REQUEST FOR A NEW COURSE
University of Central Oklahoma

Course Subject (Prefix), Number, and Title:
Course Subject 
Subject Number  
Course Recommended Title (maximum of 30 characters)
*Remember when abbreviating names, this is how they will appear on student’s transcripts.

Course Title: (full title of course if longer than 30 characters)

For information regarding CIP codes contact your department chair or visit: http://www.uco.edu/academic-affairs/ir/program_inventory.asp
CIP Code: 10.0303

For graduate courses, please attach a syllabus for this course. (See syllabus requirement policy 2.2.)

Course description as it will appear in the appropriate catalog.
Course description only Do not include prerequisites or enrollment restrictions, these should be added under questions 6-12.
(Please use standard American English including full sentences.)

This lecture course will enable the student to develop expertise in the preparation of source files and output files for
distribution in both analog and digital environments.

School of Design
Department submitting the proposal
Sam Ladwig sladwig@uco.edu 5200
Person to contact with questions email address Ext. number

Approved by:

Amy Johnson (digital sig.) 09.15.20
Department Chairperson Date

Michelle Moeller 9/28/20
College Curriculum Committee Chair Date
(Please notify department chair when proposal is forwarded to dean.)

Dr. Sandra D. Thompson 9/28/20
College Dean Date
(Please notify the department chair when proposal is forwarded to AA.)

JCGS Dean (for Graduate Proposals) Date

Effective Term (assigned by AA)
Does this course have an undergraduate / graduate counterpart? 
____ Yes  X No

Is this proposal part of a larger submission package including a program change? 
X Yes ___ No

Does this new course affect a teacher preparation program? (All courses required for any teacher preparation program must have approval from the Council on Teacher Education (CTE) before approval from AACC or Graduate Council.) 
____ Yes  X No  If yes, send copy of proposal to the Education Curriculum Committee Chair, Dr. Darla Fent.

CTE Approval (Stamp or initial) ___________________________

Has this course been previously taught as a common course (4910 seminar, 4960 institute, etc.)? 
____ Yes  X No  If yes, when was the most recent offering? __________________________

Does this course affect majors or minors outside the department? 
Yes  X No  If yes, provide name(s) of department chair(s) contacted, dates, and results of discussion.

Prerequisite courses:
Example 1: MATH 1213 and (MATH 2165 or MATH 2185) and CHEM 1213.
Example 2: (ACCT 2113 and 2213) and (MGMT 3013 or ISOM 3613)
Example 3: 8 hours of biology including BIO 1404.
DES 4513 and 4523 (or concurrent enrollment in 4523) with a minimum grade of “C”.

Co-requisite(s): Which of the above prerequisite courses, if any, may be taken in the same semester as the proposed new course?

DES 4523

Concurrent enrollment: Courses that must be taken the same semester. Example: lab courses.

Will this course have enrollment restrictions? 
X Yes  ____ No  If No, go to question 13.

Specify which major(s) may or may not take this course. Specifying a major, excludes all other majors from enrolling.
Check one: May X  ____  May not ____

Major Code: 1040

Which of the following student classification(s) may enroll in this course? 
Check all that apply:
Graduate (2) 19 + hours
Graduate (1) 0-18 hours
Post Baccalaureate *
Senior
Junior
Sophomore
Freshman

* Graduate level courses are not open to Post Baccalaureate students.

Check or list other restrictions for this course.

Admission to Graduate Programs
Admission to Nursing Program
Admission to Teacher Education
Other __________________________
13. **Course objectives**: Objectives should be observable, measurable and include scholarly or creative activities to meet the course level characteristics. Course objectives should also be in line with the course description. (Please refer to instructional objectives documents at: https://spaces.uco.edu/display/aaccproposals/UCO+AACC-main+page#UCOAACC_mainpage-faq-helpful-hints.)

A student who successfully completes this course will be able to:

3. Produce production ready files of vector-based trademarks and logotypes for use in specialty printing and CNC controlled production environments (Discipline Knowledge, RCSA).
4. Produce production ready files and digital mock-ups for use in vehicle wrap printing environments (Discipline Knowledge, RCSA).
5. Produce production ready files for use in digital media environments (Discipline Knowledge, RCSA).
6. Produce clean final files for archival purposes consistent with the design profession (Discipline Knowledge).

**Course Detail Information:**

14. **Contact Hours (per week)**

   - Lecture hours (in class)
   - Lab hours (also studios)
   - Other (outside activities)

15. **Repeatable course.**

   - Number of times this course can be taken for credit.

16. **Schedule type**: (select one only)

   - Activity P.E. (A)
   - Lab only (B)
   - Lecture/Lab (C)
   - Lecture only (L)
   - Recitation/Lab (R)
   - Student Teaching (STU)
   - Studio Art/Design (XSU)

17. **List existing course(s) for which this course will be a prerequisite.** Adding a "new course" as a prerequisite to an existing course will likely cause enrollment problems. (Please submit a prerequisite change form for each course for which this course will serve as a prerequisite.)

   - N/A

18. **What resources, technology or equipment must be acquired to teach this course?** List items, which must be purchased and estimate cost. (Be specific, e.g., technology software, equipment, computer lab, etc.)

   - None – existing resources within the School of Design are adequate for the course.

19. **The UCO library has the required library resources for the new course?** List items, which must be purchased and estimate cost. (Be specific, e.g., technology software, equipment, computer lab, etc.)

   - Yes  

   - Additional funds are being requested for library resources to support this course:

     - Yes  

     - $ ____________ (amount requested)

20. **Names of current faculty qualified to teach this course.**

    - Amy Johnson, Sam Ladwig, Jesse Warne, McKenna Sanderson, Monique Ortman, Brock
21. Additional faculty (adjunct or full-time) required and specific competencies required to teach this course:
N/A

22. How will this course be staffed and equipped? Identify the additional costs associated with this new course. If no costs, explain why not.
This is a change to an existing course that is more easily accomplished by deleting the existing course (DES 4562) and replacing it with this one. All equipment and staffing are already in place.

23. Identify the source(s) of funds for any additional costs for the new course. i.e. internal reallocations, special fees from students, etc. If you plan to propose special fees be assessed for this course, be aware there is a separate approval process for special fees.
N/A

24. Projected enrollment for two academic years following approval of new course:

<table>
<thead>
<tr>
<th>Semester</th>
<th>2021</th>
<th>2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>Spring</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

25. Using State Regents’ definition of liberal arts and sciences (quoted below), characterize the course as follows:

- Non-liberal arts and sciences
- Liberal arts and sciences

“The liberal arts and sciences are defined as those traditional fields of study in the humanities; social and behavioral sciences; communications; natural and life sciences, mathematics; and the history, literature, and theory of fine arts (music, art, drama, dance). Courses in these fields whose primary purpose is directed toward specific occupational or professional objectives, or courses in the arts which rely substantially on studio or performance work are not considered to be liberal arts and sciences for the purpose of this policy. Courses required for the General Educational Program are not necessarily synonymous or mutually exclusive with the liberal arts and sciences.” State Regents Policy and Procedures. Chapter 2, Section 5, “Degree Requirements” part 1, (2). P. II-2-86

26. Please provide a concise, yet comprehensive, statement that explains the reasons for requesting the new course. Include documentation or assessment information supporting the specific request (if possible). Indicate the expected source of student enrollment (majors, minors, programs etc.)
Due to changes in technology that have affected the graphic design profession, techniques and terms related to this topic have evolved. An existing course (DES 4562) has been gradually modified to remain relevant, but now it is time to change the title, description, and credit hour requirements to more accurately reflect the updates in material covered and the time necessary to do so. It should not be created unless the 2 credit hour course DES 4562 Prepress Production is deleted.

27. Which of the six transformative learning tenets does this course incorporate? (Check all that apply or only those that apply) This question was a directive from the Provost and is used for informational purposes.

- Discipline Knowledge X
- Leadership
- Research, Scholarly and Creative Activities X
- Service Learning and Civic Engagement
Global and Cultural Competencies
Health and Wellness

28. Clearly explain how the characteristics of this course meet or exceed those outlined in Course Level Characteristics. (Copy and paste table from “Course Level Characteristics” document for the appropriate course level of the proposed course. Document may be found on: https://spaces.ucd.edu/display/aaccproposals/UCO+AACC-main+pagetaurkefa+elp-helpful-hints.)

<table>
<thead>
<tr>
<th>Course Level Characteristics</th>
<th>Please describe how this course meets this requirement.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. It is assumed that students in these courses have completed sufficient course work to have attained senior standing.</td>
<td>The prerequisites required ensure that this course is primarily taken by seniors with the flexibility to allow junior students to take this early if their course of study would benefit.</td>
</tr>
<tr>
<td>2. It is assumed that students in these courses have a substantial background in the area of inquiry equivalent to 15 hours of study. Area of inquiry is defined broadly, including courses in the offering department, as well as courses in other departments that relate to the subject of study.</td>
<td>There are well over 15 hours of prerequisites in the direct area of inquiry.</td>
</tr>
<tr>
<td>3. These courses should be offered at a level of sophistication of instruction and of expected student performance that is beyond that of other undergraduate courses. In short, 4000 level courses should offer more in-depth study than courses offered at the 3000 level and below.</td>
<td>This course is designed to teach specific technical details related to graphic design production, which requires significant background knowledge. This course offers a very in-depth study of the transition of work produced by the graphic design discipline to other disciplines within the greater design industry.</td>
</tr>
<tr>
<td>4. Students in these courses should be required to undertake a substantial scholarly activity in addition to classroom instruction, such as a written research project, library assignment, juried performance, or creative work.</td>
<td>Students are required to produce creative work.</td>
</tr>
<tr>
<td>5. Included among 4000 level courses would be capstone courses that review and integrate previous learning, practicums and student teaching, and courses in which a major instructional responsibility is placed on the student (as in individual studies, directed readings, and seminars).</td>
<td>Students are required to prepare creative work to meet professional standards of the industry as well as to extrapolate to other contexts within the industry.</td>
</tr>
</tbody>
</table>