3 INDependent Study – Check (x) ☐ Practicum: ____ Seminar: ____

d. Full Course Title: **World Wide Web Publishing**

UCC Chair Signature/Date:

________________________ ___/___/___

Academic Affairs Approval Signature/Date:

________________________ ___/___/___

Office of the Registrar use ONLY

Date Rec'd: ____ Date Completed: ____ Entered: SCACRSE __ SCADETL __SCARRES __ SCAPREQ __

DELETE COURSE

Course Data Entry Form

FORM F

Delete Course
Rev. 7/23/07

I. ACTION TO BE TAKEN: DELETE COURSE FROM CATALOG.

Note: Complete each section.

The course described below will be moved to inactive status.

a. Term Effective: Term Fall Year 201208 See instructions.

II. CURRENT COURSE TO BE DELETED FROM THE ACTIVE STATUS:

Include the information that is in the current course database.

a. Course Prefix NMPP

b. Number 440

c. Enter Contact Hours per week in boxes.
LECture 2 LAB 3 INDependent Study – Check (x) ☐
Practicum: ____ Seminar: ____

d. Full Course Title: Color Management

UCC Chair Signature/Date:

______________________________ ___/___/___

Academic Affairs Approval Signature/Date:

______________________________ ___/___/___

Office of the Registrar use ONLY

Date Rec'd: ____ Date Completed: ____ Entered: SCACRSE __ SCADETL __SCARRES __ SCAPREQ __

DELETE COURSE

Course Data Entry Form

FORM F

Delete Course
Rev. 7/23/07

I. ACTION TO BE TAKEN: DELETE COURSE FROM CATALOG.

Note: Complete each section.

The course described below will be moved to inactive status.

a. Term Effective: Term Fall Year 201208 See instructions.

II. CURRENT COURSE TO BE DELETED FROM THE ACTIVE STATUS:

Include the information that is in the current course database.

a. Course Prefix NMPP

b. Number 499

c. Enter Contact Hours per week in boxes.
LECture 1 LAB 6 INDependent Study – Check (x) ☐
Practicum: ☐ Seminar: ☐

d. Full Course Title: **Digital Prepress Project**

UCC Chair Signature/Date: ______________________ ___/___/___

Academic Affairs Approval Signature/Date: ______________________ ___/___/___

Office of the Registrar use ONLY

Date Rec'd: ____ Date Completed: ____ Entered: SCACRSE __ SCADETL __SCARRES __ SCAPREQ __

DELETE COURSE **FORM F**
Course Data Entry Form

Delete Course
Rev. 7/23/07

I. ACTION TO BE TAKEN: DELETE COURSE FROM CATALOG.

Note: Complete each section.

The course described below will be moved to inactive status.

a. Term Effective: Term Fall Year 201208 See instructions.

II. CURRENT COURSE TO BE DELETED FROM THE ACTIVE STATUS:

Include the information that is in the current course database.

a. Course Prefix PMGT

b. Number 351

c. Enter Contact Hours per week in boxes.
LECture 3 LAB 0 INDependent Study – Check (x) ☐
Practicum: ____ Seminar: ____

d. Full Course Title: Printing Production Estimating

UCC Chair Signature/Date: ______________________ __/__/__

Academic Affairs Approval Signature/Date: ______________________ __/__/__

Office of the Registrar use ONLY

Date Rec'd: ____ **Date Completed:** ____ **Entered: SCACRSE** __ **SCADETL** __ **SCARRES** __ **SCAPREQ** __

DELETE COURSE

Course Data Entry Form

FORM F

Delete Course
Rev. 7/23/07

I. ACTION TO BE TAKEN: DELETE COURSE FROM CATALOG.

Note: Complete each section.

The course described below will be moved to inactive status.

a. Term Effective: Term Fall Year 201208 See instructions.

II. CURRENT COURSE TO BE DELETED FROM THE ACTIVE STATUS:

Include the information that is in the current course database.

a. Course Prefix PMGT

b. Number 361

c. Enter Contact Hours per week in boxes.
LECture 2 LAB 6 INDependent Study – Check (x) ☐
Practicum: ☐ Seminar: ☐

d. Full Course Title: **Printing Production Plannin**

UCC Chair Signature/Date: ______________________________ ___/___/___

Academic Affairs Approval Signature/Date: ______________________________ ___/___/___

Office of the Registrar use ONLY

Date Rec'd: ____ Date Completed: ____ Entered: SCACRSE __ SCADETL __SCARRES __ SCAPREQ __

DELETE COURSE

Course Data Entry Form

FORM F

Delete Course
Rev. 7/23/07

I. ACTION TO BE TAKEN: DELETE COURSE FROM CATALOG.

Note: Complete each section.

The course described below will be moved to inactive status.

a. Term Effective: Term Fall Year 201208 See instructions.

II. CURRENT COURSE TO BE DELETED FROM THE ACTIVE STATUS:

Include the information that is in the current course database.

a. Course Prefix PMGT

b. Number 383

c. Enter Contact Hours per week in boxes.
LECture 3 LAB 0 INDependent Study – Check (x) ☐
Practicum: ☐ Seminar: ☐

d. Full Course Title: **Production Cost Analysis**

UCC Chair Signature/Date:

____________________________ ___/___/___

Academic Affairs Approval Signature/Date:

____________________________ ___/___/___

Office of the Registrar use ONLY

Date Rec'd: ____ Date Completed: ____ Entered: SCACRSE __ SCADETL __SCARRES __ SCAPREQ __

DELETE COURSE

Course Data Entry Form

FORM F

Delete Course
Rev. 7/23/07

I. ACTION TO BE TAKEN: DELETE COURSE FROM CATALOG.

Note: Complete each section.

The course described below will be moved to inactive status.

a. Term Effective: Term Fall Year 201208 See instructions.

II. CURRENT COURSE TO BE DELETED FROM THE ACTIVE STATUS:

Include the information that is in the current course database.

a. Course Prefix PMGT

b. Number 393

c. Enter Contact Hours per week in boxes.
LECture 4 LAB 0 INDependent Study – Check (x) ☐
Practicum: ☐ Seminar: ☐

d. Full Course Title: **Printing Management Internship**

UCC Chair Signature/Date: ____________________ ___/___/___

Academic Affairs Approval Signature/Date: ____________________ ___/___/___

Office of the Registrar use ONLY

Date Rec'd: ____ **Date Completed:** ____ **Entered: SCACRSE** __ **SCADETL** __ **SCARRES** __ **SCAPREQ** __

DELETE COURSE
Course Data Entry Form

FORM F

Delete Course
Rev. 7/23/07

I. ACTION TO BE TAKEN: DELETE COURSE FROM CATALOG.

Note: Complete each section.

The course described below will be moved to inactive status.

a. Term Effective: Term Fall Year 201208 See instructions.

II. CURRENT COURSE TO BE DELETED FROM THE ACTIVE STATUS:

Include the information that is in the current course database.

a. Course Prefix PMGT

b. Number 450

c. Enter Contact Hours per week in boxes.
LECture 2 LAB 0 INDependent Study – Check (x) ☐
Practicum: ☐ Seminar: ☐

d. Full Course Title: **Media Project Planning and Management**

UCC Chair Signature/Date:

______________________ ___/___/___

Academic Affairs Approval Signature/Date:

______________________ ___/___/___

Office of the Registrar use ONLY

Date Rec'd: ____ Date Completed: ____ Entered: SCACRSE __ SCADETL __SCARRES __ SCAPREQ __

DELETE COURSE

Course Data Entry Form

FORM F

Delete Course
Rev. 7/23/07

I. ACTION TO BE TAKEN: DELETE COURSE FROM CATALOG.

Note: Complete each section.

The course described below will be moved to inactive status.

a. Term Effective: Term Fall Year 201208 See instructions.

II. CURRENT COURSE TO BE DELETED FROM THE ACTIVE STATUS:

Include the information that is in the current course database.

a. Course Prefix PMGT

b. Number 462

c. Enter Contact Hours per week in boxes.
LECture 2 LAB 6 INDependent Study – Check (x) ☐
Practicum: ☐ Seminar: ☐

d. Full Course Title: Printing Process Management

UCC Chair Signature/Date: ______________________ __/__/__

Academic Affairs Approval Signature/Date: ______________________ __/__/__

Office of the Registrar use ONLY

Date Rec'd: ____ Date Completed: ____ Entered: SCACRSE __ SCADETL __SCARRES __ SCAPREQ __

DELETE COURSE

Course Data Entry Form

FORM F

Delete Course
Rev. 7/23/07

I. ACTION TO BE TAKEN: DELETE COURSE FROM CATALOG.

Note: Complete each section.

The course described below will be moved to inactive status.

a. Term Effective: Term Fall Year 201208 See instructions.

II. CURRENT COURSE TO BE DELETED FROM THE ACTIVE STATUS:

Include the information that is in the current course database.

a. Course Prefix PMGT

b. Number 499

c. Enter Contact Hours per week in boxes.
LECture 2 LAB 0 INDependent Study – Check (x) ☐
Practicum: ☐ Seminar: ☐

d. Full Course Title: **Printing Plant Layout Organization & OSHA**

UCC Chair Signature/Date:

____________________________ ___/___/___

Academic Affairs Approval Signature/Date:

____________________________ ___/___/___

Office of the Registrar use ONLY

Date Rec'd: ____ Date Completed: ____ Entered: SCACRSE __ SCADETL __SCARRES __ SCAPREQ __

Code of Student Community Standards
2012-13 Proposed Revision

DRAFT

Academic Misconduct

A. Academic Misconduct

The university may discipline a student for academic misconduct, which is defined as any activity that tends to undermine the academic integrity of the institution. Academic misconduct includes, but is not limited to, the following:

1. **Cheating**
   A student may not use unauthorized assistance, materials, information, or study aids in any academic exercise, nor should a student give assistance, materials, information, or study aids to another student in any academic exercise.

2. **Fabrication**
   A student must not falsify or invent any information or data in an academic exercise including, but not limited to, records or reports, laboratory results, and citations of the sources of information.

3. **Facilitating Academic Dishonesty**
   A student must not intentionally or knowingly help or attempt to help another student to commit an act of academic misconduct.

   A student is responsible for taking reasonable precautions to ensure his or her work is not accessed by or transferred to another individual wherein it may then be used to commit an act of academic misconduct.

4. **Interference**
   a. A student must not steal, change, destroy, or impede another student's work. Impeding another student's work includes but is not limited to the theft, defacement, or mutilation of resources so as to deprive others of the information they contain.

   b. A student must not give or offer a bribe, promise favors, or make threats with the intention of affecting a grade or the evaluation of academic performance.

5. **Plagiarism**
   A student must not adopt or reproduce ideas, words, or statements of another person without appropriate acknowledgment. A student must give credit to the originality of others and acknowledge indebtedness whenever he or she quotes or paraphrases another person's words, either oral or written and whenever he or she borrows facts, statistics, or other illustrative material, unless the information is common knowledge.

6. **Violation of Course Rules**
   A student must not violate course rules as contained in a course syllabus which are rationally related to the content of the course or to the enhancement of the learning process in the course.

7. **Violation of Professional Standards and Ethics (proposed addition)**
   A student must not violate the professional standards or ethical code related to one's intended profession as defined by the academic program/department/college.

NOV 11 2011

FORM A
College of Arts and Sciences

Revised 05/08/2009

PROPOSAL SUMMARY AND ROUTING FORM

Proposal Title: Deletion of Ornamental Horticulture Certificates

Initiating Unit or Individual: Dr. Joseph Lipar
Contact Person's Name: Dr. Joseph Lipar **e-mail:** liparj1@ferris.edu **phone:** 231-591-2660
Date or Term of Proposal Implementation: 201201

- ☐ Group I - A – New degree/major or major, redirection of a current offering, or elimination of a degree, major or minor
- ☐ Group I - B – New minors or concentrations
- ☐ Group II - A – Minor curriculum clean-up and course changes
- ☐ Group II - B – New Course
- ☒ Group III - Certificates
- ☐ Group IV – Off-Campus Programs

Group/Individual	Signature	Date	Vote/Action *
Program or Academic Unit Faculty			____Support ____Support with Concerns ____Not Support
Department Faculty		11/8/11	14 Support 0 Support with Concerns 0 Not Support
Department Head	Joseph Lipar	11/8/11	____Support ____Support with Concerns ____Not Support
College Curriculum Committee		12/1/11	5 Support ____Support with Concerns 0 Not Support
Dean		12/1/11	✓ Support ____Support with Concerns ____Not Support
University Curriculum Committee			____Support ____Support with Concerns ____Not Support
Senate			____Support ____Support with Concerns ____Not Support
Academic Affairs			____Support ____Support with Concerns ____Not Support

* Support with Concerns or Not Support must include a list of specific concerns. Votes must be shown for faculty groups. Administrators check appropriate action taken.

To be completed by Academic Affairs

President (Date Approved)	Board of Trustees (Date Approved)	President's Council (Date Approved)

FORM A CONT.

1. Proposal Summary

(Summary is generally less than one page. Briefly: state what is proposed with a summary of rationale and highlights. Additional rationale may be attached.)

During the 2010-2011 academic year, a curriculum proposal to delete the Associate of Science degree in Ornamental Horticulture Technology (OHT), effective for the Spring of 2011, was submitted and approved. At that time, we failed to also close two closely related certificate programs: the Ornamental Horticulture Certificate and the Horticulture for Golf Course Managers Certificate. We propose to delete those certificate programs. All of the courses that are required for those programs have already been deleted, as requested when we closed the AS Ornamental Horticulture degree.

2. Summary of All Course Action Required*

a. **Newly Created Courses to FSU:**
Prefix Number Title

b. **Courses to be Deleted From FSU Catalog:**
Prefix Number Title

c. **Existing Course(s) to be Modified:**
Prefix Number Title

d. **Addition of existing FSU courses to program**
Prefix Number Title

e. **Removal of existing FSU courses from program**
Prefix Number Title

3. Summary of All Consultations

Form Sent (B or C)	Date Sent	Responding Dept.	Date Received & by Whom
B		Professional Golf Management	

4. Will External Accreditation be Sought? (For new programs or certificates only)

__________ Yes __________ No

If yes, name the organization involved with accreditation for this program.

5. Program Checksheets affected by this proposal.

Ornamental Horticulture Certificate
Horticulture for Golf Course Managers Certificate

FORM B
Rev.7/23/07

CURRICULUM CONSULTATION FORM

To be completed by each department affected by the proposed change, new degree, new program, new minor, or new course. Potential duplication of coursework is reason for consultation.

1. This completed form must be forwarded with the proposal to the chair/head of the department to be consulted.
2. The department must respond within 20 calendar days of receipt of this form to insure inclusion in the final proposal. The completed form is returned to the initiator and inserted into the proposal.

   Failure to respond is interpreted as support for the proposal.
3. The Proposing Department must address any concerns raised by the department. This response will be in writing and be included in the proposal following the consultation form.

RE: Proposal Title Deletion of Ornamental Horticulture Certificates

Initiator(s): Dr. Joseph Lipar

Proposal Contact: Dr. Joseph Lipar **Date Sent:** Nov 8, 2011

Department: **Biological Sciences** **Campus Address:** **ASC 2004**
(Please print)

Responding Department: **Professional Golf Management**

Chair/Head/Coordinator: Aaron Waltz Date Returned: _____

Based upon department faculty review on _____(date), we

☐ Support the above proposal.
☐ Support the above proposal with the modifications and concerns listed below.
☐ Do not support the proposal for the reasons listed below.

Comment regarding the impact this proposal has on scheduling, room assignments, faculty load, and prerequisites for your department. Use additional pages, if necessary.

COLLEGE OF ARTS AND SCIENCES - CERTIFICATE CLEARANCE FORM

HORTICULTURE FOR GOLF COURSE MANAGERS CERTIFICATE

NAME________________________________ STUDENT NUMBER _________________

STUDENT'S COLLEGE: ______________

For Information contact: Mr. John Vanderploeg, ASC 2110 Phone: 591-2547

WHY CHOOSE HORTICULTURE FOR GOLF COURSE MANAGERS

The horticulture for Golf Course Managers certificate is intended for students enrolled in the Professional Golf Management (PGM) program. It allows PGM majors the opportunity to increase their knowledge of the maintenance and care of plants in the golf course setting.

SECTION A

General Requirements:

1) This certificate requires a minimum of 11 credits
2) This certificate requires a minimum GPA of 2.0 in these courses.

Required Courses	Credit Hours	Grade	Semester Completed
HORT 111	3		
HORT 150	4		
HORT 225	4		

Signatures		Date
Student		
Advisor		
Department		

SECTION B

Routing (FOLLOWING COMPLETION OF THE REQUIRED COURSES FOR THE CERTIFICATE)		Date
Department		
CAS Dean		
Registrar		

DECLARATION SENT TO RECORDS ____________ COMPLETION SENT TO RECORDS ____________

COLLEGE OF ARTS AND SCIENCES - CERTIFICATE CLEARANCE FORM

ORNAMENTAL HORTICULTURE CERTIFICATE

NAME_______________________________________STUDENT NUMBER ____________________

STUDENT'S COLLEGE: ________________

FOR INFORMATION CONTACT: Mr. John Vanderploeg, ASC 2119 Phone: 591-2547

WHY CHOOSE THE ORNAMENTAL HORTICULTURE CERTIFICATE

The Ornamental Horticulture Certificate allows students the opportunity to be exposed to coursework in ornamental horticulture without having to enroll in the two year associate degree program. The courses required for this certificate provide information that serves as a basis for understanding more about ornamental horticulture as a career.

SECTION A

General Requirements:

1) This certificate requires a minimum of 11 credits
2) This certificate requires a minimum GPA of 2.0 in these courses.

Required Courses	Credit Hours	Grade	Semester Completed
HORT 111	3		
HORT 143	4		
HORT 151	4		

Signatures		**Date**
Student		
Advisor		
Department		

SECTION B

Routing (FOLLOWING COMPLETION OF THE REQUIRED COURSES FOR THE CERTIFICATE)		**Date**
Department		
CAS Dean		
Registrar		

DECLARATION SENT TO RECORDS _____________ COMPLETION SENT TO RECORDS _____________