FACULTY SENATE MINUTES
May 8, 2023

The Pittsburg State University Faculty Senate met at 3:00 p.m. on Monday, May 8, 2023, with Karen Johnson, President, presiding.

Past Minutes

Minutes from the April 24, 2023 meeting were approved.

Guests

Faculty Senate welcomed Doug Ball to discuss the upcoming budget. See attached for full report. We are still around six weeks away from having all the pieces we need to finalize the budget. PSU continues to be less expensive than the majority of our peers and other MIAA institutions. The NISS Playbook and pay raise funding was approved following omnibus action. The budget item to assist with inflation costs did not pass. PSU will be asking KBOR for a 5% tuition increase for AY 2024.

Announcements

Provost and Vice President of Academic Affairs – Dr. Howard Smith

Provost Smith reported that the KBOR Council of Chief Academic Officers will discuss the Associate of Arts proposal at their next meeting. There has been some pushback by some of the community colleges. In addition, the new major for the DNP will have a first reading. Provost Smith also reported that CARES numbers are up compared to last year. Lastly, some reappointment letters sent recently were incorrect; these are being corrected.

PSU/KNEA –Amy Hite, President

President Hite reported the two KNEA members have won Apple Awards; she congratulated Laura Washburn and John Franklin. KNEA Happy Hour will be held on Wednesday at Jolly Fox from 5-7pm. Meet and Confer met today. The hope is to be done and have the contract to KBOR by May 20th so that it can be ratified at the June KBOR meeting. There are a couple of items still in discussion.

Student Senate – Tarryn Brenner, Representative

No report.

Unclassified Professional Senate – Tammy Higgins, President

Ms. Higgins reported that President Shipp gave an update at their last meeting. UPS currently has nine positions to fill; five candidates have accepted. UPS and USS will continue to work on recommending strategies that help address the issues that were raised in the Docking Institute survey.

University Support Staff – Diane Letner, President

No report.

Faculty Senate President – Karen Johnson, President

President Johnson thanked those who served this year on Faculty Senate and on committees.

Committee Reports

Academic Affairs – Mike Carper, Chair

No report.

Undergraduate Curriculum – Janet Zepernick, Chair

All submissions up for review were passed and recommended for approval by Faculty Senate. See agenda for details.

All curriculum items recommended by the Undergraduate Curriculum Committee were approved.

Library Services/Learning Resources – Chase Dearinger, Chair

The committee met on April 18th and received an update from Library Services staff. Axe Library extended hours in response to student feedback. In addition, information was shared regarding the Kanopy video on demand services and the construction project for the Student Success Center. See agenda for additional details.

Online and Distance Learning – Laurent Pretot, Chair

No report.

Academic Honors – Kris Lawson, Chair

No report.

Honors College – Rion Huffman, Chair

It was reported that three candidates were interviewed for the Honors College Director position. The committee has forwarded their recommendation to the Provost. In addition, the committee met with the Provost to discuss the Evaluation Report that was submitted earlier in the year. See attached for full report.

Writing Across the Curriculum – Jason Clemensen, Chair

No report.

Diversity and Multicultural Affairs – Laura Washburn, Chair

No report.

Student-Faculty – Cole Shewmake, Chair

The committee presented its second reading on adding language to the university's plagiarism policy statement to address the increasing use of AI software. See agenda for details. Jamie Brooksher had no issue with the proposed language.

The additional language was approved.

All University Committee – John Daley, Chair

No report.

Faculty Affairs – Amy Hite, Chair

It was reported that travel requests continue to be reviewed and approved based on the new guidelines.

Constitution Committee –Casie Hermansson, Chair

The committee proposed updated changes to be made to the constitution to be voted on at the next general faculty meeting, to be held in August 2023. See agenda for details.

It was approved to take the proposal to the next general faculty meeting for a vote.

Pitt State Pathway Committee – Bob Kehle, Chair

It was reported that assessment of current and future general education will be a focus for next year's committee. In addition, the committee recommended that the committee be renamed to General Education beginning Fall 2024.

Budget Committee – Kent Runyan, Chair

The committee met with Doug Ball on April 21, 2023 to discuss preliminary budget planning. See agenda for details.

Academic Honesty – Rebeca Book, Chair

No report.

Unfinished Business

None.

New Business

None.

Open Forum

President Johnson was thanked by the Senators for her service as President.

Meeting Adjourned Meeting adjourned Monday, May 8, 2023, at 4:08 p.m.

Melinda Roelfs, Recording Secretary

FACULTY SENATE MEMBERSHIP (2022-2023)

	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	
Karen Johnson, (President)	X	X	X	X	X	X	X	X	X	
Rebeca Book, (President Elect)	X	X	X	X	X	X	X	X	X	
Jordan Backs, TWL	X	X	X		X	X		X	X	
Tim Bailey, HPSS	X	X	X		X	X		X		
Susan Carlson, At-Large										
Browyn Conrad, WGS	X	X	X	X	X	X	X	X	X	
Kari Cronister, FCS	X			X		X	X	X		
Marcus Daczewitz, TCHL	X	X	X	X	X	X	X	X		
John Daley, HPSS	X				X		X	X		
Kristi Frisbee, At-Large		X	X	X	X		X	X	X	
Andrew George, BIOL	X	X	X	X	X	X		X	X	
Ram Gupta, CHEM	X	X	X	*	*	X		X	*	
Rick Hardy, HHPR	X	X		X	X	X		X		
Todd Hastings, MUSIC				X	X	*	X	X		
Casie Hermansson, ENGML		X		X		X	X	X	X	
Ashleigh Heter, NURS	X		X			X	X	X	X	
Amy Hite, At-Large	X	X	X				X	X	X	
Ananda Jayawardhana, At-Large	X	X	X	X	X	X	X	X	X	
Mark Johnson, At-Large	X		X	X				X		
Randy Jones, AUTO					X	X	X			
Myriam Krepps, ENGML	X	X	X	X	X	X	X	*	X	
Chris Labuda, Library	X		X	X	X	X	X	X	X	
Kris Lawson, At-Large	X	X	X	X	X	X	X	X	X	
Janet Lewis, ART	X	X	X	X	X	X	X	X	X	
Kristen Livingston, COMM	X	X	X	X	X	X	X	X	X	
Kristen Maceli, KUSB	X	X	X	X	X	X	X	X	X	
Barbara McClaskey, At-Large	X	X	X	X	X	X	X	X	X	
Ruth Monnier, At-Large		X	X	X	X	X		X	X	
Clifford Morris, At-Large	X	X	X	X	X	X	X	X	X	
Shannon Nicklaus, CMCET	X	X	X	X	X	X			X	
David Pearson, PHYS	X	X		X	X	X		X	X	
Laurent Pretot, PSYCH	X	X	X			X	X	X		
Jason Reid, TWL		X		X	X		X	X	X	
Kent Runyan, At-Large		X	X		X	X	X		X	
Ashley Shaw, TCHL	X	X		X		X	X			
Josh Shay, MIL										
Cole Shewmake, (Past President)			X	X	X	X	X		X	
Dan Spielbusch, ETECH	X	X	X	X	X	X		*	X	
Scott Thuong, MATH		X	X	X	X	X		X	X	
David Weaver, KUSB	X	X	X	X	X	X	X	X	X	
Gail Yarick, At-Large	X	X	X	X	X		X	X		
USS Senate Representative		X			X		X	X		
UPS Senate Representative	X	X	X	X	X	X	X	X	X	
Student Government Representative				X						
Student				X						

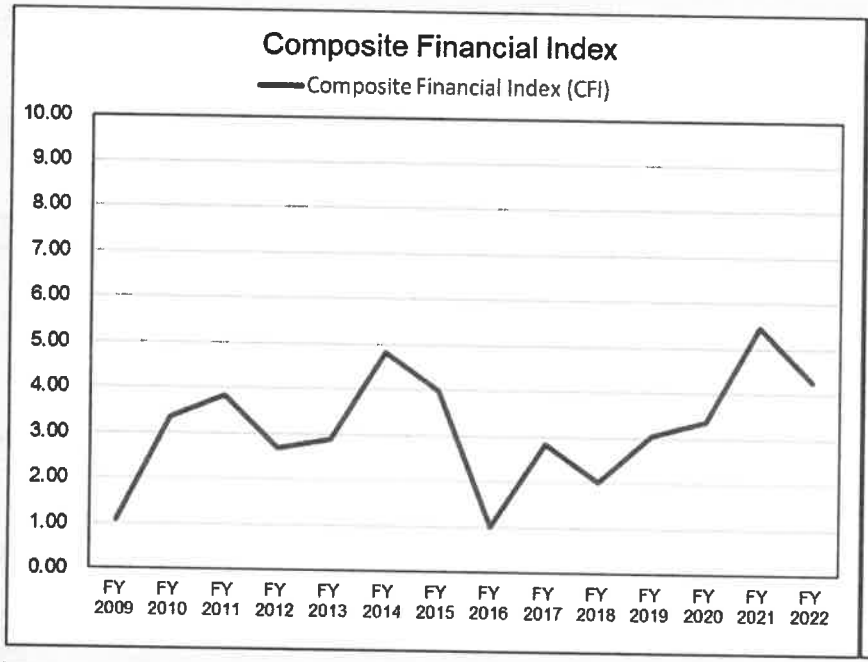
*Substitutes: 12/12/22 Khamis Siam for Ram Gupta; 1/23/23 Khamis Siam, Jeannice Parker guest; 2/27/23 Robert Kehle for Todd Hastings, Tatiana Goris guest; 4/24/23 Khamis Siam, Daniel Maxwell for Dan Spielbusch, Grant Moss for Myriam Krepps; 5/8/23 Khamis Siam for Ram Gupta

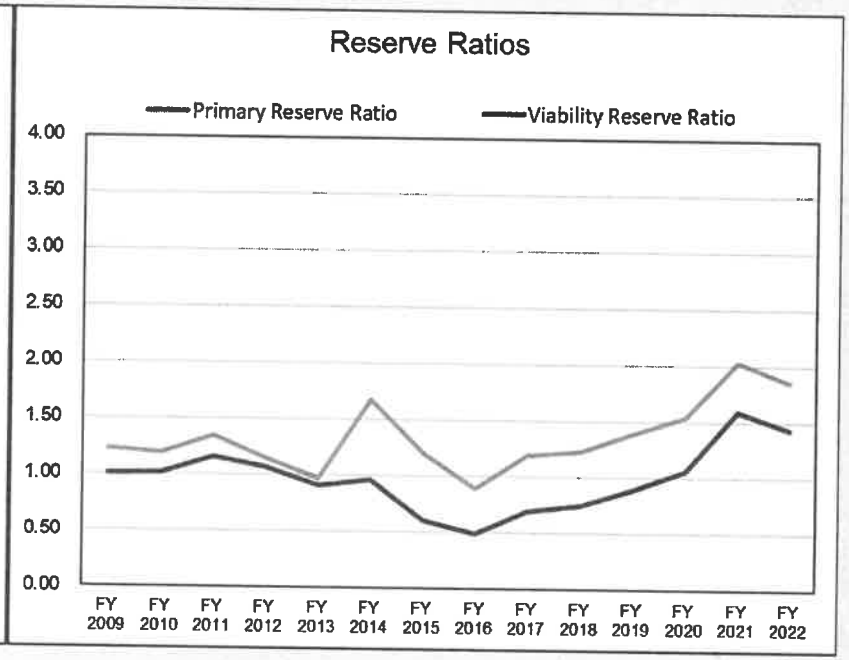
Pittsburg State University

Budget Update

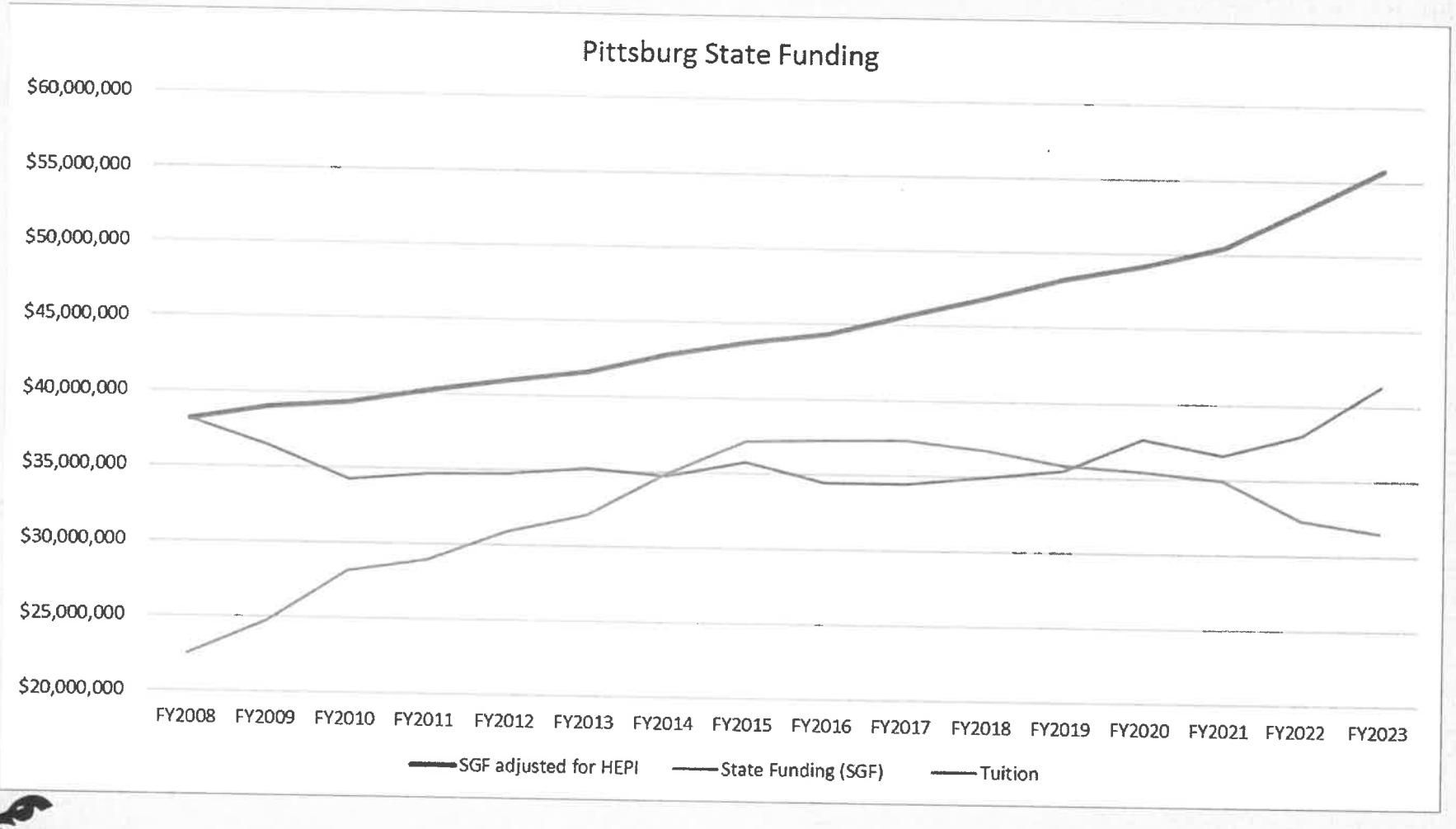
CFI Results

- Composite Financial Index (CFI) dropped just over one point in FY2022
  - Negative Foundation investment return FY22 vs very strong FY21 was primary factor
  - Current CFI is in target range
  - Enrollment declines put significant pressure on CFI result





General Use Funding Trend

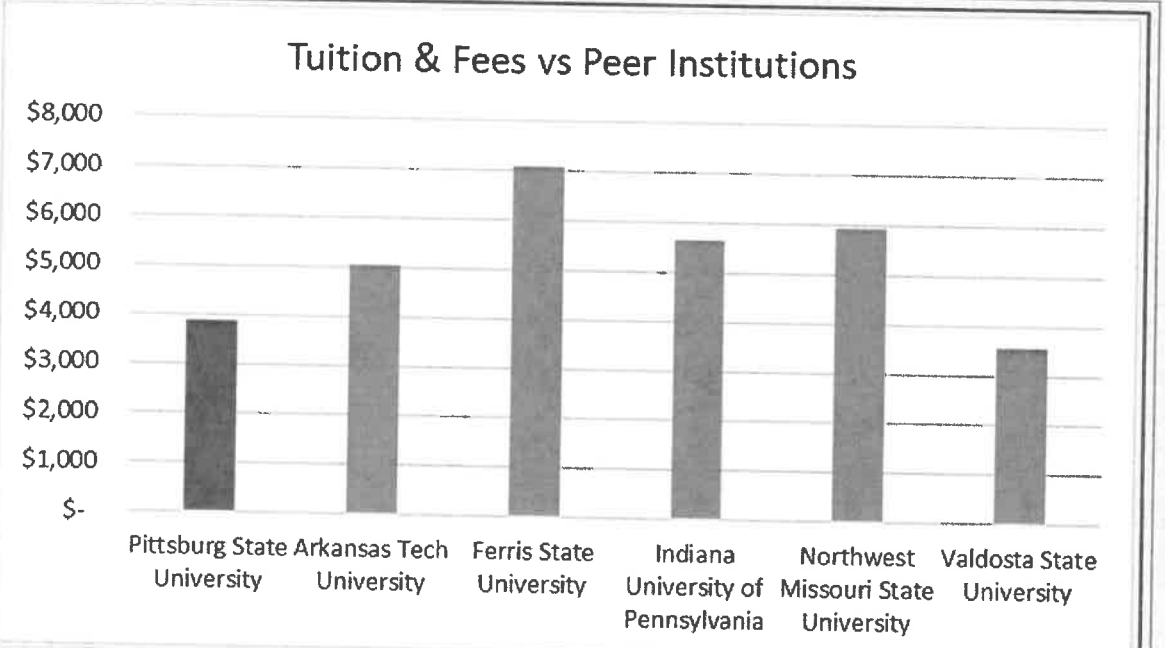


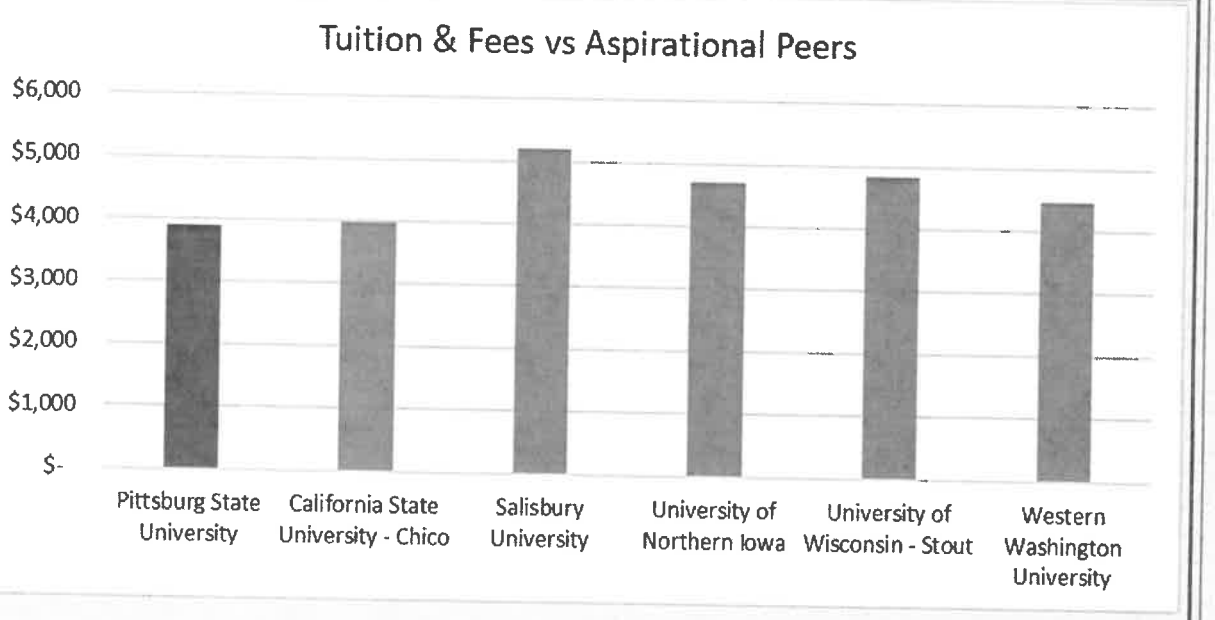
Tuition & Fees vs Peers

Pitt State continues to be less expensive than peers selected by KBOR (except Valdosta State)

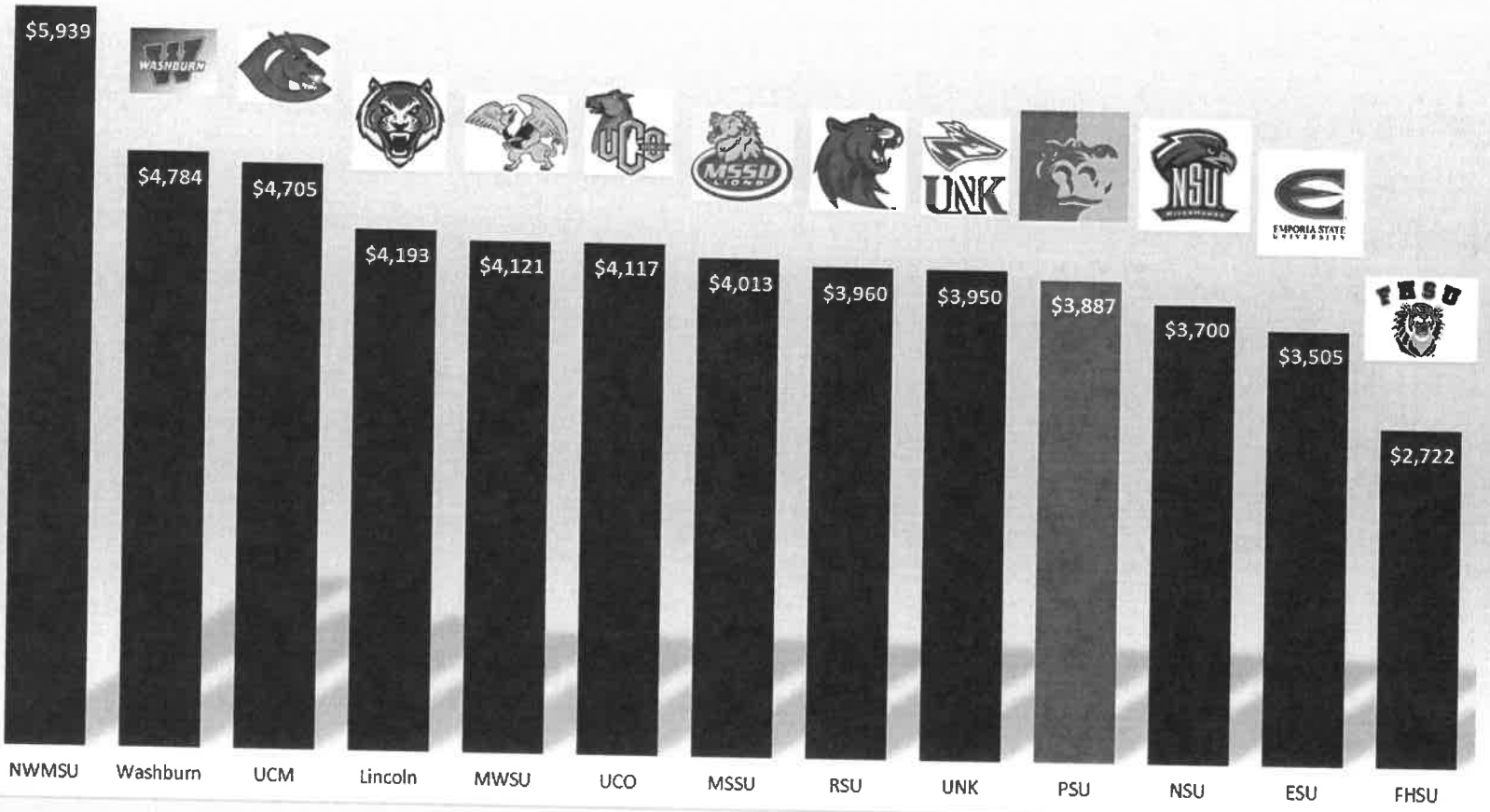
- Georgia increased state funding 27% and lowered tuition rates 7.6%

Note: Tuition and Fees per semester for 2022-2023 full time undergraduate (15 hours)





Tuition & Fees vs MIAA



Note: Tuition and Fees per semester
(full time undergraduate)

Pittsburg State- Preliminary Budget Planning FY24

State Funding (Operating Budget-Recurring items)		Governor's Budget	Legislative Budget	Omnibus Action
NISS Playbook	$ 1,000,000	Yes	No	Yes
Inflation	900,000	Yes	No	No
Pay Plan--approximately		Yes	Deferred until Omnibus	Yes (smaller amount)

Enrollment Change:

FY23 (This year)	($700,000)
FY24	?

Tuition Ranges:

Each 1% increase ($29/semester) generates approximately $300,000
(if applied to all categories)

Key Investment Needs:	Estimates (Annual Costs)	
Salary Increases--TBD	Each 1% is $507,000	
Faculty Promotions & Merit	$ 60,000	
Benefit Cost Increases--approximately	300,000	
Utilities--approximately	750,000	
Oracle Software for Financial Aid & SIS	325,000	
Student Success & Advising and Data Analytics	1,300,000-1,400,000	(first phase)
Recruiting Staff Additions--approximately	200,000	
Scholarship Structure for Retention & Recruiting	Not yet known	

Pittsburg State University Honors College Evaluation 2023

Compiled by the PSU Faculty Senate Honors College Committee

In the Fall of 2022, the Faculty Senate Honors College Committee was given the task to evaluate and make recommendations for changes to the Honors College at Pittsburg State University. The committee found that the current structure of the Honors College is strong compared to peer institutions; however, there are multiple areas where changes would improve the student and faculty experience. These changes include restructuring the scholarship system, adjusting the application requirements, creating a faculty fellows' program, and considering a dedicated student space, amongst others. Below is the report outlining the charges of the committee, methodology, results and recommendations.

Charges of the committee

The committee was charged with a holistic review and evaluation of the Honors College at PSU, but specific charges were outlined as well by the Provost of Academic Affairs. The charges included the following:

1. How does our program compare to other regents and MIAA institutions?
2. Should it be called the Honors Program?
3. How can we serve more students?
4. Should additional benefits be considered?
5. How can we address lack of connectedness to University Departments?
6. Image Review – Substantiality of programs and review of student attitudes.
7. Role of Director

During the review of the program, the committee found additional charges to consider, including:

1. How can diversity be increased within the program?
2. Pillar Point System
3. "Honors" clarification - Academic Honors vs. Honors College
4. Application Rubric – Test Scores, Reference Letters, GPA Requirements

Methodology

Commented [MH1]: I feel like we need a page break here. Just for "prettiness."

When considering the main charges, committee members felt that stakeholders should be surveyed to gain insights. Stakeholders were identified as those directly affected by potential changes: Faculty, current Honors College students, Honors College Alumni, and prospective Honors College students (currently in High School). Surveys were crafted to fit a specific stakeholder audience, with some carryover questions. Survey questions are listed below.

PSU Faculty

1. Is the Honors college beneficial in recruiting students to your program or any other program at Pitt State?
2. Rank the current requirements for admission to the Honors College from most important (1) to least important (8)
    a. GPA
    b. ACT/SAT score
    c. Reference letters
    d. Essays
    e. Extracurricular involvement (school and community)
    f. Awards and recognitions
    g. Work Experience
    h. Personal Interview
3. What other selection requirements should be considered?
4. If you were renaming the Honors College, what name would be more appropriate to you?
5. Do you have thoughts on improving the Honors College?

Current Honors College Students

1. Would you have attended Pitt State without the HC scholarship?
2. Rank the factors that influenced your decision to choose the Honors College at Pittsburg State University from most important (1) to least important (6).
    1.1. Scholarship
    1.2. Travel Abroad Stipend
    1.3. Academic Programs
    1.4. Networking Opportunities
    1.5. Leadership Opportunities
    1.6. Location Convenience
    1.7. Other
3. Should non-academic activities (Community Service, Social Events, Campus Involvement) be required for Honors College membership?
4. Rank the current application requirements for selection to the Honors College from most important (1) to least important (8).
    1.1. GPA
    1.2. ACT/SAT score
    1.3. Reference letters
    1.4. Essays

1.5. Extracurricular involvement (school and community)
1.6. Awards and recognitions
1.7. Work Experience
1.8. Personal Interview

5. What other selection requirements should be considered?
6. When considering the current Honors College Scholarship structure, which of the following options would you support?
    a. Keep the structure as it is
    b. Change the structure to offer more scholarships with lower dollar amounts (more student participants)
    c. Change the structure to offer fewer scholarships with higher dollar amounts (fewer student participants)

Honors College Alumni

1. Would you have attended Pitt State without the HC scholarship?
2. Do you think Honors College was beneficial to your college experience?
3. Rank the factors that influenced your decision to choose the Honors College at Pittsburg State University from most important (1) to least important (6).
    a. Scholarship
    b. Travel Abroad Stipend
    c. Academic Programs
    d. Networking Opportunities
    e. Leadership Opportunities
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    d. Essays
    e. Extracurricular involvement (school and community)
    f. Awards and recognitions
    g. Work Experience
    h. Personal Interview
6. What other selection requirements should be considered?
7. When considering potential new benefits for Honors College students, please rank the following options from most important (1) to least important (4).
    a. Special Housing
    b. Early Class Registration
    c. Exclusive Scholarships
    d. Research and Internship Opportunities

Prospective Honors College Students

1. Rank the following benefits of the Pittsburg State University Honors College from most important (1) to least important (4) in your decision to attend Pitt State:
    a. Scholarship/stipend
    b. Study Abroad stipend
    c. Priority Enrollment
    d. Honors Housing Clusters
2. Which of the following statements best describes your expectations of being a potential student in the Pitt State HC?
    a. Build community through interactions that demonstrate a passion for learning and respect for diversity
    b. Display intellectual curiosity, envision new ways of thinking and learning, and eagerly and respectfully discuss ideas and issues throughout the campus
    c. Show commitment that honors the college community and contributes to its ongoing life, showing respect for and dedication to learning
3. When considering the current requirements for admission to the Honors College, which do you deem most important? Please rank from most important (1) to least important (8).
    a. GPA
    b. ACT/SAT score
    c. Reference letters
    d. Essays
    e. Extracurricular involvement (school and community)
    f. Awards and recognitions
    g. Work Experience
    h. Personal Interview
4. When making your decision to attend a Universities Honors Program, please rank the following considerations from most important (1) to least important (4):
    a. Scholarship amount
    b. University Experience
    c. Travel Abroad Stipend/Program
    d. Specific Academic Programs at the University

Results

Survey results were organized into respective charts and data was analyzed for insight into possible correlation, or lack thereof, between the distinct groups. This report will first list the results according to the group surveyed, then the results will be synthesized when crossover is identified.

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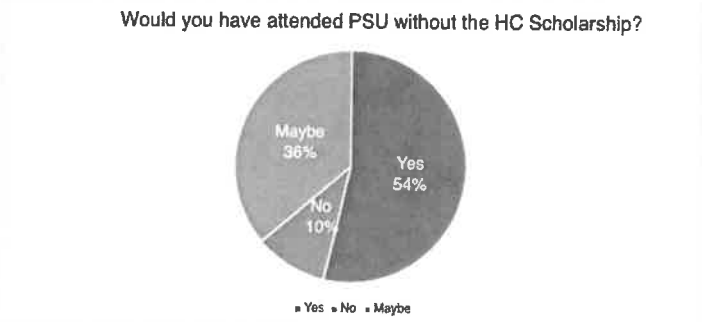

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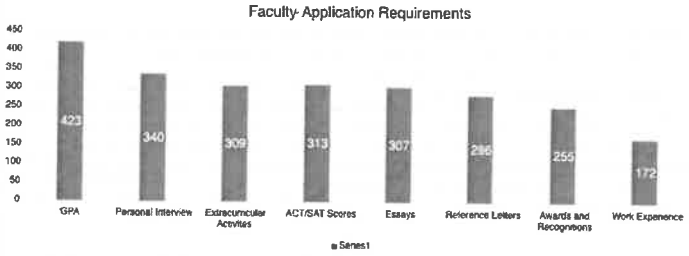

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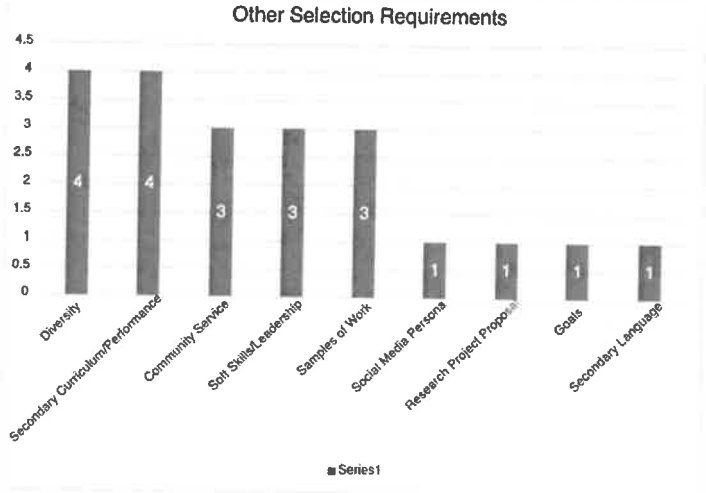

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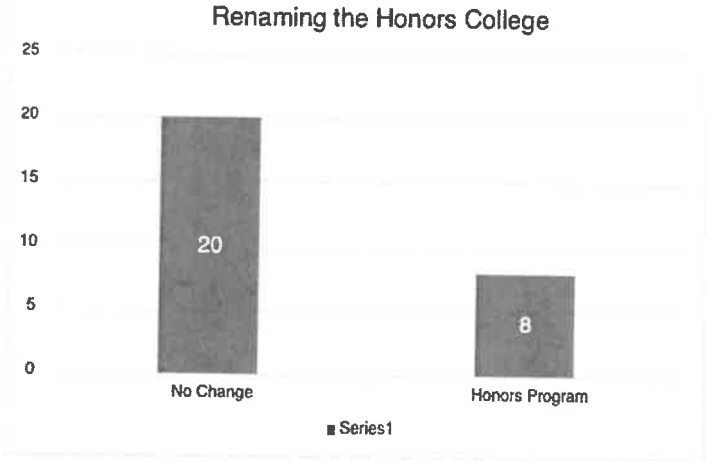
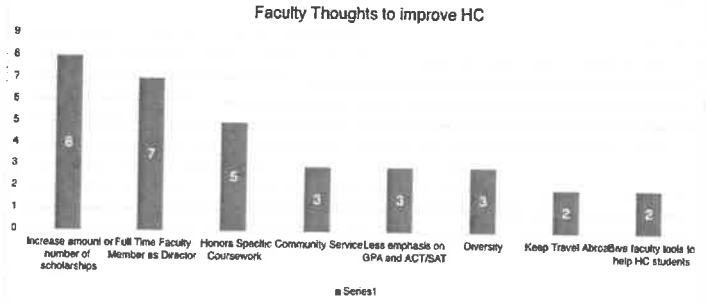


5. Do you have thoughts on improving the Honors College?



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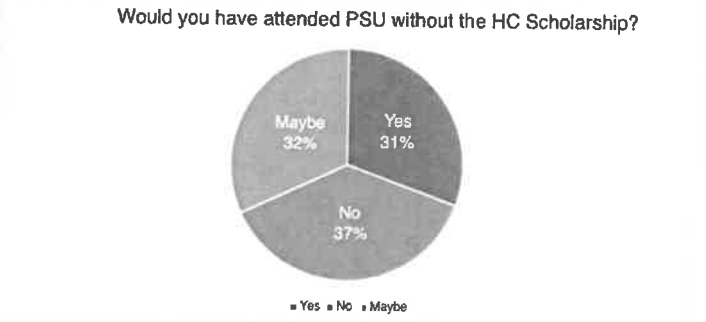
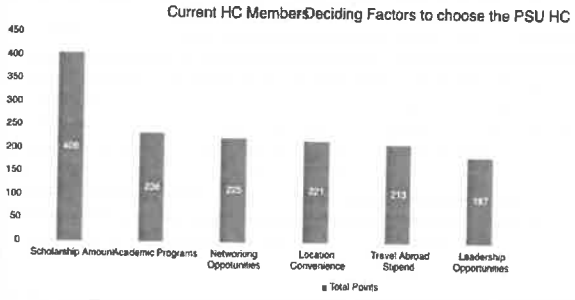


2. Rank the factors that influenced your decision to choose the Honors College at Pittsburg State University from most important (1) to least important (6).



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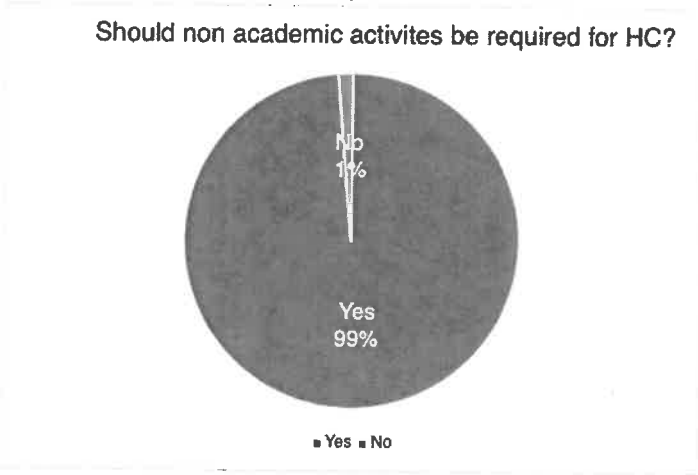

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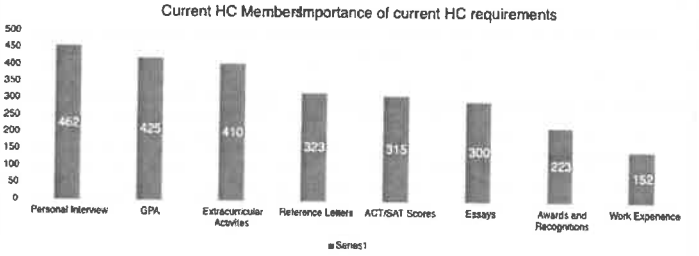

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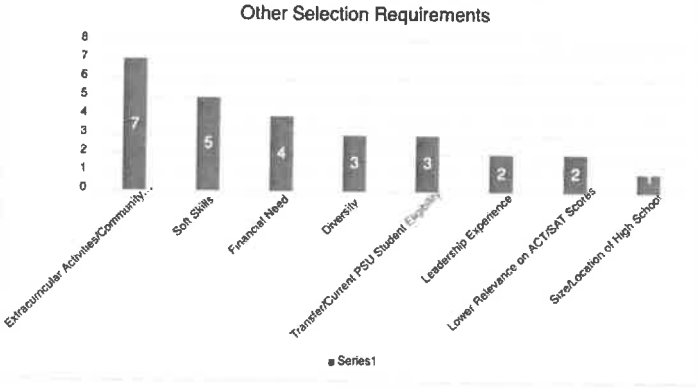

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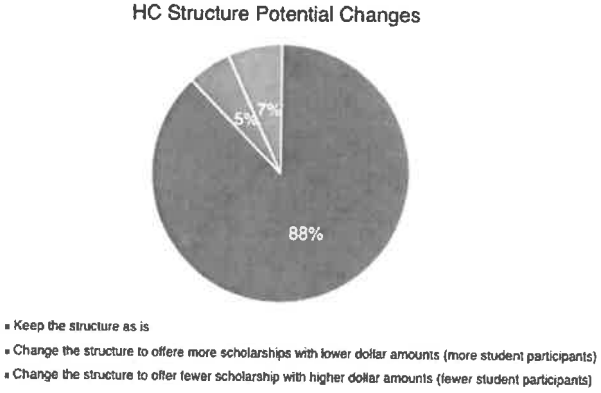

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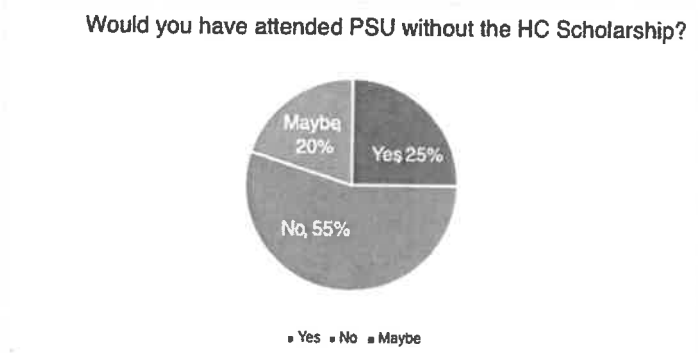
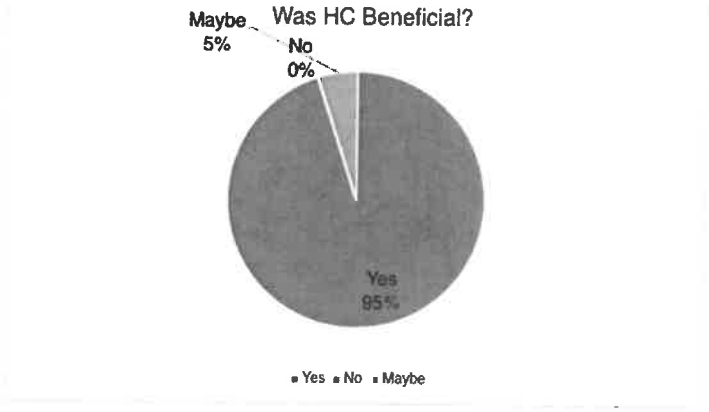


2. Do you think Honors College was beneficial to your college experience?



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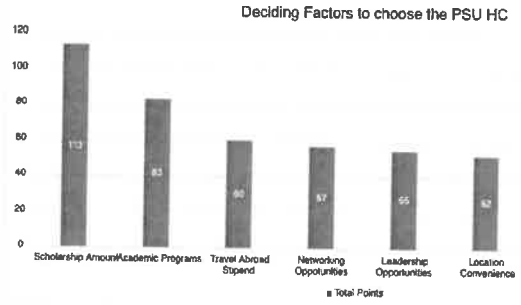

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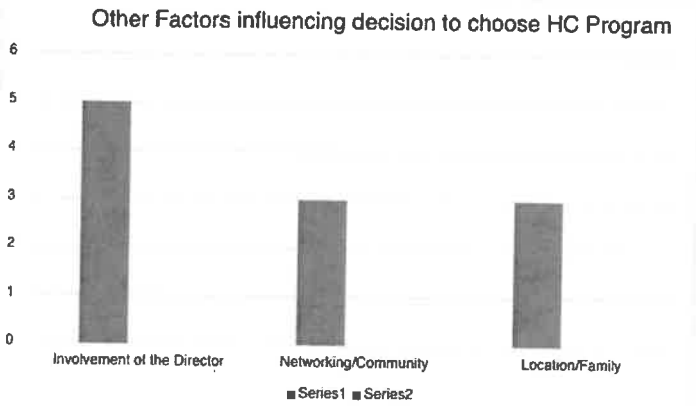

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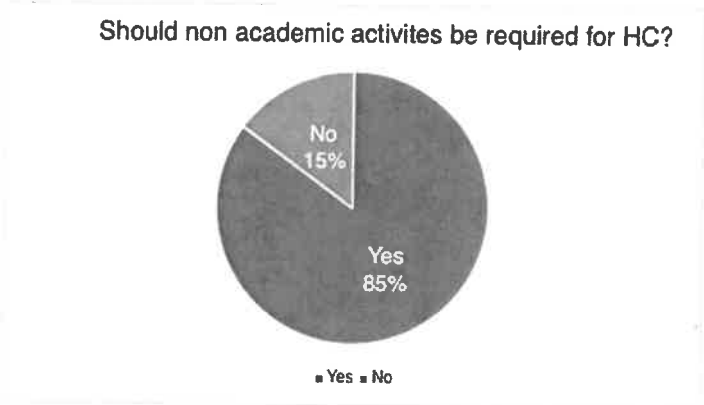
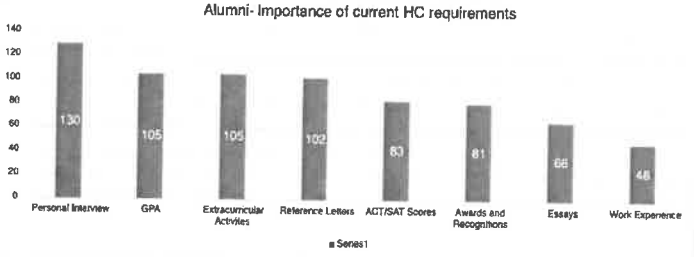
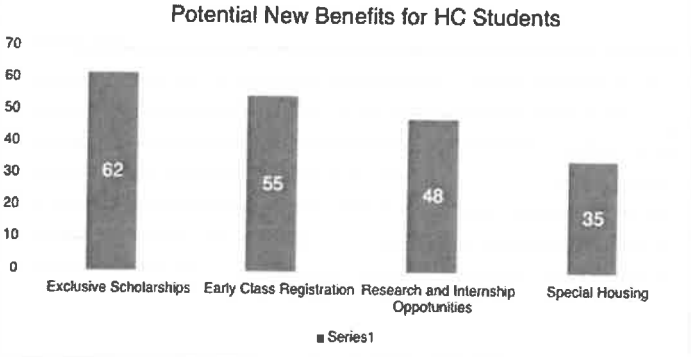


6. What other selection requirements should be considered?

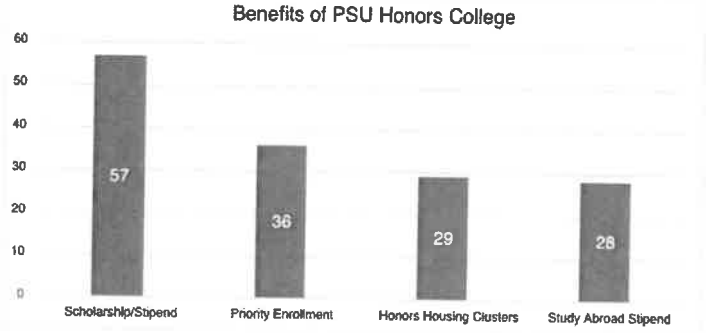


7. When considering potential new benefits for Honors College students, please rank the following options from most important (1) to least important (4).

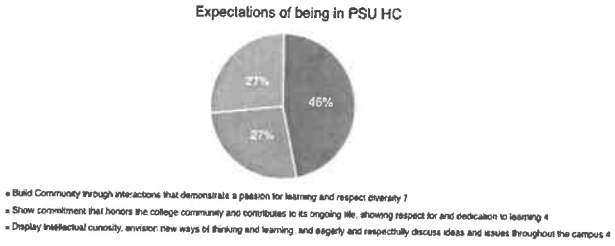


Prospective Honors College Students

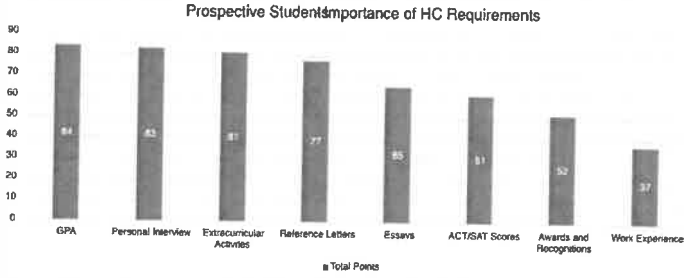
1. Rank the following benefits of the Pittsburg State University Honors College from most important (1) to least important (4) in your decision to attend Pitt State:



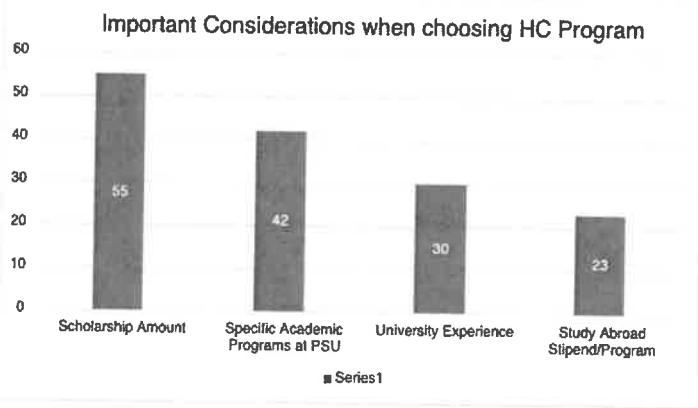
2. Which of the following statements best describes your expectations of being a potential student in the Pitt State HC?



3. When considering the current requirements for admission to the Honors College, which do you deem most important? Please rank from most important (1) to least important (8).



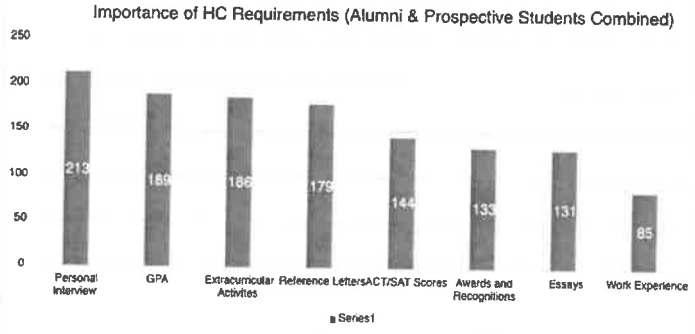
4. When making your decision to attend a Universities Honors Program, please rank the following considerations from most important (1) to least important (4):



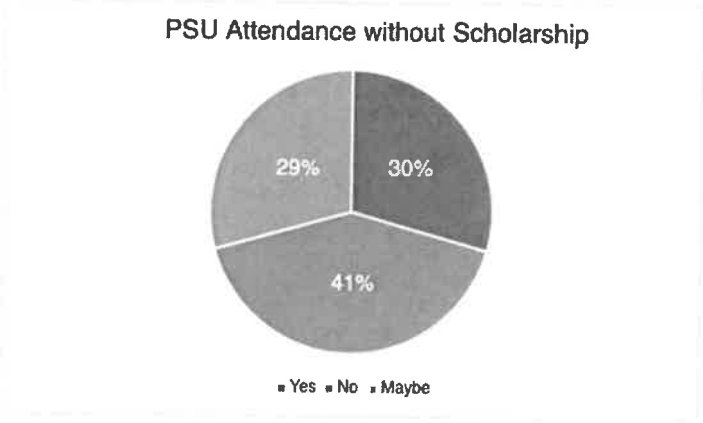
Overlap Areas

These are areas where the same question was asked of multiple groups.

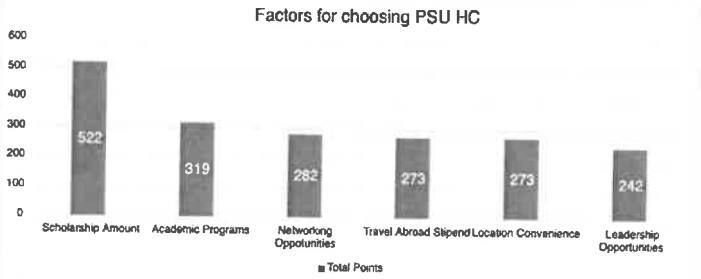
When considering the current requirements for admission to the Honors College, which do you deem most important? Please rank from most important (1) to least important (8). (Alumni & Prospective Students Combined)



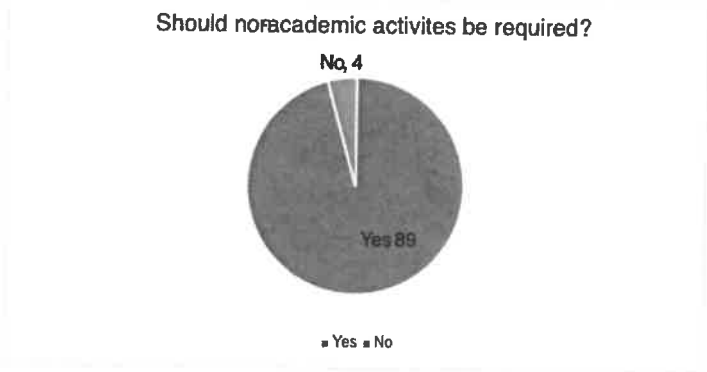
Would you have attended PSU without the Honors College Scholarship? (Current HC students and Alumni combined)



Rank the factors that influenced your decision to choose the Honors College at Pittsburg State University from most important (1) to least important (6). (Alumni & Current Students Combined)



Should non-academic activities (Community Service, Social Events, Campus Involvement) be required for Honors College membership? (Alumni & Current HC Students combined)



Peer Comparison Table

When considering how PSU compares with similar Regents and MIAA institutions, the committee investigated 14 comparable institutions. Although the committee compiled more than is in the table, the data displayed was deemed most relevant to its charge.

	Scholarship amount	**Application criteria**	**Administrative Structure**	**Naming Structure**
Central Missouri	Nothing specific; $1k study abroad stipend and $1k for Senior Project	HS GPA of 3.5 or higher or College GPA of 3.5 or higher for Transfer. NO interview.	Director (2/2 course load) Assistant Director (3/3 course load) 2 Faculty Fellows (stipends)	College
Central Oklahoma	$1k-$2k for 4 years	HS GPA of 3.0, 20 ACT and active member of student organizations or local community involvement.		Program
Emporia State	Nothing Noted	ACT Comp of 26 OR HS GPA of 3.5 or better Transfer students GPA of 3.5 or better Short essay required	Associate Provost and Dan; Lecturer and Administrative Specialist	College

Fort Hays State	**Regents:** Full Tuition and fees, complete room and board, $450 additional costs **Tier 1:** $10k total ($4k tuition and fees, $6k room and board) **Tier 2:** $6,700 ($3,500 tuition/$3,200 room)	3.5 GPA – ACT/SAT are not required, but for scholarships... **Regents:** 3.7 GPA – 32 ACT or 1430 SAT **Tier 1:** 3.5 GPA & 31 ACT **Tier 2:** 3.5 GPA & 30 ACT or 1370 SAT	Director, Admin Specialist, Success & Engagement Coordinator (student), Recruitment & Outreach Coordinator (student), Honors Ambassador (student)	College
Missouri Southern	Evans Scholarship: $6,500 per year ($3,250 per semester) 35-40 awarded per year – ALL HC students receive the same amount.	3.7 GPA OR 28 ACT OR 1300 SAT OR Top 10% of HS class. Interview required.	Director (2/2 course load) Assistant Director (3/3 course load)	Program
Missouri Western State	Max. $28,700 for 4 years for freshmen Transfer award $500-$1500 based on hours earned	Nothing specific for Honors, but a "Griffon Guarantee" scholarship program is implemented.	No information available	Program
Northwest State	Nothing specific for Honors Students – President's Scholarship available for $8,000, only 10 awarded	HS GPA of 3.5, 3.75 is recommended. Transfer GPA of 3.5. Essay required.	No information available	Program
Washburn	Nothing specific, but a range of University wide scholarships are available			
Rogers State University	Full Tuition, fees, books, on campus housing and meals.	3.5 GPA 26 ACT On campus interview	Director	Program
Missouri State	None specific for Honors	Invitation only after students are admitted. If they have received the Board of Governors Scholarship or an ACT of 27, SAT of 1280, top 10%	Director	College

		of high school class or 3.9 GPA.		
Kansas University	Honors Opportunity Awards - $1,500 This can be used for Study Abroad, Service Work, Internships, Conference Attendance, Off-Campus Research Yarick_Morgan Prize for Excellence - $10k – Only ONE scholarship per year (they can give a 2nd every 3-4 years)	Holistic process that includes an essay and short answer prompts as well as GPA, transcripts and ACT/SAT scores. There is no minimum GPA or test score, it is a holistic process.	Director, 9 Full time employees, 1 part time graduate assistant, 14 faculty fellows.	Program
University of Missouri	Research and academic scholarships available but not guaranteed	ACT of 31+ SAT of 1390+ High school GPA of 3.75 or above ACT score of 28-30 ***and*** top 20% class rank SAT score of 1300-1380 ***and*** top 20% class rank	Dean, Associate Dean, Director of Advising, Advisors	College
University of Oklahoma	One $500 scholarship listed	ACT of 30 or SAT of 1360 GPA 3.75 or top 10% of class	Dean, Associate Dean	College
Oklahoma State	No scholarships are guaranteed. Instead, multiple scholarships are available and HC students are automatically in consideration for them. They are awarded based on	3.85 GPA OR 3.75 AND ACT Composite of 27 or SAT of 1260 OR 3.75 (unweighted) - Apply for a holistic review. Transfers & Current Students: Fewer than 60 hours: 3.3 GPA	Dean Associate Dean Honors Teaching Assistant (2) Honors Program Manager Honors Academic Counselor (7)	College

	Financial Need (FAFSA). $2,500/semester one time ($5,000 total) that's needs based.	60-93 Hours: 3.4 GPA 94 or more: 3.5 GPA	Executive Administrative Assistant	

Recommendations

After carefully evaluating survey data, the committee recommends the following for consideration.

1. **How does our program compare to other regents and MIAA institutions?**
   The committee used the peer comparison table (referenced above) to inform many decisions. Findings are summarized as follows.
   a. **Scholarships:** For institutions the size of PSU, the committee found that of nine peer institutions, five institutions offered no specific scholarships for honors students, while the remaining four offered various tiers that compared favorably with PSU's structure. For larger (Research/D1) institutions, the structure was very different. Very few scholarships were offered, seemingly because of the large student population. These institutions averaged over 1,500 students in their programs. While certain scholarships were offered in these programs, they were mainly needs based.
   b. **Application Criteria:** For most institutions, a combination of GPA and standardized test score (ACT/SAT) served as the criteria for application. However, the committee found flexibility in some institutions with an either/or structure. The process varied from strict GPA/ACT requirements for highly completive scholarships (all expenses covered including housing and fees) to very low requirements (3.0 GPA and 20 ACT) simply for inclusion. The middle ground seemed to be a 3.5-3.75 GPA and/or 27 ACT.
   c. **Administrative Structure:** Of the nine peer institutions that were investigated, only five had comparable programs in size and scope. Of those five programs, only one had a single position over the Honors College/Program. The other four programs had a minimum of two positions (Director/Assistant Director, etc.) with some programs having multiple positions in place to assist with the development of the program(s).
   d. **Naming Structure:** The committee found the nomenclature used was either Honors College or Honors Program. Typically, the denotation of "College" referred to robust programs that were either large in scope or funding dollars and infrastructure. While "Program" was used for either smaller or less robust entities that did not have as much funding or as much infrastructure. According to these findings, PSU would more naturally fit into the "College" denotation.

2. **Should it be called the Honors Program?**
   Based off results of the internal surveys and the committees' investigation of peer institutions, no name change is recommended at this time; however, a holistic review of the Honors College and Academic Honors Program (previously Departmental Academic Honors) should be undertaken to clarify the identity across campus. The committee recommends the formation of a joint task force consisting of the following Faculty Senate committees: Academic Honors,

Honors College, and the Constitution Committee.

3. **How can we serve more students?**
   Scholarship Structure
   A change to the scholarship structure is recommended. Currently, each cohort consists of 30 students with three tiers of scholarships. The committee recommends this structure to expand to 35 students in each cohort funded at a flat level of $5,000/year with a $2,000 Study Abroad Stipend for a total of $770,000 per cohort. This will eliminate the current tiered scholarship structure. However, with this change, students will be allowed to stack any other scholarships on top of the Honors College scholarship. Previously, recipients of the Presidential scholarship were not allowed to stack other scholarships. This practice would be revoked under the new structure.

   Commented [MH2]: We need to add that students would be allowed to stack other PSU scholarships on top of this one.

   Transfer Students
   The committee also recommends a structure for inclusion of Transfer Students. The structure is still under consideration by the committee. The Honors College previously had a policy in place for inclusion of Transfer students and it was discontinued due to ineffectiveness. Peer institutions have policies; however, the policies do not serve as a proper blueprint for PSU's Honors College. Therefore, the committee will continue to work on this aspect with an addendum to the report being offered upon completion.

4. **Should additional benefits be considered?**
   Dedicated Student Space
   The committee recommends that a dedicated space for Honors College students to enhance collaboration and collegiality among the members be considered. The committee found many institutions had a dedicated space for their honors students. These ranged from entire facilities to conference rooms with dual purposes.

   Student Research Grant
   Funding an Honors College Student Research Grant to incentivize research projects from Honors College students. Research opportunities were mentioned by prospective and current Honors College students in the data.

5. **How can we address the lack of connectedness to University Departments?**
   Faculty Fellows Program
   A Faculty Fellows program would inspire interdisciplinary collaboration. Faculty partners would apply to teach courses offered strictly to Honors College students as part of the General Education curriculum. Four General Education substitution courses would be created to meet learning outcomes of the state's General Education requirements. Faculty Fellows would serve as Honors College liaisons between the Honors College and the individual departments/schools. Compensation should be provided to these positions. This program, and the courses emerging from it, will serve as a blueprint for all students in the future, not just Honors College students.

6. **Image Review – Substantiality of programs and review of student attitudes.**
   The committee feels that the Scholarship re-structuring, the Faculty Fellows program, and the Student Research Grant will address this area. Additionally, the dedicated space would serve to raise the profile of the program.

7. **Role of Director**
   After considering the workload of the Director and considering the administrative structure of peer institutions, the committee recommends an **Assistant to the Director or Co-Directors** that should come from different areas (I.e., different departments, colleges or schools). Below, the committee has provided a sample job description that was built off the existing description with additional context. If needed, the committee could help draft revised job description(s) if the recommendation of creating a CO/Assistant position is accepted.

Potential Job Description:

The Director of the Honors College provides academic leadership for the Honors College and related scholar development activities at Pittsburg State University, working collaboratively with academic deans, department chairs, individual faculty and the Honors College and Academic Honors Committees of the Faculty Senate.

20% - Provide administrative leadership and management for the Honors College:

1. Work with Honors College Committee of Faculty Senate to establish and administer academic structure of the program, eligibility and continuation criteria and selection process.
2. Ensure sufficient honors course offerings, through designated general education sections or specially designed interdisciplinary courses, to provide a stimulating academic experience for honors college students in their first two years.
3. Monitor continuing student eligibility and administer satisfactory progress policy for scholarship continuation.
4. Participate as an ex officio member of the Faculty Senate Honors College committee, and Academic Honors committee. As well as serving as a standing member of the Study Abroad committee.
5. Manage Honors College OOE budget and study abroad component of stipend budget.
6. Coordinate and Facilitate the Study Abroad experience. Lead or travel with at most one Honors College Study Abroad Program every two years.- *This was changed from the previous job description in response to feedback from the Study Abroad committee.*

20% - Mentor and advise honors college students to facilitate their achievement and success.

1. Mentor individual honors college students, encouraging them to take full advantage of academic and co-curricular resources at the University.
2. Facilitate new honors college students transition to the university through special orientation activities coordinated with the CARES program and honors college sections of the Gorilla Gateway course.
3. Serve as faculty advisor to honors college association.

4. Maintain XX office hours per week in the Student Success Center. - *The committee is not sure about this requirement, but it was discussed.*
5. Coordinate university initiatives to promote student success in national scholarship competitions (may involve work with high achieving students who may not be members of the honors college).

50% - Fulfill duties and responsibilities as a tenured or tenure earning faculty member as determined in consultation with academic department head.

5% - Engage in professional development activities related to college honors programs to continually improve PSU program and enhance reputation of the University.

5% - Engage in university service and undertake special projects and other duties as assigned

Additional Charges Revealed:

8. **How can diversity be increased within the program?**
   The committee recommends two primary strategies to increase diversity. First, the committee believes revising application standards to a system of GPA and/or standardized testing will result in a larger, more diverse population applying to the Honors College. Second, the committee proposes reworking the initial application evaluation rubric to ensure its inclusiveness and diversity of perspective. Currently, the rubric skews towards academic achievement and less towards the holistic values of the student (I.e., community service, essay response, etc.).
   To implement this system effectively, the committee recommends that the new Director(s) meet directly with high school guidance counselors to discuss changes.
9. **Pillar Point System**
   The current Pillar Point system needs to be evaluated so that it aligns with the current goals of the honors college. The current committee will continue to prioritize this objective, and we strongly recommend that future committees and the upcoming Director of the Honors College continue to pursue this charge
10. **"Honors" clarification - Academic Honors vs. Honors College**
    The committee recommends that the Academic Honors Committee, the Honors College Committee, and the Faculty Senate Constitution Committee collaborate to clarify the difference between the two current "honors" programs.
11. **Application Rubric – Test Scores, Reference Letters, GPA Requirements**
    The committee suggests a comprehensive assessment of the application process and proposes modifications to the rubric to incorporate adjustments to the application requirements. Additionally, the committee recommends asking references for answers to directed, short answer questions instead of submitting a letter.

Pittsburg State University
Faculty Senate Meeting

Date: Monday, May 8th, 2023
Time: 3:00 p.m.
Location: Sunflower Room, Overman Student Center

Agenda

I. **Call to order**

II. **Approval of April 24th, 2023 minutes**

III. **Guest: Doug Ball, Chief Financial Officer & Vice President for Administration**

IV. **Announcements**

- A. **Provost and Vice President of Academic Affairs-Howard Smith**
- B. **PSU/KNEA Remarks- Khamis Siam**
- C. **Student Senate Remarks- Tarryn Brenner**
- D. **Unclassified Professional Senate Remarks- Tammy Higgins**
- E. **University Support Staff Remarks- Diane Letner**
- F. **Faculty Senate Report- Karen Johnson**

IV. **Committee Reports**

A. **Academic Affairs Committee - Chair: Mike Carper**

- Undergraduate Curriculum Subcommittee - **Chair: Janet Zepernick**
- Library Services/Learning Resources Subcommittee - **Chair: Chase Dearinger**
- Online and Distance Learning Committee - **Chair: Laurent Pretot**
- Academic Honors Subcommittee - **Chair: Kris Lawson**
- Honors College Subcommittee - **Chair: Rion Huffman**

- Writing Across the Curriculum Subcommittee - **Chair: Jason Clemensen**
- Diversity and Multicultural Affairs Subcommittee - **Chair: Laura Washburn**

B. **Student-Faculty Committee - Chair: Cole Shewmake**

C. **All-University Committee - Chair: John Daley**

D. **Faculty Affairs Committee - Chair: Amy Hite**

E. **Constitution Committee - Chair: Casie Hermansson**

F. **Pitt State Pathway Committee - Chair: Bob Kehle**

G. **Budget Committee - Chair: Kent Runyan**

H. **Academic Honesty Committee - Chair: Rebeca Book**

VII. **Unfinished Business:** Student-Faculty Committee - additions to the university plagiarism policy; Constitution Committee - proposed changes to the constitution

VIII. **New Business:**

IX. **Open Forum:**

VIII. **Adjournment**

Next Faculty Senate Meeting, Sept. 2023

Academic Affairs – Chair: Mike Carper

No report

Undergraduate Curriculum – Chair: Janet Zepernick (Rebeca Book reporting)

See attached

Library Services – Chair: Jorge León

During the Spring 2023 meeting Library Services shared with the committee some of the recent pilot programs that were being tested and evaluated. During the middle of the spring semester, Axe Library took two chances to extend hours. Saturday hours were added from 1 pm – 5 pm and evening hours were extended from 11 pm to 1 am on the Sun-Thur block. The Library is responding to student requests and continuing to evaluate the service through statistics and user feedback. In addition, Public Services members shared information about high number of uses to two services in Axe Library. Statistics were shared for the Kanopy video on demand service and stats were shared comparing rooms used in 2021-2022 to the 2022-2023 periods. Dean Randy Roberts was able to briefly share expectations about new remodels and construction for Axe Library as part of the Student Success project. No details known at this time but general ideas were shared and information.

Online and Distance Learning – Chair: Laurent Pretot

No report

Academic Honors – Chair: Kris Lawson

No report

Honors College – Chair: Rion Huffman

April/May Report
The Honors College Committee met with the Provost to discuss the findings of the Evaluation Report that was submitted. The Provost is taking the recommendations of the committee into consideration. The week of May 1st-May 5th, members of the committee interviewed candidates for the Honors College Director position.

Writing Across the Curriculum – Chair: Jason Clemensen

No report

Diversity and Multicultural Affairs – Chair: Laura Washburn

No report

Student-Faculty – Chair: Cole Shewmake

The student faculty committee voted to add language to the university's plagiarism policy statement to address the increasing use of AI software in the writing process. The bold (highlighted) parts are the additions to the policy.

"...copying information from print or electronic sources (including the internet ***or any text/other content generated by AI programs***) without explicitly acknowledging the true source of the material ***or without the instructor's permission*** is plagiarism."

All-University – Chair: John Daley

No report

Faculty Affairs – Chair: Amy Hite

We are continuing to review and approve travel requests, based on the new guidelines approved by Faculty Senate.

Constitution – Chair: Casie Hermansson

The committee proposes the following changes to the constitution be voted on at the next general faculty meeting, to be held in August 2023.

1. The bold (highlighted) parts are the proposed changes to Article II:

> ARTICLE II. Organization.
>
> A. To be eligible for election to the Senate, a person must be a full-time member of the faculty with rank of professor, associate professor, assistant professor, instructor, or **instructional professor, associate instructional professor, or assistant instructional professor** (whether tenured, tenure-earning, or non-tenure earning), exclusive of departmental chairs and all persons holding an administrative appointment at .5 or above.
>
> A person holding a fractional time appointment of .5 or more with the rank of instructor or higher is likewise eligible, providing: (Amended 11/18/2002, 11/24/2014, 05/04/2015 - general faculty meeting)
>
> (1) that if initially employed on a .5 or more fractional basis that person has had an appointment for at least three semesters (summers may be included), or
>
> (2) that if appointment on a .5 or more fractional basis is made at the person's own request that it follow a period of at least one year on a full-time basis.

The electorate for the Faculty Senate shall consist of the members of the general faculty. The general faculty shall consist of those faculty members eligible for election under this section plus chairs and directors with teaching responsibilities. (Amended 05/04/2015)

2. Changing the name of the Pitt State Pathway Committee to the General Education Committee, to take effect in August of 2024.

Pitt State Pathway – Chair: Bob Kehle

Ongoing discussions concern the assessment process for the 2024 package of courses and current PP courses. This will need to be addressed next fall and put in place.

Additionally, we recommended a change in the title of the Pitt Pathway Committee to: General Education. This would be a modification in the Faculty Senate Constitution to take effect in Fall 2024.

Budget Committee – Chair: Kent Runyan

The budget Committee met with Dr. Doug Ball, CFO and VP of Finance, on April 21, 2023, in Sunset A, Overman Student Center.

Preliminary budget planning was discussed. The areas covered were state funding, enrollment change, tuition rates, and university investment needs.

Academic Honesty – Chair: Rebeca Book

No report

UGCC Meeting 4/14/2023

	Voting Members Approval of Proposed Changes				Ex-Officio
	Goedeke	Hutchens	Pross	Zepernick	Book
Present:	x	x		x	

Dept: TWL

New Course Form					
GC100	x	x	x	x	
GC141	x	x	x	x	
GC142	x	x	x	x	
GC200	x	x	x	x	
GC210	x	x	x	x	
GC221	x	x	x	x	
GC230	x	x	x	x	
GC240	x	x	x	x	
GC270	x	x	x	x	
GC301	x	x	x	x	
GC310	x	x	x	x	
GC320	x	x	x	x	
GC330	x	x	x	x	
GC333	x	x	x	x	
GC340	x	x	x	x	
GC341	x	x	x	x	
GC342	x	x	x	x	
GC343	x	x	x	x	
GC350	x	x	x	x	
GC352	x	x	x	x	
GC355	x	x	x	x	
GC400	x	x	x	x	
GC401	x	x	x	x	
GC410	x	x	x	x	
GC411	x	x	x	x	

GC421	x	x	x	x
GC430	x	x	x	x
GC450	x	x	x	x
GC470	x	x	x	x
GC510	x	x	x	x
GC511	x	x	x	x
GC521	x	x	x	x
GC523	x	x	x	x
GC530	x	x	x	x
GC535	x	x	x	x
GC550	x	x	x	x
GC560	x	x	x	x
GC561	x	x	x	x
GC570	x	x	x	x
GC590	x	x	x	x
GC600	x	x	x	x
GC601	x	x	x	x
GC610	x	x	x	x
GC630	x	x	x	x
GC660	x	x	x	x
GC690	x	x	x	x
Curriculum Change: Revision to Major				
Graphic Communications Major	x	x	x	x
Curriculum Change: Revision to Emphasis				
Graphic Design Emphasis	x	x	x	x
Curriculum Change: Revision to Minor				
Graphic Design Minor	x	x	x	x
Curriculum Change: Revision to Emphasis				
Digital Media Emphasis	x	x	x	x
Print Media and Packaging Design	x	x	x	x
UX/UI & Web Design	x	x	x	x
Curriculum Change: Revision to Minor				

	Photography Minor	x	x	x	x
	Print Media and Packaging Design	x	x	x	x
	UX/UI & Web Design	x	x	x	x
	WPM	x	x	x	x
Dept: HPASS					
Course Deletion					
	POLS 301	x	x	x	x
Course Reactivation					
	POLS 102	x	x	x	x
Course Revision					
	POLS 680	x	x	x	x
	POLS 686	x	x	x	x
Curriculum Change: Revision to Emphasis					
	Revision to International Studies Emphasis	x	x	x	x
Curriculum Change: Revision to Emphasis					
	Pre Law (Concentration)	x	x	x	x
	Political Science	x	x	x	x
Curriculum Change: Revision to Minor					
	International studies	x	x	x	x
New course					
	POLS 513	x	x	x	x
	POLS 514	x	x	x	x
	POLS 520	x	x	x	x
	POLS 528	x	x	x	x
	POLS 529	x	x	x	x
	POLS 654	x	x	x	x
Dept: English and Modern Languages					
New course					
	ENGL 582	x	x	x	x
Dept: BIS					
Curriculum Change: Revision to Emphasis					

Healthcare Innovation Emphasis Revision	x	x	x	x

Faculty Senate Curriculum Change Form

Effective Date: FALL 2023 Submission Date: 2/22/23

Department: BIS College: Arts & Sciences

Contact Person: Dr. Jennifer Harris Faculty

Revision **Emphasis**

If Emphasis, enter name of the Major: Bachelor of Integrated Studies, Healthcare Innovation emphasis

If selection is "Deletion" complete questions 2, 3, 4, & 5, then complete signatures.

Originating Departments(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, Please apply the appropriate signatures, and send to your College Admin.

Each college curriculum representative will notify their respective college and department(s) of the completion of the approval process. If COCAO/KBOR approval is required, questions should be directed to the Provost's administrative officer at x4113.

1. Description of Change:
   Additional optional courses to be added to the upper division requirement of the Healthcare Innovation emphasis. These course are: HHP 349 Group Fitness Instructor Training, REC 350 Promoting Community and Worksite Wellness, HIST 607 History of American Medicine.

2. Rationale for change, including changes to curriculum objectives:
   The additional courses were requested to be added by their respective instructors and will increase upper division level options for students building a plan of study for the Healthcare Innovation emphasis. This will not change curriculum objectives.

3. Will this change affect any education majors? No
   If "yes," this request will need to have the approval of the Council for Teacher Education.

4. Is this **Revision** related to, and/or may affect, any other department/college/unit curricula or programs at PSU? ***Whether a "yes" or "no" response, please provide an explanation or documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.***
   No - email documentation from course instructors attached

5. Is this **Revision** related to, and/or affect, any degree program or minor/emphasis/certificate at any other Regent university? ***Whether a "yes" or "no" response, please provide an explanation.***
   No - this revision is applicable to PSU only

6. Does the revision meet University catalog definitions for majors, minors, emphases and certificates as appropriate? **NA**

7. Are additional resources required (e.g. library/multimedia resources, technology, space, major expense, etc.)?
   No

8. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
   If "yes," complete the course fee form on the Provost's website, it will need to gain approval of the President's Council.

9. What additional costs will be required for revising this curriculum (e.g. staffing, equipment, etc.)?
   none

10. Describe the program assessment plan (for **new** programs only):

    a. Enrollment targets =
    b. Outcome expected and process to evaluate =

    c. Plan to abandon if enrollment targets not met =

Questions for certificate only: If you have questions concerning these questions, contact the Financial Aid Office, 4240. ***If "yes," to both questions, it is the department's responsibility to send a copy of this legislation form to the Director of Admission and Financial Assistance to initiate Department of Education approval.***

1. Are students pursuing only this certificate eligible for federal financial assistance based on federal guidelines? **Select One**

2. Does the course content contained within this certificate provide relevance to employment opportunities or meet professional objectives for the student? **Select One**

CURRICULUM REVISIONS

	Existing	Proposed
Title:		
Curriculum: (Do not include GenEd)		

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 2/22/23 Signature, Chairperson: James Oliver Jr

-Approved: College Curriculum Committee

Date: 4/3/23 Signature, Committee Chair: Mary Carol Pomatto

-Approved: Dean of College

Date: 4/3/23 Signature, Dean: Mary Carol Pomatto

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 4/28/2023 Signature, Committee Chair: Janet Zepernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

Originating Departments(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

Proposed Classes to Include with new HI Emphasis

Janice Jewett <jjewett@pittstate.edu>

Thu 8/18/2022 2:56 PM

To: Jennifer Harris <jharris@pittstate.edu>

2 attachments (47 KB)

FALL 2022Syllabus Promoting Community and Worksite Wellness.docx; Group Fitness Syllabus SP2022.docx;

Good Afternoon Dr. Harris,

I don't know about you but I'm about maxed out on meetings and still have some to go! Ha!

At any rate, I wanted to thank you for presenting on the new Healthcare Innovation Emphasis and send you a couple of classes for your consideration.

The first one is Promoting Community and Worksite Wellness (REC 350). I am currently teaching this course on-line during the Fall semester only. I believe it aligns perfectly with the HI Emphasis as it's really about data, tools and event planning when it comes to wellness in the workforce and/or community. We would waive the pre-req as it has been set for Recreation Majors but would not need to apply to others.

The other course for consideration is Group Fitness Instruction (HHP 349). I have taught this course in the Spring semester only and have delivered it using various methods. Spring 2023 will likely be face-to-face or a combination of on-line and face-to-face. The course utilizes the American Council on Exercise instructional materials and we have a university partnership with ACE in which our students get a discount on their study materials as well as the certification exam. This class prepares students to work in the area of Group Fitness (think yoga, HIIT, etc) and/or to know what to look for when hiring group fitness instructors as well as personal trainers to work with their clients. It also addresses leadership issues for fitness/wellness-related facilities. We typically tour the Medical Fitness component of CHCSEK and Pinamonti Wellness Center to name a couple of site visits.

Let me know if you have any questions or need additional information about either of these classes or any others of interest.

Thanks so much,
Janice

Janice Jewett, Ph.D.
Department of HHPR
101 SRC
Pittsburg State University
Pittsburg, KS 66762
620-235-4669

Healthcare innovation

Kris Lawson <klawson@pittstate.edu>

Wed 8/17/2022 10:26 AM

To: Jennifer Harris <jharris@pittstate.edu>

Jennifer,

I'm now offering my HIST 607 History of American Medicine on a regular basis. I think it would be a great addition to the curriculum. The course has no prerequisites. Here's the course description: **This course examines the social history of American medicine from the colonial era through the 20th century. It will emphasize how the cultural experience of health care reveals issues of class, race, and gender. Additionally, students will explore the relationships between health care and society; the development of alternative medicine and its enduring image of dissent; the changing political, social, and scientific response to epidemics; and the consequences of those relationships, developments, and responses.**

For your consideration,
Kris

Dr. Kirstin L. Lawson
Associate Professor of History; PSU Master Advisor
History Programs Coordinator
American History of Healthcare; Social and Cultural History
Pittsburg State University
1701 S. Broadway
Pittsburg, KS 66762
620-235-4319, klawson@pittstate.edu

Faculty Senate Course Form

Effective Date: Fall 2023 Submission Date: Feb. 6, 2023

Department: English & Modern Languages College of: Arts & Sciences

Contact Person: Dr. Chris Anderson Faculty

Course: New

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation," to allow for review and questions. Any modifications should be saved as "original file name. v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and send to your College Admin.

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1. Purpose/Justification for New to Course:
   In the past, courses in African American literature have been taught as variable-content special topics course; English & Modern Languages now wishes to create a permanent standalone course in this topic. This will increase the diversity of course

2. Is this New related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

   NO

3. Is this course to be considered for Pitt State Pathway? No
   If "yes," this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate. Completion of the Pitt State Pathway Course Approval form will also need to be submitted.

4. Will this course be required of any education majors? No
   If "yes," this requirement will need to have the approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

5. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?

   NONE

6. Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? No
   Explain:

7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? No
If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.

8. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus: **Attach with upload.**

9. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus: **Attach with upload.**

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:	N/A	African American Literature
Course Number:	N/A	ENGL 582
Credits:	N/A	3
Grading System:	A-F, IN ☐ IP ☐ P/F ☐	A-F, IN ☑ IP ☐ P/F ☐
Pre/Co-Requisite(s):		ENGL 304, 311, 312, 313, permission of instructor, or graduate status.
Course Description		A study of literary works by African American authors. Introduction to how works of literature reflect African American history and experience, and how Black American literature intersects with broader contexts of American cultural and literary history.

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 2/27/23 **Signature, Chairperson:** Troy D Comeau

-Approved: College Curriculum Committee

Date: 4/3/23 **Signature, Committee Chair:** Mary Carol Pomatto

-Approved: Dean of College

Date: 4/3/23 **Signature, Dean:** Mary Carol Pomatto

-Approved: Council for Teacher Education (if applicable)

Date: _____ **Signature, Council Chair:** _____

-Approved: University Undergraduate Curriculum Committee

Date: 4/28/2023 **Signature, Committee Chair:** Janet Zopernick

-Approved: Faculty Senate

Date: _____ **Signature, Recorder Faculty Senate:** _____

ENGL 582: AFRICAN AMERICAN LITERATURE
PROPOSAL FOR CREATION OF A NEW COURSE

PROPOSED CATALOG DESCRIPTION:
A study of literary works by African American authors. Introduction to how works of literature reflect African American history and experience, and how Black American literature intersects with broader contexts of American cultural and literary history.

OBJECTIVES:
- Demonstrate knowledge of the work of a selection of important African-American authors.
- Demonstrate knowledge of the historical, cultural, and literary contexts of the assigned literature. This includes the study of literary periods and movements and an examination of how literature addresses social and cultural issues relevant to African-American experience.
- Consider how African-American history is intertwined with American history as a whole, and how various authors have used literature to examine those histories. This may include thinking about past history as well as recent/present events such as the Black Lives Matter movement.
- Become proficient in writing, research, and analytical thinking at a level appropriate for an upper-level course.

ASSESSMENT STRATEGIES:
- Quizzes
- Midterm and final exams
- Short analytical writing assignments
- Longer research-based writing assignment
- Class participation and presentation

Note: ENGL 582 and 782 will meet concurrently. Students enrolling at the 700 level will complete longer writing assignments with more research required. Depending on class size, students at the 700 level may be asked to do an additional presentation not required for students at the 500 level.

Faculty Senate Course Form

Effective Date: Fall 2023 Submission Date: 2/27/23

Department: HPASS College of: Arts & Sciences

Contact Person: Darren Botello-Samson Faculty

Course: **Reactivation**

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation," to allow for review and questions. Any modifications should be saved as "original file name. v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and send to your College Admin.

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1. Purpose/Justification for **Reactivation** to Course:
   This course historically was a 100-level course but was changed in the past to a 300-level course. Articulation by KCOG makes 100-level more appropriate. With new faculty being added, the course works better as an intro course.

2. Is this **Reactivation** related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*
   No. The topic is the exclusive domain of political science.

3. Is this course to be considered for Pitt State Pathway? **Yes**
   If "yes," this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate. Completion of the Pitt State Pathway Course Approval form will also need to be submitted.

4. Will this course be required of any education majors? **No**
   If "yes," this requirement will need to have the approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

5. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?
   none

6. Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? **No**
   Explain:

7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
   If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.

8. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus: **Attach with upload.**

9. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus: **Attach with upload.**

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:	State & Local Government & Politics	
Course Number:	POLS 102	
Credits:		3
Grading System:	A-F, IN ☑ IP ☐ P/F ☐	A-F, IN ☐ IP ☐ P/F ☐
Pre/Co-Requisite(s):		
Course Description	A study of the structure and functions of state, county, and municipal government in the United States.	

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 3/8/23 Signature, Chairperson: [signature]

-Approved: College Curriculum Committee

Date: 4/3/23 Signature, Committee Chair: Mary Carol Pomatto

-Approved: Dean of College

Date: 4/3/23 Signature, Dean: Mary Carol Pomatto

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 4/28/2023 Signature, Committee Chair: Janet Zepernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

State and Local Government - CORE OUTCOMES

Course Effective Date: Summer 2022
Outcome Approval Date: Fall 2021
Next Outcome Review Date: Fall 2026

Upon completion of this course, students will be able to:

1. Analyze the complex relations of state and local institutions within the U.S. Constitutional systems of federalism and separation of powers.
2. Describe the policymaking mechanics and functions performed at the state and local government levels.
3. Contrast aspects of state and local governments, such as their scope, boundaries of authority, and possibilities for citizen participation.
4. Assess the provision, implementation, and evaluation of services to the public, including how administration is affected by the balance of power between state and local governments.
5. Evaluate the ways in which local and state officials are elected or appointed.

Faculty Senate Course Form

Effective Date: Fall 2023 Submission Date: 2/27/23

Department: HPASS College of: Arts & Sciences

Contact Person: Darren Botello-Samson Faculty

Course: **Deletion**

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation," to allow for review and questions. Any modifications should be saved as "original file name. v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and send to your College Admin.

---

1. Purpose/Justification for **Deletion** to Course:
   The course is being reverted back to a 100-level course

2. Is this **Deletion** related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*
   No. The topic is the exclusive domain of political science.

3. Is this course to be considered for Pitt State Pathway? **No**
   If "yes," this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate. Completion of the Pitt State Pathway Course Approval form will also need to be submitted.

4. Will this course be required of any education majors? **No**
   If "yes," this requirement will need to have the approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

5. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?
   none

6. Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? **No**
   Explain:

7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.

8. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus: **Attach with upload.**

9. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus: **Attach with upload.**

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:	State and Local Government and Politic	
Course Number:	POLS 301	
Credits:	3	
Grading System:	A-F, IN ☑ IP ☐ P/F ☐	A-F, IN ☐ IP ☐ P/F ☐
Pre/Co-Requisite(s):		
Course Description	A study of the structure and functions of state, county, and municipal government in the United States. Prerequisite: POLS 101 U.S. Politics or permission of instructor. Students who have taken POLS 102 are not eligible to take this class.	

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 3/8/23 Signature, Chairperson: Christopher Childers

-Approved: College Curriculum Committee

Date: 4/3/23 Signature, Committee Chair: Mary Carol Pomatto

-Approved: Dean of College

Date: 4/3/23 Signature, Dean: Mary Carol Pomatto

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 4/28/2023 Signature, Committee Chair: Janet Zepernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

Faculty Senate Course Form

Effective Date: Fall 2023 Submission Date: 2/27/23

Department: HPASS College of: Arts & Sciences

Contact Person: Darren Botello-Samson Faculty

Course: **New**

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation," to allow for review and questions. Any modifications should be saved as "original file name. v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and send to your College Admin.

---

1. Purpose/Justification for **New** to Course:
   This course takes advantage of new faculty expertise and adds to the programs Law and Policy offerings.

2. Is this **New** related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*
   No. The topic is the exclusive domain of political science.

3. Is this course to be considered for Pitt State Pathway? **No**
   If "yes," this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate. Completion of the Pitt State Pathway Course Approval form will also need to be submitted.

4. Will this course be required of any education majors? **No**
   If "yes," this requirement will need to have the approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

5. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?
   none

6. Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? **No**
   Explain:

7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.

8. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus: **Attach with upload.**

9. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus: **Attach with upload.**

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:		Immigration Politics and Policy
Course Number:		POLS 513
Credits:		3
Grading System:	A-F, IN ☐ IP ☐ P/F ☐	A-F, IN ☑ IP ☐ P/F ☐
Pre/Co-Requisite(s):		POLS 101: U.S. Politics OR POLS 102: State and Local Government and Politics OR POLS 201: Introduction to Public Policy OR Permission of Instructor
Course Description		A focus on the historical development and evolution of immigration policy in the United States, the factors responsible for changes in the content and enforcement of immigration law, and contemporary immigration policy problems and potential policy solutions.

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 3/8/23 Signature, Chairperson: [signature]

-Approved: College Curriculum Committee

Date: 4/3/23 Signature, Committee Chair: Mary Carol Pomatto

-Approved: Dean of College

Date: 4/3/23 Signature, Dean: Mary Carol Pomatto

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 4/28/2023 Signature, Committee Chair: Janet Zepernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

POLS 513:
Immigration Politics and Policy

Matthew Tarpey, Ph.D.
School of History, Philosophy, and Social Sciences
Pittsburg State University
Email: mtarpey@pittstate.edu
Office: Russ Hall 306G

Course Description:
This course covers immigration politics and policy in the American context. The first part of the course considers the historical development and evolution of immigration policy in the United States from the founding to the contemporary period, focusing on both the political and technical factors responsible for changes in the content and enforcement of immigration law. The second part of the course covers contemporary immigration policy problems and potential policy solutions. The final part of the course will consider the nature and structure of political division on immigration policy. The course will give students an introduction to issues in the practice and enforcement of immigration law.

Course Learning Objectives:
By the end of this course, students will be able to:

- Explain the development of American immigration law and the causes of changes in immigration law over time.
- Identify governmental and non-governmental organizations involved in the design and implementation of immigration policy.
- Analyze immigration policy problems and proposals for policy reform.
- Explain the sources of political division on immigration policy.
- Write a clear and concise policy memo.

Grade:
Your final grade for the course will be determined by your performance on the following assignments:[1]

10% Attendance and Participation
I expect you to attend class regularly and participate in class discussions and activities. I will allow you to miss two classes without penalty, after which I will deduct six points from your participation grade for each additional class you miss. You will be graded on both the quantity and quality of your contributions to classroom discussions. I will post participation grades on Canvas periodically to give you a sense of how you are performing.

(25% Each) Midterm and Final Exams
There will be a midterm and final exam for this course. The exams will consist of short answer and essay questions. The exam questions will cover broad concepts and theories rather than the specific examples used to convey the concepts and theories in class. The final exam will only include material covered after the midterm exam.

40% Policy Memo
The term paper for this class will involve you writing a policy memo to a policymaker of your choice (at the state, federal, or local level) regarding an immigration policy issue of your choice. Your policy memo will a) identify and provide a clear definition of an immigration policy problem, b) review and critique existing public policy related to the problem, c) design and propose a policy solution to address the problem, and d) develop a plan for evaluating the success of the policy. While the memo should be informative, it should also be concise and accessible to the reader. You should be able to write a good memo in 7-9 pages double-spaced.

There are 100 possible points for this course. Grades will be allocated based on your earned points and calculated as a percentage of 100. The final course grade will be determined by the following scale:

A = 90 to 100%; B = 80 to 89%; C = 70 to 79%; D = 60 to 69%; F = 59% and below.

[1] *More details on these assignments, including specific expectations for grading, will be posted on Canvas and discussed in class.*

Faculty Senate Course Form

Effective Date: Fall 2023 Submission Date: 2/27/23

Department: HPASS College of: Arts & Sciences

Contact Person: Darren Botello-Samson Faculty

Course: **New**

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation," to allow for review and questions. Any modifications should be saved as "original file name. v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and send to your College Admin.

---

1. Purpose/Justification for **New** to Course:
   This course takes advantage of new faculty expertise and adds to the programs Law and Policy offerings.

2. Is this **New** related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*
   Yes. The course is planned to be offered as part of the Criminal Justice curriculum, also within HPASS.

3. Is this course to be considered for Pitt State Pathway? **No**
   If "yes," this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate. Completion of the Pitt State Pathway Course Approval form will also need to be submitted.

4. Will this course be required of any education majors? **No**
   If "yes," this requirement will need to have the approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

5. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?
   none

6. Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? **No**
   Explain:

7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
   If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.

8. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus: **Attach with upload.**

9. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus: **Attach with upload.**

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:		Criminal Justice Reform
Course Number:		POLS 514
Credits:		3
Grading System:	A-F, IN ☐ IP ☐ P/F ☐	A-F, IN ☑ IP ☐ P/F ☐
Pre/Co-Requisite(s):		POLS 101: U.S. Politics OR POLS 102: State and Local Government and Politics OR JUST 104: Intro to the Justice System OR POLS 201: Introduction to Public Policy OR Permission of Instructor
Course Description		Examination of the American criminal justice system and current proposals for reform. Attention paid to the historical development of the U.S. criminal justice system, policy problems, growing political dissatisfaction with the performance of the justice system, and comparison to criminal justice systems in other countries.

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 3/8/23 Signature, Chairperson: [signature]

-Approved: College Curriculum Committee

Date: 4/3/23 Signature, Committee Chair: Mary Carol Pomatto

-Approved: Dean of College

Date: 4/3/23 Signature, Dean: Mary Carol Pomatto

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 4/28/2023 Signature, Committee Chair: Janet Zepernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

POLS xxx:
Criminal Justice Reform

Matthew Tarpey, Ph.D.
School of History, Philosophy, and Social Sciences
Pittsburg State University
Email: mtarpey@pittstate.edu
Office: Russ Hall 306G

Course Description:
Legislators at the state and federal level have increasingly focused on reforming America's criminal justice system. This course examines the American criminal justice system and current proposals for reform. The first part of the course covers the historical development of the criminal justice system in the United States from the founding of the country to the present. The second part of the course examines policy problems with the contemporary criminal justice system and growing political dissatisfaction with its performance. The final part of the course covers criminal justice systems in other countries and possibilities for reform of the American system. Each student will draft a memo advocating for reform of the American criminal justice system.

Course Learning Objectives:
By the end of this course, students will be able to:

- Explain the development of the American criminal justice system.
- Identify governmental and non-governmental organizations involved in the design and implementation of criminal justice policy.
- Analyze and critically evaluate proposals for reform of the American criminal justice system.
- Write a clear and concise policy memo.

Grade:
Your final grade for the course will be determined by your performance on the following assignments:[1]

10% Attendance and Participation
I expect you to attend class regularly and participate in class discussions and activities. I will allow you to miss two classes without penalty, after which I will deduct six points from your participation grade for each additional class you miss. You will be graded on both the quantity and quality of your contributions to classroom discussions. I will post participation grades on Canvas periodically to give you a sense of how you are performing.

(25% Each) Midterm and Final Exams
There will be a midterm and final exam for this course. The exams will consist of short answer and essay questions. The exam questions will cover broad concepts and theories rather than the specific examples used to convey the concepts and theories in class. The final exam will only include material covered after the midterm exam.

40% Policy Memo
The term paper for this class will involve you writing a policy memo to a policymaker of your choice (at the state, federal, or local level) regarding an immigration policy issue of your choice. Your policy memo will a) identify and provide a clear definition of an immigration policy problem, b) review and critique existing public policy related to the problem, c) design and propose a policy solution to address the problem, and d) develop a plan for evaluating the success of the policy. While the memo should be informative, it should also be concise and accessible to the reader. You should be able to write a good memo in 7-9 pages double-spaced.

There are 100 possible points for this course. Grades will be allocated based on your earned points and calculated as a percentage of 100. The final course grade will be determined by the following scale:

A = 90 to 100%; B = 80 to 89%; C = 70 to 79%; D = 60 to 69%; F = 59% and below.

[1] *More details on these assignments, including specific expectations for grading, will be posted on Canvas and discussed in class.*

Darren,
Yes. I support Matt Tarpey's proposed course on Criminal Justice Reform. It will be a good option for CJ majors.

Gary

Gary Wilson, Ph.D.
Department of History, Philosophy and Social Sciences
311 Russ Hall
Pittsburg State University
1701 S. Broadway
Pittsburg, KS 66762
620-235-6020
gwilson@pittstate.edu

DB

Darren Botello-Samson

To:

Gary Wilson
Tue 2/28/2023 8:55 AM

Gary:

Matt Tarpey has proposed a new POLS course on Criminal Justice Reform. I know he has talked to you about it, but I just wanted to confirm that this works with the future plans of the Criminal Justice program.

Darren

Faculty Senate Course Form

Effective Date: Fall 2023 Submission Date: 2/27/23

Department: HPASS College of: Arts & Sciences

Contact Person: Darren Botello-Samson Faculty

Course: **New**

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation," to allow for review and questions. Any modifications should be saved as "original file name. v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and send to your College Admin.

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1. Purpose/Justification for **New** to Course:
   In the past, the program has offered specific courses, such as European Politics, but this was made complicated by situations in which courses had to be scheduled before faculty to teach the course were known. This is simpler and more flexible.

2. Is this **New** related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*
   No. The topic is the exclusive domain of political science.

3. Is this course to be considered for Pitt State Pathway? **No**
   If "yes," this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate. Completion of the Pitt State Pathway Course Approval form will also need to be submitted.

4. Will this course be required of any education majors? **No**
   If "yes," this requirement will need to have the approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

5. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?
   none

6. Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? **No**
   Explain:

7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
   If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.

8. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus: **Attach with upload.**

9. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus: **Attach with upload.**

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:		Regional Politics ( )
Course Number:		POLS 520
Credits:		3
Grading System:	A-F, IN ☐ IP ☐ P/F ☐	A-F, IN ☑ IP ☐ P/F ☐
Pre/Co-Requisite(s):		POLS 103: Comparative Politics or permission of instructor
Course Description		Analysis of political systems, history, culture, economics, ideologies, and/or relations of nations in a particular region of the world, such as Europe, Asia, or Africa. Can be taken more than once if different region is covered.

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 3/8/23 Signature, Chairperson: [signature]

-Approved: College Curriculum Committee

Date: 4/3/23 Signature, Committee Chair: Mary Carol Pomatto

-Approved: Dean of College

Date: 4/3/23 Signature, Dean: Mary Carol Pomatto

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 4/28/2023 Signature, Committee Chair: Janet Zepernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

POLS 520: Regional Politics

Course objectives:

- To understand domestic politics, foreign relations, and economic systems of the nations of a particular region of the world, as well as the important roles that the United States has played in the region in politics, culture, economy, and security.
- To understand major issues and challenges that such nations are facing today and think critically how they affect the region, United States, and the world.
- To increase the awareness of the complexity of the world and acquire a cosmopolitan understanding of world affairs.

Course Assessment

- Essay Examinations
- Research Paper
- Other In-Class Assignments

Faculty Senate Course Form

Effective Date: Fall 2023 Submission Date: 2/27/23

Department: HPASS College of: Arts & Sciences

Contact Person: Darren Botello-Samson Faculty

Course: **New**

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation," to allow for review and questions. Any modifications should be saved as "original file name. v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and send to your College Admin.

---

1. Purpose/Justification for **New** to Course:
   Course is being added to take advantage of the field of expertise of new faculty.

2. Is this **New** related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*
   No. The topic is exclusively the domain of political science.

3. Is this course to be considered for Pitt State Pathway? **No**
   If "yes," this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate. Completion of the Pitt State Pathway Course Approval form will also need to be submitted.

4. Will this course be required of any education majors? **No**
   If "yes," this requirement will need to have the approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

5. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?
   N/A

6. Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? **No**
   Explain:

7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
   If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.

8. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus: **Attach with upload.**

9. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus: **Attach with upload.**

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:		Political Propaganda
Course Number:		POLS 528
Credits:		3
Grading System:	A-F, IN ☐ IP ☐ P/F ☐	A-F, IN ☑ IP ☐ P/F ☐
Pre/Co-Requisite(s):		POLS 103: Comparative Politics or permission of instructor
Course Description		Examines political propaganda and more subtle, cultural forms of propaganda, including advertisements, art, cinema, history, and public relations. Analyzes techniques and strategies operating in various forms of propaganda, intent and goals of propagandists, and the effects on the recipients, incorporating literature in political science, linguistics, psychology, sociology, media/communication studies, and philosophy.

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 3/8/23 Signature, Chairperson: [signature]

-Approved: College Curriculum Committee

Date: 4/3/23 Signature, Committee Chair: Mary Carol Pomatto

-Approved: Dean of College

Date: 4/3/23 Signature, Dean: Mary Carol Pomatto

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 4/28/2023 Signature, Committee Chair: Janet Zepernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

POLS 528: Political Propaganda
Spring 2023

T/TH 2:00PM – 3:15 PM
Russ Hall 305

Instructor: Yayoi Kato, Ph.D.
Office: Russ Hall 306B
Office hours: MW 11am-12pm, TTH 1pm-2pm, and by appointment
Email: ykato@pittstate.edu

COURSE DESCRIPTION

The word, propaganda, has negative connotations, but propaganda has been present in human societies since the beginning of our history. While propaganda is associated with psychological manipulation, brainwashing, and lies, it also plays important functions in the mass society. Although propaganda has contributed to make wars, totalitarianism and even genocides, it is also indispensable for maintaining national unity, stability and order, as well as free-market capitalism. Propaganda often comes with subtle forms of persuasion, and we are not aware of its presence. By examining various forms of propaganda both in the United States and other countries, we analyze propaganda, based on Harold Lasswell's famous definition/questions on propaganda: *Who says what to whom in what channel with what effects?* Specifically, we examine who writes propaganda for what purposes, targets whom, what persuasion and manipulation techniques operate in propaganda, how it is disseminated, and how it influences how we think and what we value. This course is taught from interdisciplinary perspectives, incorporating the literature in sociology, political communication, media studies, and linguistics. We examine not only political propaganda but also subtle, social, and cultural forms of propaganda, including advertisements, entertainment, education, history, language, public relations, and political campaigns. We also write our own *propaganda* to analyze propagandist's perspectives. Major goal of this course is to establish a link between academic theories and our daily experiences and to understand how closely propaganda is related to our lives, and how strongly it influences our perceptions, values, and political orientations, often without our awareness.

COURSE OBJECTIVES

- Learn academic theories and frameworks for the analysis of various forms of propaganda.
- Establish the link between academic theories and our daily experiences and understand how strongly propaganda influences our perceptions, values, and political orientations, often without our awareness.

- By understanding how propaganda operates in mass societies, understand the positive and negative aspects of propaganda and contemplate how to protect ourselves from harmful propaganda.

COURSE REQUIREMENTS AND GRADE

Class participation:
Class participation includes attendance, contributions to class discussions, and homework occasionally assigned in class. Attendance is taken at the beginning of class: if you are late or leave the class early, your attendance is not counted that day. *Class participation grade is not simply attendance.* Your grade is also determined by your positive contributions to class discussions. Even if you are always present in class, you will not earn a good participation grade by simply sitting in class without contributions. The instructor encourages your *active* participation.

Midterm exam:
There is a midterm exam that consists of short answer questions and essay(s). The details of the exam will be discussed in class. There is no final exam.

Issue-advocacy paper:
There is a 5-7 page term paper assignment due at the end of the semester. This assignment is accompanied by a visual material (poster or video) and oral presentation. The details will be discussed in class.

Five Presentations:
There are five presentations on ad analysis, your own ad, political campaign analysis, public relations analysis, and issue advocacy paper. Each assignment accounts for 10% of your grade. The detailed instruction for each assignment is provided in class.

Your final course grade is calculated as follows:

Class attendance and participation	15%
Midterm exam	15%
Presentations (10% each x 5)	50%
Issue-advocacy paper	20%

Grading Scale:

A = 94% and above	B = 84% to 86%	C = 74% to 76%	D = 64% to 66%
A- = 90% to 93%	B- = 80% to 83%	C- = 70% to 73%	D- = 60% to 63%
B+ = 87% to 89%	C+ = 77% to 79%	D+ = 67% to 69%	F = below 60%

ASSIGNED BOOKS

Jowett, Garth, and Victoria O'Donnell (2018). *Propaganda and Persuasion*. 7th edition. Sage Publications. ISBN. 978-1506371344. 6th edition is also fine.

Additional readings are posted in Canvas or available online (the links on the syllabus).

CLASS RULES/POLICIES

1. Please turn off your cell phones when you enter the classroom.
2. Please don't be late for class. If you miss attendance call at the beginning of each class, you do not get a credit for the attendance.
3. Leaving classroom during class sessions is discouraged except for medical and other emergencies. Please stay in classroom for 75 minutes.
4. You are expected to read all assigned readings before each class and to submit assignments on time.
5. The use of laptop is often discouraged to facilitate your participations in class discussions. The instructor has the right to ban the use of laptop in classroom if it negatively affects the performance of the entire class.

All Students should be aware of their obligations under the Academic Integrity Policy. See: https://www.pittstate.edu/registrar/_files/documents/syllabus-supplement-spring-2023.pdf

CLASS SCHEDULE AND ASSIGNED READINGS*

*Subject to revision and update during the semester.

Week 1

1/17 – Introduction: Why study propaganda?

1/19 – Warming up: Introduce yourself

Week 2

1/24 and 1/26 – What is propaganda?: Origins, Definitions, and History

Reading: Jowett and O'Donnell, chs. 1-3.

Week 3

1/31 and 2/2 – Totalitarian propaganda: NAZI, North Korea, and *1984*

Reading: Jowett and O'Donnell, ch.5

Week 4

2/7 and 2/9 – Is Propaganda everywhere?: Sociological propaganda

Reading: Norm Chomsky, *Media Control: The Spectacular Achievements of Propaganda* (in Canvas).

Review for the midterm exam on Thursday

Week 5

2/14 – No class, study for the midterm

2/16 – Midterm exam

Week 6
2/21 and 2/23 – Propaganda methods and techniques
Reading: Jowett and O'Donnell, chs. 4 and 6
*Ad analysis assigned.

Week 7
2/28 and 3/2 – Ad analysis presentations (presentation 1)

Week 8
3/7 and 3/9 – Become a propagandist: Create your own ad (presentation 2)
3/9 Presentation of your ad

Enjoy Spring Break!

Week 9
3/21 and 3/23 – Discussion of issue advocacy paper
*Topic statement assigned Tuesday, due on Thursday.

Week 10
3/28 and 3/30 – Importance of language: Linguistic engineering, frames, and euphemism
Reading: George Orwell, *The Principle of Newspeak*, in Canvas
*Political campaign/frame analysis assigned.

Week 11
4/4 and 4/6 – Political campaign/frame presentations (presentation 3)

Week 12
4/11 – Public relations (PR) analysis: PSU PR?
*Public relations analysis assigned.
4/13 – No class (instructor's academic conference participation)

Week 13
4/18 and 4/20 – PR presentations (Presentation 4)

Week 14
4/25 and 4/27 – Issue advocacy paper presentations (presentation 5)

***Issue advocacy paper due on 4/25.**

Week 15

5/2 – Reflections: So what is propaganda?

Faculty Senate Course Form

Effective Date: Fall 2023 Submission Date: 1/13/23

Department: HPASS College of: Arts & Sciences

Contact Person: Darren Botello-Samson Faculty

Course: **New**

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation," to allow for review and questions. Any modifications should be saved as "original file name. v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and send to your College Admin.

---

1. Purpose/Justification for **New** to Course:
   Course is being added to take advantage of the field of expertise of new faculty.

2. Is this **New** related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*
   No. The topic is exclusively the domain of political science.

3. Is this course to be considered for Pitt State Pathway? **No**
   If "yes," this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate. Completion of the Pitt State Pathway Course Approval form will also need to be submitted.

4. Will this course be required of any education majors? **No**
   If "yes," this requirement will need to have the approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

5. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?
   N/A

6. Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? **No**
   Explain:

7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.

8. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus: **Attach with upload.**

9. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus: **Attach with upload.**

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:		Political Violence
Course Number:		POLS 529
Credits:		3
Grading System:	A-F, IN ☐ IP ☐ P/F ☐	A-F, IN ☑ IP ☐ P/F ☐
Pre/Co-Requisite(s):		POLS 103: Comparative Politics or permission of instructor
Course Description		This course examines different forms of political violence both by state and non-state actors, drawing on various cases studies, including terrorism, civil war, interstate war, ethnic/religious conflict, state repression, capital punishment, torture, genocide, revolution, coup, riot, and assassination. The course discusses the competing explanations and models of political violence, major causes such as nationalism, identity, religion, and propaganda, and consequences.

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 3/8/23 Signature, Chairperson: [signature]

-Approved: College Curriculum Committee

Date: 4/3/23 Signature, Committee Chair: Mary Carol Pomatto

-Approved: Dean of College

Date: 4/3/23 Signature, Dean: Mary Carol Pomatto

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 4/28/2023 Signature, Committee Chair: Janet Zepernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

POLS 529: Political Violence

Course objectives:

· Think critically about the forms, causes, dynamics, and consequences of political violence.

· Learn theories, key concepts, and methods to analyze political violence in a systematic and comparative manner.

· Apply analytical skills learned in class to understand and explain the political violence happening in human societies, why they happen, and how to prevent them.

Requirements/Assignments:

Class attendance and participation 20%

World affairs homework 10%

Current event reports/presentations 5%

Midterm exam 20%

Research design statement 5%

Research (case study) paper 20%

Final exam 20%

Faculty Senate Course Form

Effective Date: Fall 2023 Submission Date: 1/13/23

Department: HPASS College of: Select One

Contact Person: Darren Botello-Samson Faculty

Course: New

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation," to allow for review and questions. Any modifications should be saved as "original file name. v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and send to your College Admin.

---

1. Purpose/Justification for **New** to Course:
   Course is being added to take advantage of the field of expertise of new faculty.

2. Is this **New** related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*
   No. The topic is exclusively the domain of political science.

3. Is this course to be considered for Pitt State Pathway? **No**
   If "yes," this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate. Completion of the Pitt State Pathway Course Approval form will also need to be submitted.

4. Will this course be required of any education majors? **No**
   If "yes," this requirement will need to have the approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

5. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?
   N/A

6. Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? **No**
   Explain:

7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
   If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.

8. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus: **Attach with upload.**

9. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus: **Attach with upload**.

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:		China and Geopolitics
Course Number:		POLS 654
Credits:		3
Grading System:	A-F, IN ☐ IP ☐ P/F ☐	A-F, IN ☑ IP ☐ P/F ☐
Pre/Co-Requisite(s):		POLS 103: Comparative Politics or permission of instructor
Course Description		Examines China's growing presence in the international community and global governance, its reach as a foreign-aid donor and investor in various parts of the world, its building of "soft power," its military build-up, and other contemporary issues concerning China's rise. Analyzes possible implications of China's rise for global politics, economy, security, resources, environment, culture, and our personal life, and assesses whether China has the capacity and will to rule the world.

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 4/6/23 Signature, Chairperson: Christopher Childers (amended per COAS Curr Cmte)

-Approved: College Curriculum Committee

Date: 4/6/23 Signature, Committee Chair: Mary Carol Pomatto

-Approved: Dean of College

Date: 4/6/23 Signature, Dean: Mary Carol Pomatto

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 4/28/2023 Signature, Committee Chair: Janet Zepernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

China and Geopolitics

Instructor: Yayoi Kato, Ph.D.

COURSE DESCRIPTION

Will China rule the world, replacing the United States as a global hegemon? Will China's rise challenge the rules of the game of the current international politics and global economy? This course examines the implications of China's rise for global economy, global governance, security, resources, environment, culture, and our personal life. Drawing on International Relations theories and approaches, this course examines China's glowing presence in the international community/institutions, its global reach as a foreign-aid donor and investor in all parts of the world, its global propaganda efforts through the building of soft power, its military build-up and global implications of China's rise. The class begins with the overview of China's history as a dominant empire in Asia, traditional political culture, the workings of the Chinese Communist Party (CCP), and foreign policy making and strategies. Building on this foundational knowledge, we examine the rising power/presence of China in the Asia-Pacific and global arena. We explore these issues using the academic materials with a variety of perspectives, primary source publications (translated), newspaper/magazine articles, and documentary films. We also discuss how China looks at the world, focusing on Xi's worldview, domestic politics and debates. Does China look at the world in the same way as we do? Will China act and think like us? Once China gains enough confidence in its economic and military power, will it challenge the existing world order and try to replace it, as the past rising powers did? Or will China break away from this historical pattern? At the end of the semester, we assess the central question of this course: Will China rule the world?

COURSE OBJECTIVES

The major learning objectives of this course are:

- Understand the differences between Western and Chinese values and cultures, and how these differences affect today's global politics.
- Understand how China's history and political, cultural, and philosophical traditions have shaped China's perception of the world and foreign policy today.
- Become attentive to foreign values, observe world affairs from others' perspectives, and develop global perspectives.

COURSE REQUIREMENTS AND GRADE

Class participation grade (20%) includes attendance, contributions to class discussions, and homework and quizzes occasionally assigned in class. Attendance is taken at the beginning of each class. If you are late, you will lose the attendance of that day. Class participation grade is, however, not simply attendance. It is also determined by your positive contributions to class discussions and commitment to classroom discipline (see the "Class Rules" below).

On assignments, there will be a "China facts homework" in the beginning of the semester. The purpose of this assignment is to familiarize yourself with common-sense knowledge about China, including major figures, historical events, and current affairs. The homework consists of 20 to 25 items. Midterm exam is scheduled before the spring break. You are also required to

write a 6-8 page term paper due at the end of the semester. You are asked to submit a research topic statement (1-2 pages) for your paper topic beforehand. Other requirements are news reports consisting of the analysis of several (3 to 4) newspaper articles, and one-time oral presentation on the topic of your interest on China's rise and global reach. Lastly, instead of final exam, there will be a conclusion essay assignment assigned on the last day of the class. The details of each of those assignments will be discussed in class and guidelines are provided. Final course grade is calculated as follows:

Participation	20%
China facts homework	5%
Midterm exam	20%
News reports (total)	5%
Oral presentation	5%
Research topic statement	5%
Research paper	20%
Conclusion essay	20%

Grading Scale:

A = 94% and above	B = 84% to 86%	C = 74% to 76%	D = 64% to 66%
A- = 90% to 93%	B- = 80% to 83%	C- = 70% to 73%	D- = 60% to 63%
B+ = 87% to 89%	C+ = 77% to 79%	D+ = 67% to 69%	F = below 60%

REQUIRED TEXT AND READINGS

China & the World, edited by David Shambaugh. 2020. Oxford University Press.

*Additional readings are posted in Canvas or available on-line. Please check each class's readings and complete them before the class. *Instructor may occasionally test your knowledge of the assigned readings assigning quizzes or asking you to submit a synopsis of the readings.*
*If you do not have the basic knowledge of China and Chinese politics, the following book provides a good survey of Chinese politics and political system.

Sujian Guo, *Chinese Politics and Government: Power, Ideology, and Organization*, Routledge, 2012. ISBN-13: 978-0415551397.

CLASS RULES

1. Please turn off your cell phones when you enter the classroom.
2. Please don't be late for class. If you miss attendance calls at the beginning of each class, you do not get a credit for the attendance of that class.
3. Leaving classroom during class sessions is discouraged except for medical and other emergencies. Stay in classroom for 50 minutes.
4. Read assigned readings before each class and submit assignments on time.
5. The use of laptop is often discouraged to facilitate your commitment and participations in class discussions. The instructor has the right to ban the use of laptop in classroom if it negatively affects the performance of the entire class.

All Students should be aware of their obligations under the Academic Integrity Policy. See: https://www.pittstate.edu/registrar/_files/documents/syllabus-supplement-spring-2023.pdf

CLASS SCHEDULE AND ASSIGNED READINGS*

*Subject to revision and update during the semester.

Week 1

1/18 – Introduction

**1st HW assigned.*

1/20- Will China rise peacefully?

Read:

-*China Reader* (In Canvas), Introduction. Shambaugh, "The Complexities of a Rising China" (pp. 1-3).

**1st HW due.*

**China fact homework assigned (due Feb. 1)*

Week 2

1/25 and 1/27– China's history and political culture

Read:

-The Philosophers of the Warring States https://www.khanacademy.org/humanities/world-history/ancient-medieval/zhou-qin-han-china/a/the-philosophers-of-the-warring-states

1/27 – Legacies of the Past and Xi Jinping's "China Dream"

Read:

- *China & the World*, Ch. 2

-Xi Jinping and the China Dream (Deutsche Welle)
https://www.dw.com/en/xi-jinping-and-the-chinese-dream/a-43685630

Week 3

2/1 –Communist revolution and Mao

Read:

- "The Chinese Revolution of 1949," Office of the Historian, U.S. State Dept.
https://history.state.gov/milestones/1945-1952/chinese-rev

**China fact homework due.*

2/3 – The Communist Party of China

Read:

-The Communist Party of China, http://www.chinatoday.com/org/cpc/

Week 4

2/8 and 2/10 – Post-Mao economic reforms

Read:

- (In Canvas) *China Reader*, 2 articles in "Economic Development" section:
    1)· CIA, China: Economy-Overview (pp.102-104)
    2)· Barry Naughton, Economic Growth: From High-Speed to High-Quality (pp.104-117)

Week 5

2/15 – Going global: China as a global economic power

Read:
- *China & the World*, Ch. 6
- *China Reader*, In "Economic Development" section, Justin Yifu Lin, China and the Global Economy (pp.128-139)

2/17 – Resources and environment
Read:
- *China Reader* (in Canvas), 2 articles in "Resources & Environment" section (pp. 147-155).
    1)· Information Office of the State Council, China's Policies and Actions for Addressing Climate Change (pp. 147-152)
    2)· Damian Ma, China's Search for a New Energy Strategy (pp. 152-155)

Week 6
2/22 – Midterm exam assigned (take home, 48 hours)
2/24 – Midterm exam due

Week 7 **Spring Break**

Week 8
3/8 and 3/10 – China's foreign policy principles and foreign relations
Read:
- *China & the World*, Ch. 1
- Main Characteristics of China's Foreign Policy by the embassy of the PRC in the U.S.A. http://www.china-embassy.org/eng/zmgx/zgwjzc/t35077.htm
-The 19th Party Congress: A more assertive Chinese foreign policy by Lowy Institute https://www.lowyinstitute.org/the-interpreter/19th-party-congress-more-assertive-chinese-foreign-policy

3/10 – How is China's foreign policy made?
Read:
-*China & the World*, Ch. 5

Week 9
3/15 – U.S.-China Relations
Read:
- *China & the World*, Ch. 10

3/17 – China and Asia: Regional power?
Read:
- *China & the World*, Ch. 13 and 15
- *China Reader* (in Canvas), "China's Role in Asia: Attractive or Assertive?" (pp. 368-383).

Week 10
3/22 – China as military power, territorial disputes, and security interactions
Read:
-*Annual Report to Congress: Military and Security Developments Involving the People's Republic of China*, Office of the Secretary of Defense (pdf). Read "Executive Summary" (3

pages, pp. i-iii). https://media.defense.gov/2018/Aug/16/2001955282/-1/-1/1/2018-CHINA-MILITARY-POWER-REPORT.PDF
-China's Maritime Disputes, Council on Foreign Relations
https://www.cfr.org/interactives/chinas-maritime-disputes#!/
-*China & the World*, Ch. 9

3/24 – Research topic discussion
***Research topic statement assigned.*

Week 11
3/29 – China's global reach: Building soft power
***Research topic statement is due.*
Read:
-*China & the World*, Ch. 7 and 8
-China's Big Bet on Soft Power. Council on Foreign Relations
https://www.cfr.org/backgrounder/chinas-big-bet-soft-power

3/31 – China's relations with Russia, EU, Africa
Read:
-*China & the World*, Ch. 11, 12 and 14.

Week 12
4/5 and 4/7 – Students' presentations

Week 13
4/12 – How China looks at the world? – Xi's world view, China's global identities
Read:
-*China & the World*, Ch. 3
-(In Canvas) Jeffrey Bader, "How Xi Jinping sees the world…and why"

4/14 – How China looks at the world? – domestic debates and popular nationalism
Read:
-*China & the World*, Ch. 4.
-(In Canvas) David Shambaugh, "Coping with a Conflicted China." *The Washington Quarterly* 34:1 pp. 7-27

Week 14
4/19 and 4/21 – Will China rule the world?—What challenges China is facing?
Read:
-*China & the World*, Ch. 16

Week 15
4/26 – Paper presentations
**Research paper due in class.*
4/28 – Conclusion essay: Will China rule the world?

No final exam

Faculty Senate Course Form

Effective Date: Fall 2023 Submission Date: 1/13/23

Department: HPASS College of: Arts & Sciences

Contact Person: Darren Botello-Samson Faculty

Course: **Revision**

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation," to allow for review and questions. Any modifications should be saved as "original file name. v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and send to your College Admin.

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1. Purpose/Justification for **Revision** to Course:
   Course name is being changed to update the title to reflect current terminology in the discipline. In other words, the name is outdated

2. Is this **Revision** related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*
   No. The topic is exclusively the domain of political science.

3. Is this course to be considered for Pitt State Pathway? **No**
   If "yes," this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate. Completion of the Pitt State Pathway Course Approval form will also need to be submitted.

4. Will this course be required of any education majors? **No**
   If "yes," this requirement will need to have the approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

5. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?
   N/A

6. Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? **No**
   Explain:

7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
   If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.

8. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus: **Attach with upload.**

9. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus: **Attach with upload.**

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:	War: The Politics of Violence	International Security
Course Number:	POLS 680	POLS 680
Credits:	3	3
Grading System:	A-F, IN ☑ IP ☐ P/F ☐	A-F, IN ☑ IP ☐ P/F ☐
Pre/Co-Requisite(s):	POLS 101 U.S. Politics or permission of instructor.	POLS 101: U.S. Politics or POLS 103: Comparative Politics or permission of instructor
Course Description	The phenomena of war; the etiology of war, its history, and utility in the modern age. Prerequisite: POLS 101 U.S. Politics or permission of instructor.	Broad exploration of the field of international security and conflict. Survey of some of the major approaches, theories, and concepts in the field and examination of current issues and cases, including interstate wars, terrorism, nuclear proliferation, territorial disputes, cyber-security; peace-building mechanisms such as deterrence, balance of power, and international treaties/conventions; and conflict resolutions such as international justice, human security, and humanitarian intervention.

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 3/8/23 Signature, Chairperson: [signature]

-Approved: College Curriculum Committee

Date: 4/3/23 Signature, Committee Chair: Mary Carol Pomatto

-Approved: Dean of College

Date: 4/3/23 Signature, Dean: Mary Carol Pomatto

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 4/28/2023 Signature, Committee Chair: Janet Zepernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

POLS 680: International Security

Course objectives:

- Understand causes and dynamics of major international security problems and issues in today's world.
- Learn theories and framework that analyze security issues and apply the gained knowledge to analyze and solve real world problems.

Requirements/Assignments:

- Class attendance and participation 20%
- World affairs homework 10%
- Current event reports/presentations 5%
- Midterm exam 20%
- Research design statement 5%
- Research (case study) paper 20%
- Final exam 20%

Faculty Senate Course Form

Effective Date: Fall 2023 Submission Date: 2/27/23

Department: HPASS College of: Select One

Contact Person: Darren Botello-Samson Faculty

Course: **Revision**

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation," to allow for review and questions. Any modifications should be saved as "original file name. v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and send to your College Admin.

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1. Purpose/Justification for **Revision** to Course:
   Course name is being changed to update the title to reflect new strategies in curriculum

2. Is this **Revision** related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*
   No. The topic is exclusively the domain of political science.

3. Is this course to be considered for Pitt State Pathway? **No**
   If "yes," this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate. Completion of the Pitt State Pathway Course Approval form will also need to be submitted.

4. Will this course be required of any education majors? **No**
   If "yes," this requirement will need to have the approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

5. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?
   N/A

6. Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? **No**
   Explain:

7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.

8. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus: **Attach with upload.**

9. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus: **Attach with upload.**

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:	Senior Seminar in Political Science	Research Methods in Political Science
Course Number:	POLS 686	POLS 686
Credits:	3	3
Grading System:	A-F, IN ☑ IP ☐ P/F ☐	A-F, IN ☑ IP ☐ P/F ☐
Pre/Co-Requisite(s):	24 hours of political science, including required courses in major, or permission of instructor.	SOSCI 388: Social Research Analysis and 24 hours of political science, or permission of instructor.
Course Description	A "capstone" course to enhance the ability of graduating seniors to apply the basic concepts of political sciences and its major subfields. The seminar involves the analysis of a variety of contemporary issues and stresses the clear communication of such to both students and nonstudents of the discipline. Required of all majors in political science. Prerequisite: 24 hours of political science, including required courses in major, or permission of instructor.	Advanced course focusing on how political scientists use qualitative and quantitative data to answer important research questions. Covers major theoretical paradigms in political science, how to ask good research questions, formulate sound theories, derive logical hypotheses, accurately measure concepts. Students gain experience in research design, causal inference, statistical inference, and quantitative data analysis.

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 3/8/23 Signature, Chairperson: [signature]

-Approved: College Curriculum Committee

Date: 4/3/23 Signature, Committee Chair: Mary Carol Pomatto

-Approved: Dean of College

Date: 4/3/23 Signature, Dean: Mary Carol Pomatto

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 4/28/2023 Signature, Committee Chair: Janet Zepernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

POLS 686:
Research Methods in Political Science

Matthew Tarpey, Ph.D.
School of History, Philosophy, and Social Sciences
Pittsburg State University
Email: mtarpey@pittstate.edu
Office: Russ Hall 306G
Office Hours: Monday 1 p.m. - 4 p.m., Thursday 3:30 p.m. - 4:30 p.m., and by appointment.

Course Description:
Do social movements impact the congressional agenda? Does international trade promote peace? Do voter ID laws suppress voter turnout? In this course, students will learn how political scientists use qualitative and quantitative data to answer important research questions like these. In the first half of the course, students will learn how to ask good research questions, formulate sound theories, derive logical hypotheses, and accurately measure concepts. We will also cover the major theoretical paradigms that political scientists use to study politics and government in this section. The second half of the course covers quantitative observational and experimental research designs, qualitative designs, causal inference, statistical inference, and quantitative data analysis. The course will also provide students with an introduction to R, a software program for analyzing data.

Course Learning Objectives:
By the end of this course, students will be able to:

- Comprehend and critique political science research.
- Identify research questions that are answerable using a variety of empirical methods.
- Formulate theories and derive hypotheses that answer empirical research questions.
- Evaluate the strengths and weaknesses of various empirical research designs.
- Analyze quantitative data to evaluate hypotheses.
- Organize and write a research paper.

Grade:
Your final grade for the course will be determined by your performance on the following assignments:[1]

10% Participation
I expect you to attend class and be engaged during class activities and lectures. Given that this course only meets once a week, you should make a point to attend every class. I will allow you to miss one class without excuse. For each additional class you miss, I will deduct 10 points from your participation grade. Documented absences for official Pittsburg State University activities, health-related reasons, or other emergencies will also be excused.

2.5% Human Subjects Training
You will complete the Social and Behavioral Research Module of the CITI Human Subjects training module.

(17.5% each) Midterm and Final Exam
You will complete two exams for this course. These exams will consist of multiple-choice, short-answer, and short essay questions. The second exam will not be cumulative.

40% Research Design
The major writing assignment for this course is a research design that is aimed to answer an important question about politics of your choice. While you will only be completing a research *design*, and *you will not actually carry out any research this semester*, your design should be something that you could hypothetically carry out in a subsequent setting, such as an independent study or collaboration with a faculty member. The design will include a clearly stated research question, a review of relevant literature, theory and hypotheses, a *plan* for gathering data, and a *plan* for analyzing the data. The full research design is due on the last day of class at 11:59 p.m. The research design will be a minimum of 11 pages double-spaced. Students will complete and turn in the different sections of the paper throughout the semester for comments. I expect you to incorporate my comments into your final draft. Students will be penalized 10 percentage points on this assignment for each section of the design that they do not submit for comments.

12.5% Analysis Homework
For these assignments, students will analyze data from the American National Election Study to evaluate hypotheses about the attitudes and behavior of the American electorate. Additional information about the assignments will be posted on Canvas and discussed in class.

There are 100 possible points for this course. Grades will be allocated based on your earned points and calculated as a percentage of 100. The final course grade will be determined by the following scale:

[1] *More details on these assignments, including specific expectations for grading, will be posted on Canvas and discussed in class.*

A = 90 to 100%; B = 80 to 89%; C = 70 to 79%; D = 60 to 69%; F = 59% and below.

Faculty Senate Curriculum Change Form

Effective Date: FALL 2023 Submission Date: 1/16/23

Department: HPASS College: Arts & Sciences

Contact Person: Darren Botello-Samson Faculty

Revision **Emphasis**

If Emphasis, enter name of the Major: Geographical and Political Sciences

If selection is "Deletion" complete questions 2, 3, 4, & 5, then complete signatures.

Originating Departments(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, Please apply the appropriate signatures, and send to your College Admin.

Each college curriculum representative will notify their respective college and department(s) of the completion of the approval process. If COCAO/KBOR approval is required, questions should be directed to the Provost's administrative officer at x4113.

1. Description of Change:

   Updating the curriculum to reflect changes that have been made to Political Science courses.

2. Rationale for change, including changes to curriculum objectives:

   Some political science courses have been eliminated, others changed, and the curriculum needs to reflect that.

3. Will this change affect any education majors? No
   If "yes," this request will need to have the approval of the Council for Teacher Education.

4. Is this **Revision** related to, and/or may affect, any other department/college/unit curricula or programs at PSU? ***Whether a "yes" or "no" response, please provide an explanation or documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.***

   No. All coursework required of students following this curriculum is offered within the Geographical and Political Sciences major and the HPASS department.

5. Is this **Revision** related to, and/or affect, any degree program or minor/emphasis/certificate at any other Regent university? ***Whether a "yes" or "no" response, please provide an explanation.***

   No. No other Regents University relies upon this program.

6. Does the revision meet University catalog definitions for majors, minors, emphases and certificates as appropriate? **Yes**

7. Are additional resources required (e.g. library/multimedia resources, technology, space, major expense, etc.)?

   No

8. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
   If "yes," complete the course fee form on the Provost's website, it will need to gain approval of the President's Council.

9. What additional costs will be required for revising this curriculum (e.g. staffing, equipment, etc.)?

   None

10. Describe the program assessment plan:

    a. Enrollment targets =
    b. Outcome expected and process to evaluate =

    c. Plan to abandon if enrollment targets not met =

Questions for certificate only: If you have questions concerning these questions, contact the Financial Aid Office, 4240. ***If "yes," to both questions, it is the department's responsibility to send a copy of this legislation form to the Director of Admission and Financial Assistance to initiate Department of Education approval.***

1. Are students pursuing only this certificate eligible for federal financial assistance based on federal guidelines? **Select One**

2. Does the course content contained within this certificate provide relevance to employment opportunities or meet professional objectives for the student? **Select One**

CURRICULUM REVISIONS

	Existing	Proposed
Title:	Bachelor of Science in Geographical and Political Sciences with an Emphasis in International Studies	Bachelor of Science in Geographical and Political Sciences with an Emphasis in International Studies
Curriculum: (Do not include GenEd)	See Attached	See Attached

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 3/8/23 Signature, Chairperson: Christopher Anderson

-Approved: College Curriculum Committee

Date: 4/6/23 Signature, Committee Chair: Mary Carol Pomatto

-Approved: Dean of College

Date: 4/6/23 Signature, Dean: Mary Carol Pomatto

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 4/28/2023 Signature, Committee Chair: Janet Zepernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

Originating Departments(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

CURRENT CURRICULUM

International Studies Emphasis

The International Studies emphasis requires (1) completion of the university's Pitt State Pathways requirements; (2) selection of a minor, second major, or an emphasis in Geography or Political Science; and (3) completion of 12 hours of modern languages or documented proficiency in a non-English language.

Core (13 hours)

- HIST 102: World History from 1500 (3 hours)
- POLS 103: Comparative Political Institutions (3 hours)
- GEOG 106: World Regional Geography (3 hours)
- SOSCI 388: Social Research Analysis (4 hours)

International Politics (3 hours) Select from:

- POLS 530: International Relations (3 hours)
- POLS 576: Global Human Rights (3 hours)
- POLS 587: U.S. Foreign Policy (3 hours)
- POLS 652: International Law (3 hours)
- POLS 680: War: The Politics of Violence (3 hours)

Regional Politics (3 hours) Select from:

- POLS 523: Asian Politics (3 hours)
- POLS 524: European Politics (3 hours)
- POLS 525: Middle Eastern Politics (3 hours)
- POLS 526: Latin American Politics (3 hours)
- POLS 527: African Politics (3 hours)

Environmental Issues (3 hours) Select from:

- GEOG 302: Introduction to Environmental Geography (3 hours)
- GEOG 502: Global Environmental Change (3 hours)
- POLS 512: Environmental Politics (3 hours)

Economic Issues (3 hours) Select from:

- GEOG 507: Geography of the Global Economy (3 hours)
- POLS 630: International Political Economy (3 hours)

Cultural Issues (3 hours) Select from:

- PHIL 231: World Religions (3 hours)
- GEOG 304: Human Geography (3 hours)

Capston (3 hours) Select from:

- GEOG 601: Senior Seminar in Political Science (3 hours)
  - For students also in Geography emphasis
- POLS 686: Senior Seminar in Political Science (3 hours)

- POLS 690: Study Abroad (3-6 hours)

Modern Languages (12 hours)

- MLL 124: French Language and Culture I
- MLL 128: French Language and Culture II
- MLL 221: French Language and Culture III
- MLL 225: French Grammar/Conversation

OR

- MLL 154: Spanish Language and Culture I
- MLL 158: Spanish Language and Culture II
- MLL 251: Spanish Language and Culture III
- MLL 255: Spanish Comp. & Conversation I

Electives (9 hours) Select from:

- Art
  - ART 178: Introduction to the Visual Arts (3 hours)
  - ART 288: Introduction to Art History I (3 hours)
  - ART 289: Introduction to Art History II (3 hours)
  - ART 688: History of Modern Art (3 hours)
  - ART 689: Contemporary Issues in Art (3 hours)
- Biology
  - BIOL 330: Principles of Ecology (3 hours)
  - BIOL 525: Urban Ecology (3 hours)
  - BIOL 617: Environmental Health (3 hours)
- Communication
  - COMM 405: Drama Studies (____) (3 hours)
    - International topic required
  - COMM 601: Intercultural Communication (3 hours)
- Economics
  - ECON 440: International Economics (3 hours)
- English
  - ENGL 220: World Masterpieces (3 hours)
  - ENGL 555: Topics in Literature (____) (3 hours)
    - International topic required
  - ENGL 556: Topics in Writing (____) (3 hours)
    OR ENGL 756: Topics in Writing (____) (3 hours)
  - ENGL 560: British Genre (____) (3 hours)
  - ENGL 561: British Theme (____) (3 hours)
  - ENGL 570: International Literatures Genre (____) (3 hours)
  - ENGL 571: International Literatures Theme (____) (3 hours)
- Finance
  - FIN 625: International Finance (3 hours)
- Geography
  - GEOG 106: World Regional Geography (3 hours)
  - GEOG 302: Introduction to Environmental Geography (3 hours)

- GEOG 304: Human Geography (3 hours)
- GEOG 502: Global Environmental Change (3 hours)
- GEOG 507: Geography of the Global Economy (3 hours)

- General Technology
  - GT 350: Technology and Civilization (3 hours)
- History
  - HIST 501: Special Topics in World History (___) (3 hours)
    - Contemporary topic required
  - HIST 505: African Civilizations (3 hours)
  - HIST 507: Modern Africa (3 hours)
  - HIST 510: Modern Middle East (3 hours)
  - HIST 522: Korean and Vietnam Wars (3 hours)
  - HIST 523: Early China (3 hours)
  - HIST 524: Early Japan (3 hours)
  - HIST 526: Japan Since 1700 (3 hours)
  - HIST 527: China Since 1700 (3 hours)
  - HIST 529: History of South Asia (3 hours)
  - HIST 531: Samurai: History, Literature, Myth (3 hours)
  - HIST 532: History of Japanese Women (3 hours)
  - HIST 533: US-East Asia Relations (3 hours)
  - HIST 534: Korea Since 1700 (3 hours)
  - HIST 546: Age of Empire (3 hours)
  - HIST 547: Radical Islam (3 hours)
  - HIST 626: U.S. Iraq and Afghanistan (3 hours)
  - HIST 646: Modern Scotland (3 hours)
  - HIST 648: Modern Britain (3 hours)
  - HIST 668: U.S. as a Superpower (3 hours)
  - HIST 700: History: Selected Subjects (____) (3 hours)
    - Contemporary, international topic required
- Interior Design
  - IND 312: History of Design I (3 hours)
  - IND 313: History of Design II (3 hours)
- Management and Marketing
  - IB 330: International Business (3 hours)
  - IB 340: International Marketing (3 hours)
- Modern Languages
  - MLL 420: Readings in French Lit/Civ II (3 hours)
  - MLL 425: Directed Studies in French (3 hours)
  - MLL 427: French Culture/Civilization (3 hours)
  - MLL 450: Readings in Hispanic Lit/Civ II (3 hours)
  - MLL 457: Hispanic Culture/Civilization (3 hours)
  - MLL 475: Directed Studies-Spanish (3 hours)
  - MLL 526: Business French (3 hours)
  - MLL 556: Spanish for International Business (3 hours)
  - MLL 625: Topics in French (3 hours)
- Music
  - MUSIC 120: Music Appreciation (World Music) (3 hours)

- Philosophy
  - PHIL 231: World Religions (3 hours)
- Political Science
  - POLS 493: Directed Readings in International Studies (1-3 hours)
  - POLS 512: Environmental Politics (3 hours)
  - POLS 523: Asian Politics (3 hours)
  - POLS 524: European Politics (3 hours)
  - POLS 525: Middle Eastern Politics (3 hours)
  - POLS 526: Latin American Politics (3 hours)
  - POLS 527: African Politics (3 hours)
  - POLS 530: International Relations (3 hours)
  - POLS 572: International Studies – Selected Topics (3 hours)
  - POLS 576: Global Human Rights (3 hours)
  - POLS 587: U.S. Foreign Policy (3 hours)
  - POLS 630: International Political Economy (3 hours)
  - POLS 652: International Law (3 hours)
  - POLS 659: International Studies Internship (3 hours)
  - POLS 680: War: The Politics of Violence (3 hours)
  - POLS 690: Study Abroad (3-6 hours)
- Sociology
  - SOC 512: Social Stratification (3 hours)
  - SOC 534: Political Sociology (3 hours)
  - SOC 676: Global Sociology (3 hours)
- Women and Gender Studies
  - WGS 399: Global Women's Issues (3 hours)

PROPOSED CURRICULUM

International Studies Emphasis

The International Studies emphasis requires (1) completion of the university's Pitt State Pathways requirements; (2) selection of a minor, second major, or an emphasis in Geography or Political Science; and (3) completion of 12 hours of modern languages or documented proficiency in a non-English language.

Core (13 hours)

- HIST 102: World History from 1500 (3 hours)
- POLS 103: Comparative Politics (3 hours)
- GEOG 106: World Regional Geography (3 hours)
- SOSCI 388: Social Research Analysis (4 hours)

International Politics (3 hours) Select from:

- POLS 530: International Relations (3 hours)
- POLS 587: U.S. Foreign Policy (3 hours)
- POLS 654: China and Geopolitics (3 hours)
- POLS 680: International Security (3 hours)

Regional Politics (3 hours) Select from:

- POLS 520: Regional Politics (___) (3 hours)
- POLS 528: Political Propaganda (3 hours)
- POLS 529: Political Violence (3 hours)

Environmental Issues (3 hours) Select from:

- GEOG 302: Introduction to Environmental Geography (3 hours)
- GEOG 502: Global Environmental Change (3 hours)
- POLS 512: Environmental Politics (3 hours)

Economic Issues (3 hours) Select from:

- GEOG 507: Geography of the Global Economy (3 hours)
- POLS 630: International Political Economy (3 hours)

Cultural Issues (3 hours) Select from:

- PHIL 231: World Religions (3 hours)
- GEOG 304: Human Geography (3 hours)

Capstone (0-3 hours) Select from:

- GEOG 601: Senior Seminar in Political Science (3 hours)
  - For students also in Geography emphasis
- POLS 686: Senior Seminar in Political Science (3 hours)
- Completion of approved study abroad

Modern Languages (12 hours)

- MLL 124: French Language and Culture I (3 hours)

- MLL 128: French Language and Culture II (3 hours)
- MLL 221: French Language and Culture III (3 hours)
- MLL 225: French Grammar/Conversation (3 hours)

OR

- MLL 154: Spanish Language and Culture I (3 hours)
- MLL 158: Spanish Language and Culture II (3 hours)
- MLL 251: Spanish Language and Culture III (3 hours)
- MLL 255: Spanish Comp. & Conversation I (3 hours)

Electives (9 hours) Select from:

- Art
  - ART 178: Introduction to the Visual Arts (3 hours)
  - ART 288: Introduction to Art History I (3 hours)
  - ART 289: Introduction to Art History II (3 hours)
  - ART 688: History of Modern Art (3 hours)
  - ART 689: Contemporary Issues in Art (3 hours)
- Biology
  - BIOL 330: Principles of Ecology (3 hours)
  - BIOL 525: Urban Ecology (3 hours)
  - BIOL 617: Environmental Health (3 hours)
- Communication
  - COMM 405: Drama Studies (____) (3 hours)
    - International topic required
  - COMM 601: Intercultural Communication (3 hours)
- Economics
  - ECON 440: International Economics (3 hours)
- English
  - ENGL 220: World Masterpieces (3 hours)
  - ENGL 555: Topics in Literature (____) (3 hours)
    - International topic required
  - ENGL 556: Topics in Writing (____) (3 hours)
    OR ENGL 756: Topics in Writing (____) (3 hours)
  - ENGL 560: British Genre (____) (3 hours)
  - ENGL 561: British Theme (____) (3 hours)
  - ENGL 570: International Literatures Genre (____) (3 hours)
  - ENGL 571: International Literatures Theme (____) (3 hours)
- Finance
  - FIN 625: International Finance (3 hours)
- Geography
  - GEOG 106: World Regional Geography (3 hours)
  - GEOG 302: Introduction to Environmental Geography (3 hours)
  - GEOG 304: Human Geography (3 hours)
  - GEOG 502: Global Environmental Change (3 hours)
  - GEOG 507: Geography of the Global Economy (3 hours)
- General Technology

- GT 350: Technology and Civilization (3 hours)
- History
  - HIST 501: Special Topics in World History (___) (3 hours)
    - Contemporary topic required
  - HIST 505: African Civilizations (3 hours)
  - HIST 507: Modern Africa (3 hours)
  - HIST 510: Modern Middle East (3 hours)
  - HIST 522: Korean and Vietnam Wars (3 hours)
  - HIST 523: Early China (3 hours)
  - HIST 524: Early Japan (3 hours)
  - HIST 526: Japan Since 1700 (3 hours)
  - HIST 527: China Since 1700 (3 hours)
  - HIST 529: History of South Asia (3 hours)
  - HIST 531: Samurai: History, Literature, Myth (3 hours)
  - HIST 532: History of Japanese Women (3 hours)
  - HIST 533: US-East Asia Relations (3 hours)
  - HIST 534: Korea Since 1700 (3 hours)
  - HIST 546: Age of Empire (3 hours)
  - HIST 547: Radical Islam (3 hours)
  - HIST 626: U.S. Iraq and Afghanistan (3 hours)
  - HIST 646: Modern Scotland (3 hours)
  - HIST 648: Modern Britain (3 hours)
  - HIST 668: U.S. as a Superpower (3 hours)
  - HIST 700: History: Selected Subjects (____) (3 hours)
    - Contemporary, international topic required
- Interior Design
  - IND 312: History of Design I (3 hours)
  - IND 313: History of Design II (3 hours)
- Management and Marketing
  - IB 330: International Business (3 hours)
  - IB 340: International Marketing (3 hours)
- Modern Languages
  - MLL 420: Readings in French Lit/Civ II (3 hours)
  - MLL 425: Directed Studies in French (3 hours)
  - MLL 427: French Culture/Civilization (3 hours)
  - MLL 450: Readings in Hispanic Lit/Civ II (3 hours)
  - MLL 457: Hispanic Culture/Civilization (3 hours)
  - MLL 475: Directed Studies-Spanish (3 hours)
  - MLL 526: Business French (3 hours)
  - MLL 556: Spanish for International Business (3 hours)
  - MLL 625: Topics in French (3 hours)
- Music
  - MUSIC 120: Music Appreciation (World Music) (3 hours)
- Philosophy
  - PHIL 231: World Religions (3 hours)
- Political Science
  - POLS 493: Directed Readings in International Studies (1-3 hours)

- POLS 512: Environmental Politics (3 hours)
- POLS 520: Regional Politics (___) (3 hours)
- POLS 528: Political Propaganda (3 hours)
- POLS 529: Political Violence (3 hours)
- POLS 530: International Relations (3 hours)
- POLS 572: International Studies – Selected Topics (3 hours)
- POLS 587: U.S. Foreign Policy (3 hours)
- POLS 630: International Political Economy (3 hours)
- POLS 574: China and Geopolitics (3 hours)
- POLS 659: International Studies Internship (3 hours)
- POLS 680: International Security (3 hours)
- POLS 690: Study Abroad (3-6 hours)

- Sociology
  - SOC 512: Social Stratification (3 hours)
  - SOC 534: Political Sociology (3 hours)
  - SOC 676: Global Sociology (3 hours)
- Women and Gender Studies
  - WGS 399: Global Women's Issues (3 hours)

Faculty Senate Curriculum Change Form

Effective Date: FALL 2023 Submission Date: 1/16/23

Department: HPASS College: Arts & Sciences

Contact Person: Darren Botello-Samson Faculty

Revision **Emphasis**

If Emphasis, enter name of the Major: Geographical and Political Sciences

If selection is "Deletion" complete questions 2, 3, 4, & 5, then complete signatures.

Originating Departments(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, Please apply the appropriate signatures, and send to your College Admin.

Each college curriculum representative will notify their respective college and department(s) of the completion of the approval process. If COCAO/KBOR approval is required, questions should be directed to the Provost's administrative officer at x4113.

1. Description of Change:

   Elimination and addition of courses to adapt to new faculty expertise; addition of Law and Policy Subfield; addition of three credit hours

2. Rationale for change, including changes to curriculum objectives:

   Changes to the political science faculty have been significant and the requirements of the old curriculum could not be met with current faculty.

3. Will this change affect any education majors? No
   If "yes," this request will need to have the approval of the Council for Teacher Education.

4. Is this **Revision** related to, and/or may affect, any other department/college/unit curricula or programs at PSU? ***Whether a "yes" or "no" response, please provide an explanation or documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.***

   No. All coursework required of students following this curriculum is offered within the Geographical and Political Sciences major and the HPASS department.

5. Is this **Revision** related to, and/or affect, any degree program or minor/emphasis/certificate at any other Regent university? ***Whether a "yes" or "no" response, please provide an explanation.***

   No. No other Regents University relies upon this program.

6. Does the revision meet University catalog definitions for majors, minors, emphases and certificates as appropriate? **Yes**

7. Are additional resources required (e.g. library/multimedia resources, technology, space, major expense, etc.)?

   No

8. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
   If "yes," complete the course fee form on the Provost's website, it will need to gain approval of the President's Council.

9. What additional costs will be required for revising this curriculum (e.g. staffing, equipment, etc.)?

   None

10. Describe the program assessment plan:

    a. Enrollment targets =
    b. Outcome expected and process to evaluate =

    c. Plan to abandon if enrollment targets not met =

Questions for certificate only: If you have questions concerning these questions, contact the Financial Aid Office, 4240. ***If "yes," to both questions, it is the department's responsibility to send a copy of this legislation form to the Director of Admission and Financial Assistance to initiate Department of Education approval.***

1. Are students pursuing only this certificate eligible for federal financial assistance based on federal guidelines? **Select One**

2. Does the course content contained within this certificate provide relevance to employment opportunities or meet professional objectives for the student? **Select One**

CURRICULUM REVISIONS

	Existing	Proposed
Title:	BACHELOR OF SCIENCE DEGREE IN GEOGRAPHICAL AND POLITICAL SCIENCES WITH AN EMPHASIS IN POL	BACHELOR OF SCIENCE DEGREE IN GEOGRAPHICAL AND POLITICAL SCIENCES WITH AN EMPHASIS IN POLITICAL SCIENC
Curriculum: (Do not include GenEd)	Pre-Law Concentration: Complete the following requirements as part of completing the Political Science Emphasis. Core (6 hours) • POLS 661: Constitutional Law I (3 hours) • POLS 662: Constitutional Law II (3 hours) Elective (3 hours) • POLS 412: Law in Film and Literature (3 hours) • POLS 562: Law and Politics (3 hours) • POLS 609: Administrative Law (3 hours) • POLS 652: International Law (3 hours)	The Bachelors of Science Degree in Geographical and Political Sciences with an emphasis in Political Science (Pre-Law) requires (1) completion of the university's Pitt State Pathways requirements and (2) election of a minor. BACHELOR OF SCIENCE DEGREE IN GEOGRAPHICAL AND POLITICAL SCIENCES WITH AN EMPHASIS IN POLITICAL SCIENCE (PRE-LAW) (43 hours) • Core (25 hours) o POLS 101: U.S. Politics (3 hours) o POLS 103: Comparative Politics (3 hours) o ONE OF THE FOLLOWING ☐ POLS 102: State and Local Government and Politics (3 hours) ☐ POLS 201: Introduction to Public Policy (3 hours) o SOSCI 388: Social Research Analysis (4 hours) o POLS 450: Political Philosophy (3 hours) o POLS 661: Constitutional Law I (3 hours) o POLS 662: Constitutional Law II (3 hours) o POLS 686: Research Methods in Political Science (3 hours) • American Government (3 hours) o POLS 516: Political Parties and Elections (3 hours) o POLS 517: U.S. Congress (3 hours) o POLS 580: Polling and Public Opinion o POLS 604: The American Presidency (3 hours) o POLS 616: Interest Groups and Social Movements (3 hours) • International Relations (3 hours) o POLS 530: International Relations (3 hours) o POLS 587: U.S. Foreign Policy (3 hours) o POLS 630: International Political Economy (3 hours) o POLS 654: China and Geopolitics (3 hours) o POLS 680: International Security (3 hours) • Comparative Politics (3 hours) o POLS 520: Regional Politics (___) (3 hours) o POLS 528: Political Propaganda (3 hours) o POLS 529: Political Violence (3 hours) • Law & Policy (3 hours) o POLS 512: Environmental Politics (___) (3 hours) o POLS 513: Criminal Justice Reform (3 hours) o POLS 514: Health Care Policy (3 hours) o POLS 562: Law and Politics (3 hours) o POLS 609: Administrative Law (3 hours) • Political Science electives (6 hours) o POLS 492: Directed Readings in Political Science (1-3 hours) o POLS 512: Environmental Politics (___) (3 hours) o POLS 513: Immigration Politics and Policy (3 hors) o POLS 514: Criminal Justice Reform (3 hours) o POLS 516: Political Parties and Elections (3 hours) o POLS 517: U.S. Congress (3 hours) o POLS 520: Regional Politics (___) (3 hours) o POLS 528: Political Propaganda (3 hours) o POLS 529: Political Violence (3 hours) o POLS 530: International Relations (3 hours) o POLS 562: Law and Politics (3 hours) o POLS 571: Political Studies-Selected Topics (____) (1-3 hours) o POLS 572: Topics in International Studies (____) (1-3 hours) o POLS 580: Polling and Public Opinion (3 hours) o POLS 587: U.S. Foreign Policy (3 hours) o POLS 603: Senior Honors Project 1 (3 hours) o POLS 604: The American Presidency (3 hours) o POLS 605: Senior Honors Project 2 (3 hours) o POLS 609: Administrative Law (3 hours) o POLS 616: Interest Groups and Social Movements (3 hours) o POLS 630: International Political Economy (3 hours) o POLS 654: China and Geopolitics (3 hours) o POLS 660: Political Science Internship (____) (1-3 hours) o POLS 680: International Security (3 hours)

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson (amended per CoAS Curr. Cmte)

Date: 4/6/23 Signature, Chairperson: [signature]

-Approved: College Curriculum Committee

Date: 4/6/23 Signature, Committee Chair: Mary Carol Pomatto

-Approved: Dean of College

Date: 4/6/23 Signature, Dean: Mary Carol Pomatto

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 4/28/2023 Signature, Committee Chair: Janet Zopernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

Originating Departments(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

Faculty Senate Curriculum Change Form

Effective Date: FALL 2023 Submission Date: 1/16/23

Department: HPASS College: Arts & Sciences

Contact Person: Darren Botello-Samson Faculty

Revision **Emphasis**

If Emphasis, enter name of the Major: Geographical and Political Sciences

If selection is "Deletion" complete questions 2, 3, 4, & 5, then complete signatures.

Originating Departments(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, Please apply the appropriate signatures, and send to your College Admin.

Each college curriculum representative will notify their respective college and department(s) of the completion of the approval process. If COCAO/KBOR approval is required, questions should be directed to the Provost's administrative officer at x4113.

1. Description of Change:

   Elimination and addition of courses to adapt to new faculty expertise; addition of Law and Policy Subfield; addition of three credit hours

2. Rationale for change, including changes to curriculum objectives:

   Changes to the political science faculty have been significant and the requirements of the old curriculum could not be met with current faculty.

3. Will this change affect any education majors? No
   If "yes," this request will need to have the approval of the Council for Teacher Education.

4. Is this **Revision** related to, and/or may affect, any other department/college/unit curricula or programs at PSU? ***Whether a "yes" or "no" response, please provide an explanation or documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.***

   No. All coursework required of students following this curriculum is offered within the Geographical and Political Sciences major and the HPASS department.

5. Is this **Revision** related to, and/or affect, any degree program or minor/emphasis/certificate at any other Regent university? ***Whether a "yes" or "no" response, please provide an explanation.***

   No. No other Regents University relies upon this program.

6. Does the revision meet University catalog definitions for majors, minors, emphases and certificates as appropriate? **Yes**

7. Are additional resources required (e.g. library/multimedia resources, technology, space, major expense, etc.)?

   No

8. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
   If "yes," complete the course fee form on the Provost's website, it will need to gain approval of the President's Council.

9. What additional costs will be required for revising this curriculum (e.g. staffing, equipment, etc.)?

   No

10. Describe the program assessment plan:

    a. Enrollment targets =
    b. Outcome expected and process to evaluate =

    c. Plan to abandon if enrollment targets not met =

Questions for certificate only: If you have questions concerning these questions, contact the Financial Aid Office, 4240. ***If "yes," to both questions, it is the department's responsibility to send a copy of this legislation form to the Director of Admission and Financial Assistance to initiate Department of Education approval.***

1. Are students pursuing only this certificate eligible for federal financial assistance based on federal guidelines? **Select One**

2. Does the course content contained within this certificate provide relevance to employment opportunities or meet professional objectives for the student? **Select One**

CURRICULUM REVISIONS

	Existing	Proposed
Title:	BACHELOR OF SCIENCE DEGREE IN GEOGRAPHICAL AND POLITICAL SCIENCES WITH AN EMPHASIS IN POL	BACHELOR OF SCIENCE DEGREE IN GEOGRAPHICAL AND POLITICAL SCIENCES WITH AN EMPHASIS IN POLITICAL SCIENC
Curriculum: (Do not include GenEd)	The Bachelors of Science Degree in Geographical and Political Sciences with an emphasis in Political Science requires (1) completion of the university's Pitt State Pathways requirements and (2) election of a minor. BACHELOR OF SCIENCE DEGREE IN GEOGRAPHICAL AND POLITICAL SCIENCES WITH AN EMPHASIS IN POLITICAL SCIENCE (40 hours) • Core (13 hours) o POLS 101: U.S. Politics (3 hours) o POLS 103: Comparative Politics (3 hours) o SOSCI 388: Social Research Analysis (4 hours) o POLS 686: Senior Seminar in Political Science (3 hours) • American Government (3 hours) o POLS 516: Political Parties and Elections (3 hours) o POLS 517: U.S. Congress (3 hours) o POLS 604: The American Presidency (3 hours) o POLS 609: Administrative Law (3 hours) o POLS 616: Interest Groups and Social Movements (3 hours) • International Relations (3 hours) o POLS 530: International Relations (3 hours) o POLS 576: Global Human Rights (3 hours) o POLS 587: U.S. Foreign Policy (3 hours) o POLS 630: International Political Economy (3 hours) o POLS 652: International Law (3 hours) o POLS 680: War: The Politics of Violence (3 hours) • Political Philosophy (3 hours) o POLS 450: Political Philosophy (3 hours) o POLS 578: Democratic Theory and Public Opinion (3 hours) • Regional Politics (3 hours) o POLS 523: Asian Politics (3 hours) o POLS 524: European Politics (3 hours) o POLS 525: Middle Eastern Politics (3 hours) o POLS 526: Latin American Politics (3 hours) o POLS 527: African Politics (3 hours) • Political Science electives (15 hours) o POLS 301: State and Local Government and Politics (3 hours) o POLS 412: Law in Film and Literature (3 hours) o POLS 450: Political Philosophy (3 hours) o POLS 492: Directed Readings in Political Science (1-3 hours) o POLS 512: Environmental Politics (3 hours) o POLS 516: Political Parties and Elections (3 hours) o POLS 517: U.S. Congress (3 hours) o POLS 523: Asian Politics (3 hours) o POLS 524: European Politics (3 hours) o POLS 525: Middle Eastern Politics (3 hours) o POLS 526: Latin American Politics (3 hours) o POLS 527: African Politics (3 hours) o POLS 530: International Relations (3 hours) o SOC 534: Political Sociology (3 hours) o JUST 538: Philosophy of Law (3 hours) o POLS 555: Gender and Politics (3 hours) o POLS 562: Law and Politics (3 hours) o POLS 571: Political Studies-Selected Topics (____) (1-3 hours) o POLS 576: Global Human Rights (3 hours) o POLS 578: Democratic Theory and Public Opinion (3 hours) o POLS 587: U.S. Foreign Policy (3 hours) o POLS 603: Senior Honors Project 1 (3 hours) o POLS 604: The American Presidency (3 hours) o POLS 605: Senior Honors Project 2 (3 hours) o POLS 609: Administrative Law (3 hours) o POLS 616: Interest Groups and Social Movements (3 hours) o POLS 630: International Political Economy (3 hours) o POLS 652: International Law (3 hours) o POLS 660: Political Science Internship (____) (1-3 hours) o POLS 661: Constitutional Law I (3 hours) o POLS 662: Constitutional Law II (3 hours) o POLS 680: War: The Politics of Violence (3 hours)	The Bachelors of Science Degree in Geographical and Political Sciences with an emphasis in Political Science requires (1) completion of the university's Pitt State Pathways requirements and (2) election of a minor. BACHELOR OF SCIENCE DEGREE IN GEOGRAPHICAL AND POLITICAL SCIENCES WITH AN EMPHASIS IN POLITICAL SCIENCE (43 hours) • Core (19 hours) o POLS 101: U.S. Politics (3 hours) o POLS 103: Comparative Politics (3 hours) o ONE OF THE FOLLOWING ☐ POLS 102: State and Local Government and Politics (3 hours) ☐ POLS 201: Introduction to Public Policy (3 hours) o SOSCI 388: Social Research Analysis (4 hours) o POLS 450: Political Philosophy (3 hours) o POLS 686: Research Methods in Political Science (3 hours) • American Government (3 hours) o POLS 516: Political Parties and Elections (3 hours) o POLS 517: U.S. Congress (3 hours) o POLS 580: Polling and Public Opinion o POLS 604: The American Presidency (3 hours) o POLS 616: Interest Groups and Social Movements (3 hours) • International Relations (3 hours) o POLS 530: International Relations (3 hours) o POLS 587: U.S. Foreign Policy (3 hours) o POLS 630: International Political Economy (3 hours) o POLS 654: China and Geopolitics (3 hours) o POLS 680: International Security (3 hours) • Comparative Politics (3 hours) o POLS 520: Regional Politics (___) (3 hours) o POLS 528: Political Propaganda (3 hours) o POLS 529: Political Violence (3 hours) • Law & Policy (3 hours) o POLS 512: Environmental Politics (___) (3 hours) o POLS 513: Immigration Politics and Policy (3 hours) o POLS 514: Criminal Justice Reform (3 hours) o POLS 562: Law and Politics (3 hours) o POLS 609: Administrative Law (3 hours) o POLS 661: Constitutional Law I (3 hours) o POLS 662: Constitutional Law II (3 hours) • Political Science electives (12 hours) o POLS 492: Directed Readings in Political Science (1-3 hours) o POLS 512: Environmental Politics (___) (3 hours) o POLS 513: Immigration Politics and Policy (3 hours) o POLS 514: Criminal Justice Reform (3 hours) o POLS 516: Political Parties and Elections (3 hours) o POLS 517: U.S. Congress (3 hours) o POLS 520: Regional Politics (___) (3 hours) o POLS 528: Political Propaganda (3 hours) o POLS 529: Political Violence (3 hours) o POLS 530: International Relations (3 hours) o POLS 562: Law and Politics (3 hours) o POLS 571: Political Studies-Selected Topics (____) (1-3 hours) o POLS 572: Topics in International Studies (____) (1-3 hours) o POLS 580: Polling and Public Opinion (3 hours) o POLS 587: U.S. Foreign Policy (3 hours) o POLS 603: Senior Honors Project 1 (3 hours) o POLS 604: The American Presidency (3 hours) o POLS 605: Senior Honors Project 2 (3 hours) o POLS 609: Administrative Law (3 hours) o POLS 616: Interest Groups and Social Movements (3 hours) o POLS 630: International Political Economy (3 hours) o POLS 654: China and Geopolitics (3 hours) o POLS 660: Political Science Internship (____) (1-3 hours) o POLS 661: Constitutional Law I (3 hours) o POLS 662: Constitutional Law II (3 hours) o POLS 680: International Security (3 hours)

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson (amended per COAS Curr. Cmte)

Date: 4/6/23 Signature, Chairperson: [signature]

-Approved: College Curriculum Committee

Date: 4/6/23 Signature, Committee Chair: Mary Carol Pomatto

-Approved: Dean of College

Date: 4/6/23 Signature, Dean: Mary Carol Pomatto

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 4/28/2023 Signature, Committee Chair: Janet Zepernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

Originating Departments(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

Faculty Senate Curriculum Change Form

Effective Date: FALL 2023 Submission Date: 1/16/23

Department: HPASS College: Arts & Sciences

Contact Person: Darren Botello-Samson Faculty

Revision **Minor**

If Emphasis, enter name of the Major:

If selection is "Deletion" complete questions 2, 3, 4, & 5, then complete signatures.

Originating Departments(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, Please apply the appropriate signatures, and send to your College Admin.

Each college curriculum representative will notify their respective college and department(s) of the completion of the approval process. If COCAO/KBOR approval is required, questions should be directed to the Provost's administrative officer at x4113.

1. Description of Change:

   Minor is updated to reflect changes made in political science courses.
   HIST 102 is being replaced as a minor core with GEOG 106

2. Rationale for change, including changes to curriculum objectives:

   Creation of the Geographical and Political Sciences Major and changes made to courses in political science require updating the curriculum

3. Will this change affect any education majors? No
   If "yes," this request will need to have the approval of the Council for Teacher Education.

4. Is this **Revision** related to, and/or may affect, any other department/college/unit curricula or programs at PSU? ***Whether a "yes" or "no" response, please provide an explanation or documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.***

   No. All coursework required of students following this curriculum is offered within the Geographical and Political Sciences major and the HPASS department.

5. Is this **Revision** related to, and/or affect, any degree program or minor/emphasis/certificate at any other Regent university? ***Whether a "yes" or "no" response, please provide an explanation.***

   No. No other Regents University relies upon this program.

6. Does the revision meet University catalog definitions for majors, minors, emphases and certificates as appropriate? **Yes**

7. Are additional resources required (e.g. library/multimedia resources, technology, space, major expense, etc.)?

   No

8. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
   If "yes," complete the course fee form on the Provost's website, it will need to gain approval of the President's Council.

9. What additional costs will be required for revising this curriculum (e.g. staffing, equipment, etc.)?

   None

10. Describe the program assessment plan:

    a. Enrollment targets =
    b. Outcome expected and process to evaluate =

    c. Plan to abandon if enrollment targets not met =

Questions for certificate only: If you have questions concerning these questions, contact the Financial Aid Office, 4240. ***If "yes," to both questions, it is the department's responsibility to send a copy of this legislation form to the Director of Admission and Financial Assistance to initiate Department of Education approval.***

1. Are students pursuing only this certificate eligible for federal financial assistance based on federal guidelines? **Select One**

2. Does the course content contained within this certificate provide relevance to employment opportunities or meet professional objectives for the student? **Select One**

CURRICULUM REVISIONS

	Existing	Proposed
Title:	Minor in International Studies	Minor in International Studies
Curriculum: (Do not include GenEd)	Core Requirements • HIST-102 World History from 1500 (3 hours) • POLS-103 Comparative Politics (3 hours) Select 3 hours of International Politics from: • POLS-530 International Relations (3 hours) • POLS-576 Global Human Rights (3 hours) • POLS-587 U.S. Foreign Policy (3 hours) • POLS-652 International Law (3 hours) • POLS-680 War: The Politics of Violence (3 hours) Select 3 hours of Regional Politics from: • POLS-523 Asian Politics (3 hours) • POLS-524 European Politics (3 hours) • POLS-525 Middle Eastern Politics (3 hours) • POLS-526 Latin American Politics (3 hours) • POLS-527 African Politics (3 hours) For Students Pursuing a Bachelor of Arts Degree; Three hours from each of the sections below must be completed for a total of 9 hours. Select 3 hours of Environmental Issues from: • GEOG-302 Introduction to Environmental Geography (3 hours) • GEOG-502 Global Environmental Change (3 hours) • POLS-512 Environmental Politics ( ) (3 hours) Select 3 hours of Economic Issues from: • GEOG-507 Geography of the Global Economy (3 hours) • POLS-630 International Political Economy (3 hours) Select 3 hours of Cultural Issues from: • ANTH-101 Introduction to Cultural Anthropology (3 hours) • PHIL-231 World Religions (3 hours) • GEOG-304 Human Geography (3 hours) • COMM-601 Intercultural Communication (3 hours) • SOC-676 Global Sociology (3 hours) For Students Not Pursuing a Bachelor of Arts Degree: Must complete 12 hours as follows. Select 6 hours of Modern Languages (or demonstrated proficiency) from: • MLL-124 French Language and Culture I (3 hours) • MLL-128 French Language and Culture II (3 hours) OR • MLL-154 Spanish Language and Culture I (3 hours) • MLL-158 Spanish Language and Culture II (3 hours) Select 6 hours from the following three area: Environmental Issues • GEOG-302 Introduction to Environmental Geography (3 hours) • GEOG-502 Global Environmental Change (3 hours) • POLS-512 Environmental Politics ( ) (3 hours) Economic Issues • GEOG-507 Geography of the Global Economy (3 hours) • POLS-630 International Political Economy (3 hours) Cultural Issues • ANTH-101 Introduction to Cultural Anthropology (3 hours) • PHIL-231 World Religions (3 hours) • GEOG-304 Human Geography (3 hours) • COMM-601 Intercultural Communication (3 hours) • SOC-676 Global Sociology (3 hours)	Core Requirements (6 hours) • POLS-103 Comparative Politics (3 hours) • GEOG-106 World Regional Geography (3 hours) Select 3 hours of International Politics from: • POLS-530 International Relations (3 hours) • POLS-587 U.S. Foreign Policy (3 hours) • POLS-630 International Political Economy (3 hours) • POLS-654 China and Geopolitics (3 hours) • POLS-680 International Security (3 hours) Select 3 hours of Regional Politics from: • POLS-520 Regional Politics (___) (3 hours) • POLS-528 Political Propaganda (3 hours) • POLS-529 Political Violence (3 hours) For Students Pursuing a Bachelor of Arts Degree; Six hours from the following: • PHIL-231 World Religions (3 hours) • GEOG-302 Intro to Environmental Geography (3 hours) • GEOG-304 Human Geography (3 hours) • GEOG-502 Global Environmental Change (3 hours) • POLS-512 Environmental Politics ( ) (3 hours) • GEOG-507 Geography of the Global Economy (3 hours) • COMM-601 Intercultural Communication (3 hours) For Students Not Pursuing a Bachelor of Arts Degree: Must complete 9 hours as follows. Select 6 hours of Modern Languages (or demonstrated proficiency) from: • MLL-124 French Language and Culture I (3 hours) • MLL-128 French Language and Culture II (3 hours) OR • MLL-154 Spanish Language and Culture I (3 hours) • MLL-158 Spanish Language and Culture II (3 hours) Select 3 hours from the following: • PHIL-231 World Religions (3 hours) • GEOG-302 Intro to Environmental Geography (3 hours) • GEOG-304 Human Geography (3 hours) • GEOG-502 Global Environmental Change (3 hours) • POLS-512 Environmental Politics ( ) (3 hours) • GEOG-507 Geography of the Global Economy (3 hours) • COMM-601 Intercultural Communication (3 hours)

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 4/6/23 Signature, Chairperson: [signature] (Amended per COAS Curr Cmte 4/3 meeting)

-Approved: College Curriculum Committee

Date: 4/6/23 Signature, Committee Chair: Mary Carol Pomatto

-Approved: Dean of College

Date: 4/6/23 Signature, Dean: Mary Carol Pomatto

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 4/28/2023 Signature, Committee Chair: Janet Zepernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

Originating Departments(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

Faculty Senate Course Form

Effective Date: Fall 2023 Submission Date: 3/3/23

Department: Graphic Communications - TWL College of: Technology

Contact Person: Dr. Andrew Klenke Chair

Course: **New**

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation," to allow for review and questions. Any modifications should be saved as "original file name. v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and send to your College Admin.

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1. Purpose/Justification for **New** to Course:
   GIT 100 - Introduction to Graphics Technologies will be updating to the new prefix and course name of: GC 100 - Introduction to Graphic Communications. Name and prefix change reflective of Major and Program name.

2. Is this **New** related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*
   Does not affect any other program

3. Is this course to be considered for Pitt State Pathway? **No**
   If "yes," this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate. Completion of the Pitt State Pathway Course Approval form will also need to be submitted.

4. Will this course be required of any education majors? **No**
   If "yes," this requirement will need to have the approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

5. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?
   None

6. Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? **No**
   Explain:

7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.

8. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus: **Attach with upload.**

9. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus: **Attach with upload.**

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:	Introduction to Graphics Technologies	Introduction to Graphic Communications
Course Number:	GIT 100	GC 100
Credits:	3	3
Grading System:	A-F, IN ☑ IP ☐ P/F ☐	A-F, IN ☑ IP ☐ P/F ☐
Pre/Co-Requisite(s):	None	None
Course Description	Overview of the graphics industry, including digital media, graphic design, graphics management, print media, packaging graphics and web/interactive media. Current issues, developments, trends and projections.	Overview of the Graphic Communications Industry. Discussion of current issues, developments, trends, projections and employment opportunities and requirements in various fields.

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 3/6/23 Signature, Chairperson: Andrew M Klesha

-Approved: College Curriculum Committee

Date: 04/09/2023 Signature, Committee Chair: PE

-Approved: Dean of College

Date: 4/12/2023 Signature, Dean:

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: _____ Signature, Committee Chair: Janet Zopernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

Course: GC 100 Introduction to Graphic Communications 3 credit hours

Instructor: Andrea Kent, Associate Professor, Graphic Communications

Catalog Description: Overview of the Graphic Communications Industry. Discussion of current issues, developments, trends, projections and employment opportunities and requirements in various fields.

Course Objectives: Upon completion of the course the student will be able to:

1. Define terminology associated with all emphasis areas within the graphics industry.
2. Be able to locate employment opportunities for all emphasis areas in the graphics industry, identify skill sets and jobs in high demand.
3. Identify and explain various methods and considerations of creation, manipulation, output and management for all graphic areas.
4. Define and differentiate various graphic file formats, as well as, each's common uses.
5. Identify and differentiate appropriate graphic software programs for varied creation, manipulation and output uses.
6. Identify and differentiate appropriate graphic equipment, hardware and output processes for all emphasis areas.
7. Identify and understand the elements and principles of graphic design.

Course Instruction Methods: The primary instructional methods will be PowerPoint presentations, lecture, group activities, and guest speakers or lab tours.

Student Required Resources: There is no textbook required for this course. Students are encouraged to use Adobe Express or similar open source creation tools for assignment creation.

Student Assessment: Student learning will be assessed using the following system.
The student(s) will be graded on various assignments, hands-on activities, quizzes, exams and attendance and participation throughout the semester. Quizzes will be administered as the instructor deems necessary. Point values are assigned to each assignment or test and the earned points are cumulated at the end of the semester and divided by the points possible to yield a final grade. Grades will be weighted as follows:

1. Assignments - 50% of total grade

2. Quizzes & Exams - 30% of total grade

3. Attendance & Participation - 20% of total grade

Grading Scale:

A	90 – 100 %	of total points possible
B	80 – 89 %	
C	70 – 79 %	
D	60 – 69 %	
F	below 60	

Academic Policies and Procedures: For specific information regarding academic policies and procedures, please refer to the PSU Syllabus Supplement. This document is available on Canvas for this course or at https://www.pittstate.edu/registrar/syllabus-supplement.html

Student Rights and Responsibilities: For specific information regarding Student Rights and Responsibilities, please refer to the PSU Code of Student Rights and Responsibilities. This document is available at https://studentlife.pittstate.edu/code-of-student-rights-and-responsiblities.html#undefined34

Please note Article 34 section 5 regarding Student Conduct. Students violating the Prohibited Conduct may be removed from the classroom and/or removed from the class for violating this code.

Academic Integrity Policy: Academic dishonesty by a student is defined as unethical activity associated with course work or grades. Since the violation of academic honesty strikes at the heart of the education process, it is subject to the severest sanctions. For a full copy of this policy, see Article 30, Academic Misconduct at https://www.pittstate.edu/registrar/catalog/current/student-rights-and-responsibilities.html

Attendance & Absences:

The attendance policy for this class will be:

- Students are expected to attend each class period assigned, be on time and leave on time.
- Students are responsible for requesting materials due to any absence.
- Lab activities missed due to an absence may be made up at a time agreed by instructor and student.
- Excessive absences may lead to the student being withdrawn from the course.
- Follow current COVID guidelines.

Inclement Weather:

Students are expected to use their best judgment as to whether they are able to travel safely to attend class in the event of inclement weather.

Class Procedures:

Students are to work in a safe and responsible manner. Failure to do so will result in the student being denied permission to work on equipment and subsequent lowering of the student's grade. Due to the potentially hazardous nature of the equipment in the press area, the press/bindery lab will only be available outside of class time at the discretion of the instructor. Students are not allowed to operate any equipment unless in the presence of another student or instructor in the lab.

Food and drinks will be allowed in the classroom as long as there is no trash left behind and it is not a distraction to the class.

Please be respectful of other students regarding cell phone or laptop use during class time. Please avoid use of cell phones during lab activities.

GC equipment is for class use only. Personal projects may not be run without prior approval of the instructor. Any work beyond classwork activities will be billed to the student.

Incomplete Grades:

Due dates will be assigned. Late work will NOT be accepted without prior arrangements or extenuating circumstances. Barring extenuating circumstances and without prior approval of the instructor, "Incomplete" grades will not be assigned for this course.

Students with Special Needs:

According to the Americans with Disabilities Act, it is the responsibility of the student with a disability to notify the University of his/her disability and special needs accommodation. Accommodations WILL NOT be provided without prior notification by the appropriate University office. See the Syllabus Supplement for University resources.

Concealed Carry Policy:

Weapons must be COMPLETELY CONCEALED and WITHIN YOUR CONTROL at ALL times. See the Syllabus Supplement for the complete University policy on Weapons and Concealed Carry policies.

Faculty Senate Course Form

Effective Date: Fall 2023 Submission Date: 3/3/23

Department: Graphic Communications - TWL College of: Technology

Contact Person: Dr. Andrew Klenke Chair

Course: **New**

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation," to allow for review and questions. Any modifications should be saved as "original file name. v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and send to your College Admin.

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1. Purpose/Justification for **New** to Course:
   GIT 141 - Vector Graphics Software will be updating to the new prefix and course name of: GC 141 - Illustration Software. Course prefix change reflective of major and program name.

2. Is this **New** related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*
   Does not affect any other program

3. Is this course to be considered for Pitt State Pathway? **No**
   If "yes," this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate. Completion of the Pitt State Pathway Course Approval form will also need to be submitted.

4. Will this course be required of any education majors? **No**
   If "yes," this requirement will need to have the approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

5. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?
   None

6. Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? **No**
   Explain:

7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
   If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.

8. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus: **Attach with upload.**

9. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus: **Attach with upload.**

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:	Vector Graphics Software	Illustration Software
Course Number:	GIT 141	GC 141
Credits:	3	3
Grading System:	A-F, IN ☑ IP ☐ P/F ☐	A-F, IN ☑ IP ☐ P/F ☐
Pre/Co-Requisite(s):	None	None
Course Description	Image composition techniques and procedures utilizing vector graphics software. (Adobe Illustrator)	Digital illustration creation techniques and procedures utilizing vector graphics software. (ex. Adobe Illustrator)

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 3/6/23 Signature, Chairperson: Andrew M Kleinke

-Approved: College Curriculum Committee

Date: 4/09/2023 Signature, Committee Chair: PE

-Approved: Dean of College

Date: 4/12/2023 Signature, Dean:

-Approved: Council for Teacher Education (if applicable)

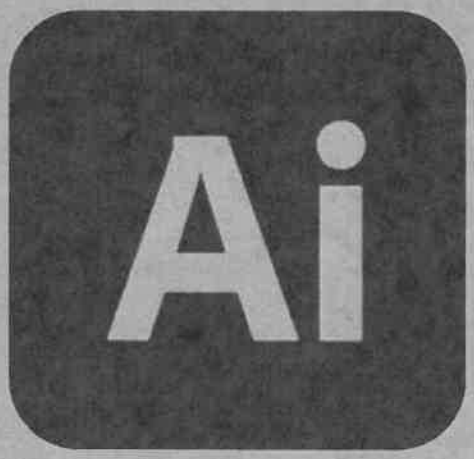
Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: _____ Signature, Committee Chair: Janet Zepernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____



GC 141
Illustration Software

Pittsburg State University
Graphic Communications

Instructor - Traci Hughes
email: tahughes@pittstate.edu
Office: KTC - E201a
Phone: (620) 235-6019

COURSE INFORMATION SHEET

COURSE DESCRIPTION
Digital illustration creation techniques and procedures utilizing vector graphics software. (ex. Adobe Illustrator)

SCOPE OF COURSE
This class is a combination lecture/laboratory which meets 2 days per week for 1 hour and 40 minutes each class. Assignments are to be completed outside of class time if there is not time allowed in class. The student will complete each assignment and turn it in on the date designated by instructor.

COURSE OBJECTIVES
Students will be able to:

1. Utilize Adobe Illustrator to produce graphic images for use with print, internet, video and other projects.
2. Apply best use practices for vector imaging projects. These are images meant to be used at multiple sizes. Vector images do not need to be recreated. They only need to be re-scaled.
3. Apply the basic principles of vector graphic production.
4. Know the advantages of scale independent images through use of the same drawing re-scaled to be used at any size from small to large.
5. Distinguish between vector and pixel based images and editing software by editing vectors in Adobe Illustrator and editing pixels in Adobe Photoshop. Pixel images can be converted to vector images and vice versa through the Open function in both softwares.
6. Demonstrate knowledge of standard copyright rules for images and image use in class discussion of these topics and by representing their creations appropriately as either reproductions of protected work designed by others or as original content designed by students.
7. Develop original examples of typography and type design projects.
8. Apply basic design principles as studied in class and provided when files are submitted.
9. Import, export, convert, organize and save files properly as evident when files are submitted.
10. Utilize Illustrator tools appropriately as evident when files are submitted.
11. Demonstrate knowledge of copying and reusing images from one file to other files by re-purposing earlier completed work into new situations later in the class.
12. Complete projects on a deadline.
13. Design original images that augment and push the creative boundaries of advanced assignments rather than simply recreating images exactly as indicated.

COURSE TEXTBOOK
GC 141 we will NOT be using a text book. This course will be guided through tool usage and other page layout techniques using Adobe Illustrator.

ASSIGNMENTS
Due on dates designated by instructor. Assignment dates are subject to change based on the pace of the class.

The material covered will primarily come from in class demonstrations and tutorials. You will be responsible for all material presented. The final project will be over all materials. Assignments may be added or deleted by instructor at any time throughout the semester. Assignments can be found in the syllabus and modules section of this class in canvas.

EVALUATION OF COURSE PERFORMANCE

The student(s) will be graded on various assignments, attendance and exams throughout the semester. Point values are assigned to each assignment or exam and the earned points are cumulated at the end of the semester and divided by the points possible to yield a final grade.

Based on the following distribution:

Assignments	70%
Attendance	10%
Final Project	20%

GRADING SCALE

A 100–90 B 89–80 C 79–70 D 69–60 F 59–below

LATE WORK POLICY

Late work is accepted up to 5 days late. A deduction of 20% will be applied each day until to the 5th, resulting in a 0.

COURSE POLICIES

1. Come to class with enough time to log into Adobe and Canvas. I will begin instruction on time.
2. **SILENCE** cell phones or other electronic devices and **REMOVE all headphones** while in class. You may use these devices while working on individual assignments after I have given instruction.
3. Regular attendance is required. In case of absences, it is the student's responsibility to make arrangements in advance with the instructor to complete missed assignments. Should an absence occur on a test date that is not cleared 24 hours in advance with the instructor, that test is automatically a "zero." **After three unexcused absences, the instructor will have the option of dropping the student from class.** Three tardies will count as an absence. Attendance is 10% of your final grade.
4. If a student has medical or physical requirements, it must be reported to school officials for consideration in the classroom.
5. We are not using a book in this class therefore **cell phones are not to be out while I am instructing.**
6. Students will supply a MAC FORMATTED JUMP DRIVE to backup their assignments if using a PSU lab computer. PSU offers storage space on Office 365 for all students. There is NOT a reason to "forget" your files when coming to class.
7. All completed assignments must be handed in as directed by instructor.
8. A final assignment will be given and due by the due date in Canvas.
9. Tobacco and electronic tobacco devices are not allowed in class.

INCLEMENT WEATHER POLICY:

In the event of the university closing due to inclement weather, this class will not meet in-person or online during normal class time. All lab activities will be moved to the next class period when the university opens. Deadlines for online assignments will remain the same. Please check Canvas for further information. If the university remains open during inclement weather, students are expected to use their best judgment as to whether they can travel safely to attend class. Students should email the instructor in case of an absence.

ACADEMIC MISCONDUCT:

Academic misconduct by a student shall include, but not be limited to, giving or receiving of unauthorized aid on examinations or in the preparation of notebooks, themes, reports or other assignments, or knowingly misrepresenting the Source of any academic work. An instructor may,
with due notice to the student, treat as unsatisfactory any student work which is a product of academic misconduct. Therefore, using any previous work or copying any current work will be treated as academic misconduct and dealt with accordingly. If any two (2) or more exact copies of any assignment is submitted, under the discretion of the instructor, both assignments will receive a grade of 0. **PROTECT YOUR WORK!**

Faculty Senate Course Form

Effective Date: Fall 2023 Submission Date: 3/3/23

Department: Graphic Communications - TWL College of: Technology

Contact Person: Dr. Andrew Klenke Chair

Course: **New**

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation," to allow for review and questions. Any modifications should be saved as "original file name. v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and send to your College Admin.

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1. Purpose/Justification for **New** to Course:
   GIT 142 - Raster Graphics Software will be updating to the new prefix and course name of: GC 142 - Photo Editing Software. Course prefix change reflective of major and program name.

2. Is this **New** related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*
   Any other programs that use the GIT 142 course as support will need to update to reflect the name and prefix change.

3. Is this course to be considered for Pitt State Pathway? **No**
   If "yes," this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate. Completion of the Pitt State Pathway Course Approval form will also need to be submitted.

4. Will this course be required of any education majors? **No**
   If "yes," this requirement will need to have the approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

5. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?
   None

6. Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? **No**
   Explain:

7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.

8. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus: **Attach with upload.**

9. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus: **Attach with upload.**

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:	Raster Graphics Software	Photo Editing Software
Course Number:	GIT 142	GC 142
Credits:	3	3
Grading System:	A-F, IN ☑ IP ☐ P/F ☐	A-F, IN ☑ IP ☐ P/F ☐
Pre/Co-Requisite(s):	None	None
Course Description	Image composition techniques and procedures utilizing raster graphics software. (Adobe Photoshop)	Raster image creation, editing, composition, and manipulation techniques for various media outputs using raster graphics software. (Adobe Photoshop)

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 3/6/23 Signature, Chairperson: Andrew M Klenke

-Approved: College Curriculum Committee

Date: 4/09/2023 Signature, Committee Chair: PE

-Approved: Dean of College

Date: 4/12/2023 Signature, Dean:

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: _____ Signature, Committee Chair: Janet Zepernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

Course: GC 142 Photo Editing Software

Spring/2023 - 3 credit hours section 142-02
Room S104

Instructor: Christel Benson, Ed.S. Professor, Graphic Communications

Office: Room E110, GIT Department Office, Kansas Technology Center

Office Phone: 620-235-4426

Office E-mail: clbenson@pittstate.edu

Office Hours:

Class Schedule: Tuesday & Thursday 10 am – 11:40 am | KTC S104

Catalog Description: Raster image creation, editing, composition, and manipulation techniques for various media outputs using raster graphics software. (Adobe Photoshop)

Student Required Resource: There is no textbook required for this course.

Course Objectives Adobe & ISTE

1.0 Set Project Requirements

1.1 Identify the purpose, audience, and audience needs for preparing image(s).

1.2 Demonstrate knowledge of standard copyright rules for images and image use.

1.3 Demonstrate knowledge of project management tasks and responsibilities.

1.4 Communicate with others (such as peers and clients) about design plans.

2.0 Identify Design Elements When Preparing Images

2.1 Demonstrate knowledge of image resolution, image size, and image file format for web, video, and print.

2.2 Demonstrate knowledge of design principles, elements, and image composition.

2.3 Demonstrate knowledge of typography.

2.4 Demonstrate knowledge of color correction using Photoshop.

2.5 Demonstrate knowledge of image-generating devices, their resulting image types, and how to access resulting images in Photoshop.

2.6 Understand key terminology of digital images.

3.0 Use Adobe Photoshop

3.1 Identify elements of the Photoshop user interface and demonstrate knowledge of their functions.

3.2 Demonstrate knowledge of layers and masks.

3.3 Demonstrate knowledge of importing, exporting, organizing, and saving.

3.4 Demonstrate knowledge of producing and reusing images.

3.5 Demonstrate an understanding of and select the appropriate features and options required to implement a color management workflow.

4.0 Manipulate Images by using Adobe Photoshop

4.1 Demonstrate knowledge of working with selections.

4.2 Use Photoshop guides and rulers.

Due to the extreme circumstances of COVID, this syllabus and the course delivery are subject to change at any time throughout the semester.

4.3 Transform images.

4.4 Adjust or correct the tonal range, color, or distortions of an image.

4.5 Demonstrate knowledge of retouching and blending images.

4.6 Demonstrate knowledge of drawing and painting.

4.7 Demonstrate knowledge of type.

4.8 Demonstrate knowledge of filters.

5.0 Publish Digital Images Using Photoshop

5.1 Demonstrate knowledge of preparing images for web, print, and video

Course Instruction Methods: This is a face-to-face laboratory course. Assignments and lab projects will be used to enhance student will be made available on CANVAS.

Student Assessment: Student learning will be assessed using the following system.

1. Exercises/Demonstrations: - various points per assignment (30% of total grade)

There will be a variety of exercises and demonstrations during the class. Points will be given for each project or demonstration. Lab work should be submitted as projects are completed. Late work is not accepted.

2. Projects: - various points per assignment (40% of total grade)

Homework assignments will be available on Canvas. Due dates will be given. Homework not submitted by the final due date will result in a zero grade for the assignment. Barring extenuating circumstances, late work will not be accepted.

3. Final Project & Digital Portfolio: - approximately 100 points per presentation (30% of total grade)

Students will submit all files to Canvas and also maintain content on a digital portfolio content management system.

Grading Scale:

A	90 – 100 %	of total points possible
B	80 – 89 %	
C	70 – 79 %	
D	60 – 69 %	
F	below 60	

Academic Policies and Procedures: For specific information regarding academic policies and procedures, please refer to the PSU Syllabus Supplement. This document is available on Canvas for this course or at https://www.pittstate.edu/registrar/syllabus-supplement.html

Additional information specific to this course is included below.

Attendance & Absences: The attendance policy for this class will be:

- Students are expected to attend each class period assigned, be on time and leave on time.
- Students are responsible for requesting materials due to any absence.
- Lab activities missed due to an absence may be made up at a time agreed upon by instructor and student.
- Excessive absences will be discussed with the student and may lead to the student being withdrawn from the course.
- Follow current COVID guidelines.

Inclement In the event the university closes due to inclement weather, there will be no in-person or online instruction

Due to the extreme circumstances of COVID, this syllabus and the course delivery are subject to change at any time throughout the semester.

Weather: during the class time. In-class activities will resume once the campus re-opens. Activities normally scheduled online will still be available and have the same deadlines.

Students are expected to use their best judgment as to whether they are able to travel safely to attend class.

Class Procedures: Students are to work in a safe and responsible manner. Failure to do so will result in the student being denied permission to work on equipment and subsequent lowering of the student's grade.

Please be respectful of other students regarding cell phone or laptop use during class time. Please avoid use of cell phones and laptops during lab activities.

GC equipment is for class use only. Personal projects may not be run without prior approval of the instructor. Any work beyond classwork activities will be billed to the student.

Student Rights and Responsibilities: For specific information regarding Student Rights and Responsibilities, please refer to the PSU Code of Student Rights and Responsibilities. This document is available at https://studentlife.pittstate.edu/code-of-student-rights-and-responsiblities.html#undefined34

Please note Article 34 section 5 regarding Student Conduct. Students violating the Prohibited Conduct may be removed from the classroom and/or removed from the class for violating this code.

Incomplete Grades: Due dates will be assigned. I will accept late work, however, there will be a date listed on Canvas as the final day I will accept work. I will not accept work after this date unless prior arrangements have been made.

Barring extenuating circumstances and without prior approval of the instructor, "Incomplete" grades will not be assigned for this course.

Students with Special Needs: According to the Americans with Disabilities Act, it is the responsibility of the student with a disability to notify the University of his/her disability and special needs accommodation. Accommodations WILL NOT be provided without prior notification by the appropriate University office. See the Syllabus Supplement for University resources.

Weapons and Concealed Carry Policy: Weapons must be COMPLETELY CONCEALED and WITHIN YOUR CONTROL at ALL times. See the Syllabus Supplement for the complete University policy on Weapons and Concealed Carry policies.

Due to the extreme circumstances of COVID, this syllabus and the course delivery are subject to change at any time throughout the semester.

TENTATIVE SCHEDULE (subject to change – notice of changes will be given on Canvas)

Week 1	Introduction
Week 2	Lab
Week 3	Lab
Week 4	Lab
Week 5	Lab
Week 6	Lab
Week 7	Lab
Week 8	Lab, Mid-term Exam
Week 9	Spring Break Week
Week 10	Lab
Week 11	Lab
Week 12	Lab
Week 13	Lab

Due to the extreme circumstances of COVID, this syllabus and the course delivery are subject to change at any time throughout the semester.

Week 14 Lab

Week 15 Lab

Week 16 Lab

Week 17 Final Exam

Due to the extreme circumstances of COVID, this syllabus and the course delivery are subject to change at any time throughout the semester.

Faculty Senate Course Form

Effective Date: Fall 2023 Submission Date: 3/3/23

Department: Graphic Communications - TWL College of: Technology

Contact Person: Dr. Andrew Klenke Chair

Course: **New**

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation," to allow for review and questions. Any modifications should be saved as "original file name. v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and send to your College Admin.

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1. Purpose/Justification for **New** to Course:

   A course in UX research can help designers and developers gain a deeper understanding of their users, leading to more effective and user-centered design. Through research methods such as user interviews, surveys, and usability testing, designers can gain valuable insights into user behavior, preferences, and pain points.

2. Is this **New** related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

   Does not affect any other programs.

3. Is this course to be considered for Pitt State Pathway? **No**

   If "yes," this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate. Completion of the Pitt State Pathway Course Approval form will also need to be submitted.

4. Will this course be required of any education majors? **No**

   If "yes," this requirement will need to have the approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

5. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?

   None

6. Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? **No**

   Explain:

7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
   If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.

8. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus: **Attach with upload.**

9. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus: **Attach with upload**.

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:	None	User Experience Research
Course Number:		GC 200
Credits:		3
Grading System:	A-F, IN ☐ IP ☐ P/F ☐	A-F, IN ☑ IP ☐ P/F ☐
Pre/Co-Requisite(s):		None
Course Description		Practical user experience research techniques for designing better products.

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 3/6/23 Signature, Chairperson: Andrew M Klesha

-Approved: College Curriculum Committee

Date: 4/09/2023 Signature, Committee Chair: PE

-Approved: Dean of College

Date: 4/12/2023 Signature, Dean:

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: _____ Signature, Committee Chair: Janet Zepernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

Course: GC 200 User Experience Research
3 credit hours – 23WF

Instructor
Jason Reid. Associate Professor, Graphic Communications

Office
Room E201C, Kansas Technology Center

Office Phone
620-235-4417

Office E-mail:
jreid@pittstate.edu

Office Hours:

- Monday: 10am – 12am
- Tuesday: 8am – 10am, 2pm – 3pm
- Wednesday: 10am – 12am
- Thursday: 8am – 10am, 2pm – 3pm
- Friday: By Appointment

Class Schedule:
Monday & Wednesday 8:00am - 9:40am

Catalog Description
Practical user experience research techniques for designing better products.

Student Required Resources

- Required: UX Research: Practical Techniques for Designing Better Products ISBN: 978-1491951293
- Recommended: UX Methods: A Quick Guide to User Experience Research Methods ISBN: 978-0692972717

Course Objectives
Students will:

1. Gain a history of research.
2. Learn how to plan and prepare for user experience research.
3. Facilitate user experience research.
4. Perform research analysis and reporting.

Students will be able to

1. Recruit research participants.
2. Manage people during research.

3. Benefit from Improv in research.
4. Facilitate research.
5. Perform debriefing sessions.
6. Apply methods to analyze research.
7. Gain insights from research.

Module Topics

1. The History of Research
2. Good Research Starts with Good Questions
3. Quantitative Research Methods
4. Qualitative Research Methods
5. Choosing Your Methods
6. Logistics
7. Recruiting
8. Making Research Happen
9. Managing People During Research
10. Improve in Research
11. Facilitating Research
12. Debrief Sessions
13. Making Sense of the Mess
14. Communicating Insights
15. Getting the Most Out of Research

- *Modules and Assignments may be modified by instructor at any time throughout the semester.*

Course Delivery Methods

This is a face-to-face project-based course. Assignments and projects will be used to enhance student learning. Course content and assignments will be made available in Canvas.

Student Assessment

Student learning will be assessed using the following system.

- **10%** Attendance/Participation
  - Attendance is required throughout the semester and is automatically assigned when attendance is taken before the start of class.
- **60%** Assignments
  - A variety of project-based assignments both in-class and outside class create spaces for learning the course objectives.
- **30%** Final Project

- A Final Project that incorporates the course objectives would be completed and presented by students.

Grading Scale

A	90 – 100 %
B	80 – 89 %
C	70 – 79 %
D	60 – 69 %
F	below 60

Academic Policies and Procedures

For specific information regarding academic policies and procedures, please refer to the PSU Syllabus Supplement. This document is available on Canvas for this course or at https://www.pittstate.edu/registrar/syllabus-supplement.html

Additional information specific to this course is included below.

Academic Integrity Policy

Academic dishonesty by a student is defined as unethical activity associated with course work or grades. Since the violation of academic honesty strikes at the heart of the education process, it is subject to the severest sanctions. For a full copy of this policy, see Article 30, Academic Misconduct at https://www.pittstate.edu/registrar/catalog/current/student-rights-and-responsibilities.html

Student Rights and Responsibilities

For specific information regarding Student Rights and Responsibilities, please refer to the PSU Code of Student Rights and Responsibilities. This document is available at https://studentlife.pittstate.edu/code-of-student-rights-and-responsiblities.html

Please note Article 34 section 5 regarding Student Conduct. Students violating the Prohibited Conduct may be removed from the classroom and/or removed from the class for violating this code.

Attendance & Absences

The attendance policy for this class will be:

- Students are expected to attend each class period assigned, be on time and leave on time.
- Students are responsible for requesting materials due to any absence.

- Assignments missed due to an absence may be made up at a time agreed upon by instructor and student.
- Excessive absences will be discussed with the student and may lead to the student being withdrawn from the course.

Inclement Weather:
In the event the university closes due to inclement weather, there will be no in-person or online instruction during the class time. In-class activities will resume once the campus re-opens. Activities normally scheduled online will still be available and have the same deadlines.

Students are expected to use their best judgment as to whether they can travel safely to attend class.

Class Procedures:
Students are to work in a safe and responsible manner.

Please be respectful of other students regarding cell phone or laptop use during class time. Please avoid use of cell phones and laptops during class activities.

GIT equipment is for class use only. Personal projects may not be run without prior approval of the instructor. Any work beyond classwork activities will be billed to the student.

Incomplete Grades:
Due dates will be assigned. I will accept late work, however, there will be a date listed on Canvas as the final day I will accept work. I will not accept work after this date unless prior arrangements have been made.

Barring extenuating circumstances and without prior approval of the instructor, "Incomplete" grades will not be assigned for this course.

Students with Special Needs:
According to the Americans with Disabilities Act, it is the responsibility of the student with a disability to notify the University of his/her disability and special needs accommodation. Accommodations WILL NOT be provided without prior notification by the appropriate University office. See the Syllabus Supplement for University resources.

Content Sharing

Your course work, likeness, and/or names may be used for display purposes either on campus or online. If you would not like your work displayed on campus or online, please notify me in writing that you would not like your work, likeness, and/or names displayed or shared.

Faculty Senate Course Form

Effective Date: Fall 2023 Submission Date: 3/3/23

Department: Graphic Communications - TWL College of: Technology

Contact Person: Dr. Andrew Klenke Chair

Course: **New**

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation," to allow for review and questions. Any modifications should be saved as "original file name. v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and send to your College Admin.

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1. Purpose/Justification for **New** to Course:

   This course is aimed at all students - even non Graphic Communications majors that will help students create compelling visual content utilizing their mobile devices. The skills and techniques learned in this course can be applied to advanced areas of photography and videography or be foundational for a novice user.

2. Is this **New** related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

   Does not affect any other programs.

3. Is this course to be considered for Pitt State Pathway? **No**
   If "yes," this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate. Completion of the Pitt State Pathway Course Approval form will also need to be submitted.

4. Will this course be required of any education majors? **No**
   If "yes," this requirement will need to have the approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

5. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?

   None

6. Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? **No**
   Explain:

7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
   If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.

8. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus: **Attach with upload.**

9. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus: **Attach with upload.**

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:	None	Mobile Photo & Video Fundamentals
Course Number:		GC 210
Credits:		3
Grading System:	A-F, IN ☐ IP ☐ P/F ☐	A-F, IN ☑ IP ☐ P/F ☐
Pre/Co-Requisite(s):		None
Course Description		Mobile photography and videography course teaches how to turn your phone into a powerful camera. From fundamentals to various types of photography and videography, editing tools, lighting techniques, accessories and shooting situations.

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 3/6/23 Signature, Chairperson: Andrew M Kleeber

-Approved: College Curriculum Committee

Date: 4/09/23 Signature, Committee Chair: PE

-Approved: Dean of College

Date: 4/12/2023 Signature, Dean:

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: _____ Signature, Committee Chair: Janet Zepernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

Course: GIT 210 Mobile Photo and Video Fundamentals

23FA - 3 credit hours section 01 – 8:00 – 9:40 – Tuesdays & Thursdays
E101 Classroom

Instructor: J. Rocky Restivo, Associate Professor, Graphic Communications

Office: Room E201-b, Kansas Technology Center

Office Phone: 620-235-4422

Office E-mail: jrestivo@pittstate.edu (Preference given to messages via. CMS i.e. Canvas)

Office Hours: T/TH 10a-Noon, 2p-5p or by appointment.

Catalog Description: Mobile photography and videography course teaches how to turn your phone into a powerful camera. From fundamentals to various types of photography and videography, editing tools, lighting techniques, accessories and shooting situations.

Student Required Resources: There is no textbook required for this course however a cell phone with a camera is required. Any recommended resources will be posted on Canvas.

Course Objectives: Upon completion of GC 210 Mobile Photography, the student will:

1. Recall the basic components of a smartphone camera, including resolution, aperture, and shutter speed.
   List the different shooting modes and when to use each one.
2. Explain the difference between various camera settings, such as ISO and white balance.
   Describe the relationship between shutter speed, aperture, and ISO, and how to use them to achieve desired results.
3. Demonstrate the ability to adjust camera settings to achieve optimal exposure in different lighting situations.
   Apply the principles of composition, such as the rule of thirds, to create visually compelling images.
4. Evaluate the elements of a scene and make decisions about which camera settings and composition techniques to use to capture the desired image.
   Analyze images to determine what makes them visually appealing, and why certain elements and techniques work better than others.
5. Assess the impact of editing tools, such as filters and adjustments, on the final image.
   Evaluate the results of their own work and identify areas for improvement.

Course Instruction Methods:

The primary instructional methods will be PowerPoint presentations, demonstrations, lecture, and hands on activities. The nature of photography is to be very hands on, so most of the activities will require the student to create photographs demonstrating a certain technique. However written assignments and tests will be administered throughout the semester.

Student Assessment: Student learning will be assessed using the following system.

Attendance/Participation
Written Assignments
Canvas Quizzes
Hands-on Assignments/Activities including discussions
Peer Reviews
Final Project

Grading Scale:

A	90 – 100 %	of total points possible
B	80 – 89 %	
C	70 – 79 %	
D	60 – 69 %	
F	below 60	

Academic Policies and Procedures:

For specific information regarding academic policies and procedures, please refer to the PSU Syllabus Supplement. This document is available on Canvas for this course or at https://www.pittstate.edu/registrar/syllabus-supplement.html

Additional information specific to this course is included below.

Attendance & Absences:

The attendance policy for this class will be:

- It is the responsibility of each student to attend each class period. Attendance will make up 100 points of your final grade. Excused absences will be considered on a case-by-case basis and will not be favorably considered if the instructor was not notified prior to the class. Excused absences will only be allowed for school sanctioned events and only if the guidelines as outlined in the University-Sponsored Student Activities policy are followed.
- Early Arrival/Departure Policy: Please don't be late but do come to class even if you are. If you do come late or leave early you will only receive 70% of that days attendance points.
- Scheduled shooting days attendance is not mandatory as students may choose to complete their assignments on their own. Keep in mind that the KTC cameras can only be used during our designated class time as they must be available for each class to use. Plan accordingly. Scheduled shooting days may take place off campus in which case transportation can be provided.

Inclement Weather:

In the event the university closes due to inclement weather, there will be no in-person or online instruction during the class time. In-class activities will resume once the campus re-opens. Activities normally scheduled online will still be available and have the same deadlines.

Students are expected to use their best judgment as to whether they can travel safely to attend class.

Class Procedures:

Students are to work in a safe and responsible manner. Failure to do so will result in the student being denied permission to work on equipment and subsequent lowering of the student's grade.

- Equipment: Students are required to bring their own mobile phone with a camera for each class. If a student does not have a mobile phone, arrangements can be made for them to use one for the duration of the course.
- Class etiquette: Students are expected to be respectful of their classmates and the instructor. This includes refraining from interrupting others while they are speaking, avoiding distracting behavior such as texting or playing games on their phone during class, and turning off or putting away phones during class if asked.
- Technology: Students should be familiar with using their mobile phone camera and basic editing software. If a student is having trouble with their phone or editing software, the instructor will be available to help.
- Critiques: Students will receive regular critiques of their work from the instructor and their classmates. Critiques are meant to be constructive and help students improve their photography skills.
- Make-up work: If a student misses a class, it is their responsibility to obtain the material covered and complete any missed assignments.

Student Rights and Responsibilities:

For specific information regarding Student Rights and Responsibilities, please refer to the PSU Code of Student Rights and Responsibilities. This document is available at https://studentlife.pittstate.edu/code-of-student-rights-and-responsiblities.html#undefined34

Please note Article 34 section 5 regarding Student Conduct. Students violating the Prohibited Conduct may be removed from the classroom and/or removed from the class for violating this code.

Incomplete Grades:

Due dates will be assigned. I will accept late work, however, there will be a date listed on Canvas as the final day I will accept work. I will not accept work after this date unless prior arrangements have been made.

Barring extenuating circumstances and without prior approval of the instructor, "Incomplete" grades will not be assigned for this course.

Students with Special Needs:

According to the Americans with Disabilities Act, it is the responsibility of the student with a disability to notify the University of his/her disability and special needs accommodation. Accommodations WILL NOT be provided without prior notification by the appropriate University office. See the Syllabus Supplement for University resources.

Weapons and Concealed Carry Policy: Weapons must be COMPLETELY CONCEALED and WITHIN YOUR CONTROL at ALL times. See the Syllabus Supplement for the complete University policy on Weapons and Concealed Carry policies.

Faculty Senate Course Form

Effective Date: Fall 2023 Submission Date: 3/3/23

Department: Graphic Communications - TWL College of: Technology

Contact Person: Dr. Andrew Klenke Chair

Course: **New**

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation," to allow for review and questions. Any modifications should be saved as "original file name. v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and send to your College Admin.

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1. Purpose/Justification for **New** to Course:
   GIT 221 - Web User Experience will be updating to the new prefix and course name of: GC 221 - Web User Experience. Name and prefix change reflective of Major and Program name.

2. Is this **New** related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*
   Any other programs that use the GIT 221 course as support will need to update to reflect the name and prefix change.

3. Is this course to be considered for Pitt State Pathway? **No**
   If "yes," this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate. Completion of the Pitt State Pathway Course Approval form will also need to be submitted.

4. Will this course be required of any education majors? **No**
   If "yes," this requirement will need to have the approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

5. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?
   None

6. Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? **No**
   Explain:

7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
   If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.

8. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus: **Attach with upload.**

9. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus: **Attach with upload.**

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:	Web User Experience	Web User Experience
Course Number:	GIT 221	GC 221
Credits:	3	3
Grading System:	A-F, IN ☑ IP ☐ P/F ☐	A-F, IN ☑ IP ☐ P/F ☐
Pre/Co-Requisite(s):	None	None
Course Description	Introduction to user experience principles for the web, techniques, and procedures utilizing web design software for creating web pages.	Introduction to user experience principles for the web, techniques, and procedures utilizing web design software for creating web pages.

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 3/6/23 Signature, Chairperson: Andrew M Klesha

-Approved: College Curriculum Committee

Date: 4/09/23 Signature, Committee Chair: PE

-Approved: Dean of College

Date: 4/12/2023 Signature, Dean:

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: _____ Signature, Committee Chair: Janet Zepernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

Course: GC221 Web User Experience
3 credit hours – 23WF

Instructor
Jason Reid. Associate Professor, Graphic Communications

Office
Room E201C, Kansas Technology Center

Office Phone
620-235-4417

Office E-mail
jreid@pittstate.edu

Office Hours:

- Monday: 8am – 11am
- Tuesday: 8am – 10am
- Wednesday: 8am – 11am
- Thursday: 8am – 10am
- Friday: By Appointment

Class Schedule
Monday & Wednesday 12:00pm - 1:40pm

Catalog Description
Introduction to user experience principles for the web, techniques, and procedures utilizing web design software for creating web pages.

Course Objectives
Students will:

1. Prepare artwork using vector-based software.
2. Apply graphic design concepts for print and electronic media output.
3. Produce projects using web-based software.
4. Create multimedia projects using the appropriate software.
5. Output digital photographs.

Students will be able to

- Analyze and construct images optimized for the web.
- Analyze and construct optimized content for the web.
- Use web design software to design and develop websites using web design foundation principles.
- Apply critical thinking towards problem solving and debugging techniques for web design and development.

- Apply valid HTML & CSS towards web design and development.
- Apply and analyze effective written communication for the web.
- Evaluate and discuss website design critique.
- Evaluate and discuss professional use of social media.
- Utilize software to publish websites to the internet.

Module Topics

1. The Internet & The World Wide Web
2. Business Blogging
3. WordPress.com
4. Web Design
5. Text for the Web
6. Images for the Web
7. FTP & FileZilla
8. HTML & CSS: Codecademy
9. Visual Studio Code
10. HTML: CSS Website
11. Adobe XD
12. Adobe XD: Final Web Site Project

- *Modules and Assignments may be modified by instructor at any time throughout the semester.*

Course Delivery Methods:
This is a face-to-face project-based course. Assignments and projects will be used to enhance student learning. Course content and assignments will be made available in Canvas.

Student Assessment:
Student learning will be assessed using the following system.

- **10%** Attendance/Participation
  - Attendance is required throughout the semester and is automatically assigned when attendance is taken before the start of class.
- **60%** Assignments
  - A variety of project-based assignments both in-class and outside class create spaces for learning the course objectives.
- **30%** Final Project
  - A Final Project that incorporates the course objectives would be completed and presented by students.

Grading Scale:

A	90 – 100 %
B	80 – 89 %
C	70 – 79 %
D	60 – 69 %
F	below 60

Academic Policies and Procedures:
For specific information regarding academic policies and procedures, please refer to the PSU Syllabus Supplement. This document is available on Canvas for this course or at https://www.pittstate.edu/registrar/syllabus-supplement.html

Additional information specific to this course is included below.

Academic Integrity Policy:
Academic dishonesty by a student is defined as unethical activity associated with course work or grades. Since the violation of academic honesty strikes at the heart of the education process, it is subject to the severest sanctions. For a full copy of this policy, see Article 30, Academic Misconduct at https://www.pittstate.edu/registrar/catalog/current/student-rights-and-responsibilities.html

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Attendance & Absences:
The attendance policy for this class will be:

- Students are expected to attend each class period assigned, be on time and leave on time.
- Students are responsible for requesting materials due to any absence.
- Assignments missed due to an absence may be made up at a time agreed upon by instructor and student.
- Excessive absences will be discussed with the student and may lead to the student being withdrawn from the course.

Inclement Weather:
In the event the university closes due to inclement weather, there will be no in-person or online instruction during the class time. In-class activities will resume once the campus re-opens. Activities normally scheduled online will still be available and have the same deadlines.

Students are expected to use their best judgment as to whether they are able to travel safely to attend class.

Class Procedures:
Students are to work in a safe and responsible manner.

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Incomplete Grades:
Due dates will be assigned. I will accept late work, however, there will be a date listed on Canvas as the final day I will accept work. I will not accept work after this date unless prior arrangements have been made.

Barring extenuating circumstances and without prior approval of the instructor, "Incomplete" grades will not be assigned for this course.

Students with Special Needs:
According to the Americans with Disabilities Act, it is the responsibility of the student with a disability to notify the University of his/her disability and special needs accommodation. Accommodations WILL NOT be provided without prior notification by the appropriate University office. See the Syllabus Supplement for University resources.

Content Sharing
Your course work, likeness, and/or names may be used for display purposes either on campus or online. If you would not like your work displayed on campus or online, please notify me in writing that you would not like your work, likeness, and/or names displayed or shared.

Faculty Senate Course Form

Effective Date: Fall 2023 Submission Date: 3/3/23

Department: Graphic Communications - TWL College of: Technology

Contact Person: Dr. Andrew Klenke Chair

Course: **New**

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation," to allow for review and questions. Any modifications should be saved as "original file name. v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and send to your College Admin.

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1. Purpose/Justification for **New** to Course:
   GIT 230 - Graphic Design will be updating to the new prefix and course name of: GC 230 - Graphic Design Fundamentals. Name and prefix change reflective of Major and Program name.

2. Is this **New** related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*
   Does not affect any other program

3. Is this course to be considered for Pitt State Pathway? **No**
   If "yes," this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate. Completion of the Pitt State Pathway Course Approval form will also need to be submitted.

4. Will this course be required of any education majors? **No**
   If "yes," this requirement will need to have the approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

5. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?
   None

6. Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? **No**
   Explain:

7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
   If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.

8. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus: **Attach with upload.**

9. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus: **Attach with upload**.

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:	Graphic Design	Graphic Design Fundamentals
Course Number:	GIT 230	GC 230
Credits:	3	3
Grading System:	A-F, IN ☑ IP ☐ P/F ☐	A-F, IN ☑ IP ☐ P/F ☐
Pre/Co-Requisite(s):	None	None
Course Description	Design principles, typography studies and procedures used in the planning of graphic elements and page layout for print and web applications.	Fundamental principles of graphic design, including composition, color theory, typography, image creation and manipulation for various output mediums.

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 3/6/23 Signature, Chairperson: Andrew M Klesha

-Approved: College Curriculum Committee

Date: 4/09/2023 Signature, Committee Chair: PE

-Approved: Dean of College

Date: 4/12/2023 Signature, Dean:

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: _____ Signature, Committee Chair: Janet Zepernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

GC 230- Graphic Design Fundamentals, 3 credit hrs.
8:00 9:40 T, TH KTC E 209

- Jason Ward
- Office S. 222a.
- Hours 12:00 - 2:00 T, TH
  9:00 - 10:00 M, W
  9:00 - 1:00 F
- Phone 620-235-4423, cell 620-704-4194
- jward@pittstate.edu

Course description:
Fundamental principles of graphic design, including composition, color theory, typography, image creation and manipulation for various output mediums.
May be taken for honors.

Course Objectives:
1. Provide the student an opportunity to learn and use layout and design principals.
2. Provide the student a graphic design introduction to creating typography.
3. Provide the student an opportunity to apply color applications to design principals.

Primary Software: Adobe Illustrator, Adobe Photoshop, Adobe InDesign.

Required Resource's: Inlearning, LinkedIn, account. Students are required to have an Inlearning membership on February 13th for one month that will cost $40. This can be used as a resource in all GIT classes and gen ed classes. This is the only expense for this course.

Course Requirements:
1. Students must supply their own learning resource (Inlearning account), and storage media to store work for this class. Work left on the lab computers should be backed-up on the server or other appropriate media. Computers are maintained by university personnel and may be rewritten at any time. Back up and save often.
2. Regular attendance is expected according to university standards. Students will be dropped after 8 absences. Student's grade will be affected after 5 absences (grade B or lower). 3 tardies (late or early) equal 1 absence. University attendance standards can be affected by CORVIS – 19 protocol. The PSU COVID web page is at The PSU COVID information can be found at https://www.pittstate.edu/office/health-services/coronavirus/index.html
3. Students should notify the instructor by phone or e-mail if they are going to be absent. Students showing signs of illness, fever, or not following COVID protocol will be asked to leave.
4. All students will be required to use Canvas software.
5. All students should prepare for off campus learning. Have access to a computer graphics software, and Zoom virtual meeting software.

6. All completed assignments/projects must be handed in as directed by the instructor, and will be graded on the inclusion of the required elements outlined for the project, as well as content.
7. Weekly points will be given for attendance, quizzes, research projects, and documenting skills. Excessive absences will lower your grade.
8. The final grade project will encompass all of the elements and skills learned to date, it is due the Friday before dead week (April 28th). The final exam will be a class reflections video / slideshow explaining your graphic design experience. No work will be accepted after dead week except the reflections final project.

Course Outcomes:

Students completing this course will be able to do the following:

1. Apply Layout, Composition, and Design Principals.
2. Create Typography for Graphic Design.
3. Apply Color Applications to Graphic Design.
4. Reflect on Graphic Design Accomplishments.

Academic Misconduct:

The PSU catalog reads: "Academic misconduct by a student shall include, but not be limited to, giving or receiving of unauthorized aid on examinations or in the preparation of notebooks, themes, reports, or other assignments, or knowingly misrepresenting the source of any academic work. An instructor may, with due notice to the student, treat unsatisfactory any student work which is a product of academic misconduct."

Therefore, using any previous work or copying any current work will be treated as academic misconduct and dealt with accordingly. If any two or more exact copies of any assignment are submitted, both assignments will receive a grade of zero. Protect your work.

Disability Statement:

The Equal Opportunity/ Affirmative Action Office administers accommodations for faculty, staff and students with disabilities. To arrange for an accommodation fill out the "Request for Accommodation" form and deliver it to the EO Office Located in room 213 Russ Hall. Phone 620-235-4390. https://www.pittstate.edu/office/center-for-student-accommodations/index.html.

Inclement Weather:

If travel is hazardous or unsafe students will be excused from class. Check the PSU website for more information on inclement weather policies: https://www.pittstate.edu/president/policies/inclement-weather-policy-for-university-employees.html

Syllabus Supplement: More information on weather, disabilities, grades, and important university dates can be found in the syllabus supplement located at: https://www.pittstate.edu/registrar/_files/documents/syllabus-supplement-fall-2019-updated-5-1-19.pdf

Grading Policies:

1. It is the sole responsibility of the student to discuss and rectify questions regarding assignments and grades. It is very dangerous to rely on second-hand information in regard to project requirements, which determine grades. Specific grade questions are to be addressed on a one-to-one basis with the instructor as soon as possible. All grades will be posted on Canvas.

2. Individual project assignments will have their grades based on proficiency demonstrated by: (a) creative solution and application of work compared to project instructions, and (b) technical execution, or how well the assignment was completed.

3. Reading assignments, Inlearing courses, quizzes, and attendance points will be given weekly.

4. Midterm Grades are due March 13th.

Grading Scale:

A (90-100)	Exemplary work from design through presentation. Meets all requirements.
B (80-89)	Very good work, would not take much to be best work.
C (70-79	Not bad, can definitely be improved.
D (60-69)	Sub-par, cannot be improved without being redone.
F (0-59)	Work not turned in, or academically and/or socially insulting to the viewer

Projects:

Due on dates designated by instructor. Projects turned in late will be penalized one letter grade. Projects will have a set of required elements, which must be demonstrated in the presentation of the project. Grading will be based on the inclusion of each of the elements as well as content and presentation.

Graphic design project list:

- Layout and Composition
- Typography
- Color
- Logo
- Software
- Job research project
- Reflections final video

Faculty Senate Course Form

Effective Date: Fall 2023 Submission Date: 3/3/23

Department: Graphic Communications - TWL College of: Technology

Contact Person: Dr. Andrew Klenke Chair

Course: **New**

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation," to allow for review and questions. Any modifications should be saved as "original file name. v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and send to your College Admin.

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1. Purpose/Justification for **New** to Course:
   GIT 240 - Page Layout Software will be updating to the new prefix and course name of: GC 240 - Page Layout Software. Name and prefix change reflective of Major and Program name.

2. Is this **New** related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*
   Any other programs that use the GIT 240 course as support will need to update to reflect the name and prefix change.

3. Is this course to be considered for Pitt State Pathway? **No**
   If "yes," this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate. Completion of the Pitt State Pathway Course Approval form will also need to be submitted.

4. Will this course be required of any education majors? **No**
   If "yes," this requirement will need to have the approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

5. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?
   None

6. Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? **No**
   Explain:

7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
   If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.

8. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus: **Attach with upload.**

9. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus: **Attach with upload**.

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:	Page Layout Software	Page Layout Software
Course Number:	GIT 240	GC 240
Credits:	3	3
Grading System:	A-F, IN ☑ IP ☐ P/F ☐	A-F, IN ☑ IP ☐ P/F ☐
Pre/Co-Requisite(s):	None	None
Course Description	Image composition techniques and procedures utilizing page layout software (Adobe InDesign).	Creation of layouts for print and digital media using a variety of design elements, including text, images, and graphics using industry standard page layout software (Adobe InDesign).

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 3/6/23 Signature, Chairperson: Andrew M Klenke

-Approved: College Curriculum Committee

Date: 4/09/2023 Signature, Committee Chair: PE

-Approved: Dean of College

Date: 4/12/2023 Signature, Dean:

-Approved: Council for Teacher Education (if applicable)

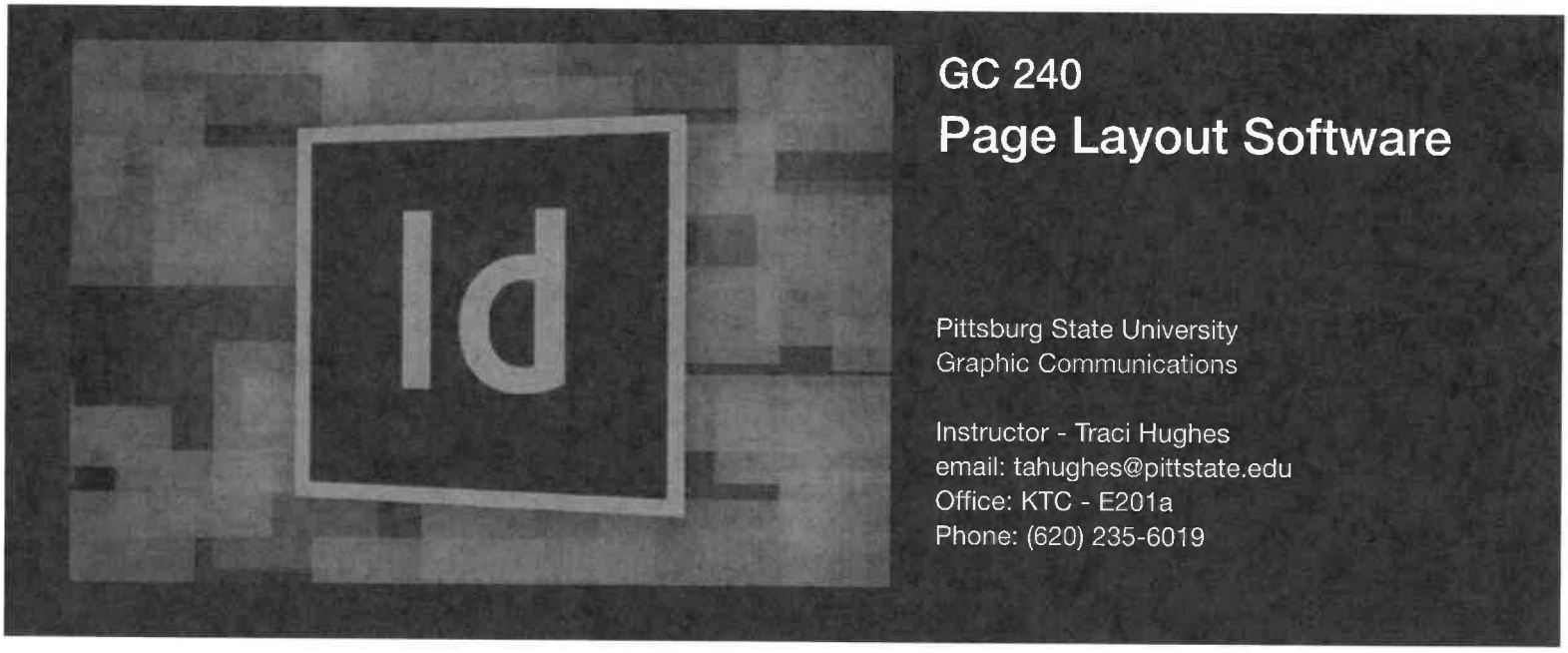
Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: _____ Signature, Committee Chair: Janet Zepernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____



COURSE INFORMATION SHEET

COURSE DESCRIPTION

Creation of layouts for print and digital media using a variety of design elements, including text, images, and graphics using industry standard page layout software (Adobe InDesign).

SCOPE OF COURSE

This class is a combination lecture/laboratory which meets 2 days per week for 1 hour and 40 minutes each class. Assignments are to be completed outside of class time if there is not time allowed in class. The student will complete each assignment and turn it in on the date designated by instructor. The tutorials in this class should be gone through thoroughly for a better understanding Adobe InDesign. They will also provide answers to most questions in the assignments.

COURSE OBJECTIVES

Students will be able to:

1. Define computer and graphic arts terms.
2. Measure type, leading and line length.
3. Demonstrate the use of InDesign Interface.
4. Create a page using basic layout tools.
5. Create multiple page documents.
6. Create templates.
7. Create tables in a document.
8. Develop a document and use style sheets for character, paragraph, objects and frames.
9. Import files into the Adobe software.
10. Export files from the Adobe software.
11. Apply setup for printing files.
12. Develop an appreciation for client work ethics and deadlines.

COURSE TEXTBOOK

For the Fall 2022 semester in GIT 240-01 we will NOT be using a text book. This course will be guided through tool usage and other page layout techniques using Adobe InDesign.

ASSIGNMENTS

Due on dates designated by instructor. Assignment dates are subject to change based on the pace of the class.

The material covered will primarily come from in class demonstrations and tutorials. You will be responsible for all material presented. The final project will be over all materials. Assignments may be added or deleted by instructor at any time throughout the semester. Assignments can be found in the syllabus and modules section of this class in canvas.

EVALUATION OF COURSE PERFORMANCE

The student(s) will be graded on various assignments, attendance and exams throughout the semester. Point values are assigned to each assignment or exam and the earned points are cumulated at the end of the semester and divided by the points possible to yield a final grade.

Based on the following distribution:

Assignments	50%
Attendance	10%
Final Project	20%
Midterm	20%

GRADING SCALE

A 100–90 B 89–80 C 79–70 D 69–60 F 59–below

LATE WORK POLICY

Late work is accepted up to 5 days late. A deduction of 20% will be applied each day until to the 5th, resulting in a 0.

COURSE POLICIES

1. Come to class with enough time to log into Adobe and Canvas. I will begin instruction on time.
2. **SILENCE** cell phones or other electronic devices and **REMOVE all headphones** while in class. You may use these devices while working on individual assignments after I have given instruction.
3. Regular attendance is required. In case of absences, it is the student's responsibility to make arrangements in advance with the instructor to complete missed assignments. Should an absence occur on a test date that is not cleared 24 hours in advance with the instructor, that test is automatically a "zero." **After three unexcused absences, the instructor will have the option of dropping the student from class.** Three tardies will count as an absence. Attendance is 10% of your final grade.
4. If a student has medical or physical requirements, it must be reported to school officials for consideration in the classroom.
5. We are not using a book in this class therefore **cell phones are not to be out while I am instructing.**
6. Students will supply a JUMP DRIVE to backup their assignments if using a PSU lab computer. PSU offers storage space on Office 365 for all students. There is NOT a reason to "forget" your files when coming to class.
7. All completed assignments must be handed in as directed by instructor.
8. A final assignment will be given and due by the due date in Canvas.
9. Tobacco and electronic tobacco devices are not allowed in class.

INCLEMENT WEATHER POLICY:

In the event of the university closing due to inclement weather, this class will not meet in-person or online during normal class time. All lab activities will be moved to the next class period when the university opens. Deadlines for online assignments will remain the same. Please check Canvas for further information. If the university remains open during inclement weather, students are expected to use their best judgment as to whether they can travel safely to attend class. Students should email the instructor in case of an absence.

ACADEMIC MISCONDUCT:

Academic misconduct by a student shall include, but not be limited to, giving or receiving of unauthorized aid on examinations or in the preparation of notebooks, themes, reports or other assignments, or knowingly misrepresenting the Source of any academic work. An instructor may,
with due notice to the student, treat as unsatisfactory any student work which is a product of academic misconduct. Therefore, using any previous work or copying any current work will be treated as academic misconduct and dealt with accordingly. If any two (2) or more exact copies of any assignment is submitted, under the discretion of the instructor, both assignments will receive a grade of 0. **PROTECT YOUR WORK!**

Faculty Senate Course Form

Effective Date: Fall 2023 Submission Date: 3/3/23

Department: Graphic Communications - TWL College of: Technology

Contact Person: Dr. Andrew Klenke Chair

Course: **New**

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation," to allow for review and questions. Any modifications should be saved as "original file name. v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and send to your College Admin.

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1. Purpose/Justification for **New** to Course:
   GIT 270 - Introduction to Packaging Technologies will be updating to the new prefix and course name of: GC 270 - Introduction to Packaging Graphics. Name and prefix change reflective of Major and Program name.

2. Is this **New** related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*
   Does not affect any other programs.

3. Is this course to be considered for Pitt State Pathway? **No**
   If "yes," this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate. Completion of the Pitt State Pathway Course Approval form will also need to be submitted.

4. Will this course be required of any education majors? **No**
   If "yes," this requirement will need to have the approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

5. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?
   None

6. Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? **No**
   Explain:

7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
   If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.

8. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus: **Attach with upload.**

9. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus: **Attach with upload.**

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:	Introduction to Packaging Technologies	Introduction to Packaging Graphics
Course Number:	GIT 270	GC 270
Credits:	3	3
Grading System:	A-F, IN ☑ IP ☐ P/F ☐	A-F, IN ☑ IP ☐ P/F ☐
Pre/Co-Requisite(s):	None	GC 141 - Illustration Software
Course Description	Introduction to the packaging industry including current trends in packaging design and applications, brand identity, color theory, legal issues, and environmental and sustainability issues.	Introduction to the packaging industry including current trends in packaging design and applications, brand identity, color theory, legal issues, and environmental and sustainability issues.

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 3/6/23 Signature, Chairperson: Andrew M Klenke

-Approved: College Curriculum Committee

Date: 4/09/2023 Signature, Committee Chair: PE

-Approved: Dean of College

Date: 4/12/2023 Signature, Dean:

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: _____ Signature, Committee Chair: Janet Zopernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

Course: **GC 270 Introduction to Packaging Graphics** 3 credit hours 23WF

Instructor: Doug Younger, Ed.D.
Program Manager / Professor, Department of Graphics and Imaging Technologies, PSU

Office: Room E-116, Kansas Technology Center

Office Hours: By appointment when I'm not in class or meetings.

Office Phone: 620.235.4420

Office E-mail: dyounger@pittstate.edu

Class Schedule: TTh 8:00-9:40 & 12:00-1:40

Catalog Description: Introduction to the packaging industry including current trends in packaging design and applications, brand identity, color theory, legal issues, and environmental and sustainability issues.
Prerequisites: GC 141 - Illustration Software

Student Required Resources: There is no textbook required for this course. All materials will be provided on Canvas or in class.

Course Objectives: Upon completion of GC 270 Introduction to Packaging Technologies, the student will be able to:

1. Describe the role of packaging in today's society.
2. Describe current environmental and sustainability issues relating to packaging.
3. Identify key elements of packaging graphic design and structural design.
4. Develop packaging brand identity standards and strategies.
5. Evaluate the role of color and color theory in packaging design.
6. Discuss the packaging development process from concept through production.
7. Discuss legal issues and requirements relating to packaging.

Course Instruction Methods: The format of this course will be face-to-face on campus delivery that meets two class periods per week for 1 hour and forty minutes each class period. Lectures and demonstrations will be used to present course content. Quizzes will be used to check for student learning. All content will be made available on Canvas.

Student Assessment: Students will be assessed according to the following criteria:

1. **Lab Projects (70% of the total grade)**

   Lab projects will consist of a variety of projects. Lab projects will be graded based upon meeting acceptable standards as listed in the rubrics. Lab cleanup and proper redistribution of type will be included as part of this grade.

2. **Homework Assignments (15% of the total grade)**

   Homework assignments will consist of various activities outside of normal class time activities. Due dates will be given No late work will be accepted for these assignments.

3. **Quizzes (15% of the total grade)**

   There will be several quizzes throughout the semester to check for student learning. The last quiz may occur during Finals Week.

Grading Scale:

A	90 – 100 %	of total points possible
B	80 – 89 %	
C	70 – 79 %	
D	60 – 69 %	
F	below 60 %	

Due to the extreme circumstances of COVID, this syllabus and the course delivery are subject to change at any time throughout the semester.

Academic Policies and Procedures: For specific information regarding academic policies and procedures, please refer to the PSU Syllabus Supplement. This document is available on Canvas for this course or at https://www.pittstate.edu/registrar/syllabus-supplement.html

Academic Integrity Policy: Academic dishonesty by a student is defined as unethical activity associated with course work or grades. Since the violation of academic honesty strikes at the heart of the education process, it is subject to the severest sanctions. For a full copy of this policy, see Article 30, Academic Misconduct at https://www.pittstate.edu/registrar/catalog/current/student-rights-and-responsibilities.html

Student Rights and Responsibilities: For specific information regarding Student Rights and Responsibilities, please refer to the PSU Code of Student Rights and Responsibilities. This document is available at https://studentlife.pittstate.edu/code-of-student-rights-and-responsiblities.html#undefined34

Please note Article 34 section 5 regarding Student Conduct. Students violating the Prohibited Conduct may be removed from the classroom and/or removed from the class for violating this code.

Attendance & Absences: The attendance policy for this class will be:

- Students are expected to attend each class period assigned, be on time and leave on time.
- Students are responsible for requesting materials due to any absence.
- Lab activities missed due to an absence may be made up at a time agreed upon by instructor and student.
- Excessive absences will be discussed with the student and may lead to the student being withdrawn from the course.
- Follow current COVID guidelines.

Inclement Weather: In the event the university closes due to inclement weather, there will be no in-person or online instruction during the class time. In-class activities will resume once the campus re-opens. Activities normally scheduled online will still be available and have the same deadlines.

Students are expected to use their best judgment as to whether they are able to travel safely to attend class.

Class Procedures: Students are to work in a safe and responsible manner. Failure to do so will result in the student being denied permission to work on equipment and subsequent lowering of the student's grade. Due to the potentially hazardous nature of the equipment in the press area, the press lab will only be available outside of class time at the discretion of the instructor. Students are not allowed to operate any equipment unless in the presence of another student or instructor in the lab.

Food and drinks will be allowed in the classroom as long as there is no trash left behind and it is not a distraction to the class.

Please be respectful of other students regarding cell phone or laptop use during class time. Please avoid use of cell phones during lab activities.

GIT equipment is for class use only. Personal projects may not be run without prior approval of the instructor. Any work beyond classwork activities will be billed to the student.

Incomplete Grades: Due dates will be assigned. Late work will NOT be accepted without prior arrangements or extenuating circumstances.

Barring extenuating circumstances and without prior approval of the instructor, "Incomplete" grades will not be assigned for this course.

Students with Special Needs: According to the Americans with Disabilities Act, it is the responsibility of the student with a disability to notify the University of his/her disability and special needs accommodation. Accommodations WILL NOT be provided without prior notification by the appropriate University office. See the Syllabus Supplement for University resources.

Weapons and Concealed Carry Policy: Weapons must be COMPLETELY CONCEALED and WITHIN YOUR CONTROL at ALL times. See the Syllabus Supplement for the complete University policy on Weapons and Concealed Carry policies.

Due to the extreme circumstances of COVID, this syllabus and the course delivery are subject to change at any time throughout the semester.

TENTATIVE SCHEDULE (subject to change – notice of changes will be given on Canvas)

Week 1	Overview of Packaging
Week 2	Overview of Packaging
Week 3	Packaging Structural Design
Week 4	Packaging Structural Design
Week 5	Packaging Structural Design
Week 6	Packaging Graphic Design Elements
Week 7	Packaging Graphic Design Elements
Week 8	Packaging Graphic Design Elements
Week 9	Packaging Graphic Design Products
Week 10	Packaging Graphic Design Products
Week 11	Packaging Graphic Design Products
Week 12	Packaging Graphic Design Products
Week 13	Packaging Graphic Design Products

Due to the extreme circumstances of COVID, this syllabus and the course delivery are subject to change at any time throughout the semester.

Week 14	Packaging Graphic Design Products
Week 15	Packaging Graphic Design Products
Week 16	Dead Week
Week 17	Finals Week

Due to the extreme circumstances of COVID, this syllabus and the course delivery are subject to change at any time throughout the semester.

Faculty Senate Course Form

Effective Date: Fall 2023 Submission Date: 3/3/23

Department: Graphic Communications - TWL College of: Technology

Contact Person: Dr. Andrew Klenke Chair

Course: **New**

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation," to allow for review and questions. Any modifications should be saved as "original file name. v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and send to your College Admin.

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1. Purpose/Justification for **New** to Course:
   GIT 301 - Graphics Career Development will be updating to the new prefix and course name of: GC 301 - Graphics Career Development. Name and prefix change reflective of Major and Program name.

2. Is this **New** related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*
   Does not affect any other programs.

3. Is this course to be considered for Pitt State Pathway? **No**
   If "yes," this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate. Completion of the Pitt State Pathway Course Approval form will also need to be submitted.

4. Will this course be required of any education majors? **No**
   If "yes," this requirement will need to have the approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

5. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?
   None

6. Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? **No**
   Explain:

7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.

8. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus: **Attach with upload.**

9. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus: **Attach with upload.**

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:	Graphics Career Development	Graphics Career Development
Course Number:	GIT 301	GC 301
Credits:	2	2
Grading System:	A-F, IN ☑ IP ☐ P/F ☐	A-F, IN ☑ IP ☐ P/F ☐
Pre/Co-Requisite(s):	GIT 100 - Introduction to Graphics Technologies	Prerequisite: 70 total hours, 15 hours of Graphic Communications courses
Course Description	Preparation of students for employment in graphics internships and full-time positions. Emphasis is placed on academic planning, certification opportunities and procedures, resume content, job search skills, job interview, business etiquette, time management and goal setting.	Preparation of students for employment in graphics internships and full-time positions. Emphasis is placed on academic planning, certification opportunities and procedures, resume content, job search skills, job interview, business etiquette, time management and goal setting.

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 3/6/23 Signature, Chairperson: Andrew M Klenke

-Approved: College Curriculum Committee

Date: 4/09/2023 Signature, Committee Chair: PE

-Approved: Dean of College

Date: 4/12/2023 Signature, Dean:

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: _____ Signature, Committee Chair: Janet Zepernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

Course: GC 301 Graphics Career Development — 3 credit hours

Instructor: Andrea Kent, Associate Professor, Graphic Communications

Catalog Description: Preparation of students for employment in graphics internships and full-time positions. Emphasis is placed on academic planning, certification opportunities and procedures, resume content, job search skills, job interview, business etiquette, time management and goal setting. Prerequisite: 70 total hours, 15 hours of 5 hours of Graphic Communications courses.

Course Objectives: Upon completion of the course the student will be able to:

1. Create and maintain a portfolio.
2. Identify the differences between hard skills and soft skills and identify which skills are in industry demand for personal assessment and growth.
3. Create and maintain a resume.
4. Identify the proper methods to maintain an effective and professional online presence.
5. Effectively identify and execute proper interview procedures.

Course Instruction Methods: The primary instructional methods will be PowerPoint presentations, lecture, group activities, and guest speakers. The student may be assigned out of class participation activities such as Career Service events or Career Fairs where attendance/participation will be required.

Student Required Resources: There is no textbook required for this class. Suggested materials include: resume and business card paper, storage device (flash, cloud or hard drive), business professional clothing for interview and career events.

Student Assessment: Student learning will be assessed using the following system.
The student(s) will be graded on various assignments, worksheets, participation at career events, presentations, interview, resume, portfolio framework and attendance and participation throughout the semester. Point values are assigned to each assignment and the earned points are cumulated at the end of the semester and divided by the points possible to yield a final grade. Grades will be weighted as follows:

1. **Assignments - 50% of total grade**
2. **Interview - 20% of total grade**
3. **Presentations - 20% of total grade**
4. **Attendance & Participation - 10% of total grade**

Grading Scale:

A	90 – 100 %	of total points possible
B	80 – 89 %	
C	70 – 79 %	
D	60 – 69 %	
F	below 60	

Academic Policies and Procedures: For specific information regarding academic policies and procedures, please refer to the PSU Syllabus Supplement. This document is available on Canvas for this course or at https://www.pittstate.edu/registrar/syllabus-supplement.html

Student Rights and Responsibilities: For specific information regarding Student Rights and Responsibilities, please refer to the PSU Code of Student Rights and Responsibilities. This document is available at https://studentlife.pittstate.edu/code-of-student-rights-and-responsiblities.html#undefined34

Please note Article 34 section 5 regarding Student Conduct. Students violating the Prohibited Conduct may be removed from the classroom and/or removed from the class for violating this code.

Academic Integrity Policy: Academic dishonesty by a student is defined as unethical activity associated with course work or grades. Since the violation of academic honesty strikes at the heart of the education process, it is subject to the severest sanctions. For a full copy of this policy, see Article 30, Academic Misconduct at https://www.pittstate.edu/registrar/catalog/current/student-rights-and-responsibilities.html

Attendance & Absences: The attendance policy for this class will be:

After (3) absences you may be administratively dropped from the course. Excused absences will only be allowed for school sanctioned events and only if the guidelines as outlined in the USSA policy are followed. 3 Tardies equal 1 absence. Career events such as Career Expos and the Etiquette Dinner are

scheduled by the university. No make-up events are scheduled, and points cannot be made up if a student fails to attend those events.

Inclement Weather: Students are expected to use their best judgment as to whether they are able to travel safely to attend class in the event of inclement weather.

Class Procedures: Students are to work in a safe and responsible manner. Failure to do so will result in the student being denied permission to work on equipment and subsequent lowering of the student's grade. Due to the potentially hazardous nature of the equipment in the press area, the press/bindery lab will only be available outside of class time at the discretion of the instructor. Students are not allowed to operate any equipment unless in the presence of another student or instructor in the lab.

Food and drinks will be allowed in the classroom as long as there is no trash left behind and it is not a distraction to the class.

Please be respectful of other students regarding cell phone or laptop use during class time. Please avoid use of cell phones during lab activities.

GC equipment is for class use only. Personal projects may not be run without prior approval of the instructor. Any work beyond classwork activities will be billed to the student.

Incomplete Grades: Due dates will be assigned. Late work will NOT be accepted without prior arrangements or extenuating circumstances. Barring extenuating circumstances and without prior approval of the instructor, "Incomplete" grades will not be assigned for this course.

Students with Special Needs: According to the Americans with Disabilities Act, it is the responsibility of the student with a disability to notify the University of his/her disability and special needs accommodation. Accommodations WILL NOT be provided without prior notification by the appropriate University office. See the Syllabus Supplement for University resources.

Concealed Carry Policy: Weapons must be COMPLETELY CONCEALED and WITHIN YOUR CONTROL at ALL times. See the Syllabus Supplement for the complete University policy on Weapons and Concealed Carry policies.

Faculty Senate Course Form

Effective Date: Fall 2023 Submission Date: 3/3/23

Department: Graphic Communications - TWL College of: Technology

Contact Person: Dr. Andrew Klenke Chair

Course: **New**

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation," to allow for review and questions. Any modifications should be saved as "original file name. v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and send to your College Admin.

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1. Purpose/Justification for **New** to Course:

   GIT 310 - Photography will be updating to the new prefix and course name of: GC 310 - Intermediate Photo/Video Techniques. Name and prefix change reflective of Major and Program name. Expanding the former course to include video capture techniques as well.

2. Is this **New** related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

   Any other programs that use the GIT 310 course as support will need to update to reflect the name and prefix change.

3. Is this course to be considered for Pitt State Pathway? **No**
   If "yes," this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate. Completion of the Pitt State Pathway Course Approval form will also need to be submitted.

4. Will this course be required of any education majors? **No**
   If "yes," this requirement will need to have the approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

5. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?

   None

6. Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? **No**
   Explain:

7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.

8. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus: **Attach with upload.**

9. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus: **Attach with upload.**

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:	Photography	Intermediate Photo/Video Techniques
Course Number:	GIT 310	GC 310
Credits:	3	3
Grading System:	A-F, IN ☑ IP ☐ P/F ☐	A-F, IN ☑ IP ☐ P/F ☐
Pre/Co-Requisite(s):	None	GC 210 - Mobile Photo & Video Fundamentals
Course Description	Techniques for creating, editing, and displaying photography. Core techniques such as proper composition, lighting, and displaying of prints will be covered as well as various creative techniques used in photography.	This course is designed to provide students with a comprehensive introduction to photography and videography. Basic principles of composition, lighting, equipment, and capture techniques necessary to produce high-quality photographic and video content will be covered.

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 3/6/23 Signature, Chairperson: Andrew M Klenke

-Approved: College Curriculum Committee

Date: 4/09/2023 Signature, Committee Chair: PE

-Approved: Dean of College

Date: 4/12/2023 Signature, Dean:

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: _____ Signature, Committee Chair: Janet Zepernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

Course: GC 310 Intermediate Photo/Video Techniques

3 credit hours – 23WF

Instructor: Rion Huffman, Professor, Graphic Communications

Office: E201e, Kansas Technology Center

Office Phone: 620-235-4848

Office E-mail: chuffman@pittstate.edu

Office Hours: MW: 10:00-11:00 & 2:00-3:00
TTH: 8:00-11:00

Class Schedule: MW: 8:00-9:40

Catalog Description: This course is designed to provide students with a comprehensive introduction to photography and videography. Basic principles of composition, lighting, equipment, and capture techniques necessary to produce high-quality photographic and video content will be covered. Prerequisite: GC 210 - Mobile Photo & Video Fundamentals

Student Required Resources: There is no textbook required for this course.

Course Objectives: Upon completion of the course, the student will:

1. Define and describe the basic principles of photographic and video composition.
2. Demonstrate an understanding of how to use various types of equipment to achieve different photographic effects
3. Analyze and evaluate the impact of different types of lighting on the mood and atmosphere of a photographic or video scene.
4. Apply knowledge of exposure, shutter speed, aperture, and ISO to achieve proper exposure in a range of lighting conditions.
5. Create a series of photographs or videos that demonstrate proficiency in various capture techniques.
6. Compare and contrast the characteristics of different types of cameras.
7. Analyze and evaluate the effectiveness of different post-processing techniques in achieving specific aesthetic goals.
8. Synthesize and apply knowledge of composition, lighting, equipment and capture techniques to create a final project that demonstrates creativity and technical proficiency.

Course Delivery Methods: The primary instructional methods will be PowerPoint presentations, lecture, and hands on activities. The nature of photography and videography is to be very hands on, so most of the activities will require the student to create photographs or videos demonstrating a certain technique. However written assignments and tests may be administered throughout the semester.

Student Assessment: Student learning will be assessed using the following system.

The student(s) will be graded on various written assignments, hands on assignments, tests, and soft skills throughout the semester. Point values are assigned to each assignment or test and the earned points are cumulated at the end of the semester and divided by the points possible to yield a final grade.

Points are earned by:

Soft Skills	10%
Final Project	15%
Assignments / Activities	75%

Grading Scale:

A	90 – 100 %
B	80 – 89 %

C..... 70 – 79 %
D.....60 – 69 %
F..... below 60

Academic Policies and Procedures:

For specific information regarding academic policies and procedures, please refer to the PSU Syllabus Supplement. This document is available on Canvas for this course or at https://www.pittstate.edu/registrar/syllabus-supplement.html

Additional information specific to this course is included below.

Academic Integrity Policy:

Academic dishonesty by a student is defined as unethical activity associated with course work or grades. Since the violation of academic honesty strikes at the heart of the education process, it is subject to the severest sanctions. For a full copy of this policy, see Article 30, Academic Misconduct at https://www.pittstate.edu/registrar/catalog/current/student rights-and-responsibilities.html

Student Rights and Responsibilities:

For specific information regarding Student Rights and Responsibilities, please refer to the PSU Code of Student Rights and Responsibilities. This document is available at https://studentlife.pittstate.edu/code-of-student-rights-and responsiblities.html#undefined34

Please note Article 34 section 5 regarding Student Conduct. Students violating the Prohibited Conduct may be removed from the classroom and/or removed from the class for violating this code.

Attendance & Absences

Regular attendance is expected, anything less will result in a loss of information. However, attendance is only one component of a successful student with many other soft skills that combine to create students that excel in today's job market and in society. Students will be given feedback on a variety of soft skills, including; Attendance, Time Management, Professionalism, Communication, Quality of Work, Participation/Teamwork, Effort and Critical Thinking. If a student does miss class, they are expected to make up any lost time in the course by contacting the instructor or another students.

Inclement Weather:

In the event the university closes due to inclement weather, there will be no in-person or online instruction during the class time. In-class activities will resume once the campus re-opens. Activities normally scheduled online will still be available and have the same deadlines.

Students are expected to use their best judgment as to whether they can travel safely to attend class.

Class Procedures:

Students are to work in a safe and responsible manner. Failure to do so will result in the Student being denied permission to work with equipment.

Food and drinks will be allowed in the classroom if there is no trash left behind and it is not a distraction to the class.

Please be respectful of other students regarding cell phone or laptop use during class time. Please avoid use of cell phones and laptops during lab activities.

Incomplete Grades:

Due dates will be assigned. I will accept late work, however, there will be a date listed on Canvas as the final day I will accept work. I will not accept work after this date unless prior arrangements have been made.

Barring extenuating circumstances and without prior approval of the instructor, "Incomplete" grades will not be assigned for this course.

Students with Special Needs:

According to the Americans with Disabilities Act, it is the responsibility of the student with a disability to notify the University of his/her disability and special needs accommodation. Accommodations WILL NOT be provided without prior notification by the appropriate University office. See the Syllabus Supplement for University resources.

Weapons and Concealed Carry Policy:

Weapons must be COMPLETELY CONCEALED and WITHIN YOUR CONTROL at ALL times. See the Syllabus Supplement for the complete University policy on Weapons and Concealed Carry policies.

TENTATIVE SCHEDULE (subject to change – notice of changes will be given on Canvas)

Week 1	Introduction Activity – Studio Tour – Syllabus Explanation
Week 2	Basic Camera Operations Demonstration
Week 3	Photography Composition Demonstration and Assignment
Week 4	Videography Composition Demonstration and Assignment
Week 5	Exposure Demonstration and Assignment
Week 6	Photography Lighting Demonstration and Assignment
Week 7	Videography Lighting Demonstration and Assignment
Week 8	Shooting week for Lighting Assignment
Week 9	Critique
Week 10	Photoshop Techniques Demonstration and Assignment
Week 11	Premiere Techniques Demonstration and Assignment
Week 12	Final Assignment Demonstration
Week 13	Shooting Week
Week 14	Shooting Week
Week 15	Critique
Week 16	Revision Week
Week 17	Final Presentations

Faculty Senate Course Form

Effective Date: Fall 2023 Submission Date: 3/3/23

Department: Graphic Communications - TWL College of: Technology

Contact Person: Dr. Andrew Klenke Chair

Course: **New**

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation," to allow for review and questions. Any modifications should be saved as "original file name. v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and send to your College Admin.

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1. Purpose/Justification for **New** to Course:
   GIT 322 - Web Site Design will be updating to the new prefix and course name of: GC 320 - Web Design. Name and prefix change reflective of Major and Program name.

2. Is this **New** related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*
   Does not affect any other programs.

3. Is this course to be considered for Pitt State Pathway? **No**
   If "yes," this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate. Completion of the Pitt State Pathway Course Approval form will also need to be submitted.

4. Will this course be required of any education majors? **No**
   If "yes," this requirement will need to have the approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

5. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?
   None

6. Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? **No**
   Explain:

7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.

8. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus: **Attach with upload.**

9. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus: **Attach with upload**.

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:	Web Site Design	Web Design
Course Number:	GIT 322	GC 320
Credits:	3	3
Grading System:	A-F, IN ☑ IP ☐ P/F ☐	A-F, IN ☑ IP ☐ P/F ☐
Pre/Co-Requisite(s):	GIT 221 - Web User Experience	GC 221 - Web User Experience
Course Description	Web site development techniques, design and standards for creating responsive, user friendly websites with HTML & CSS.	Web site development techniques, design and standards for creating responsive, user friendly websites with HTML & CSS.

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 3/6/23 Signature, Chairperson: Andrew M Klenke

-Approved: College Curriculum Committee

Date: 4/09/23 Signature, Committee Chair: PG

-Approved: Dean of College

Date: 4/12/2023 Signature, Dean:

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: _____ Signature, Committee Chair: Janet Zepernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

Course: GC 320 Web Design
3 credit hours – 23WF

Instructor
Jason Reid. Associate Professor, Graphic Communications

Office
Room E201C, Kansas Technology Center

Office Phone
620-235-4417

Office E-mail:
jreid@pittstate.edu

Office Hours

- Monday: 8am – 11am
- Tuesday: 8am – 10am
- Wednesday: 8am – 11am
- Thursday: 8am – 10am
- Friday: By Appointment

Class Schedule
Tuesday & Thursday 2:00pm - 3:40pm

Catalog Description
Web site development techniques, design and standards for creating responsive, user friendly websites with HTML & CSS. Prerequisite: GC 221 - Web User Experience

Student Required Resources

- Required: HTML & CSS – Design and Build Websites, by Jon Duckett
  ISBN: 978-1-118-00818-8

Course Objectives
Students will:

1. Prepare artwork using vector-based software.
2. Apply graphic design concepts for print and electronic media output.
3. Produce projects using web-based software.
4. Create multimedia projects using the appropriate software.
5. Output digital photographs.

Students will be able to

- Analyze and construct images optimized for the web.
- Analyze and construct optimized content for the web.
- Analyze and construct responsive websites.
- Apply critical thinking towards problem solving and debugging techniques for web design and development.
- Apply valid HTML & CSS towards web design and development.
- Apply and analyze effective written communication for the web.
- Evaluate, discuss and apply web user experience design principles and solutions.
- Evaluate and discuss website design critique.
- Evaluate and discuss universal web design principles relating to web accessibility and standards.
- Use web design software to design and develop websites using web design foundation principles.
- Utilize software to publish websites to the internet.

Module Topics

1. Adobe XD
2. HTML 5
3. CSS 3
4. Visual Elements & Graphics
5. Web Design
6. Page Layout with CSS 3 & Bootstrap
7. Links, Layout & Mobile
8. Tables
9. Forms
10. Web Multimedia & Interactivity

- *Modules and Assignments may be modified by instructor at any time throughout the semester.*

Course Delivery Methods:
This is a face-to-face project-based course. Assignments and projects will be used to enhance student learning. Course content and assignments will be made available in Canvas.

Student Assessment:
Student learning will be assessed using the following system.

- **10%** Attendance/Participation

    - Attendance is required throughout the semester and is automatically assigned when attendance is taken before the start of class.
- **40%** Assignments
    - A variety of project-based assignments both in-class and outside class create spaces for learning the course objectives.
- **50%** Final Project
    - A Final Project that incorporates the course objectives would be completed and presented by students.

Grading Scale:

A	90 – 100 %
B	80 – 89 %
C	70 – 79 %
D	60 – 69 %
F	below 60

Academic Policies and Procedures:
For specific information regarding academic policies and procedures, please refer to the PSU Syllabus Supplement. This document is available on Canvas for this course or at https://www.pittstate.edu/registrar/syllabus-supplement.html

Additional information specific to this course is included below.

Academic Integrity Policy:
Academic dishonesty by a student is defined as unethical activity associated with course work or grades. Since the violation of academic honesty strikes at the heart of the education process, it is subject to the severest sanctions. For a full copy of this policy, see Article 30, Academic Misconduct at https://www.pittstate.edu/registrar/catalog/current/student-rights-and-responsibilities.html

Student Rights and Responsibilities:
For specific information regarding Student Rights and Responsibilities, please refer to the PSU Code of Student Rights and Responsibilities. This document is available at https://studentlife.pittstate.edu/code-of-student-rights-and-responsiblities.html

Please note Article 34 section 5 regarding Student Conduct. Students violating the Prohibited Conduct may be removed from the classroom and/or removed from the class for violating this code.

Attendance & Absences:
The attendance policy for this class will be:

- Students are expected to attend each class period assigned, be on time and leave on time.
- Students are responsible for requesting materials due to any absence.
- Assignments missed due to an absence may be made up at a time agreed upon by instructor and student.
- Excessive absences will be discussed with the student and may lead to the student being withdrawn from the course.

Inclement Weather:
In the event the university closes due to inclement weather, there will be no in-person or online instruction during the class time. In-class activities will resume once the campus re-opens. Activities normally scheduled online will still be available and have the same deadlines.

Students are expected to use their best judgment as to whether they can travel safely to attend class.

Class Procedures:
Students are to work in a safe and responsible manner.

Please be respectful of other students regarding cell phone or laptop use during class time. Please avoid use of cell phones and laptops during class activities.

GIT equipment is for class use only. Personal projects may not be run without prior approval of the instructor. Any work beyond classwork activities will be billed to the student.

Incomplete Grades:
Due dates will be assigned. I will accept late work, however, there will be a date listed on Canvas as the final day I will accept work. I will not accept work after this date unless prior arrangements have been made.

Barring extenuating circumstances and without prior approval of the instructor, "Incomplete" grades will not be assigned for this course.

Students with Special Needs:
According to the Americans with Disabilities Act, it is the responsibility of the student with a disability to notify the University of his/her disability and special needs accommodation. Accommodations WILL NOT be provided without prior notification by the appropriate University office. See the Syllabus Supplement for University resources.

Content Sharing
Your course work, likeness, and/or names may be used for display purposes either on campus or online. If you would not like your work displayed on campus or online, please notify me in writing that you would not like your work, likeness, and/or names displayed or shared.

Faculty Senate Course Form

Effective Date: Fall 2023 Submission Date: 3/3/23

Department: Graphic Communications - TWL College of: Technology

Contact Person: Dr. Andrew Klenke Chair

Course: **New**

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation," to allow for review and questions. Any modifications should be saved as "original file name. v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and send to your College Admin.

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1. Purpose/Justification for **New** to Course:

   In-depth study in Typography and Layout is needed as both are constantly evolving. It's important for designers to stay up-to-date with the latest trends and techniques. Students can also learn how to create designs that stand out from the crowd, making them more competitive in the job market.

2. Is this **New** related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

   Does not affect any other programs.

3. Is this course to be considered for Pitt State Pathway? **No**
   If "yes," this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate. Completion of the Pitt State Pathway Course Approval form will also need to be submitted.

4. Will this course be required of any education majors? **No**
   If "yes," this requirement will need to have the approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

5. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?

   None

6. Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? **No**
   Explain:

7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.

8. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus: **Attach with upload.**

9. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus: **Attach with upload.**

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:	None	Typography and Layout
Course Number:		GC 330
Credits:		3
Grading System:	A-F, IN ☐ IP ☐ P/F ☐	A-F, IN ☑ IP ☐ P/F ☐
Pre/Co-Requisite(s):		GC 230 - Graphic Design Fundamentals GC 240 - Page Layout Software
Course Description		This course is designed to explore the various techniques and principles involved in the creation of effective and engaging typography and page layout. The course will cover both print and digital design, and students will be expected to create projects in both mediums.

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 3/6/23 Signature, Chairperson: Andrew M Kleeba

-Approved: College Curriculum Committee

Date: 4/09/2023 Signature, Committee Chair: PE

-Approved: Dean of College

Date: 4/12/2023 Signature, Dean:

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: _____ Signature, Committee Chair: Janet Zepernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

Course: GC 330 Typography & Layout

23FALL - 3 credit hours section 01 – 2:00 – 3:40 –Tuesdays & Thursdays
Room E211

Instructor: Chris Huitt, Professor, Graphic Communications

Office: Room E210d, Kansas Technology Center

Office Phone: 620-235-4416

Office E-mail: chuitt@pittstate.edu (I usually respond quickest to e-mails or Canvas messages.)

Office Hours: Office Hours by appointment when I am not in class or have meetings.

Class Schedule: TTH 2:00-3:40

Catalog Description: This course is designed to explore the various techniques and principles involved in the creation of effective and engaging typography and page layout. The course will cover both print and digital design, and students will be expected to create projects in both mediums. **Prerequisites: GC 230 - Graphic Design Fundamentals and GC 240 - Page Layout Software**

Student Required Resources:

Required Textbook:
"Layout Essentials: 100 Design Principles for Using Grids" by Beth Tondreau
Recommended Textbook:
"Thinking with Type" by Ellen Lupton

Course Objectives:

Upon completion of the course, the student will:

1. Develop an understanding of the history of typography and its evolution over time.
2. Apply their understanding of typography and layout to create effective designs for various media, including print and digital.
3. Develop a critical eye for typography and layout in the world around them and be able to analyze and evaluate the effectiveness of designs they encounter.
4. Understand the difference between print and digital design and apply appropriate design strategies.
5. Understand and apply the principles of visual hierarchy, legibility, and composition to create page layouts that communicate their ideas effectively.
6. Learn how to create and apply different types of grids to structure page layouts.
7. Gain insight into the use of font pairings, and other fundamental design considerations that add emphasis, create a visual interest and balance.
8. Develop a critical understanding of the hierarchy of information and legibility in typography, imagery, and page layout.

Course Instruction Methods:

The class will be conducted using a combination of Lecture, discussion, demonstrations, and lab work. (With an emphasis on student's projects.) The course content will be made available on CANVAS. The Projects in this class will lead to better understanding of typography usage that include layout design and creation, file preparation and production.

Student Assessment:

Student learning will be assessed using the following system.

Assignments (Approximately 60% of the total grade)

Assignments: Typography & Layout Essentials.

- Assessment will be graded based upon standards listed for each assignment.
- Due dates will be given. Assignments not submitted by the due date will result in a zero grade.
- 100 points for each assignment.

Projects (Approximately 20% of the total grade)

Projects: 2 Projects over the semester.

- Project 1 Typography Design and Usage: Essentials for print & digital media layouts.
- Project 2 Layout Grids Design Essentials: Applying typography & imagery to layout grids.

- 200 points for each project.

Quizzes (Approximately 10% of the total grade)

Quizzes: Several quizzes will be given throughout the semester to check for student learning.

- These can vary between online (homework) to in class quizzes.
- These will be administered through the Canvas LMS.
- 25 – 50 points for each quiz.

Exams: (Approximately 10% of the total grade)

Exams: There will be two written exams: the first at Mid-Term covering the information from the first half of the semester, the second during Finals Week covering the information from the second half.

- Exams will be conducted on Canvas.
- Each exam will be worth 100 points toward the total points possible.

*Additional assignments with other Specialty Graphics applications to be included raising the total points.
*Additional assignments may be added throughout the semester.

Grading Scale:

A	90 – 100 %	of total points possible
B	80 – 89 %	
C	70 – 79 %	
D	60 – 69 %	
F	below 60	

Academic Policies and Procedures:

For specific information regarding academic policies and procedures, please refer to the PSU Syllabus Supplement. This document is available on Canvas for this course or at https://www.pittstate.edu/registrar/syllabus-supplement.html

Additional information specific to this course is included below.

Attendance & Absences:

The attendance policy for this class will be:

- Students are expected to attend each class period assigned, be on time and leave on time.
- Students are responsible for requesting materials due to any absence.
- Lab activities missed due to an absence may be made up at a time agreed upon by instructor and student.
- Excessive absences will be discussed with the student and may lead to the student being withdrawn from the course.

Inclement Weather:

In the event the university closes due to inclement weather, there will be no in-person or online instruction. during the class time. In-class activities will resume once the campus re-opens. Activities normally scheduled online will still be available and have the same deadlines.

Students are expected to use their best judgment as to whether they can travel safely to attend. class.

Class Procedures:

Students are to work in a safe and responsible manner. Failure to do so will result in the student being denied permission to work on equipment and subsequent lowering of the student's grade.

Due to the potentially hazardous nature of the equipment in the press area, the press lab will only be available outside of class time at the discretion of the instructor.

Students are not allowed to operate any equipment unless in the presence of another student or instructor in the lab.

Food and drinks will be allowed in the E211 classroom if there is no trash left behind and it is not a distraction to the class.

Please be respectful of other students regarding cell phone or laptop use during class time.
Place cell phones on silent when class begins.
Take any emergency calls by excusing yourself outside of the classroom.

GC equipment is for class use only. Personal projects may not be run without prior approval of the instructor. Any work beyond classwork activities will be billed to the student.

Student Rights and Responsibilities:

For specific information regarding Student Rights and Responsibilities, please refer to the PSU Code of Student Rights and Responsibilities. This document is available at https://studentlife.pittstate.edu/code-of-student-rights-and-responsiblities.html#undefined34

Please note Article 34 section 5 regarding Student Conduct. Students violating the Prohibited Conduct may be removed from the classroom and/or removed from the class for violating this code.

Incomplete Grades:

Due dates will be assigned. I will accept late work, however, there will be a date listed on Canvas as the final day I will accept work. I will not accept work after this date unless prior arrangements have been made.

Barring extenuating circumstances and without prior approval of the instructor, "Incomplete" grades will not be assigned for this course.

Students with Special Needs:

According to the Americans with Disabilities Act, it is the responsibility of the student with a disability to notify the University of his/her disability and special needs accommodation. Accommodations WILL NOT be provided without prior notification by the appropriate University office. See the Syllabus Supplement for University resources.

Weapons and Concealed Carry Policy:

Weapons must be COMPLETELY CONCEALED and WITHIN YOUR CONTROL at ALL times. See the Syllabus Supplement for the complete University policy on Weapons and Concealed Carry policies.

TENTATIVE SCHEDULE (subject to change – notice of changes will be given on Canvas)

WEEK	TOPIC/ACTIVITY
1	Week 1: Introduction to Typography and Page Layout
2	Week 2 Assignment 1: Typeface Selection
3	Week 3 Assignment 2: Design Principles for Typography
4	Week 4 Assignment 3: Typography Hierarchy
5	Week 5 Assignment 4: Communication through Typography
6	Week 6: Print and Digital Typography
7	Project 1: Typography Design and Usage
8	Midterm.
9	Week 9: Layout Design
10	Week 10: Working with Grids
11	Week 11: Modular Grids
12	Week 12: Using Baseline Grids
13	Week 13: Student Layout Project
14	Project 2: Layout Grids Design Essentials
15	Class projects final physical submission date.
16	Final.

Faculty Senate Course Form

Effective Date: Fall 2023 Submission Date: 3/3/23

Department: Graphic Communications - TWL College of: Technology

Contact Person: Dr. Andrew Klenke Chair

Course: **New**

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation," to allow for review and questions. Any modifications should be saved as "original file name. v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and send to your College Admin.

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1. Purpose/Justification for **New** to Course:

   The Advanced Graphic Design Course is being proposed to provide students with an opportunity to build upon the foundational principles learned in introductory courses and develop more sophisticated design skills. This course will challenge students to think more deeply and critically about the visual representation of ideas and to explore more complex design concepts and creation techniques.

2. Is this **New** related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

   Does not affect any other programs.

3. Is this course to be considered for Pitt State Pathway? **No**
   If "yes," this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate. Completion of the Pitt State Pathway Course Approval form will also need to be submitted.

4. Will this course be required of any education majors? **No**
   If "yes," this requirement will need to have the approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

5. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?

   None

6. Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? **No**
   Explain:

7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
   If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.

8. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus: **Attach with upload.**

9. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus: **Attach with upload**.

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:	None	Advanced Graphic Design
Course Number:		GC 333
Credits:		3
Grading System:	A-F, IN ☐ IP ☐ P/F ☐	A-F, IN ☑ IP ☐ P/F ☐
Pre/Co-Requisite(s):		GC 141 - Illustration Software GC 142 - Photo Editing Software GC 230 - Graphic Design Fundamentals
Course Description		Integration of design principles, software, typography, and technology to execute the design process from visualization to production.

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 3/6/23 Signature, Chairperson: Andrew M Klenke

-Approved: College Curriculum Committee

Date: 4/09/2023 Signature, Committee Chair: PE

-Approved: Dean of College

Date: 4/12/2023 Signature, Dean:

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: _____ Signature, Committee Chair: Janet Zopernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

Course: GC 333 Advanced Graphic Design

Semester/Year - 3 credit hours section 01 –
Room

Instructor: Christel Benson, Ed.S. Professor, Graphic Communications

Office: Room E110, GIT Department Office, Kansas Technology Center

Office Phone: 620-235-4426

Office E-mail: clbenson@pittstate.edu

Office Hours:

Class Schedule:

Catalog Description: Integration of design principles, software, typography, and technology to execute the design process from visualization to production.
Prerequisites: GC 141 - Illustration Software, GC 142 - Photo Editing Software, GC 230 - Graphic Design Fundamentals

Student Required Resource: There is no textbook required for this course.

Course Objectives Adobe & ISTE

Upon completion of GC 333 Advanced Graphic Design, the student will:

1. Demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology.
2. Use digital media and environments to communicate and work collaboratively
3. Apply digital tools to gather, evaluate, and use information
4. Apply critical thinking skills to plan and conduct research, manage projects, solve problems and make informed decisions using appropriate digital tools and resources.
5. Understand human, cultural, and societal issues related to technology and practice legal and ethical behavior.
6. Set project requirements:
   Identify the purpose, audience, and audience needs for preparing image(s).
   Demonstrate knowledge of standard copyright rules for images and image use.
   Demonstrate knowledge of project management tasks and responsibilities.
   Communicate with others (such as peers and clients) about design plans.
7. Identify design elements used when preparing images
   2.1 Demonstrate knowledge of image resolution, image size, and image file format for web, video, and print.
   2.2 Demonstrate knowledge of design principles, elements, and image composition.
   2.3 Demonstrate knowledge of typography.
   2.5 Demonstrate knowledge of image generating devices, their resulting image types, and how to access resulting images in software.
   2.6 Understand key terminology of digital images.

Course Objectives

Upon completion of GC 333 Advanced Graphic Design, the student will:

1. Create effective and engaging user experiences supported by Elements and Principles of design
2. Design consistently across a range of media
3. Rationalize design choices as they relate to the client and target audience
4. Finesse critical thinking to solve communication problems through design
5. Conduct independent and team research on a topic
6. Apply research knowledge to the thoughtful creation of a design strategy
7. Present compelling narratives to articulate research and proposed assets
8. Practice using professional design vocabulary by critically viewing and discussion design through active participation in the critique of peer projects
9. Gain a comprehensive understanding of the Elements and Principles of design as means for problem solving to identify the relationships between form, content and context
10. Further expand ability to brainstorm, develop concepts and visually communicate ideas

Due to the extreme circumstances of COVID, this syllabus and the course delivery are subject to change at any time throughout the semester.

Course Instruction Methods: This is a face-to-face laboratory course. Assignments and lab projects will be used to enhance student will be made available on CANVAS.

Student Assessment: Student learning will be assessed using the following system.

1. Lab Projects/Demonstrations: - various points per assignment (60% of total grade)

There will be a variety of lab projects and demonstrations during the class. Points will be given for each project or demonstration. Lab work should be submitted as projects are completed. Late work is not accepted.

2. Homework/Online Assignments: - various points per assignment (20% of total grade)

Homework assignments will be available on Canvas. Due dates will be given. Homework not submitted by the final due date will result in a zero grade for the assignment. Barring extenuating circumstances, late work will not be accepted.

3. Presentation & Critique: - approximately 100 points per presentation (20% of total grade)

Students will present project execution to peers through formal and informal class presentations. Critique participation is expected from peers for full points.

Grading Scale:

A	90 – 100 %	of total points possible
B	80 – 89 %	
C	70 – 79 %	
D	60 – 69 %	
F	below 60	

Academic Policies and Procedures: For specific information regarding academic policies and procedures, please refer to the PSU Syllabus Supplement. This document is available on Canvas for this course or at https://www.pittstate.edu/registrar/syllabus-supplement.html

Additional information specific to this course is included below.

Attendance & Absences: The attendance policy for this class will be:

- Students are expected to attend each class period assigned, be on time and leave on time.
- Students are responsible for requesting materials due to any absence.
- Lab activities missed due to an absence may be made up at a time agreed upon by instructor and student.
- Excessive absences will be discussed with the student and may lead to the student being withdrawn from the course.
- Follow current COVID guidelines.

Inclement Weather: In the event the university closes due to inclement weather, there will be no in-person or online instruction during the class time. In-class activities will resume once the campus re-opens. Activities normally scheduled online will still be available and have the same deadlines.

Students are expected to use their best judgment as to whether they are able to travel safely to attend class.

Class Procedures: Students are to work in a safe and responsible manner. Failure to do so will result in the student being denied permission to work on equipment and subsequent lowering of the student's grade.

Due to the potentially hazardous nature of the equipment in the press area, the press lab will only be available outside of class time at the discretion of the instructor.

Students are not allowed to operate any equipment unless in the presence of another student or instructor in the lab.

Due to the extreme circumstances of COVID, this syllabus and the course delivery are subject to change at any time throughout the semester.

Food and drinks will be allowed in the E107 classroom or E106 lab as long as there is no trash left behind and it is not a distraction to the class.

Please be respectful of other students regarding cell phone or laptop use during class time. Please avoid use of cell phones and laptops during lab activities.

GIT equipment is for class use only. Personal projects may not be run without prior approval of the instructor. Any work beyond classwork activities will be billed to the student.

Student Rights and Responsibilities:

For specific information regarding Student Rights and Responsibilities, please refer to the PSU Code of Student Rights and Responsibilities. This document is available at https://studentlife.pittstate.edu/code-of-student-rights-and-responsiblities.html#undefined34

Please note Article 34 section 5 regarding Student Conduct. Students violating the Prohibited Conduct may be removed from the classroom and/or removed from the class for violating this code.

Incomplete Grades:

Due dates will be assigned. I will accept late work, however, there will be a date listed on Canvas as the final day I will accept work. I will not accept work after this date unless prior arrangements have been made.

Barring extenuating circumstances and without prior approval of the instructor, "Incomplete" grades will not be assigned for this course.

Students with Special Needs:

According to the Americans with Disabilities Act, it is the responsibility of the student with a disability to notify the University of his/her disability and special needs accommodation. Accommodations WILL NOT be provided without prior notification by the appropriate University office. See the Syllabus Supplement for University resources.

Weapons and Concealed Carry Policy:

Weapons must be COMPLETELY CONCEALED and WITHIN YOUR CONTROL at ALL times. See the Syllabus Supplement for the complete University policy on Weapons and Concealed Carry policies.

Due to the extreme circumstances of COVID, this syllabus and the course delivery are subject to change at any time throughout the semester.

TENTATIVE SCHEDULE (subject to change – notice of changes will be given on Canvas)

Week 1	Introduction
Week 2	Lab
Week 3	Lab
Week 4	Lab
Week 5	Lab
Week 6	Lab
Week 7	Lab
Week 8	Lab, Mid-term Exam
Week 9	Spring Break Week
Week 10	Lab
Week 11	Lab
Week 12	Lab
Week 13	Lab

Due to the extreme circumstances of COVID, this syllabus and the course delivery are subject to change at any time throughout the semester.

Week 14 Lab

Week 15 Lab

Week 16 Lab

Week 17 Final Exam

Due to the extreme circumstances of COVID, this syllabus and the course delivery are subject to change at any time throughout the semester.

Faculty Senate Course Form

Effective Date: Fall 2023 Submission Date: 3/3/23

Department: Graphic Communications - TWL College of: Technology

Contact Person: Dr. Andrew Klenke Chair

Course: **New**

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation," to allow for review and questions. Any modifications should be saved as "original file name. v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and send to your College Admin.

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1. Purpose/Justification for **New** to Course:
   GIT 322 - Web and Motion Graphics will be updating to the new prefix and course name of: GC 340 - Motion Graphics Software. Name and prefix change reflective of Major and Program name.

2. Is this **New** related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*
   Does not affect any other program

3. Is this course to be considered for Pitt State Pathway? **No**
   If "yes," this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate. Completion of the Pitt State Pathway Course Approval form will also need to be submitted.

4. Will this course be required of any education majors? **No**
   If "yes," this requirement will need to have the approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

5. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?
   None

6. Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? **No**
   Explain:

7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
   If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.

8. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus: **Attach with upload.**

9. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus: **Attach with upload.**

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:	Web and Motion Graphics	Motion Graphics Software
Course Number:	GIT 323	GC 340
Credits:	3	3
Grading System:	A-F, IN ☑ IP ☐ P/F ☐	A-F, IN ☑ IP ☐ P/F ☐
Pre/Co-Requisite(s):	None	None
Course Description	Techniques and procedures for applying the principles of animation to produce 2D animated projects using motion graphics software for web and digital media outputs.	Techniques and procedures for applying the principles of animation to produce 2D animated projects using motion graphics software for web and digital media outputs.

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 3/6/23 Signature, Chairperson: Andrew M Klesha

-Approved: College Curriculum Committee

Date: 4/09/2023 Signature, Committee Chair: PE

-Approved: Dean of College

Date: 4/12/2023 Signature, Dean:

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: _____ Signature, Committee Chair: Janet Zepernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

Course: GC 340 Motion Graphics Software
3 credit hours – 23WF

Instructor
Jason Reid. Associate Professor, Graphic Communications

Office
Room E201C, Kansas Technology Center

Office Phone
620-235-4417

Office E-mail:
jreid@pittstate.edu

Office Hours:

- Monday: 10am – 12am
- Tuesday: 8am – 10am, 2pm – 3pm
- Wednesday: 10am – 12am
- Thursday: 8am – 10am, 2pm – 3pm
- Friday: By Appointment

Class Schedule
Monday & Wednesday 2:00pm - 3:40pm

Catalog Description
Techniques and procedures for applying the principles of animation to produce 2D animated projects using motion graphics software for web and digital media outputs.

Course Objectives
Students will:

1. Prepare artwork using vector-based software.
2. Apply graphic design concepts for print and electronic media output.
3. Produce projects using web-based software.
4. Create multimedia projects using the appropriate software.

Students will be able to

- Analyze and construct storyboards and design boards.
- Use explain and apply motion design constructs and its relationship to the web and digital media output.
- Explain and apply the principles of animation.
- Evaluate and discuss motion design critique.

- Analyze and construct engaging animated motion design projects using motion design software.

Module Topics

1. Adobe After Effects
2. Motion Design
3. Animation Principles
4. Image Making
5. Concept Development
6. Animated Web Banners
7. Story Boards
8. Design Boards
9. Cinematic Conventions
10. Postproduction & Editing
11. Adding Video to Web Pages

- *Modules and Assignments may be modified by instructor at any time throughout the semester.*

Course Delivery Methods:
This is a face-to-face project-based course. Assignments and projects will be used to enhance student learning. Course content and assignments will be made available in Canvas.

Student Assessment:
Student learning will be assessed using the following system.

- **10%** Attendance/Participation
  - Attendance is required throughout the semester and is automatically assigned when attendance is taken before the start of class.
- **40%** Assignments
  - A variety of project-based assignments both in-class and outside class create spaces for learning the course objectives.
- **50%** Mid Semester & Final Project
  - A Final Project that incorporates the course objectives would be completed and presented by students.

Grading Scale:

A	90 – 100 %
B	80 – 89 %
C	70 – 79 %

D 60 – 69 %
F below 60

Academic Policies and Procedures:
For specific information regarding academic policies and procedures, please refer to the PSU Syllabus Supplement. This document is available on Canvas for this course or at https://www.pittstate.edu/registrar/syllabus-supplement.html

Additional information specific to this course is included below.

Academic Integrity Policy:
Academic dishonesty by a student is defined as unethical activity associated with course work or grades. Since the violation of academic honesty strikes at the heart of the education process, it is subject to the severest sanctions. For a full copy of this policy, see Article 30, Academic Misconduct at https://www.pittstate.edu/registrar/catalog/current/student-rights-and-responsibilities.html

Student Rights and Responsibilities:
For specific information regarding Student Rights and Responsibilities, please refer to the PSU Code of Student Rights and Responsibilities. This document is available at https://studentlife.pittstate.edu/code-of-student-rights-and-responsiblities.html

Please note Article 34 section 5 regarding Student Conduct. Students violating the Prohibited Conduct may be removed from the classroom and/or removed from the class for violating this code.

Attendance & Absences:
The attendance policy for this class will be:

- Students are expected to attend each class period assigned, be on time and leave on time.
- Students are responsible for requesting materials due to any absence.
- Assignments missed due to an absence may be made up at a time agreed upon by instructor and student.
- Excessive absences will be discussed with the student and may lead to the student being withdrawn from the course.

Inclement Weather:

In the event the university closes due to inclement weather, there will be no in-person or online instruction during the class time. In-class activities will resume once the campus re-opens. Activities normally scheduled online will still be available and have the same deadlines.

Students are expected to use their best judgment as to whether they can travel safely to attend class.

Class Procedures:
Students are to work in a safe and responsible manner.

Please be respectful of other students regarding cell phone or laptop use during class time. Please avoid use of cell phones and laptops during class activities.

GIT equipment is for class use only. Personal projects may not be run without prior approval of the instructor. Any work beyond classwork activities will be billed to the student.

Incomplete Grades:
Due dates will be assigned. I will accept late work, however, there will be a date listed on Canvas as the final day I will accept work. I will not accept work after this date unless prior arrangements have been made.

Barring extenuating circumstances and without prior approval of the instructor, "Incomplete" grades will not be assigned for this course.

Students with Special Needs:
According to the Americans with Disabilities Act, it is the responsibility of the student with a disability to notify the University of his/her disability and special needs accommodation. Accommodations WILL NOT be provided without prior notification by the appropriate University office. See the Syllabus Supplement for University resources.

Content Sharing
Your course work, likeness, and/or names may be used for display purposes either on campus or online. If you would not like your work displayed on campus or online, please notify me in writing that you would not like your work, likeness, and/or names displayed or shared.

Faculty Senate Course Form

Effective Date: Fall 2023 Submission Date: 3/3/23

Department: Graphic Communications - TWL College of: Technology

Contact Person: Dr. Andrew Klenke Chair

Course: **New**

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation," to allow for review and questions. Any modifications should be saved as "original file name. v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and send to your College Admin.

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1. Purpose/Justification for **New** to Course:
   GIT 334 - 3D Graphics will be updating to the new prefix and course name of: GC 341 - 3D Graphics Software. Name and prefix change reflective of Major and Program name.

2. Is this **New** related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*
   Does not affect any other program

3. Is this course to be considered for Pitt State Pathway? **No**
   If "yes," this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate. Completion of the Pitt State Pathway Course Approval form will also need to be submitted.

4. Will this course be required of any education majors? **No**
   If "yes," this requirement will need to have the approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

5. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?
   None

6. Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? **No**
   Explain:

7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
   If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.

8. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus: **Attach with upload.**

9. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus: **Attach with upload**.

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:	3D Graphics	3D Graphics Software
Course Number:	GIT 334	GC 341
Credits:	3	3
Grading System:	A-F, IN ☑ IP ☐ P/F ☐	A-F, IN ☑ IP ☐ P/F ☐
Pre/Co-Requisite(s):	None	None
Course Description	Introduction to 3D modeling and scanning.	Fundamentals of 3D modeling, texturing, lighting, and rendering. Exploration of the principles of animation and visual storytelling in three-dimensional virtual environments.

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 3/6/23 Signature, Chairperson: Andrew M Klenke

-Approved: College Curriculum Committee

Date: 4/09/23 Signature, Committee Chair: PE

-Approved: Dean of College

Date: 4/12/2023 Signature, Dean:

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: _____ Signature, Committee Chair: Janet Zepernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

GC 341 3D Graphics Software, 3 credit hrs
12:00 1:40 T, TH KTC S.222

- Jason Ward
- Office S. 222a.
- Hours 12:00 - 2:00 T, TH
  9:00 - 10:00 M, W
  9:00 - 1:00 F
- Phone 620-235-4423, cell 620-704-4194
- jward@pittstate.edu

Course description:
Fundamentals of 3D modeling, texturing, lighting, and rendering. Exploration of the principles of animation and visual storytelling in three-dimensional virtual environments.. May be taken for honors.

Course Objectives:

1. Provide the student an opportunity to learn and use Autodesk 3d Studio Max, and 3d support software.
2. Provide the student a graphic design introduction to creating, modeling, and animating in 3D.
3. Provide the student an opportunity to render 2D still images and animations with a virtual camera.

Primary Software: Autodesk 3d Studio Max Animation Suite,
Secondary Software: Autodesk Character Generator, Autodesk Mudbox, Autodesk Motion Builder.

Required Resource's: Inlearning, linkedin, account. Students are required to have an Inlearning membership on February 13th for one month that will cost $40. This can be used as a resource in all GIT classes and gen ed classes. This is the only expense for this course.

Course Requirements:

1. Students must supply their own learning resource (Inlearning account), and storage media to store work for this class. Work left on the lab computers should be backed-up on the server or other appropriate media. Computers are maintained by university personnel and may be rewritten at any time. Back up and save often.
2. Regular attendance is expected according to university standards. Students will be dropped after 8 absences. Student's grade will be affected after 5 absences (grade B or lower). 3 tardies (late or early) equal 1 absence. University attendance standards can be affected by CORVIS – 19 protocol. The PSU COVID web page is at The PSU COVID information can be found at https://www.pittstate.edu/office/health-services/coronavirus/index.html
3. Students should notify the instructor by phone or e-mail if they are going to be absent. Students showing signs of illness, fever, or not following COVID protocol will be asked to leave.

4. All students will be required to use Canvas software.
5. All students should prepare for off campus learning. Have access to a computer graphics software, and Zoom virtual meeting software.
6. All completed assignments/projects must be handed in as directed by the instructor, and will be graded on the inclusion of the required elements outlined for the project, as well as content.
7. Weekly points will be given for attendance, quizzes, research projects, and documenting skills. Excessive absences will lower your grade.
8. The final grade project will encompass all of the elements and skills learned to date, it is due the Friday before dead week (April 28th). The final exam will be a class reflections video / slideshow explaining your 3d Graphics experience. No work will be accepted after dead week except the reflections final project.

Course Outcomes:

Students completing this course will be able to do the following:

1. Import and create 3d models in 3D Max.
2. Manipulate & animate models in 3D Max.
3. Render still images and animations from 3D Max.
4. Reflect on the semester's 3D experience.

Academic Misconduct:

The PSU catalog reads: "Academic misconduct by a student shall include, but not be limited to, giving or receiving of unauthorized aid on examinations or in the preparation of notebooks, themes, reports, or other assignments, or knowingly misrepresenting the source of any academic work. An instructor may, with due notice to the student, treat unsatisfactory any student work which is a product of academic misconduct."

Therefore, using any previous work or copying any current work will be treated as academic misconduct and dealt with accordingly. If any two or more exact copies of any assignment are submitted, both assignments will receive a grade of zero. Protect your work.

Disability Statement:

The Equal Opportunity/ Affirmative Action Office administers accommodations for faculty, staff and students with disabilities. To arrange for an accommodation fill out the "Request for Accommodation" form and deliver it to the EO Office Located in room 213 Russ Hall. Phone 620-235-4390. https://www.pittstate.edu/office/center-for-student-accommodations/index.html.

Inclement Weather:

If travel is hazardous or unsafe students will be excused from class. Check the PSU website for more information on inclement weather policies: https://www.pittstate.edu/president/policies/inclement-weather-policy-for-university-employees.html

Syllabus Supplement: More information on weather, disabilities, grades, and important university dates can be found in the syllabus supplement located at: https://www.pittstate.edu/registrar/_files/documents/syllabus-supplement-fall-2019-updated-5-1-19.pdf

Grading Policies:

1. It is the sole responsibility of the student to discuss and rectify questions regarding assignments and grades. It is very dangerous to rely on second-hand information in regard to project requirements, which determine grades. Specific grade questions are to be addressed on a one-to-one basis with the instructor as soon as possible. All grades will be posted on Canvas.

2. Individual project assignments will have their grades based on proficiency demonstrated by: (a) creative solution and application of work compared to project instructions, and (b) technical execution, or how well the assignment was completed.

3. Reading assignments, Inlearing courses, quizzes, and attendance points will be given weekly.

4. Midterm Grades are due March 13th.

Grading Scale:

A (90-100)	Exemplary work from design through presentation. Meets all requirements.
B (80-89)	Very good work, would not take much to be best work.
C (70-79	Not bad, can definitely be improved.
D (60-69)	Sub-par, cannot be improved without being redone.
F (0-59)	Work not turned in, or academically and/or socially insulting to the viewer

Projects:

Due on dates designated by instructor. Projects turned in late will be penalized one letter grade. Projects will have a set of required elements, which must be demonstrated in the presentation of the project. Grading will be based on the inclusion of each of the elements as well as content and presentation. Final Projects will be presented in front of the class. 3d graphic design project list and due dates (dates are subject to change):

- 3d model search
- 3d capture project
- 3d texture & materials project
- 3d lighting & animation design project
- 3d rendered poster project
- Job research project
- Reflections final video

Faculty Senate Course Form

Effective Date: Fall 2023 Submission Date: 3/3/23

Department: Graphic Communications - TWL College of: Technology

Contact Person: Dr. Andrew Klenke Chair

Course: **New**

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation," to allow for review and questions. Any modifications should be saved as "original file name. v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and send to your College Admin.

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1. Purpose/Justification for **New** to Course:

   GIT 342 - Print File Preparation and Preflighting will be updating to the new prefix and course name of: GC 342 - Print File Preparation and Preflighting. Name and prefix change reflective of Major and Program name.

2. Is this **New** related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

   Does not affect any other program

3. Is this course to be considered for Pitt State Pathway? **No**

   If "yes," this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate. Completion of the Pitt State Pathway Course Approval form will also need to be submitted.

4. Will this course be required of any education majors? **No**

   If "yes," this requirement will need to have the approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

5. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?

   None

6. Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? **No**

   Explain:

7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
   If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.

8. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus: **Attach with upload.**

9. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus: **Attach with upload**.

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:	Print File Preparation and Preflighting	Print File Preparation and Preflighting
Course Number:	GIT 342	GC 342
Credits:	3	3
Grading System:	A-F, IN ☑ IP ☐ P/F ☐	A-F, IN ☑ IP ☐ P/F ☐
Pre/Co-Requisite(s):	GIT 100 Introduction to Graphics Technologies GIT 141 Vector Based Graphics GIT 142 Raster Graphics Software GIT 230 Graphic Design GIT 240 Page Layout Software	GC 100 Introduction to Graphic Communications GC 141 Illustration Software GC 142 Photo Editing Software GC 230 Graphic Design Fundamentals GC 240 Page Layout Software
Course Description	Determining proper workflow techniques from file generation to print production. Emphasis is placed on troubleshooting and managing files as well as determining proper file structure based on the required output.	Determining proper workflow techniques from file generation to print production. Emphasis is placed on troubleshooting and managing files as well as determining proper file structure based on the required output.

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 3/6/23 Signature, Chairperson: Andrew M Klesha

-Approved: College Curriculum Committee

Date: 4/09/2023 Signature, Committee Chair: PE

-Approved: Dean of College

Date: 4/12/2023 Signature, Dean:

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: _____ Signature, Committee Chair: Janet Zepernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

GC 342 PRINT FILE PREPARATION & PREFLIGHTING

SP23 • MW 10:00–11:40 a.m. • Kansas Technology Center - E104

Paulina Scholes • pscholes@pittstate.edu
620-235-4035 • 125 Whitesitt
Office Hours: M-F 8:00-4:30

PREREQUISITES

GC 100 Introduction to Graphic Communications
GC 141 Illustration Software
GC 142 Photo Editing Software
GC 230 Graphic Design Fundamentals
GC 240 Page Layout Software

COURSE DESCRIPTION

Determining proper workflow techniques from file generation to print production. Emphasis is placed on troubleshooting and managing files as well as determining proper file structure based on the required output.

STATEMENT OF THE COURSE

The goal of this class is to produce digital files that are free of errors and on-time. Inaccurate output can create alteration costs and delays. With the information provided, I hope to help you avoid many of the common problems found in digital files.

OBJECTIVES

Upon completion of this class, the student will be able to:

- Impose digital files for output
- Prepare analog and digital proofs
- Explain color separations and workflow systems
- Identify & repair problems relating to raster and vector images
- Identify & repair problems relating to page layout applications
- Produce print-ready PDF files
- Identify proper file formats for various situations
- Identify proper color modes for various situations
- Output files without errors
- Package InDesign files
- Identify proper usage of fonts including the understanding of EULA's and differences in types of fonts as they pertain to print production
- Define proper copyright usage as it pertains to design work
- Identify proper resolution of input and output images
- Set up a custom preflight profile in Adobe InDesign

INSTRUCTIONAL METHODS
The primary instructional methods will be Powerpoint presentations, lecture, and hands on projects/assignments.

TEXTBOOK
There is no textbook required for this course, however, the following book is a great reference for all things print production.

A Guide to Graphic Print Production (Third Edition)
by Kaj Johansson, Peter Lundberg, and Robert Ryberg
ISBN-13: 978-0470907924

STUDENT ASSESSMENT
There will be projects covering all areas. The major part of the projects will be over the discussions and experiences covered in the lecture and lab sessions. Make-up projects or extra credit will not be available, except under extreme circumstances. Please contact the instructor PRIOR to missing a project or quiz in order to make it up. An all essay test may be given under these circumstances.

PROJECTS
The lab projects will provide the student with experience in analyzing, repairing, and imposing files. Most projects will be individual based, while some may be team based. These projects will take shape as the semester unfolds according to the progress of the class.

GRADING
Attendance/Participation – 10%
Projects/Assignments – 70%
Mid-Term and Final Exam combined – 20%
Missing any deadline will result in you falling behind and will inhibit your learning experience in this course. Please contact the instructor PRIOR to missing class in order arrange an acceptable time to make up an assignment. Students must complete the mid-term on the date it is assigned. Failure to attend class for the mid-term will result in a grade of zero. **No late work will be accepted in this course unless instructor and student discuss BEFORE the due date.**

GRADING SCALE
A 100-90 excellent work
B 89-80 very good work
C 79-70 average work
D 69-60 below average work
F 59-0 failure to accomplish or turn in the required work

ATTENDANCE POLICY
Students are expected to attend each class period. Five (5) absences are considered excessive and the student may be withdrawn from the course. Please arrive on-time. Students are responsible for materials and information missed due to any absence.

DISABILITIES ACCOMMODATIONS
See Syllabus>Student Support Services>Services for Students with Learning and Physical Disabilities section in Canvas.

ACADEMIC INTEGRITY
See Syllabus>Pittsburg State Policies>Academic Integrity section in Canvas.

GENERAL CLASSROOM RULES/NOTIFICATIONS
1. Assignments done on any computer other than the lab computer is at the students own risk and responsibility.
2. Please remove headphones during lectures. You may use them while working on projects.
3. Please be respectful of others and silence your cellphone during class.
4. No food or drinks on the computer desks (beverages may be placed on the middle desks).
5. No tobacco or tobacco substitutes (vapor/e-cigarettes).
6. Log off of your computer (Canvas & Adobe) before you leave class.
7. GIT is not responsible for lost files. Save files to your Office 365 cloud storage or USB device. Any document not properly filed may be deleted from the lab computer.
8. Report any problem with a computer to the instructor; please do not try to fix it yourself.

RECOMMENDED EQUIPMENT
USB storage device (flash or thumb drive) to save and transfer files. PSU also provides Office 365 storage for students.

Faculty Senate Course Form

Effective Date: Fall 2023 Submission Date: 3/3/23

Department: Graphic Communications - TWL College of: Technology

Contact Person: Dr. Andrew Klenke Chair

Course: **New**

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation," to allow for review and questions. Any modifications should be saved as "original file name. v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and send to your College Admin.

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1. Purpose/Justification for **New** to Course:

   GIT 231 - Audio/Video Software will be updating to the new prefix and course name of: GC 343 - Audio/Video Software. Name and prefix change reflective of Major and Program name.

2. Is this **New** related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

   Does not affect any other programs.

3. Is this course to be considered for Pitt State Pathway? **No**

   If "yes," this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate. Completion of the Pitt State Pathway Course Approval form will also need to be submitted.

4. Will this course be required of any education majors? **No**

   If "yes," this requirement will need to have the approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

5. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?

   None

6. Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? **No**

   Explain:

7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
   If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.

8. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus: **Attach with upload.**

9. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus: **Attach with upload**.

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:	Audio/Video Software	Audio/Video Software
Course Number:	GIT 231	GC 343
Credits:	3	3
Grading System:	A-F, IN ☑ IP ☐ P/F ☐	A-F, IN ☑ IP ☐ P/F ☐
Pre/Co-Requisite(s):	None	None
Course Description	Audio and visual composition techniques and procedures utilizing audio and video software.	Audio and visual composition techniques and procedures utilizing audio and video software.

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 3/6/23 Signature, Chairperson: Andrew M Klenke

-Approved: College Curriculum Committee

Date: 4/09/2023 Signature, Committee Chair: PE

-Approved: Dean of College

Date: 4/12/2023 Signature, Dean:

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: _____ Signature, Committee Chair: Janet Zopernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

GC 343

02 TTH|Noon-1:40p

Audio/Video Software

Pittsburg State University

Kansas Technology Center
E210

J. Rocky Restivo
Associate Professor

Course Description:
Audio and visual composition techniques and procedures utilizing audio and video software. May be taken for honors.

Instructor:
J. Rocky Restivo
Office E 201b,
Hours:

See Canvas for hours and to make appointments.

Email / iMessage / FaceTime: jrestivo@pittstate.edu
Facebook / Facebook Messenger: facebook.com/prorockyr
Phone: 620-235-4422

Objectives:
Upon completion of this class, the student will be able to:

- Provide the student an opportunity to learn and use audio/video software.
- Provide the student a introduction to editing video, animating, and rendering using Adobe CC software.
- Provide the student an opportunity to develop effects to produce high definition digital video.

Textbook:
This course is Zero Text Cost

Primary Software:
Adobe Premiere Pro CC, Photoshop CC, AfterEffects, and Adobe Audition.

Course Requirements:
1. Students must supply their own back up storage media to store work for this class. Work left on the lab computers should be backed-up on other appropriate media. Computers are maintained by university personnel and may be rewritten at any time. Back up and save often.
2. Regular attendance is expected according to university standards.
3. Students should notify the instructor by e-mail if they are going to be absent due to illness. Students showing signs of illness may be asked to leave.
4. All students will be required to use Canvas education software.
5. All students will be required to have an active YouTube account.
6. All completed assignments/projects must be turned in as directed by the instructor, and will be graded on the inclusion of the required elements outlined for the project, as well as content.
7. The final grade project will encompass all of the elements and skills learned to date.

Course Outcomes:
Students completing this course will be able to do the following:
1. Use Adobe CC audio video software.
2. Manipulate and edit audio, video, graphics, and text.
3. Export high definition audio, video to media.

Instructional Methods:
The primary instructional methods will be PowerPoint presentations, demonstrations, lecture, and hands on activities. The nature of audio and visual software is to be very hands on, so the majority of the activities will require the student to create content demonstrating a certain technique. However written assignments and quizzes will be administered throughout the semester.

Student Assessment:
The student(s) will be graded on various written assignments, hands on assignments, and attendance throughout the semester. Point values are assigned to each assignment or test and the earned points are cumulated at the end of the semester and divided by the points possible to yield a final grade.

Points are earned by:
Attendance/Participation
Written Assignments
Projects
Peer Reviews

Projects:
Due dates designated by instructor. Projects turned in late will **NOT** be accepted. Projects will be submitted via. YouTube links, Google Drive or directly through Canvas**.** Projects will **NOT** be accepted by e-mail or direct file transfer. Projects will have a set of required elements, which must be demonstrated in the presentation of the project. Grading will be based on the inclusion of each of the elements as well as content and presentation.

- Digital video project 1
- Digital video project 2
- Digital video project 3
- Digital audio project 1
- Digital audio project 2
- AfterEffects project 1
- AfterEffects project 2
- Final composite project (Final Due at 2:20pm, Thursday, May 11 2023)

Attendance Policy:
- It is the responsibility of each student to attend each class period. Attendance will make up 100 points of your final grade. Excused absences will be considered on a case-by-case basis and will not be favorably considered if the instructor was not notified prior to the class. Excused absences will only be allowed for school sanctioned events and only if the guidelines as outlined in the University-Sponsored Student Activities policy are followed.
- Early Arrival/Departure Policy: Please don't be late but do come to class even if you are. If you do come late or you leave early you will only receive 70% of that days attendance points.

Grading Scale:
A 100-90 Excellent Work
B 89-80 Very Good Work
C 79-70 Average Work
D 69-60 Below Average Work
F 59-0 Failure to accomplish or turn in the required work

Academic Misconduct:
Pittsburg State University expects students to adhere to a strict code of academic honesty. Students should learn in an environment of integrity, free from the intrusion of any kind of dishonest conduct. Any of the following activities constitute violations of academic honesty unless expressly authorized in advance by the instructor:
- Cheating includes the intentional giving, receiving or use (or attempts thereof) of any assistance, including notes, coping, or prior knowledge of examination materials.
- Plagiarism includes intentionally or knowingly representing the words, ideas, images or computer files of another as one's own in an academic exercise.
- Fabrication includes the intentional falsification or invention of any information.
- Collusion includes any secret agreement among students who participate in any academically dishonest activity.
A minimum penalty for all forms of academic dishonesty is to receive a zero for the paper, assignment or test on which the violation occurred. Instructors reserve the right to choose a more stringent course of action.

Notice of Non-Discrimination:
Pittsburg State University is committed to a policy of educational equity. Accordingly, the University admits students, grants financial aid and scholarships, conducts all educational programs, activities, and employment practices without regard to race, color, religion, sex, national origin, sexual orientation, age, marital status, ancestry or disabilities. Any person having inquiries concerning the University compliance with regulations implementing Title VI, Title IX, Section 503, Section 504, and A.D.A. is directed to contact Jamie Jones, Director of Equal Opportunity, 218 Russ Hall, Pittsburg State University, Pittsburg, KS 66762, telephone 620-235-4189. Ms. Jones has been designated by the University to coordinate the institution's compliance with regulations implementing Title VI, Title IX, Section 503, Section 504, and A.D.A.

Student Organizations:
- The Iota Chapter of the Gamma Epsilon Tau (GET) is a national graphic arts honorary society limited to students majoring in the Graphics and Imaging Technologies department who have completed 12 credit hours of GIT courses, 45 credit hours overall, and maintain a 3.25 GPA. Membership into GET is by invitation only. Attendance in GET activities is required to maintain membership. Activities of this group are of service to the department.
- The Graphic Arts Club brings students together through extracurricular activities that enhance the academic experience. The Graphic Arts Club is open to any student in any major attending PSU. Club activities may include field trips, symposiums, service to the department and fund raising for the club.

Special Concerns:
Any student who, because of a disabling condition, may require some special arrangements in order to meet course requirements should contact me as soon as possible to make necessary accommodations. You are also encouraged to contact the Center for Student Accommodations at (620) 235-4309 or stop by 213 Russ Hall. The Student Success Center is located at 113 Axe Library.

Syllabus Supplement:
More information on weather, disabilities, grades, and important university dates can be found in the syllabus supplement located
https://www.pittstate.edu/registrar/syllabus-supplement.html

Inclement Weather:
If travel is hazardous or unsafe students will be excused from class. Check the PSU website for more information on inclement weather policies: http://www.pittstate.edu/office/president/policies/canceling-classes.dot

Sharing:
Your course work, likeness, and/or names may be used for display purposes either on campus or online. If you would not like any of your work displayed for public consumption, please notify me in writing that you would not like your work displayed or shared.

Classroom/lab rules:

1. Turn cell phones, mp3 players, iPads or any other electronics to silent before class begins. (Insulin Pumps are fine.)
2. No headphones allowed during lecture but are required for editing any media that includes audio.
3. Playing on electronics (cell phone, tablet, laptop etc) during class is not allowed.
4. Using your desktop computer for anything other than classwork during classtime is not allowed. (Example: Facebook, Surfing the Web etc.)
5. Leave the class room if you must take a call.
6. By State Law[1]: No tobacco, smokeless tobacco or vapor/e-cigarettes allowed.
7. Do not alter the desktop or any of the System Preferences on your computer.
8. All files must be saved in the appropriate GIT student folder and backed up on a device of your choice. GIT is not responsible for lost files and your grade could be affected accordingly.
9. Any document not properly filed will possibly be deleted.
10. Report any problem with a computer to the Instructor, do not try to fix it yourself.
11. Students take responsibility for their own equipment. (Cameras, laptops, tablets brought from home.)
12. Mobile Messinging during lectures is not allowed. This includes but not limited to: e-mail, iMessage, SMS/Texting, Facebook Messenger, SnapChat, Zoom...)

1 KSA 21-6109

Faculty Senate Course Form

Effective Date: Fall 2023 Submission Date: 3/3/23

Department: Graphic Communications - TWL College of: Technology

Contact Person: Dr. Andrew Klenke Chair

Course: **New**

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation," to allow for review and questions. Any modifications should be saved as "original file name. v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and send to your College Admin.

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1. Purpose/Justification for **New** to Course:
   GIT 350 - Printing Technologies will be updating to the new prefix and course name of: GC 350 - Printing Technologies. Name and prefix change reflective of Major and Program name.

2. Is this **New** related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*
   Does not affect any other program

3. Is this course to be considered for Pitt State Pathway? **No**
   If "yes," this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate. Completion of the Pitt State Pathway Course Approval form will also need to be submitted.

4. Will this course be required of any education majors? **No**
   If "yes," this requirement will need to have the approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

5. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?
   None

6. Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? **No**
   Explain:

7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.

8. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus: **Attach with upload.**

9. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus: **Attach with upload.**

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:	Printing Technologies	Printing Technologies
Course Number:	GIT 350	GC 350
Credits:	3	3
Grading System:	A-F, IN ☑ IP ☐ P/F ☐	A-F, IN ☑ IP ☐ P/F ☐
Pre/Co-Requisite(s):	None	None
Course Description	Fundamental characteristics, uses and operational procedures of traditional and digital printing equipment including image conversion and press layout, post-press operations, inks, and substrates.	Characteristics of reproduction of major printing technologies. Quality control and color management as they relate to press operation.

PSU Faculty Senate 22-23

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 3/6/23 Signature, Chairperson: Andrew M Klesha

-Approved: College Curriculum Committee

Date: 4/09/2023 Signature, Committee Chair: PE

-Approved: Dean of College

Date: 4/12/2023 Signature, Dean:

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: _____ Signature, Committee Chair: Janet Zopernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

Course: GC 350 Printing Technologies

23WF - 3 credit hours

E106 Print Lab

Instructor: Doug Younger, Ed.D. Professor, Graphic Communications

Office: Room E116, GIT Department Office, Kansas Technology Center

Office Phone: 620-235-4420

Office E-mail: dyounger@pittstate.edu (I usually respond quickest to e-mails or Canvas messages.)

Office Hours: Office Hours by appointment when I am not in class or have meetings.

Class Schedule: TT 8:00-9:40 & 12:00-1:40

Catalog Description: Characteristics of reproduction of major printing technologies. Quality control and color management as they relate to press operation.

Student Required Resources: There is no textbook required for this course. A calculator or cell phone with calculator capabilities is recommended. Any recommended resources will be posted on Canvas. Tools or other materials will be supplied during the class.

Course Objectives: Upon completion of GC 350 Printing Technologies, the student will:

1. Describe common safety issues found in the print production area.
2. Compare fundamental characteristics of major traditional printing processes.
3. Compare fundamental characteristics of digital printing processes.
4. Operate post-press equipment.

Course Instruction Methods: This is a face-to-face laboratory course. Assignments and lab projects will be used to enhance student learning. Written exams will be used to check for student understanding. Course content and assignments will be made available on CANVAS.

Student Assessment: Student learning will be assessed using the following system.

1. Lab Projects/Demonstrations: - various points per assignment (60% of total grade)

There will be a variety of lab projects and demonstrations during the class. Points will be given for each project or demonstration. Lab work should be submitted as projects are completed. There will be a day listed as the final day I will accept late work.

2. Homework/Online Assignments: - various points per assignment (20% of total grade)

Homework assignments will be available on Canvas. Due dates will be given. Homework not submitted by the final due date will result in a zero grade for the assignment. Barring extenuating circumstances, late work will not be accepted.

3. Exams: - approximately 100 points per exam (20% of total grade)

There will be two written exams: the first at Mid-Term covering the information from the first half of the semester, the second during Finals Week covering the information from the second half of the semester. Exams will be conducted on Canvas. Each exam will be worth 100 points toward the total points possible.

Grading Scale:

A	90 – 100 %	of total points possible
B	80 – 89 %	
C	70 – 79 %	
D	60 – 69 %	
F	below 60	

Due to the extreme circumstances of COVID, this syllabus and the course delivery are subject to change at any time throughout the semester.

Academic Policies and Procedures: For specific information regarding academic policies and procedures, please refer to the PSU Syllabus Supplement. This document is available on Canvas for this course or at https://www.pittstate.edu/registrar/syllabus-supplement.html

Additional information specific to this course is included below.

Academic Integrity Policy: Academic dishonesty by a student is defined as unethical activity associated with course work or grades. Since the violation of academic honesty strikes at the heart of the education process, it is subject to the severest sanctions. For a full copy of this policy, see Article 30, Academic Misconduct at https://www.pittstate.edu/registrar/catalog/current/student-rights-and-responsibilities.html

Student Rights and Responsibilities: For specific information regarding Student Rights and Responsibilities, please refer to the PSU Code of Student Rights and Responsibilities. This document is available at https://studentlife.pittstate.edu/code-of-student-rights-and-responsiblities.html#undefined34

Please note Article 34 section 5 regarding Student Conduct. Students violating the Prohibited Conduct may be removed from the classroom and/or removed from the class for violating this code.

Attendance & Absences: The attendance policy for this class will be:

- Students are expected to attend each class period assigned, be on time and leave on time.
- Students are responsible for requesting materials due to any absence.
- Lab activities missed due to an absence may be made up at a time agreed upon by instructor and student.
- Excessive absences will be discussed with the student and may lead to the student being withdrawn from the course.
- Follow current COVID guidelines.

Inclement Weather: In the event the university closes due to inclement weather, there will be no in-person or online instruction during the class time. In-class activities will resume once the campus re-opens. Activities normally scheduled online will still be available and have the same deadlines.

Students are expected to use their best judgment as to whether they are able to travel safely to attend class.

Class Procedures: Students are to work in a safe and responsible manner. Failure to do so will result in the student being denied permission to work on equipment and subsequent lowering of the student's grade. Due to the potentially hazardous nature of the equipment in the press area, the press lab will only be available outside of class time at the discretion of the instructor.

Students are not allowed to operate any equipment unless in the presence of another student or instructor in the lab.

Food and drinks will be allowed in the E107 classroom or E106 lab as long as there is no trash left behind and it is not a distraction to the class.

Please be respectful of other students regarding cell phone or laptop use during class time. Please avoid use of cell phones and laptops during lab activities.

GIT equipment is for class use only. Personal projects may not be run without prior approval of the instructor. Any work beyond classwork activities will be billed to the student.

Incomplete Grades: Due dates will be assigned. I will accept late work, however, there will be a date listed on Canvas as the final day I will accept work. I will not accept work after this date unless prior arrangements have been made.

Barring extenuating circumstances and without prior approval of the instructor, "Incomplete" grades will not be assigned for this course.

Students with Special Needs: According to the Americans with Disabilities Act, it is the responsibility of the student with a disability to notify the University of his/her disability and special needs accommodation. Accommodations WILL NOT be provided without prior notification by the appropriate University office. See the Syllabus Supplement for University resources.

Weapons and Concealed Carry Policy: Weapons must be COMPLETELY CONCEALED and WITHIN YOUR CONTROL at ALL times. See the Syllabus Supplement for the complete University policy on Weapons and Concealed Carry policies.

Due to the extreme circumstances of COVID, this syllabus and the course delivery are subject to change at any time throughout the semester.

TENTATIVE SCHEDULE (subject to change – notice of changes will be given on Canvas)

Week 1	Introduction
Week 2	Lab
Week 3	Lab
Week 4	Lab
Week 5	Lab
Week 6	Lab
Week 7	Lab
Week 8	Lab, Mid-term Exam
Week 9	Lab
Week 10	Lab
Week 11	Lab
Week 12	Lab
Week 13	Lab

Due to the extreme circumstances of COVID, this syllabus and the course delivery are subject to change at any time throughout the semester.

Week 14	Lab
Week 15	Lab
Week 16	Lab
Week 17	Final Exam

Due to the extreme circumstances of COVID, this syllabus and the course delivery are subject to change at any time throughout the semester.

Faculty Senate Course Form

Effective Date: Fall 2023 Submission Date: 3/3/23

Department: Graphic Communications - TWL College of: Technology

Contact Person: Dr. Andrew Klenke Chair

Course: **New**

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation," to allow for review and questions. Any modifications should be saved as "original file name. v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and send to your College Admin.

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1. Purpose/Justification for **New** to Course:

   GIT 352 - Letterpress Printing will be updating to the new prefix and course name of: GC 352 - Letterpress Printing. Name and prefix change reflective of Major and Program name.

2. Is this **New** related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

   Does not affect any other program

3. Is this course to be considered for Pitt State Pathway? **No**

   If "yes," this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate. Completion of the Pitt State Pathway Course Approval form will also need to be submitted.

4. Will this course be required of any education majors? **No**

   If "yes," this requirement will need to have the approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

5. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?

   None

6. Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? **No**

   Explain:

7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
   If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.

8. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus: **Attach with upload.**

9. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus: **Attach with upload.**

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:	Letterpress Printing	Letterpress Printing
Course Number:	GIT 352	GC 352
Credits:	1	1
Grading System:	A-F, IN ☑ IP ☐ P/F ☐	A-F, IN ☑ IP ☐ P/F ☐
Pre/Co-Requisite(s):	None	None
Course Description	Basic concepts of letterpress printing including the use of hand-fed and machine-fed letterpress printing equipment. Assembly of printing plates using wood type, metal type and photopolymer plate material.	Basic concepts of letterpress printing including the use of hand-fed and machine-fed letterpress printing equipment. Assembly of printing plates using wood type, metal type and photopolymer plate material.

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 3/6/23 Signature, Chairperson: Andrew M Kleeba

-Approved: College Curriculum Committee

Date: 4/09/2023 Signature, Committee Chair: PE

-Approved: Dean of College

Date: 4/12/2023 Signature, Dean:

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: _____ Signature, Committee Chair: Janet Zepernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

Course: **GC 352 Letterpress Printing** 1 credit hour 23WF

Instructor: Doug Younger, Ed.D.
Program Manager/Professor, Department of Graphics and Imaging Technologies, PSU

Office: Room E-116, Kansas Technology Center

Office Hours: 2:00-3:40 MW, 10:00-11:30 TTh, 1:00-4:30TTh, Friday by appointment.

Office Phone: 620.235.4420

Office E-mail: dyounger@pittstate.edu

Class Schedule: 8:00-9:40 MW, 10:00-11:40 MW 12:00-1:40 MW, 9:00-9:50 TTh. (So avoid these times for office hours.)

Catalog Description: Basic concepts of letterpress printing including the use of hand-fed and machine-fed letterpress printing equipment. Assembly of printing plates using wood type, metal type and photopolymer plate material.

Student Required Resources: No textbooks are required for this class. Any necessary tools or other materials will be supplied during the class.

Course Objectives: Upon completion of GC 352 Letterpress Printing, the student will be able to:

1. Assemble plates for letterpress printing using wood type, metal type or photopolymer plate material.
2. Produce printed products on hand-fed or machine-fed letterpress printing equipment.

Course Instruction Methods: This is a face-to-face course. Lectures and demonstrations will be used to present technical content. Lab projects will be used to enhance student learning. A written exam will be used to check for student understanding of the materials presented in class. Course materials will be made available on CANVAS.

Student Assessment: Students will be assessed according to the following criteria:

1. **Lab Projects (90% of the total grade)**

   Lab projects will consist of a variety of projects. Lab projects will be graded based upon meeting acceptable standards as listed in the rubrics. Lab cleanup and proper redistribution of type will be included as part of this grade.

2. **Final Exam (10% of the total grade)**

   The final exam will be a comprehensive written exam.

Grading Scale:

A	90 – 100 %	of total points possible
B	80 – 89 %	
C	70 – 79 %	
D	60 – 69 %	
F	below 60 %	

Academic Policies and Procedures: For specific information regarding academic policies and procedures, please refer to the PSU Syllabus Supplement. This document is available on Canvas for this course or at https://www.pittstate.edu/registrar/syllabus-supplement.html

Additional information specific to this course is included below or is listed on the Syllabus tab in Canvas.

Academic Integrity Policy: Academic dishonesty by a student is defined as unethical activity associated with course work or grades. Since the violation of academic honesty strikes at the heart of the education process, it is subject to the severest sanctions. For a full copy of this policy, see Article 30, Academic Misconduct at https://www.pittstate.edu/registrar/catalog/current/student-rights-and-responsibilities.html

Due to the extreme circumstances of COVID, this syllabus and the course delivery are subject to change at any time throughout the semester.

Student Rights and Responsibilities: For specific information regarding Student Rights and Responsibilities, please refer to the PSU Code of Student Rights and Responsibilities. This document is available at https://studentlife.pittstate.edu/code-of-student-rights-and-responsiblities.html#undefined34

Please note Article 34 section 5 regarding Student Conduct. Students violating the Prohibited Conduct may be removed from the classroom and/or removed from the class for violating this code.

Attendance & Absences: The attendance policy for this class will be

Students are expected to attend each class period assigned, be on time and leave on time.
Students are responsible for requesting materials due to any absence.
Lab activities missed due to an absence may be made up at a time agreed upon by instructor and student.
Excessive absences will be discussed with the student and may lead to the student being withdrawn from the course.
Follow current COVID guidelines.

Inclement Weather: Students are expected to use their best judgment as to whether they are able to travel safely to attend class in the event of inclement weather.

Class Procedures: Students are to work in a safe and responsible manner. Failure to do so will result in the student being denied permission to work on equipment and subsequent lowering of the student's grade.

Due to the potentially hazardous nature of the equipment in the press area, the press lab will only be available outside of class time at the discretion of the instructor.

Students are not allowed to operate any equipment unless in the presence of another student or instructor in the lab.

Food and drinks will be allowed in the E106 lab as long as there is no trash left behind and it is not a distraction to the class.

Please be respectful of other students regarding cell phone or laptop use during class time. Please avoid use of cell phones and laptops during lab activities.

GIT equipment is for class use only. Personal projects may not be run without prior approval of the instructor. Any work beyond classwork activities will be billed to the student.

Incomplete Grades: Due dates will be assigned. I will accept late work, however, there will be a date listed on Canvas as the final day I will accept work. I will not accept work after this date unless prior arrangements have been made.

Barring extenuating circumstances and without prior approval of the instructor, "Incomplete" grades will not be assigned for this course.

Students with Special Needs: According to the Americans with Disabilities Act, it is the responsibility of the student with a disability to notify the University of his/her disability and special needs accommodation. Accommodations WILL NOT be provided without prior notification by the appropriate University office. See the Syllabus Supplement for University resources.

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Due to the extreme circumstances of COVID, this syllabus and the course delivery are subject to change at any time throughout the semester.

Faculty Senate Course Form

Effective Date: Fall 2023 Submission Date: 3/3/23

Department: Graphic Communications - TWL College of: Technology

Contact Person: Dr. Andrew Klenke Chair

Course: **New**

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation," to allow for review and questions. Any modifications should be saved as "original file name. v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and send to your College Admin.

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1. Purpose/Justification for **New** to Course:
   GIT 355 - Specialty Graphics will be updating to the new prefix and course name of: GC 355 - Specialty Graphics. Name and prefix change reflective of Major and Program name.

2. Is this **New** related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*
   Does not affect any other program

3. Is this course to be considered for Pitt State Pathway? **No**
   If "yes," this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate. Completion of the Pitt State Pathway Course Approval form will also need to be submitted.

4. Will this course be required of any education majors? **No**
   If "yes," this requirement will need to have the approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

5. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?
   None

6. Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? **No**
   Explain:

7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
   If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.

8. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus: **Attach with upload.**

9. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus: **Attach with upload.**

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:	Specialty Graphics	Specialty Graphics
Course Number:	GIT 355	GC 355
Credits:	3	3
Grading System:	A-F, IN ☑ IP ☐ P/F ☐	A-F, IN ☑ IP ☐ P/F ☐
Pre/Co-Requisite(s):	GIT 100 Introduction to Graphics Technologies GIT 141 Vector Based Graphics	GC 100 Introduction to Graphic Communications GC 141 Illustration Software
Course Description	Screen printing, wide-format printing, pad printing and other specialty printing principles and applications. Digital file preparation and printing of projects.	Screen printing, wide-format printing, pad printing and other specialty printing principles and applications. Digital file preparation and printing of projects.

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 3/6/23 Signature, Chairperson: Andrew M Klesha

-Approved: College Curriculum Committee

Date: 4/09/2023 Signature, Committee Chair: PE

-Approved: Dean of College

Date: 4/12/2023 Signature, Dean:

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: _____ Signature, Committee Chair: Janet Zepernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

Course: GC 355 Specialty Graphics

23SP - 3 credit hours section 01 – 2:00 – 3:40 – Mondays & Wednesdays
E211 & E215 Print Lab

Instructor: Chris Huitt, Professor, Graphic Communications

Office: Room E210d, Kansas Technology Center

Office Phone: 620-235-4416

Office E-mail: chuitt@pittstate.edu (I usually respond quickest to e-mails or Canvas messages.)

Office Hours: Office Hours by appointment when I am not in class or have meetings.

Class Schedule: MW 2:00-3:40

Catalog Description: Screen printing, wide-format printing, pad printing and other specialty printing principles and applications. Digital file preparation and printing of projects. Prerequisites: **GC 100 Introduction to Graphic Communications and GC 141 Illustration Software**

Student Required Resources: There is no textbook required for this course.
Any recommended resources will be posted on Canvas. Tools or other materials will be supplied during the class.

Course Objectives: Upon completion of GC 355 Specialty Graphics, the student will:

1. Know the terminology used in the field of Specialty Graphics.
2. Demonstrate the ability to prepare files for various output devices and applications.
3. Demonstrate the ability to prepare films and screens for the screen printing process.
4. Develop the ability to determine the best output solution for various applications.
5. Develop the ability to design for various types of Specialty Graphics processes.
6. Understand color principals required for each process and how they differ.
7. Develop the ability to produce screen, wide format and printed products.
8. Learn the applications for different inks and substrates.
9. Apply the basics of the Specialty Graphics processes through individual projects.

Course Instruction Methods: The class will be conducted using a combination of Lecture, discussion, demonstrations, and lab work. (With an emphasis on student's projects.) The course content will be made available on CANVAS.

Student Assessment: Student learning will be assessed using the following system.

Students are graded on their ability to answer questions on objective tests.
Students are graded on their completion and quality of their individual projects.
Students may be graded on their participation and cooperation in class.

Evaluation Criteria
Tests (2 @ 20% each) Midterm and Final.
The Final may be substituted for additional projects.
Student projects 80%
The student is graded on all steps and aspects leading up to completion of the projects.

Midterm equals 100 points
Final equals 100 points
Student Projects equal 1000 points. Broken out as below.

Screen preparation. ..... 25 points
Screen coating. ..... 25 points
Screen exposure. ..... 25 points
Screen preparation for printing. ..... 25 points
Outcome of projects. ..... 200 points
Presentation of projects. ..... 200 points

File preparation wide format. ..... 25 points
Design and color usage. ..... 25 points
Research of applications. ..... 25 points
Output of file. ..... 25 points
Outcome of projects ..... 200 points
Presentation of projects ..... 200 points

*Additional assignments with other Specialty Graphics applications to be included raising the total points.
*Additional assignments may be added throughout the semester.

Grading Scale:

A ..... 90 – 100 % of total points possible
B ..... 80 – 89 %
C ..... 70 – 79 %
D ..... 60 – 69 %
F ..... below 60

Academic Policies and Procedures:

For specific information regarding academic policies and procedures, please refer to the PSU Syllabus Supplement. This document is available on Canvas for this course or at https://www.pittstate.edu/registrar/syllabus-supplement.html

Additional information specific to this course is included below.

Attendance & Absences:

The attendance policy for this class will be:

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Inclement Weather:

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Students are expected to use their best judgment as to whether they can travel safely to attend class.

Class Procedures:

Students are to work in a safe and responsible manner. Failure to do so will result in the student being denied permission to work on equipment and subsequent lowering of the student's grade.

Due to the potentially hazardous nature of the equipment in the press area, the press lab will only be available outside of class time at the discretion of the instructor.

Students are not allowed to operate any equipment unless in the presence of another student or instructor in the lab.

Food and drinks will be allowed in the E211 classroom or E215 lab as long as there is no trash left behind and it is not a distraction to the class.

Please be respectful of other students regarding cell phone or laptop use during class time.
Place cell phones on silent when class begins.
Take any emergency calls by excusing yourself outside of the classroom.

GIT equipment is for class use only. Personal projects may not be run without prior approval of the instructor. Any work beyond classwork activities will be billed to the student.

Student Rights and Responsibilities: For specific information regarding Student Rights and Responsibilities, please refer to the PSU Code of Student Rights and Responsibilities. This document is available at https://studentlife.pittstate.edu/code-of-student-rights-and-responsiblities.html#undefined34

Please note Article 34 section 5 regarding Student Conduct. Students violating the Prohibited Conduct may be removed from the classroom and/or removed from the class for violating this code.

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Barring extenuating circumstances and without prior approval of the instructor, "Incomplete" grades will not be assigned for this course.

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Weapons and Concealed Carry Policy: Weapons must be COMPLETELY CONCEALED and WITHIN YOUR CONTROL at ALL times. See the Syllabus Supplement for the complete University policy on Weapons and Concealed Carry policies.

TENTATIVE SCHEDULE (subject to change – notice of changes will be given on Canvas)

WEEK	TOPIC/ACTIVITY
1	Introduction to the Screen Printing process.
2	Screen types and their construction. Screen creation. Assembling the frame, attaching the mesh and tensioning.
3	Preparing screens for emulsion coating. Introduction to emulsions. Emulsion coating of screens. Calculating exposure of screens.
4	Designing for Screen Printing processes. Films and applications.
5	Registration processes. Setting up presses.
6	Student projects.
7	Assessment of student's progress on projects. Adjustments and direction. Screen reclaiming.
8	Midterm.
9	Specialty Graphics overview: Wide format printing and applications.
10	Designing for the wide format digital printing.
11	Student projects in wide format.
12	Student projects.
13	Specialty Graphics overview. New Printing applications.
14	Design and production processes for inkjet printing.
15	Class project.
16	Final.

Faculty Senate Course Form

Effective Date: Fall 2023 Submission Date: 3/3/23

Department: Graphic Communications - TWL College of: Technology

Contact Person: Dr. Andrew Klenke Chair

Course: **New**

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation," to allow for review and questions. Any modifications should be saved as "original file name. v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and send to your College Admin.

---

1. Purpose/Justification for **New** to Course:
   GIT 400 - Investigations will be updating to the new prefix and course name of: GC 400 - Investigations. Name and prefix change reflective of Major and Program name.

2. Is this **New** related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*
   Does not affect any other program

3. Is this course to be considered for Pitt State Pathway? **No**
   If "yes," this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate. Completion of the Pitt State Pathway Course Approval form will also need to be submitted.

4. Will this course be required of any education majors? **No**
   If "yes," this requirement will need to have the approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

5. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?
   None

6. Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? **No**
   Explain:

7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
   If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.

8. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus: **Attach with upload.**

9. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus: **Attach with upload**.

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:	Investigations	Investigations
Course Number:	GIT 400	GC 400
Credits:	1-4	1-4
Grading System:	A-F, IN ☑ IP ☐ P/F ☐	A-F, IN ☑ IP ☐ P/F ☐
Pre/Co-Requisite(s):	Permission of instructor. May be repeated to a maximum of four credit hours provided subject matter is different.	Permission of instructor. May be repeated to a maximum of four credit hours provided subject matter is different.
Course Description	Individual studies in printing and graphic design to meet special interests.	Individual studies in Graphic Communications to meet special interests.

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 3/6/23 Signature, Chairperson: Andrew M Klenke

-Approved: College Curriculum Committee

Date: 4/09/2023 Signature, Committee Chair: PE

-Approved: Dean of College

Date: 4/12/2023 Signature, Dean:

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: _____ Signature, Committee Chair: Janet Zepernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

Faculty Senate Course Form

Effective Date: Fall 2023 Submission Date: 3/3/23

Department: Graphic Communications - TWL College of: Technology

Contact Person: Dr. Andrew Klenke Chair

Course: **New**

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation," to allow for review and questions. Any modifications should be saved as "original file name. v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and send to your College Admin.

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1. Purpose/Justification for **New** to Course:
   GIT 401 - Graphics Work Experience will be updating to the new prefix and course name of: GC 401 - Graphics Work Experience. Name and prefix change reflective of Major and Program name.

2. Is this **New** related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*
   Does not affect any other program

3. Is this course to be considered for Pitt State Pathway? **No**
   If "yes," this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate. Completion of the Pitt State Pathway Course Approval form will also need to be submitted.

4. Will this course be required of any education majors? **No**
   If "yes," this requirement will need to have the approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

5. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?
   None

6. Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? **No**
   Explain:

7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
   If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.

8. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus: **Attach with upload.**

9. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus: **Attach with upload.**

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:	Graphics Work Experience	Graphics Work Experience
Course Number:	GIT 401	GC 401
Credits:	1-3 variable	1-3 variable
Grading System:	A-F, IN ☐ IP ☐ P/F ☑	A-F, IN ☐ IP ☐ P/F ☑
Pre/Co-Requisite(s):	18 hours in GIT and approval of the department chairperson.	18 hours in GC and approval of the department chairperson.
Course Description	Current on-the-job work experience/career exploration in a graphics setting. May include job shadowing. Credit hours variable depending on number of hours worked.	Current on-the-job work experience/career exploration in a graphics setting. May include job shadowing. Credit hours variable depending on number of hours worked.

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 3/6/23 Signature, Chairperson: Andrew M Klesha

-Approved: College Curriculum Committee

Date: 4/09/23 Signature, Committee Chair: PE

-Approved: Dean of College

Date: 4/12/2023 Signature, Dean:

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: _____ Signature, Committee Chair: Janet Zepernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

Course: GC 401 Graphics Work Experience

Spring 2023 - Credit hours/variable 1 - 3 Section 01

Instructor: Chris Huitt, Professor, Graphic Communications
Office: Room E-201-d, Kansas Technology Center
Office Hours: by appointment
Office Phone: 620-235-4416
Office E-mail: chuitt@pittstate.edu

Catalog Description:

Current on-the-job work experience/career exploration in a graphics setting. May include job shadowing. Credit hours variable depending on number of hours worked. Prerequisites: 18 hours in GC and approval of the department chairperson.

Student Required Resources:

There are no textbooks or other resources required for this course. Any information pertaining this course will be posted on Canvas.

Course Objectives:

Upon completion of GC 401 Graphics Work Experience, the student will:

1. Perform technical skills in graphic communication in the workplace.
2. Apply managerial skills in graphic communication in the workplace.
3. Apply personal skills in graphic communication in the workplace.

Course Instruction Methods:

This course is a cooperative education experience for the students. The course will be conducted on-site at an approved location. Students will work during the internship to enhance their technical, managerial, and personal skills under the supervision of the internship site.

Student Assessment:

Student learning will be assessed using a Pass/Fail grading system.

Students must complete the following to receive a Passing grade for the course:

1. Form A – Intent to Enroll
2. Form B – Internship Agreement (signed by Supervisor, Internship Coordinator and Dept. Chair)
3. Form C – Weekly Reports, timely submitted, covering 320 hours of work at the Internship Site
4. Form D – Final Summative Report
5. Form E – Employer Evaluation of the Intern
6. Form F – Employer Evaluation of the Internship Program

Grading Scale:

Pass ..... Completion of All Required Materials
Fail..... Does not complete all require materials

Academic Policies and Procedures:

For information regarding academic policies and procedures, please refer to the PSU Syllabus Supplement.

Student conduct code Article 34 link

https://studentlife.pittstate.edu/code-of-student-rights-and-responsiblities.html#undefined34

Additional information specific to this course is included below.

Attendance & Absences:

Attendance and absences policies will be at the discretion of the Internship site.

Incomplete Grades:

Students not completing all requirements by the time grades are to be submitted with receive a grade of "Incomplete" for the course. Students should continue their internship until all requirements have been met. Once all course requirements are met, the grade will be changed to "Passing".

Students with Special Needs:

According to the Americans with Disabilities Act, it is the responsibility of the student with a disability to notify the University of his/her disability and special needs accommodation. Accommodations WILL NOT be provided without prior notification by the appropriate University office. See the Syllabus Supplement for University resources.
https://studentlife.pittstate.edu/code-of-student-rights-and-responsiblities.html

Syllabus Supplement: **https://www.pittstate.edu/registrar/_files/documents/syllabus-supplement-spring-2023.pdf**

WEEK	TOPIC/ACTIVITY
1	Weekly Report, Form A and Form B submitted.
2	Weekly Report following standards listed in course documents.
4	Weekly Report following standards listed in course documents.
5	Weekly Report following standards listed in course documents.
6	Weekly Report following standards listed in course documents.
7	Weekly Report following standards listed in course documents.
8	Weekly Report following standards listed in course documents.
9	Weekly Report following standards listed in course documents.
10	Weekly Report following standards listed in course documents.
11	Weekly Report following standards listed in course documents.
12	Weekly Report following standards listed in course documents.
13	Weekly Report following standards listed in course documents.
14	Weekly Report following standards listed in course documents.
15	Weekly Report following standards listed in course documents.
16	Final weekly report plus Form D, E and F filled out and signed by internship site supervisors.

Faculty Senate Course Form

Effective Date: Fall 2023 Submission Date: 3/3/23

Department: Graphic Communications - TWL College of: Technology

Contact Person: Dr. Andrew Klenke Chair

Course: **New**

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation," to allow for review and questions. Any modifications should be saved as "original file name. v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and send to your College Admin.

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1. Purpose/Justification for **New** to Course:
   GIT 311 - Product Photography will be updating to the new prefix and course name of: GC 410 - Product Photography. Name and prefix change reflective of Major and Program name.

2. Is this **New** related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*
   Does not affect any other program

3. Is this course to be considered for Pitt State Pathway? **No**
   If "yes," this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate. Completion of the Pitt State Pathway Course Approval form will also need to be submitted.

4. Will this course be required of any education majors? **No**
   If "yes," this requirement will need to have the approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

5. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?
   None

6. Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? **No**
   Explain:

7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
   If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.

8. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus: **Attach with upload.**

9. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus: **Attach with upload**.

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:	Product Photography	Product Photography
Course Number:	GIT 311	GC 410
Credits:	3	3
Grading System:	A-F, IN ☑ IP ☐ P/F ☐	A-F, IN ☑ IP ☐ P/F ☐
Pre/Co-Requisite(s):	GIT 142 Raster Graphics Software GIT 310 Photography	GC 142 Photo Editing Software GC 310 Intermediate Photo/Video Techniques
Course Description	Technical and conceptual aspects of capturing still images of products in a studio setting. Emphasis will be placed on the application of appropriate capturing techniques, equipment use and lighting for studio settings.	Technical and conceptual aspects of capturing still images of products, buildings, and structures both indoor and outdoor. Emphasis will be placed on the application of appropriate capturing techniques, equipment use and lighting for field/on-location conditions and studio settings.

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 3/6/23 Signature, Chairperson: Andrew M Klesha

-Approved: College Curriculum Committee

Date: 4/09/2023 Signature, Committee Chair: PE

-Approved: Dean of College

Date: 4/12/2023 Signature, Dean:

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: _____ Signature, Committee Chair: Janet Zopernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

Course: GC 410 Product Photography

3 credit hours – 23WF

Instructor: Rion Huffman, Professor, Graphic Communications

Office: E201e, Kansas Technology Center

Office Phone: 620-235-4848

Office E-mail: chuffman@pittstate.edu

Office Hours: MW: 10:00-11:00 & 2:00-3:00
TTH: 8:00-11:00

Class Schedule: TTH: 2:00-3:40

Catalog Description: Technical and conceptual aspects of capturing still images of products, buildings, and structures both indoor and outdoor. Emphasis will be placed on the application of appropriate capturing techniques, equipment use and lighting for field/on-location conditions and studio settings.
Prerequisite: GC 142 Photo Editing Software and GC 310 Intermediate Photo/Video Techniques

Student Required Resources: There is no textbook required for this course.

Course Objectives: Upon completion of the course, the student will:

1. Students will be able to use different camera settings and equipment to capture high-quality product photos and apply basic post-processing techniques to enhance their images.
2. Students will be able to critique and evaluate their own product photographs and those of their peers, identifying strengths and areas for improvement.
3. Students will be able to assess the effectiveness of different product photography techniques for different types of products and audiences and make recommendations for future shoots.
4. Students will be able to design and execute a product photography shoot from start to finish, including developing a concept, creating a shot list, selecting equipment and props, capturing, and editing the images, and presenting the final product.

Course Delivery Methods: The primary instructional methods will be PowerPoint presentations, lecture, and hands on activities. The nature of photography is to be very hands on, so most of the activities will require the student to create photographs demonstrating a certain technique. However written assignments and tests may be administered throughout the semester.

Student Assessment: Students will be assessed in accordance with the stipulations of the grading contract on the following page. To obtain a desired letter grade, students must complete the work specified in the column associated with the letter grade they seek. Quality of work will be assessed by the professor and fellow students in the course during mandatory critiques.

Grade Breakdown

	A	B	C	D	F
Absences	0-2	3	4	5	More than 5
Missed Due Dates	0	1	2	3	More than 3
Critique Absences (4)	0-1 (Excused)	0-1 (Excused)	1-2 (Excused)	2-3 (Excused)	More than 2 unexcused
First Day Forms	Both	Both	Both	1	Neither
Foundations: **Quality of Light (4)**	ALL	ALL	ALL	Completed, instructions not followed	Fewer than 4
Foundations: **Basic Photoshop Techniques (3)**	ALL	ALL	ALL	Completed, instructions not followed	Fewer than 3
Foundations: **Compositing (4)**	ALL	ALL	ALL	Completed, instructions not followed	Fewer than 4
Application: **Transparent Objects (2)**	ALL	ALL	CHOOSE Transparent OR Metallic	2 Total images from Transparent OR Metallic	0-1 total images from Transparent AND Metallic
Application: **Metallic Objects (2)**	ALL	ALL	CHOOSE Transparent OR Metallic	2 Total images from Transparent OR Metallic	0-1 total images from Transparent AND Metallic
Advanced Application: **Jewelry (3)**	ALL	CHOOSE Jewelry OR Food	CHOOSE Jewelry OR Food	2 Total images from Jewelry OR Food	0-1 total images from Jewelry AND Food
Advanced Application: **Food (3)**	ALL	CHOOSE Jewelry OR Food	CHOOSE Jewelry OR Food	2 Total images from Jewelry OR Food	0-1 total images from Jewelry AND Food
Product Creative Expression (3)	ALL - Plus a creative presentation	ALL	2	1	0

All students are expected to adhere to the criterion listed below.
Soft Skills:
1. Attendance & Participation:
Attend each class session ready to learn and help others as needed.
2. Time Management:
Manage time effectively by turning in each assignment on the due date(s)
3. Communication:
Communicate clearly and effectively with the professor and classmates through written (example: email) and oral (in-person) instances.
4. Quality of Work:
Maintain a high quality of work, measured through critiques and professor feedback and willingness to revise work for improvement.
5. Critical Thinking/Problem Solving:
Exhibit problem solving ability through careful consideration of technical problems as they arise in the class.
6. Professionalism and Responsibility:
Students are expected to treat each other with respect and maintain a clean and orderly lab area. Particularly,each student is required to pick up after themselves in the studio environment.

Assignments:
7. Foundations:
Complete each of the Foundations assignments (Defined on Canvas, these assignments are meant to help the student understand the basics of Product Photography)
8. Critiques:
Actively participate in each Critique by commenting multiple times on peers work and each student must explain and defend their own work. (Refer to table for number of critique absences allowed per grade level.)
9. Application:
Complete the required "Application" (Transparent or Metallic Objects) shooting assignments
(Refer to table for which Applications assignments are needed for each grade level.)
10. Advanced Application:
Complete the required "Advanced Application" (Food or Jewelry) shooting assignments
(Refer to table for which Advanced Applications assignments are needed for each grade level.)

11. Product Creative Expression (Final Assignment):
Complete the "Product Creative Expression" assignment (Refer to the table for the number of images required per grade level)

Grading Scale: See "Grade Breakdown" table above

Academic Policies and Procedures: For specific information regarding academic policies and procedures, please refer to the PSU Syllabus Supplement. This document is available on Canvas for this course or at https://www.pittstate.edu/registrar/syllabus-supplement.html

Additional information specific to this course is included below.

Academic Integrity Policy: Academic dishonesty by a student is defined as unethical activity associated with course work or grades. Since the violation of academic honesty strikes at the heart of the education process, it is subject to the severest sanctions. For a full copy of this policy, see Article 30, Academic Misconduct at https://www.pittstate.edu/registrar/catalog/current/student rights-and-responsibilities.html

Student Rights and Responsibilities: For specific information regarding Student Rights and Responsibilities, please refer to the PSU Code of Student Rights and Responsibilities. This document is available at https://studentlife.pittstate.edu/code-of-student-rights-and responsiblities.html#undefined34

Please note Article 34 section 5 regarding Student Conduct. Students violating the Prohibited Conduct may be removed from the classroom and/or removed from the class for violating this code.

Attendance & Absences Regular attendance is expected, anything less will result in a loss of information. However, attendance is only one component of a successful student with many other soft skills that combine to create students that excel in today's job market and in society. Students will be given feedback on a variety of soft skills, including; Attendance, Time Management, Professionalism, Communication, Quality of Work, Participation/Teamwork, Effort and Critical Thinking. If a student does miss class, they are expected to make up any lost time in the course by contacting the instructor or another students.

Inclement Weather: In the event the university closes due to inclement weather, there will be no in-person or online instruction during the class time. In-class activities will resume once the campus re-opens. Activities normally scheduled online will still be available and have the same deadlines.

Students are expected to use their best judgment as to whether they can travel safely to attend class.

Class Procedures: Students are to work in a safe and responsible manner. Failure to do so will result in the Student being denied permission to work with equipment.

Food and drinks will be allowed in the classroom if there is no trash left behind and it is not a distraction to the class.

Please be respectful of other students regarding cell phone or laptop use during class time. Please avoid use of cell phones and laptops during lab activities.

Incomplete Grades: Due dates will be assigned. I will accept late work, however, there will be a date listed on Canvas as the final day I will accept work. I will not accept work after this date unless prior arrangements have been made.

Barring extenuating circumstances and without prior approval of the instructor, "Incomplete" grades will not be assigned for this course.

Students with Special Needs: According to the Americans with Disabilities Act, it is the responsibility of the student with a disability to notify the University of his/her disability and special needs accommodation. Accommodations WILL NOT be provided without prior notification by the appropriate University office. See the Syllabus Supplement for University resources.

Weapons and Concealed Carry Policy: Weapons must be COMPLETELY CONCEALED and WITHIN YOUR CONTROL at ALL times. See the Syllabus Supplement for the complete University policy on Weapons and Concealed Carry policies.

TENTATIVE SCHEDULE (subject to change – notice of changes will be given on Canvas)

Week 1	Introduction Activity – Studio Tour – Syllabus Explanation | Photography Terminology PowerPoint
Week 2	Lighting Equipment & Modifiers Demonstration
Week 3	Quality of Light Demonstration
Week 4	Basic Photoshop Techniques and Compositing Demonstration
Week 5	Transparent and Metallic Objects Demonstration
Week 6	Shooting Week for Transparent and Metallic Objects Assignment
Week 7	Critique and Shooting Day
Week 8	Revision Shooting Days
Week 9	Jewelry/Food Demonstration
Week 10	Shooting Week for Jewelry
Week 11	Critique
Week 12	Shooting Week for Food
Week 13	Critique
Week 14	Revision Week for Food and Jewelry
Week 15	Final Product Shots Demonstration
Week 16	Shooting Week
Week 17	Final Presentations

Faculty Senate Course Form

Effective Date: Fall 2023 Submission Date: 3/3/23

Department: Graphic Communications - TWL College of: Technology

Contact Person: Dr. Andrew Klenke Chair

Course: **New**

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation," to allow for review and questions. Any modifications should be saved as "original file name. v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and send to your College Admin.

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1. Purpose/Justification for **New** to Course:
   GIT 411 - Portrait Photography will be updating to the new prefix and course name of: GC 411 - Portrait Photography. Name and prefix change reflective of Major and Program name.

2. Is this **New** related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*
   Does not affect any other program

3. Is this course to be considered for Pitt State Pathway? **No**
   If "yes," this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate. Completion of the Pitt State Pathway Course Approval form will also need to be submitted.

4. Will this course be required of any education majors? **No**
   If "yes," this requirement will need to have the approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

5. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?
   None

6. Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? **No**
   Explain:

7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
   If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.

8. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus: **Attach with upload.**

9. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus: **Attach with upload**.

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:	Portrait Photography	Portrait Photography
Course Number:	GIT 411	GC 411
Credits:	3	3
Grading System:	A-F, IN ☑ IP ☐ P/F ☐	A-F, IN ☑ IP ☐ P/F ☐
Pre/Co-Requisite(s):	GIT 142 Raster Graphics Software GIT 310 Photography	GC 142 Photo Editing Software GC 310 Intermediate Photo/Video Techniques
Course Description	Theory and techniques used to capture images of people in the studio and on location. Concentration is placed upon lighting techniques, equipment usage, digital image manipulation and the study of psychology related to portraiture.	Theory and techniques used to capture images of people in the studio and on location. Concentration is placed upon lighting techniques, equipment usage, digital image manipulation and the study of psychology related to portraiture.

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 3/6/23 Signature, Chairperson: Andrew M Klesha

-Approved: College Curriculum Committee

Date: 4/09/2023 Signature, Committee Chair: PE

-Approved: Dean of College

Date: 4/12/2023 Signature, Dean:

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: _____ Signature, Committee Chair: Janet Zopernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

Course: GC 411 Portrait Photography

3 credit hours – 23WF

Instructor: Rion Huffman, Professor, Graphic Communications

Office: E201e, Kansas Technology Center

Office Phone: 620-235-4848

Office E-mail: chuffman@pittstate.edu

Office Hours: MW: 10:00-11:00 & 2:00-3:00
TTH: 8:00-11:00

Class Schedule: MW: 12:00-1:40

Catalog Description: Theory and techniques used to capture images of people in the studio and on location. Concentration is placed upon lighting techniques, equipment usage, digital image manipulation and the study of psychology related to portraiture.

Prerequisite: GC 142 Photo Editing Software and GC 310 Intermediate Photo/Video Techniques

Student Required Resources: There is no textbook required for this course.

Course Objectives: Upon completion of the course, the student will:

1. Students will be able to explain the various types of portrait photography, such as environmental, candid, and studio portraits, and describe the unique features of each type.
2. Students will be able to use different camera settings and lighting equipment to capture high-quality portrait photos and apply basic post-processing techniques to enhance their images.
3. Students will be able to critique and evaluate their own portrait photographs and those of their peers, identifying strengths and areas for improvement.
4. Students will be able to assess the effectiveness of different portrait photography techniques for different types of subjects and contexts and make recommendations for future shoots.
5. Students will be able to plan and execute a portrait photography session from start to finish, including developing a concept, selecting equipment and props, communicating with the subject, capturing, and editing the images, and presenting the final product.

Course Delivery Methods: The primary instructional methods will be PowerPoint presentations, lecture, and hands on activities. The nature of photography is to be very hands on, so most of the activities will require the student to create photographs demonstrating a certain technique. However written assignments and tests may be administered throughout the semester.

Student Assessment: The student(s) will be graded on various written assignments, hands on assignments, tests, and soft skills throughout the semester. Point values are assigned to each assignment or test and the earned points are cumulated at the end of the semester and divided by the points possible to yield a final grade.

Points are earned by:

Soft Skills	10%
Weekly Portraits	15%
Creative Portrait Series	15%
Assignments/Activities	60%

Grading Scale:

A	90 – 100 %
B	80 – 89 %
C	70 – 79 %
D	60 – 69 %
F	below 60

Academic Policies and Procedures:

For specific information regarding academic policies and procedures, please refer to the PSU Syllabus Supplement. This document is available on Canvas for this course or at https://www.pittstate.edu/registrar/syllabus-supplement.html

Additional information specific to this course is included below.

Academic Integrity Policy:

Academic dishonesty by a student is defined as unethical activity associated with course work or grades. Since the violation of academic honesty strikes at the heart of the education process, it is subject to the severest sanctions. For a full copy of this policy, see Article 30, Academic Misconduct at https://www.pittstate.edu/registrar/catalog/current/student rights-and-responsibilities.html

Student Rights and Responsibilities:

For specific information regarding Student Rights and Responsibilities, please refer to the PSU Code of Student Rights and Responsibilities. This document is available at https://studentlife.pittstate.edu/code-of-student-rights-and responsiblities.html#undefined34

Please note Article 34 section 5 regarding Student Conduct. Students violating the Prohibited Conduct may be removed from the classroom and/or removed from the class for violating this code.

Attendance & Absences

Regular attendance is expected, anything less will result in a loss of information. However, attendance is only one component of a successful student with many other soft skills that combine to create students that excel in today's job market and in society. Students will be given feedback on a variety of soft skills, including; Attendance, Time Management, Professionalism, Communication, Quality of Work, Participation/Teamwork, Effort and Critical Thinking. If a student does miss class, they are expected to make up any lost time in the course by contacting the instructor or another students.

Inclement Weather:

In the event the university closes due to inclement weather, there will be no in-person or online instruction during the class time. In-class activities will resume once the campus re-opens. Activities normally scheduled online will still be available and have the same deadlines.

Students are expected to use their best judgment as to whether they can travel safely to attend class.

Class Procedures:

Students are to work in a safe and responsible manner. Failure to do so will result in the Student being denied permission to work with equipment.

Food and drinks will be allowed in the classroom if there is no trash left behind and it is not a distraction to the class.

Please be respectful of other students regarding cell phone or laptop use during class time. Please avoid use of cell phones and laptops during lab activities.

Incomplete Grades:

Due dates will be assigned. I will accept late work, however, there will be a date listed on Canvas as the final day I will accept work. I will not accept work after this date unless prior arrangements have been made.

Barring extenuating circumstances and without prior approval of the instructor, "Incomplete" grades will not be assigned for this course.

Students with Special Needs:

According to the Americans with Disabilities Act, it is the responsibility of the student with a disability to notify the University of his/her disability and special needs accommodation. Accommodations WILL NOT be provided without prior notification by the appropriate University office. See the Syllabus Supplement for University resources.

Weapons and Concealed Carry Policy:

Weapons must be COMPLETELY CONCEALED and WITHIN YOUR CONTROL at ALL times. See the Syllabus Supplement for the complete University policy on Weapons and Concealed Carry policies.

TENTATIVE SCHEDULE (subject to change – notice of changes will be given on Canvas)

Week 1	Introduction Activity – Studio Tour – Syllabus Explanation | Styles of Portraiture PowerPoint
Week 2	Introduction to Critiquing and Photography Terminology
Week 3	Ambient Light Portraiture Demonstration and Assignment
Week 4	Portrait Lens Comparison Activity and Assignment
Week 5	Psychology of Portrait Photography Presentation
Week 6	Photoshop Techniques, Compositing | Studio Lighting Demonstration
Week 7	Shooting Days for Studio Lighting Assignment
Week 8	Critique and Revision of Studio Lighting Assignment
Week 9	On Location Lighting Demonstration
Week 10	Shooting Week for On Location Lighting
Week 11	Critique
Week 12	Event Photography
Week 13	Environmental Portraits Demonstration
Week 14	Shooting Week for Environmental Portraits
Week 15	Photo Walk | Creative Portrait Series Assignment
Week 16	Shooting Week for Creative Portrait Series
Week 17	Final Presentations

Faculty Senate Course Form

Effective Date: Fall 2023 Submission Date: 3/3/23

Department: Graphic Communications - TWL College of: Technology

Contact Person: Dr. Andrew Klenke Chair

Course: **New**

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation," to allow for review and questions. Any modifications should be saved as "original file name. v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and send to your College Admin.

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1. Purpose/Justification for **New** to Course:

   GIT 421 - Interactive Media Design will be updating to the new prefix and course name of: GC 421 - Interactive Web Design. Name and prefix change reflective of Major and Program name.

2. Is this **New** related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

   Does not affect any other program

3. Is this course to be considered for Pitt State Pathway? **No**

   If "yes," this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate. Completion of the Pitt State Pathway Course Approval form will also need to be submitted.

4. Will this course be required of any education majors? **No**

   If "yes," this requirement will need to have the approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

5. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?

   None

6. Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? **No**

   Explain:

7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
   If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.

8. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus: **Attach with upload.**

9. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus: **Attach with upload**.

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:	Interactive Media Design	Interactive Web Design
Course Number:	GIT 421	GC 421
Credits:	3	3
Grading System:	A-F, IN ☑ IP ☐ P/F ☐	A-F, IN ☑ IP ☐ P/F ☐
Pre/Co-Requisite(s):	None	GC 221 Web User Experience
Course Description	Fundamentals of scripting with JavaScript & jQuery to design and create dynamic, interactive websites and online applications.	Fundamentals of scripting with JavaScript & jQuery to design and create dynamic, interactive websites and online applications.

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 3/6/23 Signature, Chairperson: Andrew M Klesha

-Approved: College Curriculum Committee

Date: 4/09/2023 Signature, Committee Chair: PE

-Approved: Dean of College

Date: 4/12/2023 Signature, Dean:

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: _____ Signature, Committee Chair: Janet Zepernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

Course: GC 421 Interactive Web Design
3 credit hours – 23WF

Instructor
Jason Reid. Associate Professor, Graphic Communications

Office
Room E201C, Kansas Technology Center

Office Phone
620-235-4417

Office E-mail:
jreid@pittstate.edu

Office Hours:

- Monday: 10am – 12am
- Tuesday: 8am – 10am, 2pm – 3pm
- Wednesday: 10am – 12am
- Thursday: 8am – 10am, 2pm – 3pm
- Friday: By Appointment

Class Schedule
Monday & Wednesday 8:00am - 9:40am

Catalog Description
Fundamentals of scripting with JavaScript & jQuery to design and create dynamic, interactive websites and online applications. Prerequisite: GC 221 Web User Experience

Student Required Resources

- Required: JavaScript & jQuery – Interactive Front-End Web Development, by Jon Duckett
  ISBN: 978-1-118-53164-8
- Recommended: HTML & CSS – Design and Build Websites, by Jon Duckett
  ISBN: 978-1-118-00818-8

Course Objectives
Students will:

1. Prepare artwork using vector-based software.
2. Apply graphic design concepts for print and electronic media output.
3. Produce projects using web-based software.
4. Create multimedia projects using the appropriate software.
5. Output digital photographs.

Students will be able to

- Analyze and construct images optimized for the web.
- Analyze and construct valid JavaScript and jQuery code.
- Analyze and construct engaging interactive web media.
- Analyze and construct optimized content for the web.
- Analyze and construct responsive websites.
- Apply critical thinking towards problem solving and debugging techniques for web design and development.
- Apply valid HTML & CSS towards web design and development.
- Apply fundamental web interactive programming concepts.
- Evaluate, discuss and apply web user experience design principles and solutions.
- Evaluate and discuss website design critique.
- Use web design software to design and develop websites using web design foundation principles.
- Utilize software to publish websites to the internet.

Module Topics

1. Adobe XD
2. HTML 5, CSS & Bootstrap Review
3. Programming Fundamentals
4. Basic JavaScript Instructions
5. Functions, Methods & Objects
6. Decisions & Loops
7. Document Object Model
8. Events
9. jQuery

- *Modules and Assignments may be modified by instructor at any time throughout the semester.*

Course Delivery Methods:
This is a face-to-face project-based course. Assignments and projects will be used to enhance student learning. Course content and assignments will be made available in Canvas.

Student Assessment:
Student learning will be assessed using the following system.

- **10%** Attendance/Participation

    - Attendance is required throughout the semester and is automatically assigned when attendance is taken before the start of class.
- **60%** Assignments
    - A variety of project-based assignments both in-class and outside class create spaces for learning the course objectives.
- **30%** Final Project
    - A Final Project that incorporates the course objectives would be completed and presented by students.

Grading Scale:

A	90 – 100 %
B	80 – 89 %
C	70 – 79 %
D	60 – 69 %
F	below 60

Academic Policies and Procedures:
For specific information regarding academic policies and procedures, please refer to the PSU Syllabus Supplement. This document is available on Canvas for this course or at https://www.pittstate.edu/registrar/syllabus-supplement.html

Additional information specific to this course is included below.

Academic Integrity Policy:
Academic dishonesty by a student is defined as unethical activity associated with course work or grades. Since the violation of academic honesty strikes at the heart of the education process, it is subject to the severest sanctions. For a full copy of this policy, see Article 30, Academic Misconduct at https://www.pittstate.edu/registrar/catalog/current/student-rights-and-responsibilities.html

Student Rights and Responsibilities:
For specific information regarding Student Rights and Responsibilities, please refer to the PSU Code of Student Rights and Responsibilities. This document is available at https://studentlife.pittstate.edu/code-of-student-rights-and-responsiblities.html

Please note Article 34 section 5 regarding Student Conduct. Students violating the Prohibited Conduct may be removed from the classroom and/or removed from the class for violating this code.

Attendance & Absences:
The attendance policy for this class will be:

- Students are expected to attend each class period assigned, be on time and leave on time.
- Students are responsible for requesting materials due to any absence.
- Assignments missed due to an absence may be made up at a time agreed upon by instructor and student.
- Excessive absences will be discussed with the student and may lead to the student being withdrawn from the course.

Inclement Weather:
In the event the university closes due to inclement weather, there will be no in-person or online instruction during the class time. In-class activities will resume once the campus re-opens. Activities normally scheduled online will still be available and have the same deadlines.

Students are expected to use their best judgment as to whether they can travel safely to attend class.

Class Procedures:
Students are to work in a safe and responsible manner.

Please be respectful of other students regarding cell phone or laptop use during class time. Please avoid use of cell phones and laptops during class activities.

GIT equipment is for class use only. Personal projects may not be run without prior approval of the instructor. Any work beyond classwork activities will be billed to the student.

Incomplete Grades:
Due dates will be assigned. I will accept late work, however, there will be a date listed on Canvas as the final day I will accept work. I will not accept work after this date unless prior arrangements have been made.

Barring extenuating circumstances and without prior approval of the instructor, "Incomplete" grades will not be assigned for this course.

Students with Special Needs:
According to the Americans with Disabilities Act, it is the responsibility of the student with a disability to notify the University of his/her disability and special needs accommodation.

Accommodations WILL NOT be provided without prior notification by the appropriate University office. See the Syllabus Supplement for University resources.

Content Sharing

Your course work, likeness, and/or names may be used for display purposes either on campus or online. If you would not like your work displayed on campus or online, please notify me in writing that you would not like your work, likeness, and/or names displayed or shared.

Faculty Senate Course Form

Effective Date: Fall 2023 Submission Date: 3/3/23

Department: Graphic Communications - TWL College of: Technology

Contact Person: Dr. Andrew Klenke Chair

Course: **New**

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation," to allow for review and questions. Any modifications should be saved as "original file name. v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and send to your College Admin.

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1. Purpose/Justification for **New** to Course:

   GIT 533 - Inclusive Design will be updating to the new prefix and course name of: GC 430 - Inclusive Design. Name and prefix change reflective of Major and Program name.

2. Is this **New** related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

   Does not affect any other program

3. Is this course to be considered for Pitt State Pathway? **No**

   If "yes," this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate. Completion of the Pitt State Pathway Course Approval form will also need to be submitted.

4. Will this course be required of any education majors? **No**

   If "yes," this requirement will need to have the approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

5. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?

   None

6. Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? **No**

   Explain:

7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
   If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.

8. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus: **Attach with upload.**

9. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus: **Attach with upload.**

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:	Inclusive Design	Inclusive Design
Course Number:	GIT 533	GC 430
Credits:	3	3
Grading System:	A-F, IN ☑ IP ☐ P/F ☐	A-F, IN ☑ IP ☐ P/F ☐
Pre/Co-Requisite(s):	None	GC 330 Typography & Layout
Course Description	Students will experience and learn inclusive design concepts, tools, and techniques through hands-on classroom experience.	Students will learn about the principles of inclusive design, including empathy, diversity, equity, and inclusion. They will explore case studies and best practices in inclusive design, and gain an understanding of the social and ethical implications of design decisions.

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 3/6/23 Signature, Chairperson: Andrew M Klenke

-Approved: College Curriculum Committee

Date: 4/09/2023 Signature, Committee Chair: PE

-Approved: Dean of College

Date: 4/12/2023 Signature, Dean:

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: _____ Signature, Committee Chair: Janet Zepernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

Course: GC 430 Inclusive Design — 3 credit hours

Instructor: Andrea Kent, Associate Professor, Graphic Communications

Catalog Description: Students will learn about the principles of inclusive design, including empathy, diversity, equity, and inclusion. They will explore case studies and best practices in inclusive design, and gain an understanding of the social and ethical implications of design decisions. Prerequisite: GC 330 Typography & Layout

Course Objectives: Upon completion of GC 430 Inclusive Design the student will be able to:

1. Develop a practical understanding of the inclusive design philosophy, concepts/applications, processes, and representations in a real-world context.
2. Ability to identify optimum inclusion strategies for the industry of design this includes print, packaging, graphic design, management, digital media, web design.
3. Specify the skills and knowledge needed for inclusive decisions and to apply available secondary and field-based research approaches to obtain this information.
4. To gain the necessary understanding of consumers, organizations and employees and their specific needs when it comes to purchasing, leading and creating in a diverse world.
5. Develop insights into the power of blending a rapidly transforming world with digital tactics to create an inclusive workplace
6. Enhance critical thinking and problem-solving skills through discussion of inclusivity issues and decisions necessary for the success of a graphics project.
7. Develop team-based skills and rigor of working in a team to meet tight deadlines.
8. Learn how to use technology to facilitate simulation-based learning and study practices to gain empathy for those who work in a non-inclusive work environment.

Course Instruction Methods: This is a combination lecture/laboratory course that meets face-to-face 2 days per week for 1 hour and 40 minutes per class period. Lectures and demonstrations will be used to present technical content. The primary instructional methods will be guest speaker presentations, discussions, lecture, collaborative learning projects, research, and individual project creation.

Student Required Resources: There is no textbook required for this course. Adobe Creative Suite, Print or Video equipment depending on student creation project is recommended.

Student Assessment: Student learning will be assessed using the following system.

1. Homework/Projects - 70% of total grade

There will be individual/team based design/creation projects during the semester. Points will be given for each project. Due dates for projects will be listed.

2. Tilford READ Titles - 15% of total grade

The class will participate with the Tilford Groups READ titles and be responsible for attending READ title activities, providing responses, and engaging in discussions according to a semester schedule.

3. Final Project Presentation 15% of total grade

Students will be responsible for creation of a comprehensive graphics project with specific inclusive focus. Projects will be presented to the course at the end of the semester. Students will be evaluated on technical creation, presentation skills and appropriate use of inclusion principles.

Grading Scale:

A	90 – 100 %	of total points possible
B	80 – 89 %	
C	70 – 79 %	
D	60 – 69 %	
F	below 60	

Academic Policies and Procedures:

For specific information regarding academic policies and procedures, please refer to the PSU Syllabus Supplement. This document is available on Canvas for this course or at https://www.pittstate.edu/registrar/syllabus-supplement.html

Student Rights and Responsibilities:

For specific information regarding Student Rights and Responsibilities, please refer to the PSU Code of Student Rights and Responsibilities. This document is available at https://studentlife.pittstate.edu/code-of-student-rights-and-responsiblities.html#undefined34

Please note Article 34 section 5 regarding Student Conduct. Students violating the Prohibited Conduct may be removed from the classroom and/or removed from the class for violating this code.

Academic Integrity Policy:

Academic dishonesty by a student is defined as unethical activity associated with course work or grades. Since the violation of academic honesty strikes at the heart of the education process, it is subject to the severest sanctions. For a full copy of this policy, see Article 30, Academic Misconduct at https://www.pittstate.edu/registrar/catalog/current/student-rights-and-responsibilities.html

Attendance & Absences:

The attendance policy for this class will be:

- Students are expected to attend each class period assigned, be on time and leave on time.
- Students are responsible for requesting materials due to any absence.
- Lab activities missed due to an absence may be made up at a time agreed by instructor and student.
- Excessive absences may lead to the student being withdrawn from the course.
- Follow current COVID guidelines.

Inclement Weather:

Students are expected to use their best judgment as to whether they are able to travel safely to attend class in the event of inclement weather.

Class Procedures:

Students are to work in a safe and responsible manner. Failure to do so will result in the student being denied permission to work on equipment and subsequent lowering of the student's grade. Due to the potentially hazardous nature of the equipment in the press area, the press/bindery lab will only be available outside of class time at the discretion of the instructor. Students are not allowed to operate any equipment unless in the presence of another student or instructor in the lab.

Food and drinks will be allowed in the classroom as long as there is no trash left behind and it is not a distraction to the class.

Please be respectful of other students regarding cell phone or laptop use during class time. Please avoid use of cell phones during lab activities.

GC equipment is for class use only. Personal projects may not be run without prior approval of the instructor. Any work beyond classwork activities will be billed to the student.

Incomplete Grades:

Due dates will be assigned. Late work will NOT be accepted without prior arrangements or extenuating circumstances. Barring extenuating circumstances and without prior approval of the instructor, "Incomplete" grades will not be assigned for this course.

Students with Special Needs:

According to the Americans with Disabilities Act, it is the responsibility of the student with a disability to notify the University of his/her disability and special needs accommodation. Accommodations WILL NOT be provided without prior notification by the appropriate University office. See the Syllabus Supplement for University resources.

Concealed Carry Policy:

Weapons must be COMPLETELY CONCEALED and WITHIN YOUR CONTROL at ALL times. See the Syllabus Supplement for the complete University policy on Weapons and Concealed Carry policies.

Faculty Senate Course Form

Effective Date: Fall 2023 Submission Date: 3/3/23

Department: Graphic Communications - TWL College of: Technology

Contact Person: Dr. Andrew Klenke Chair

Course: **New**

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation," to allow for review and questions. Any modifications should be saved as "original file name. v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and send to your College Admin.

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1. Purpose/Justification for **New** to Course:
   GIT 450 - Paper Knowledge will be updating to the new prefix and course name of: GC 450 - Paper Knowledge. Name and prefix change reflective of Major and Program name.

2. Is this **New** related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*
   Does not affect any other program

3. Is this course to be considered for Pitt State Pathway? **No**
   If "yes," this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate. Completion of the Pitt State Pathway Course Approval form will also need to be submitted.

4. Will this course be required of any education majors? **No**
   If "yes," this requirement will need to have the approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

5. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?
   None

6. Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? **No**
   Explain:

7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
   If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.

8. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus: **Attach with upload.**

9. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus: **Attach with upload**.

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:	Paper Knowledge	Paper Knowledge
Course Number:	GIT 450	GC 450
Credits:	1	1
Grading System:	A-F, IN ☑ IP ☐ P/F ☐	A-F, IN ☑ IP ☐ P/F ☐
Pre/Co-Requisite(s):	None	None
Course Description	Fundamentals of printing papers used in graphic design and print production.	Fundamentals of printing papers used in graphic design and print production.

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 3/6/23 Signature, Chairperson: Andrew M Kleeba

-Approved: College Curriculum Committee

Date: 4/09/2023 Signature, Committee Chair: PE

-Approved: Dean of College

Date: 4/12/2023 Signature, Dean:

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: _____ Signature, Committee Chair: Janet Zepernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

Course: GC 450 Paper Knowledge

1 credit hour – 24SP

Instructor: Doug Younger, Ed.D., Professor, Department of Graphics and Imaging Technologies, PSU

Office: Room E-116, Kansas Technology Center

Class Schedule: MW 8:00-9:40, 10:00-11:40, TT 8:00-9:40 & F 10:00-11:40

Office Hours: MW 12:30-4:30, TT 10:00-4:30, Fridays 12:30-4:30

It is best to schedule an appointment as I have meetings and other appointments during my office hours.

Office Phone: 620.235.4420

Office E-mail: dyounger@pittstate.edu

Catalog Description: Fundamentals of printing papers used in graphic design and print production.

Student Required Resources: No textbooks are required for this class. Students should bring writing materials and a calculator to class each day. Any necessary tools or other materials will be supplied during the class.

Course Objectives: Upon completion of GC 450 Paper Knowledge, the student will:

1. Describe the manufacture and the ingredients used in producing paper.
2. Describe common types of printing paper and their characteristics.
3. Describe common properties of printing papers.
4. Describe common paper tests and their significance to printing production.
5. Perform selection and pricing of paper for printing production.

Course Delivery Method: This is a face-to-face course. Lectures and demonstrations will be used to present technical content. Homework assignments and lab projects will be used to enhance student learning. A written exam will be used to check for student understanding. All course materials will be made available on CANVAS.

Student Assessment: Students will be assessed according to the following criteria:

1. **Homework Assignments and Lab Projects:**

   Homework will consist of in-class and out-of-class activities and assignments. Lab projects will consist of substrate testing. Homework assignments and lab projects are due by the time assigned on CANVAS. Late work will not be accepted for credit.

2. **Final Exam:**

   The final exam will be a comprehensive exam and will count as 100 points. The final exam is scheduled for Friday, March at 10:00 am.

Grading Scale

A	90 – 100 %	of total points possible
B	80 – 89 %	
C	70 – 79 %	
D	60 – 69 %	
F	below 60 %	

Due to the extreme circumstances of COVID, this syllabus and course delivery are subject to change at any time throughout the semester.

Academic Policies and Procedures: For specific information regarding academic policies and procedures, please refer to the PSU Syllabus Supplement. This document is available on Canvas for this course or at https://www.pittstate.edu/registrar/syllabus-supplement.html

Additional information specific to this course is included below.

Academic Integrity Policy: Academic dishonesty by a student is defined as unethical activity associated with course work or grades. Since the violation of academic honesty strikes at the heart of the education process, it is subject to the severest sanctions. For a full copy of this policy, see Article 30, Academic Misconduct at https://www.pittstate.edu/registrar/catalog/current/student-rights-and-responsibilities.html

Student Rights and Responsibilities: For specific information regarding Student Rights and Responsibilities, please refer to the PSU Code of Student Rights and Responsibilities. This document is available at https://studentlife.pittstate.edu/code-of-student-rights-and-responsiblities.html#undefined34

Please note Article 34 section 5 regarding Student Conduct. Students violating the Prohibited Conduct may be removed from the classroom and/or removed from the class for violating this code.

Attendance & Absences: The attendance policy for this class will be:

- Students are expected to attend each class period assigned, be on time and leave on time.
- Students are responsible for requesting materials due to any absence.
- Lab activities missed due to an absence may be made up at a time agreed upon by instructor and student.
- Excessive absences will be discussed with the student and may lead to the student being withdrawn from the course.
- Follow current COVID guidelines.

Inclement Weather: In the event the university closes due to inclement weather, there will be no in-person or online instruction during the class time. In-class activities will resume once the campus re-opens. Activities normally scheduled online will still be available and have the same deadlines.

Students are expected to use their best judgment as to whether they are able to travel safely to attend class.

Class Procedures: Students are to work in a safe and responsible manner. Failure to do so will result in the student being denied permission to work on equipment and subsequent lowering of the student's grade. Due to the potentially hazardous nature of the equipment in the press area, the press lab will only be available outside of class time at the discretion of the instructor. Students are not allowed to operate any equipment unless in the presence of another student or instructor in the lab.

Food and drinks will be allowed in the E107 classroom or E106 lab as long as there is no trash left behind and it is not a distraction to the class.

Please be respectful of other students regarding cell phone or laptop use during class time. Please avoid use of cell phones and laptops during lab activities.

GIT equipment is for class use only. Personal projects may not be run without prior approval of the instructor. Any work beyond classwork activities will be billed to the student.

Incomplete Grades: Due dates will be assigned. I will accept late work, however, there will be a date listed on Canvas as the final day I will accept work. I will not accept late work unless prior arrangements have been made.

Barring extenuating circumstances and without prior approval of the instructor, "Incomplete" grades will not be assigned for this course.

Students with Special Needs: According to the Americans with Disabilities Act, it is the responsibility of the student with a disability to notify the University of his/her disability and special needs accommodation. Accommodations WILL NOT be provided without prior notification by the appropriate University office. See the Syllabus Supplement for University resources.

Weapons and Concealed Carry Policy: Weapons must be COMPLETELY CONCEALED and WITHIN YOUR CONTROL at ALL times. See the Syllabus Supplement for the complete University policy on Weapons and Concealed Carry policies.

Due to the extreme circumstances of COVID, this syllabus and course delivery are subject to change at any time throughout the semester.

Faculty Senate Course Form

Effective Date: Fall 2023 Submission Date: 3/3/23

Department: Graphic Communications - TWL College of: Technology

Contact Person: Dr. Andrew Klenke Chair

Course: **New**

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation," to allow for review and questions. Any modifications should be saved as "original file name. v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and send to your College Admin.

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1. Purpose/Justification for **New** to Course:

   Previously the GIT Department offered 4 upper division packaging classes: Flexible Packaging, Paperboard Packaging, Rigid Packaging and Distribution Packaging. In an effort to streamline the curriculum and with most packaging composed of systems that use multiple materials these 4 classes will be consolidated to 2 courses: GC 470 - Retail Packaging and GC 570 - Commercial Packaging.

2. Is this **New** related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

   Does not affect any other programs.

3. Is this course to be considered for Pitt State Pathway? **No**
   If "yes," this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate. Completion of the Pitt State Pathway Course Approval form will also need to be submitted.

4. Will this course be required of any education majors? **No**
   If "yes," this requirement will need to have the approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

5. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?

   None

6. Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? **No**
   Explain:

7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.

8. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus: **Attach with upload.**

9. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus: **Attach with upload**.

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:	None	Retail Packaging
Course Number:		GC 470
Credits:		3
Grading System:	A-F, IN ☐ IP ☐ P/F ☐	A-F, IN ☑ IP ☐ P/F ☐
Pre/Co-Requisite(s):		GC 141 - Illustration Software GC 270 - Introduction to Packaging Graphics
Course Description		Design and development of packaging for retail applications. Structural and graphic design for consumer-packaged goods including rigid, flexible, and paperboard substrates will be covered.

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 3/6/23 Signature, Chairperson: Andrew M Klenke

-Approved: College Curriculum Committee

Date: 4/09/2023 Signature, Committee Chair: PE

-Approved: Dean of College

Date: 4/12/2023 Signature, Dean:

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: _____ Signature, Committee Chair: Janet Zepernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

Course: GIT 470 Retail Packaging — 3 credit hours

Instructor: Traci Hughes, Associate Instructional Professor, Graphics and Imaging Technologies

Catalog Description: Design and development of packaging for retail applications. Structural and graphic design for consumer-packaged goods including rigid, flexible, and paperboard substrates will be covered.
Prerequisites: GC 141 - Illustration Software and GC 270 - Introduction to Packaging Graphics

Course Objectives: Upon completion of GIT 470 Retail Packaging the student will:

1. Evaluate design characteristics of retail packaging.
2. Describe printing processes and techniques used in retail packaging production.
3. Analyze substrates and materials used in flexible, rigid and paperboard packaging.
4. Produce retail packaging projects from concept through production.
5. Operate equipment for prototyping and finishing retail packaging projects.

Course Instruction Methods: This is a combination lecture/laboratory course that meets face-to-face 2 days per week for 1 hour and 40 minutes per class period. Lectures and demonstrations will be used to present technical content. Assignments and lab projects will be used to enhance student learning. Written exams will be used to check for student understanding. Course content and assignments will be made available on CANVAS.

Student Required Resources: There is no textbook required for this course. Any recommended resources will be posted on Canvas. Tools, supplies, and other materials will be supplied during the class.

Student Assessment: Student learning will be assessed using the following system.

1. Lab Projects - 80% of total grade

There will be 5-6 individual lab projects during the class. Points will be given for each project. Due dates for projects will be listed. The last day I will accept projects will be listed for work before midterm and before finals week.

2. Homework Assignments 20% of total grade

Homework assignments will be available and submitted on Canvas . These assignments may include questions from handouts available in the modules on Canvas and from outside resources. Due dates will be given. Homework not submitted by the due date will result in a zero grade for the assignment.

Grading Scale:

A	90 – 100 %	of total points possible
B	80 – 89 %	
C	70 – 79 %	
D	60 – 69 %	
F	below 60	

Academic Policies and Procedures: For specific information regarding academic policies and procedures, please refer to the PSU Syllabus Supplement. This document is available on Canvas for this course or at https://www.pittstate.edu/registrar/syllabus-supplement.html

Student Rights and Responsibilities: For specific information regarding Student Rights and Responsibilities, please refer to the PSU Code of Student Rights and Responsibilities. This document is available at https://studentlife.pittstate.edu/code-of-student-rights-and-responsiblities.html#undefined34

Please note Article 34 section 5 regarding Student Conduct. Students violating the Prohibited Conduct may be removed from the classroom and/or removed from the class for violating this code.

Academic Integrity Policy: Academic dishonesty by a student is defined as unethical activity associated with course work or grades. Since the violation of academic honesty strikes at the heart of the education process, it is subject to the severest sanctions. For a full copy of this policy, see Article 30, Academic Misconduct at https://www.pittstate.edu/registrar/catalog/current/student-rights-and-responsibilities.html

Attendance & Absences: The attendance policy for this class will be:

- Students are expected to attend each class period assigned, be on time and leave on time.
- Students are responsible for requesting materials due to any absence.
- Lab activities missed due to an absence may be made up at a time agreed by instructor and student.
- Excessive absences may lead to the student being withdrawn from the course.
- Follow current COVID guidelines.

Inclement Weather: Students are expected to use their best judgment as to whether they are able to travel safely to attend class in the event of inclement weather.

Class Procedures

- Students are to work in a safe and responsible manner. Failure to do so will result in the student being denied permission to work on equipment and subsequent lowering of the student's grade.
- Due to the potentially hazardous nature of the equipment in the press area, the press lab will only be available outside of class time at the discretion of the instructor.
- Students are not allowed to operate any equipment unless in the presence of another student or instructor in the lab.
- Food and drinks will be allowed in the E104 and E106 labs (away from the computers and machines) as long as there is no trash left behind and it is not a distraction to the class. Please do not eat lunch while I am lecturing.
- There is to be NO smoking or use of electronic smoking devices in the class or lab at any time.
- Please be respectful of other students regarding cell phone or laptop use during class time.
- GIT equipment is for class use only. Personal projects may not be run without prior approval of the instructor. Any work beyond classwork activities will be billed to the student.

Incomplete Grades: Due dates will be assigned. Late work will NOT be accepted without prior arrangements or extenuating circumstances. Barring extenuating circumstances and without prior approval of the instructor, "Incomplete" grades will not be assigned for this course.

Students with Special Needs: According to the Americans with Disabilities Act, it is the responsibility of the student with a disability to notify the University of his/her disability and special needs accommodation. Accommodations WILL NOT be provided without prior notification by the appropriate University office. See the Syllabus Supplement for University resources.

Concealed Carry Policy: Weapons must be COMPLETELY CONCEALED and WITHIN YOUR CONTROL at ALL times. See the Syllabus Supplement for the complete University policy on Weapons and Concealed Carry policies.

TENTATIVE SCHEDULE (subject to change - notice of changes will be given on Canvas)

Week 1 Flexible Packaging

Week 2 Flexible Packaging

Week 3 Flexible Packaging

Week 4 Rigid Packaging

Week 5 Rigid Packaging

Week 6 Rigid Packaging

Week 7 Paperboard Packaging

Week 8 Paperboard Packaging

Week 9 Spring Break Week

Week 10 Paperboard Packaging

Week 11 Retail Packaging

Week 12 Retail Packaging

Week 13 Retail Packaging

Week 14 Retail Packaging

Week 15 Retail Packaging

Week 16 Dead Week

Week 17 Finals Week

Faculty Senate Course Form

Effective Date: Fall 2023 Submission Date: 3/3/23

Department: Graphic Communications - TWL College of: Technology

Contact Person: Dr. Andrew Klenke Chair

Course: **New**

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation," to allow for review and questions. Any modifications should be saved as "original file name. v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and send to your College Admin.

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1. Purpose/Justification for **New** to Course:
   GIT 432 - Digital Media Design will be updating to the new prefix and course name of: GC 510 - Audio/Video Production Design. Name and prefix change reflective of Major and Program name.

2. Is this **New** related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*
   Does not affect any other program

3. Is this course to be considered for Pitt State Pathway? **No**
   If "yes," this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate. Completion of the Pitt State Pathway Course Approval form will also need to be submitted.

4. Will this course be required of any education majors? **No**
   If "yes," this requirement will need to have the approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

5. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?
   None

6. Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? **No**
   Explain:

7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
   If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.

8. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus: **Attach with upload.**

9. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus: **Attach with upload**.

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:	Digital Media Design	Audio/Video Production Design
Course Number:	GIT 432	GC 510
Credits:	3	3
Grading System:	A-F, IN ☑ IP ☐ P/F ☐	A-F, IN ☑ IP ☐ P/F ☐
Pre/Co-Requisite(s):	GIT 231 - Audio/Video Software	GC 310 - Intermediate Photo/Video Techniques GC 340 - Motion Graphics Software GC 343 - Audio/Video Software
Course Description	Planning, storyboarding, workflow and techniques of capturing audio and video.	Advanced techniques of audio and video production, including the use equipment, software, and other tools to create and edit audio and visual content. Development in audio/video production planning, storytelling, scripting, and project management.

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 3/6/23 Signature, Chairperson: Andrew M Klenke

-Approved: College Curriculum Committee

Date: 4/09/2023 Signature, Committee Chair: PE

-Approved: Dean of College

Date: 4/12/2023 Signature, Dean:

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: _____ Signature, Committee Chair: Janet Zepernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

GC 510

01 MW|10a-11:40a

Audio/Video Production Design

Pittsburg State University

Kansas Technology Center
S222

J. Rocky Restivo
Associate Professor

Course Description:
Advanced techniques of audio and video production, including the use equipment, software, and other tools to create and edit audio and visual content. Development in audio/video production planning, storytelling, scripting, and project management. Prerequisite: GC 310 - Intermediate Photo/Video Techniques, GC 340 - Motion Graphics Software and GC 343 - Audio/Video Software

Instructor:

J. Rocky Restivo
Office E 201b,
Hours: See Canvas for hours and to make appointments.

Email / iMessage / FaceTime: jrestivo@pittstate.edu
Facebook / Facebook Messenger: facebook.com/prorockyr
Phone: 620-235-4422

Objectives:
Upon completion of this class, the student will be able to:

1. Provide the student an opportunity to compose and capture audio / video recordings.
2. Provide the student an opportunity to operate audio authoring software.
3. Provide the student an opportunity to demonstrate communication using storyboards.
4. Provide the student an opportunity to distinguish between different lighting scenarios.

Textbook:
This course is Zero Text Cost

Primary Software:
Adobe Premiere Pro CC, AfterEffects, and Adobe Audition.

Course Requirements:
1. Students must supply their own back up storage device. Work left on the lab computers should be backed-up on the server or other appropriate media. Computers are maintained by university personnel and may be rewritten at any time. Back up and save often.
2. All students will be required to use Canvas Content Management Software.
3. All completed assignments/projects must be submitted directed to the instructor via. CMS, and will be graded on the inclusion of the required elements outlined for the project, as well as content.
4. The final grade project will encompass all of the elements and skills learned to date.

Course Outcomes:
Students completing this course will be able to do the following:
1. Communicate digital media design with digital output.
2. Capture and manipulate audio / video.
3. Use digital media authoring and editing software.
4. Capture different digital video and audio formats.

Instructional Methods:
The primary instructional methods will be lecture, demonstration, and hands on activities. The nature of audio and visual software is to be very hands on, so the majority of the activities will require the student to create content demonstrating certain techniques. However written assignments and quizzes will be administered throughout the semester.

Student Assessment:
The student(s) will be graded on various written assignments, hands on assignments, and attendance throughout the semester. Point values are assigned to each assignment or test and the earned points are cumulated at the end of the semester and divided by the points possible to yield a final grade.

Points are earned by:
Quizzes
Written Assignments
Projects
Peer Reviews

Projects:
Due dates designated by instructor. Projects turned in late will be penalized 10% per 24 period. Projects will be submitted via. CMS. Projects will have a set of required elements, which must be demonstrated in the presentation of the project. Grading will be based on the inclusion of each of the elements as well as content and presentation. Final Projects will be presented in front of the class. (Dates are subject to change):

Attendance Policy:
- It is the responsibility of each student to attend each class period. Excused absences will be considered on a case-by-case basis and will not be favorably considered if the instructor was not notified prior to the class.
- Excused absences will only be allowed for school sanctioned events and only if the guidelines as outlined in the University-Sponsored Student Activities policy are followed.
- Students should notify the instructor by e-mail prior to if they are going to be absent due to illness.
- Students showing signs of illness may be asked to leave.

Grading Scale:
A 100-90 Excellent Work
B 89-80 Very Good Work
C 79-70 Average Work
D 69-60 Below Average Work
F 59-0 Failure to accomplish or turn in the required work

Academic Misconduct:
Pittsburg State University expects students to adhere to a strict code of academic honesty. Students should learn in an environment of integrity, free from the intrusion of any kind of dishonest conduct. Any of the following activities constitute violations of academic honesty unless expressly authorized in advance by the instructor:
- Cheating includes the intentional giving, receiving or use (or attempts thereof) of any assistance, including notes, coping, or prior knowledge of examination materials.
- Plagiarism includes intentionally or knowingly representing the words, ideas, images or computer files of another as one's own in an academic exercise.
- Fabrication includes the intentional falsification or invention of any information.
- Collusion includes any secret agreement among students who participate in any academically dishonest activity.
A minimum penalty for all forms of academic dishonesty is to receive a zero for the paper, assignment or test on which the violation occurred. Instructors reserve the right to choose a more stringent course of action.

Notice of Non-Discrimination:
Pittsburg State University is committed to a policy of educational equity. Accordingly, the University admits students, grants financial aid and scholarships, conducts all educational programs, activities, and employment practices without regard to race, color, religion, sex, national origin, sexual orientation, age, marital status, ancestry or disabilities. Any person having inquiries concerning the University compliance with regulations implementing Title VI, Title IX, Section 503, Section 504, and A.D.A. is directed to contact Jamie Jones, Director of Equal Opportunity, 218 Russ Hall, Pittsburg State University, Pittsburg, KS 66762, telephone 620-235-4189. Ms. Jones has been designated by the University to coordinate the institution's compliance with regulations implementing Title VI, Title IX, Section 503, Section 504, and A.D.A.

Student Organizations:
- The Iota Chapter of the Gamma Epsilon Tau (GET) is a national graphic arts honorary society limited to students majoring in the Graphics and Imaging Technologies department who have completed 12 credit hours of GIT courses, 45 credit hours overall, and maintain a 3.25 GPA. Membership into GET is by invitation only. Attendance in GET activities is required to maintain membership. Activities of this group are of service to the department.
- The Graphic Arts Club brings students together through extracurricular activities that enhance the academic experience. The Graphic Arts Club is open to any student in any major attending PSU. Club activities may include field trips, symposiums, service to the department and fund raising for the club.

Special Concerns:
Any student who, because of a disabling condition, may require some special arrangements in order to meet course requirements should contact me as soon as possible to make necessary accommodations. You are also encouraged to contact the Center for Student Accommodations at (620) 235-4309 or stop by 213 Russ Hall. The Student Success Center is located at 113 Axe Library.

Syllabus Supplement:
More information on weather, disabilities, grades, and important university dates can be found in the syllabus supplement located
https://www.pittstate.edu/registrar/syllabus-supplement.html

Inclement Weather:
If travel is hazardous or unsafe students will be excused from class. Check the PSU website for more information on inclement weather policies: http://www.pittstate.edu/office/president/policies/canceling-classes.dot

Sharing:
Your course work, likeness, and/or names may be used for display purposes either on campus or online. If you would not like any of your work displayed for public consumption, please notify me in writing that you would not like your work displayed or shared.

Classroom/lab rules:

1. Turn cell phones, mp3 players, iPads or any other electronics to silent before class begins. (Medical devices are fine.)
2. No headphones allowed during lecture but are required for editing any media that includes audio.
3. Playing on electronics (cell phone, tablet, laptop etc) during class is not allowed.
4. Using your desktop computer for anything other than classwork during classtime is not allowed. (Example: Facebook, Surfing the Web etc.)
5. Leave the class room if you must take a call.
6. By State Law[1]: No tobacco, smokeless tobacco or vapor/e-cigarettes allowed.
7. Do not alter the desktop or any of the System Preferences on your computer.
8. All files must be saved in the appropriate GIT student folder and backed up on a device of your choice. GIT is not responsible for lost files and your grade could be affected accordingly.
9. Any document not properly filed will possibly be deleted.
10. Report any problem with a computer to the Instructor, do not try to fix it yourself.
11. Students take responsibility for their own equipment. (Cameras, laptops, tablets brought from home.)
12. Mobile Messinging during lectures is not allowed. This includes but not limited to: e-mail, iMessage, SMS/Texting, Facebook Messenger, Snapchat, Teams, Zoom...)

1 KSA 21-6109

Faculty Senate Course Form

Effective Date: Fall 2023 Submission Date: 3/3/23

Department: Graphic Communications - TWL College of: Technology

Contact Person: Dr. Andrew Klenke Chair

Course: **New**

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation," to allow for review and questions. Any modifications should be saved as "original file name. v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and send to your College Admin.

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1. Purpose/Justification for **New** to Course:
   GIT 511 - 3D Animation & Rendering will be updating to the new prefix and course name of: GC 511 - 3D Animation & Rendering. Name and prefix change reflective of Major and Program name.

2. Is this **New** related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*
   Does not affect any other program

3. Is this course to be considered for Pitt State Pathway? **No**
   If "yes," this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate. Completion of the Pitt State Pathway Course Approval form will also need to be submitted.

4. Will this course be required of any education majors? **No**
   If "yes," this requirement will need to have the approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

5. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?
   None

6. Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? **No**
   Explain:

7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
   If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.

8. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus: **Attach with upload.**

9. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus: **Attach with upload**.

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:	3D Animation & Rendering	3D Animation & Rendering
Course Number:	GIT 530	GC 511
Credits:	3	3
Grading System:	A-F, IN ☑ IP ☐ P/F ☐	A-F, IN ☑ IP ☐ P/F ☐
Pre/Co-Requisite(s):	GIT 334 - 3D Graphics	GC 341 - 3D Graphics Software
Course Description	Animating and rendering 3D graphics.	Application of the principles of animation, including timing, spacing, and posing, to create believable and engaging 3D animations. Application of rendering techniques to create photo-realistic 3D images and animations.

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 3/6/23 Signature, Chairperson: Andrew M Klenke

-Approved: College Curriculum Committee

Date: 4/09/2023 Signature, Committee Chair: PE

-Approved: Dean of College

Date: 4/12/2023 Signature, Dean:

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: _____ Signature, Committee Chair: Janet Zepernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

GC 511 3D Animation and Rendering, 3 credit hrs
10:00 - 11:40 T, TH KTC S. 222

- Jason Ward
- Office S. 222a.
- Hours 12:00 - 2:00 T, TH
  9:00 - 10:00 M, W
  9:00 - 1:00 F
- Phone 620-235-4423, cell 620-704-4194
- jward@pittstate.edu

Course description:
Application of the principles of animation, including timing, spacing, and posing, to create believable and engaging 3D animations. Application of rendering techniques to create photo-realistic 3D images and animations. Prerequisite: GC 341 - 3D Graphics Software. May be taken for honors.

Course Objectives:
1. Provide the student an opportunity to produce photorealistic 3d renderings.
2. Provide the student an opportunity to produce 3d animations.
3. Provide the student an opportunity to produce 3d scans and photogrammetry.

Primary Software: 3d Studio Max Animation Suite
Secondary Software: Character Generator, Mudbox, MotionBuilder

Required Resource's: Inlearning, linkedin, account. Students are required to have an Inlearning membership on February 13th for one month that will cost $40. This can be used as a resource in all GIT classes and gen ed classes. This is the only expense for this course.

Course Requirements:
1. Students must supply their own learning resource (Inlearning account), and storage media to store work for this class. Work left on the lab computers should be backed-up on the server or other appropriate media. Computers are maintained by university personnel and may be rewritten at any time. Back up and save often.
2. Regular attendance is expected according to university standards. Students will be dropped after 8 absences. Student's grade will be affected after 5 absences (grade B or lower). 3 tardies (late or early) equal 1 absence. University attendance standards can be affected by CORVIS – 19 protocol. The PSU COVID web page is at The PSU COVID information can be found at https://www.pittstate.edu/office/health-services/coronavirus/index.html
3. Students should notify the instructor by phone or e-mail if they are going to be absent. Students showing signs of illness, fever, or not following COVID protocol will be asked to leave.
4. All students will be required to use the Canvas CMS education software.
5. All students should prepare for off campus learning. Have access to a computer graphics software, and Zoom virtual meeting software.

6. All completed assignments/projects must be handed in as directed by the instructor, and will be graded on the inclusion of the required elements outlined for the project, as well as content.
7. Weekly points will be given for attendance, quizzes, research projects, and documenting skills.
8. The final grade project will encompass all of the elements and skills learned to date, it is due the Friday before dead week (April 28th). The final exam will be a class reflections video / slideshow explaining your 3d animation and rendering experience. No work will be accepted after dead week except the reflections final project.

Course Outcomes:

Students completing this course will be able to do the following:

1. Produce photorealistic 3d renderings.
2. Produce and publish 3d animations.
3. Apply principals of 3d image capture.

Academic Misconduct:

The PSU catalog reads: "Academic misconduct by a student shall include, but not be limited to, giving or receiving of unauthorized aid on examinations or in the preparation of notebooks, themes, reports, or other assignments, or knowingly misrepresenting the source of any academic work. An instructor may, with due notice to the student, treat unsatisfactory any student work which is a product of academic misconduct."

Therefore, using any previous work or copying any current work will be treated as academic misconduct and dealt with accordingly. If any two or more exact copies of any assignment are submitted, both assignments will receive a grade of zero. Protect your work.

Disability Statement:

The Equal Opportunity/ Affirmative Action Office administers accommodations for faculty, staff and students with disabilities. To arrange for an accommodation fill out the "Request for Accommodation" form and deliver it to the EO Office Located in room 213 Russ Hall. Phone 620-235-4390. https://www.pittstate.edu/office/center-for-student-accommodations/index.html.

Inclement Weather:

If travel is hazardous or unsafe students will be excused from class. Check the PSU website for more information on inclement weather policies: https://www.pittstate.edu/president/policies/inclement-weather-policy-for-university-employees.html

Syllabus Supplement: More information on weather, disabilities, grades, and important university dates can be found in the syllabus supplement located at: https://www.pittstate.edu/registrar/_files/documents/syllabus-supplement-fall-2019-updated-5-1-19.pdf

Grading Policies:

1. It is the sole responsibility of the student to discuss and rectify questions regarding assignments and grades. It is very dangerous to rely on second-hand information in regard to project requirements, which determine grades. Specific grade questions are to be addressed on a one-to-one basis with the instructor as soon as possible. All grades will be posted on Canvas.

2. Individual project assignments will have their grades based on proficiency demonstrated by: (a) creative solution and application of work compared to project instructions, and (b) technical execution, or how well the assignment was completed.

3. Reading assignments, Inlearing courses, quizzes, and attendance points will be given weekly.

4. Midterm Grades are March 13th.

Grading Scale:

A (90-100)	Exemplary work from design through presentation. Meets all requirements.
B (80-89)	Very good work, would not take much to be best work.
C (70-79	Not bad, can definitely be improved.
D (60-69)	Sub-par, cannot be improved without being redone.
F (0-59)	Work not turned in, or academically and/or socially insulting to the viewer (student or instructor).

Certificates:

Students will complete a list of courses through LinkedIn Learning, and submit the completed certificate's as a pdf through Canvas.

Projects:

Due on the dates designated by the instructor. Projects turned in excessively late (2 weeks +) will be penalized one letter grade. Projects will have a set of required elements, which must be demonstrated in the presentation of the project. Grading will be based on the inclusion of each of the elements as well as content and presentation. (dates are subject to change):

- Job research / technology project
- 3d capture project
- 3d animation design project
- 3d rendered poster project
- 3d photogrammetry project
- Reflections final video

Faculty Senate Course Form

Effective Date: Fall 2023 Submission Date: 3/3/23

Department: Graphic Communications - TWL College of: Technology

Contact Person: Dr. Andrew Klenke Chair

Course: **New**

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation," to allow for review and questions. Any modifications should be saved as "original file name. v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and send to your College Admin.

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1. Purpose/Justification for **New** to Course:

   GIT 521 - Mobile Media Development will be updating to the new prefix and course name of: GC 521 - Mobile UX/UI Design. Name and prefix change reflective of Major and Program name.

2. Is this **New** related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

   Does not affect any other program

3. Is this course to be considered for Pitt State Pathway? **No**
   If "yes," this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate. Completion of the Pitt State Pathway Course Approval form will also need to be submitted.

4. Will this course be required of any education majors? **No**
   If "yes," this requirement will need to have the approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

5. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?

   None

6. Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? **No**
   Explain:

7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
   If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.

8. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus: **Attach with upload.**

9. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus: **Attach with upload.**

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:	Mobile Media Development	Mobile UX/UI Design
Course Number:	GIT 521	GC 521
Credits:	3	3
Grading System:	A-F, IN ☑ IP ☐ P/F ☐	A-F, IN ☑ IP ☐ P/F ☐
Pre/Co-Requisite(s):	GIT 100 - Intro. to Graphics Technologies GIT 240 - Page Layout Software	GC 100 Introduction to Graphic Communications GC 200 User Experience Research
Course Description	Content creation for mobile devices (Tablets, SmartPhones) Creation, testing and delivery of digital content.	Design, create, test and deliver mobile applications that are user-friendly, accessible, and visually appealing. Design principles for mobile devices, including mobile-first design, responsive design, and the use of mobile-specific UI elements.

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 3/6/23 Signature, Chairperson: Andrew M Klenke

-Approved: College Curriculum Committee

Date: 4/09/2023 Signature, Committee Chair: PE

-Approved: Dean of College

Date: 4/12/2023 Signature, Dean:

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: _____ Signature, Committee Chair: Janet Zepernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

Course: GC 521 – Mobile UX/UI Design

23FALL - 3 credit hours section 01 – 10:00 – 11:40 –Tuesdays & Thursdays
Room E211

Instructor: Chris Huitt, Professor, Graphic Communications

Office: Room E210d, Kansas Technology Center

Office Phone: 620-235-4416

Office E-mail: chuitt@pittstate.edu (I usually respond quickest to e-mails or Canvas messages.)

Office Hours: Office Hours by appointment when I am not in class or have meetings.

Class Schedule: TTH 10:00-11:40

Catalog Description: Design, create, test and deliver mobile applications that are user-friendly, accessible, and visually appealing. Design principles for mobile devices, including mobile-first design, responsive design, and the use of mobile-specific UI elements. Prerequisites: GC 100 Introduction to Graphics Technologies, GC 200 User Experience Research

Textbook Requirement:

Systems Handbook
By Marco Suarez, Jina Anne, Katie Sylor-Miller, Diana Mounter, and Roy Stanfield
https://www.designbetter.co/design-systems-handbook

Course material is mainly sourced from available software internet sites that include reading material, research articles and instructional videos. There are numerous sources prepared by the actual software creators to use.

Course Objectives: Upon completion of the course, the student will:

1. Apply Software knowledge in creating mobile media content.
2. Learn and demonstrate essential layout procedures as it relates to mobile devices.
3. Incorporating Invision software, Adobe® InDesign®, Adobe XD, Mag+, Adobe Express, Sketch, Figma, Webflow and other mobile media creation software.
4. Understanding of UX User Experience UI User Interface design considerations.
5. How to Setup Design Systems Management platforms.
6. Understand the creation & design of effective, intuitive, clear user interfaces on mobile devices.
7. Demonstrate proper file management and hierarchy of content for mobile media delivery.

Course Instruction Methods: The class will be conducted using a combination of Lecture, discussion, demonstrations, and lab work. (With an emphasis on student's projects.) The course content will be made available on CANVAS. The Projects in this class will lead to better understanding of publication graphics and its processes that include layout design and creation, file preparation and production.

Student Assessment: Student learning will be assessed using the following system.

Evaluation of course performance
Based on the following distribution:

Attendance (100 total pts)
-10 points for each absence
-5 points for each tardy

Quizzes (10 to 100 points each)
Number of quizzes varies.

Assignments (100 to 200 points each)
6 or more Assignments
-5% off individual assignment points for each day late handing in an assignment

Projects (100 pts each section)
100 - 300 points each for the following sections:
3 or more Projects
Projects will not be accepted after the due date

Project #1	100 points
Project #2	100 points
Project #3	100 points
Project #4	100 points
Project #5	100 points
Project #6	100 points
Quiz #1	50 points
Quiz#2	50 points
Quiz #3	50 points
Midterm	100 points
Final	100 points

(Adjustments may be made to the following projects listed. The rapid pace of software program changes requires this class to have the ability to be fluid and change its course path when new technologies arise and older ones change or are replaced entirely.)

Grading Scale:

A	90 – 100 %
B	80 – 89 %
C	70 – 79 %
D	60 – 69 %
F	below 60

of total points possible

Academic Policies and Procedures:

For specific information regarding academic policies and procedures, please refer to the PSU Syllabus Supplement. This document is available on Canvas for this course or at https://www.pittstate.edu/registrar/syllabus-supplement.html

Additional information specific to this course is included below.

Attendance & Absences:

The attendance policy for this class will be:

- Students are expected to attend each class period assigned, be on time and leave on time.
- Students are responsible for requesting materials due to any absence.
- Lab activities missed due to an absence may be made up at a time agreed upon by instructor and student.
- Excessive absences will be discussed with the student and may lead to the student being withdrawn from the course.

Inclement Weather:

In the event the university closes due to inclement weather, there will be no in-person or online instruction during the class time. In-class activities will resume once the campus re-opens. Activities normally scheduled online will still be available and have the same deadlines.

Students are expected to use their best judgment as to whether they can travel safely to attend class.

Class Procedures:

Students are to work in a safe and responsible manner. Failure to do so will result in the student being denied permission to work on equipment and subsequent lowering of the student's grade.

Due to the potentially hazardous nature of the equipment in the press area, the press lab will only be available outside of class time at the discretion of the instructor.

Students are not allowed to operate any equipment unless in the presence of another student or instructor in the lab.

Food and drinks will be allowed in the E211 classroom or E215 lab as long as there is no trash left behind and it is not a distraction to the class.

Please be respectful of other students regarding cell phone or laptop use during class time.
Place cell phones on silent when class begins.
Take any emergency calls by excusing yourself outside of the classroom.

GC equipment is for class use only. Personal projects may not be run without prior approval of the instructor. Any work beyond classwork activities will be billed to the student.

Student Rights and Responsibilities:

For specific information regarding Student Rights and Responsibilities, please refer to the PSU Code of Student Rights and Responsibilities. This document is available at https://studentlife.pittstate.edu/code-of-student-rights-and-responsiblities.html#undefined34

Please note Article 34 section 5 regarding Student Conduct. Students violating the Prohibited Conduct may be removed from the classroom and/or removed from the class for violating this code.

Incomplete Grades:

Due dates will be assigned. I will accept late work, however, there will be a date listed on Canvas as the final day I will accept work. I will not accept work after this date unless prior arrangements have been made.

Barring extenuating circumstances and without prior approval of the instructor, "Incomplete" grades will not be assigned for this course.

Students with Special Needs:

According to the Americans with Disabilities Act, it is the responsibility of the student with a disability to notify the University of his/her disability and special needs accommodation. Accommodations WILL NOT be provided without prior notification by the appropriate University office. See the Syllabus Supplement for University resources.

Weapons and Concealed Carry Policy:

Weapons must be COMPLETELY CONCEALED and WITHIN YOUR CONTROL at ALL times.
See the Syllabus Supplement for the complete University policy on Weapons and Concealed Carry policies.

Faculty Senate Course Form

Effective Date: Fall 2023 Submission Date: 3/3/23

Department: Graphic Communications - TWL College of: Technology

Contact Person: Dr. Andrew Klenke Chair

Course: **New**

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation," to allow for review and questions. Any modifications should be saved as "original file name. v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and send to your College Admin.

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1. Purpose/Justification for **New** to Course:
   GIT 523 - Web Content Management Systems will be updating to the new prefix and course name of: GC 523 - Web Content Management Systems. Name and prefix change reflective of Major and Program name.

2. Is this **New** related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*
   Does not affect any other program

3. Is this course to be considered for Pitt State Pathway? **No**
   If "yes," this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate. Completion of the Pitt State Pathway Course Approval form will also need to be submitted.

4. Will this course be required of any education majors? **No**
   If "yes," this requirement will need to have the approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

5. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?
   None

6. Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? **No**
   Explain:

7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
   If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.

8. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus: **Attach with upload.**

9. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus: **Attach with upload**.

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:	Web Content Management Systems	Web Content Management Systems
Course Number:	GIT 523	GC 523
Credits:	3	3
Grading System:	A-F, IN ☑ IP ☐ P/F ☐	A-F, IN ☑ IP ☐ P/F ☐
Pre/Co-Requisite(s):	None	GC 221 - Web User Experience
Course Description	Exploration of open source web-based Content Management Systems (CMS) for the development of dynamic and flexible web sites.	Exploration of open source web-based Content Management Systems (CMS) for the development of dynamic and flexible web sites.

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 3/6/23 Signature, Chairperson: Andrew M Kleeba

-Approved: College Curriculum Committee

Date: 4/09/2023 Signature, Committee Chair: PE

-Approved: Dean of College

Date: 4/12/2023 Signature, Dean:

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: _____ Signature, Committee Chair: Janet Zepernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

Course: GC 523 Web Content Management Systems
3 credit hours – 23WF

Instructor
Jason Reid. Associate Professor, Graphic Communications

Office
Room E201C, Kansas Technology Center

Office Phone
620-235-4417

Office E-mail:
jreid@pittstate.edu

Office Hours

- Monday: 8am – 11am
- Tuesday: 8am – 10am
- Wednesday: 8am – 11am
- Thursday: 8am – 10am
- Friday: By Appointment

Class Schedule
Tuesday & Thursday 10:00am - 11:40am

Catalog Description
Exploration of open-source web-based Content Management Systems (CMS) for the development of dynamic and responsive web sites. Prerequisite: GC 221 - Web User Experience

Student Required Resources

- Required: PHP & MySQL: Server-side Web Development, by Jon Duckett
  ISBN: 978-1119149217

Course Objectives
Students will:

1. Prepare artwork using vector-based software.
2. Apply graphic design concepts for print and electronic media output.
3. Produce projects using web-based software.
4. Create multimedia projects using the appropriate software.
5. Output digital photographs.

Students will be able to

- Analyze and construct images optimized for the web.

- Use web design software to design and develop websites using web design foundation principles.
- Apply critical thinking towards problem solving and debugging techniques for web design and development.
- Evaluate and discuss website design critique.
- Apply valid HTML & CSS towards web design and development.
- Analyze and construct optimized content for the web.
- Analyze and construct responsive websites.
- Apply and analyze effective written communication for the web.
- Apply PHP programming concepts.
- Analyze and construct websites using content management systems software.
- Apply security features for web content management systems.
- Utilize software to publish websites to the internet.

Module Topics

1. Working with WordPress
2. WordPress Themes
3. Plugins
4. Creating Child Themes
5. Adding custom HTML, CSS & jQuery
6. Search Engine Optimization
7. Tour of the WordPress Core
8. Installing WordPress Manually
9. Local Hosting
10. WordPress Importing

- *Modules and Assignments may be modified by instructor at any time throughout the semester.*

Course Delivery Methods:
This is a face-to-face project-based course. Assignments and projects will be used to enhance student learning. Course content and assignments will be made available in Canvas.

Student Assessment:
Student learning will be assessed using the following system.

- **10%** Attendance/Participation
    - Attendance is required throughout the semester and is automatically assigned when attendance is taken before the start of class.
- **40%** Assignments

    - A variety of project-based assignments both in-class and outside class create spaces for learning the course objectives.
- **50%** Final Project
    - A Final Project that incorporates the course objectives would be completed and presented by students.

Grading Scale:

A	90 – 100 %
B	80 – 89 %
C	70 – 79 %
D	60 – 69 %
F	below 60

Academic Policies and Procedures:
For specific information regarding academic policies and procedures, please refer to the PSU Syllabus Supplement. This document is available on Canvas for this course or at https://www.pittstate.edu/registrar/syllabus-supplement.html

Additional information specific to this course is included below.

Academic Integrity Policy:
Academic dishonesty by a student is defined as unethical activity associated with course work or grades. Since the violation of academic honesty strikes at the heart of the education process, it is subject to the severest sanctions. For a full copy of this policy, see Article 30, Academic Misconduct at https://www.pittstate.edu/registrar/catalog/current/student-rights-and-responsibilities.html

Student Rights and Responsibilities:
For specific information regarding Student Rights and Responsibilities, please refer to the PSU Code of Student Rights and Responsibilities. This document is available at https://studentlife.pittstate.edu/code-of-student-rights-and-responsiblities.html

Please note Article 34 section 5 regarding Student Conduct. Students violating the Prohibited Conduct may be removed from the classroom and/or removed from the class for violating this code.

Attendance & Absences:
The attendance policy for this class will be:

- Students are expected to attend each class period assigned, be on time and leave on time.
- Students are responsible for requesting materials due to any absence.
- Assignments missed due to an absence may be made up at a time agreed upon by instructor and student.
- Excessive absences will be discussed with the student and may lead to the student being withdrawn from the course.

Inclement Weather:
In the event the university closes due to inclement weather, there will be no in-person or online instruction during the class time. In-class activities will resume once the campus re-opens. Activities normally scheduled online will still be available and have the same deadlines.

Students are expected to use their best judgment as to whether they can travel safely to attend class.

Class Procedures:
Students are to work in a safe and responsible manner.

Please be respectful of other students regarding cell phone or laptop use during class time. Please avoid use of cell phones and laptops during class activities.

GIT equipment is for class use only. Personal projects may not be run without prior approval of the instructor. Any work beyond classwork activities will be billed to the student.

Incomplete Grades:
Due dates will be assigned. I will accept late work, however, there will be a date listed on Canvas as the final day I will accept work. I will not accept work after this date unless prior arrangements have been made.

Barring extenuating circumstances and without prior approval of the instructor, "Incomplete" grades will not be assigned for this course.

Students with Special Needs:
According to the Americans with Disabilities Act, it is the responsibility of the student with a disability to notify the University of his/her disability and special needs accommodation. Accommodations WILL NOT be provided without prior notification by the appropriate University office. See the Syllabus Supplement for University resources.

Content Sharing

Your course work, likeness, and/or names may be used for display purposes either on campus or online. If you would not like your work displayed on campus or online, please notify me in writing that you would not like your work, likeness, and/or names displayed or shared.

Faculty Senate Course Form

Effective Date: Fall 2023 Submission Date: 3/3/23

Department: Graphic Communications - TWL College of: Technology

Contact Person: Dr. Andrew Klenke Chair

Course: **New**

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation," to allow for review and questions. Any modifications should be saved as "original file name. v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and send to your College Admin.

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1. Purpose/Justification for **New** to Course:
   GIT 531 - Publication Graphics will be updating to the new prefix and course name of: GC 530 - Publication Design. Name and prefix change reflective of Major and Program name.

2. Is this **New** related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*
   Does not affect any other program

3. Is this course to be considered for Pitt State Pathway? **No**
   If "yes," this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate. Completion of the Pitt State Pathway Course Approval form will also need to be submitted.

4. Will this course be required of any education majors? **No**
   If "yes," this requirement will need to have the approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

5. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?
   None

6. Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? **No**
   Explain:

7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
   If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.

8. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus: **Attach with upload.**

9. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus: **Attach with upload**.

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:	Publication Graphics	Publication Design
Course Number:	GIT 531	GC 530
Credits:	3	3
Grading System:	A-F, IN ☑ IP ☐ P/F ☐	A-F, IN ☑ IP ☐ P/F ☐
Pre/Co-Requisite(s):	GIT 240 - Page Layout Software	GC 330 - Typography & Layout GC 342 - Print File Preparation and Preflighting GC 350 - Printing Technologies
Course Description	Creative design, file preparation, print production and finishing of multiple publication projects.	Document design and production for print and electronic delivery.

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 3/6/23 Signature, Chairperson: Andrew M Klesha

-Approved: College Curriculum Committee

Date: 4/09/2023 Signature, Committee Chair: PE

-Approved: Dean of College

Date: 4/12/2023 Signature, Dean:

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: _____ Signature, Committee Chair: Janet Zepernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

Course: CG 530 Publication Design

23FALL - 3 credit hours section 01 – 10:00 – 11:40 – Mondays & Wednesdays
E103 & E106 Print Lab

Instructor: Chris Huitt, Professor, Graphic Communications

Office: Room E210d, Kansas Technology Center

Office Phone: 620-235-4416

Office E-mail: chuitt@pittstate.edu (I usually respond quickest to e-mails or Canvas messages.)

Office Hours: Office Hours by appointment when I am not in class or have meetings.

Class Schedule: MW 10:00-11:40

Catalog Description: Document design and production for print and electronic delivery. Prerequisites: GC 330 - Typography & Layout, GC 342 - Print File Preparation and Preflighting and GC 350 - Printing Technologies. May be taken for honors.

Student Required Resources: There is no textbook required for this course.
Any recommended resources will be posted on Canvas. Tools or other materials will be supplied during the class.

Course Objectives: Upon completion of the course, the student will:

1. Define computer and graphic arts terms.
2. Create files for various output devices.
3. Produce publication graphics on digital printing equipment.
4. Complete projects using finishing and binding processes.
5. Apply preflight setup for printing of files.
6. Know the terminology used in the field of Graphic Communications.

Course Instruction Methods: The class will be conducted using a combination of Lecture, discussion, demonstrations, and lab work. (With an emphasis on student's projects.) The course content will be made available on CANVAS. The Projects in this class will lead to better understanding of publication graphics and its processes that include layout design and creation, file preparation and production.

Student Assessment: Student learning will be assessed using the following system.

Students are graded on their ability to answer questions on objective tests.
Students are graded on their completion and quality of their individual projects.
Students may be graded on their participation and cooperation in class.

Evaluation Criteria
Tests (2 @ 20% each) Midterm and Final.
The Final may be substituted for additional projects.
Student projects 80%
The student is graded on all steps and aspects leading up to completion of the projects.

Midterm equals 100 points
Final equals 100 points
Student Projects equal 800 points. Broken out as below.

Project #1	100 points
Project #2	100 points
Project #3	100 points
Project #4	100 points
Project #5	100 points
Project #6	100 points
Project #7	100 points

Project #8	100 points
Quiz #1	50 points
Quiz#2	50 points
Quiz #3	50 points
Midterm	100 points
Final	100 points

*Additional assignments with other Specialty Graphics applications to be included raising the total points.
*Additional assignments may be added throughout the semester.

Grading Scale:

A	90 – 100 %	of total points possible
B	80 – 89 %	
C	70 – 79 %	
D	60 – 69 %	
F	below 60	

Academic Policies and Procedures:

For specific information regarding academic policies and procedures, please refer to the PSU Syllabus Supplement. This document is available on Canvas for this course or at https://www.pittstate.edu/registrar/syllabus-supplement.html

Additional information specific to this course is included below.

Attendance & Absences:

The attendance policy for this class will be:

- Students are expected to attend each class period assigned, be on time and leave on time.
- Students are responsible for requesting materials due to any absence.
- Lab activities missed due to an absence may be made up at a time agreed upon by instructor and student.
- Excessive absences will be discussed with the student and may lead to the student being withdrawn from the course.

Inclement Weather:

In the event the university closes due to inclement weather, there will be no in-person or online instruction during the class time. In-class activities will resume once the campus re-opens. Activities normally scheduled online will still be available and have the same deadlines.

Students are expected to use their best judgment as to whether they can travel safely to attend class.

Class Procedures:

Students are to work in a safe and responsible manner. Failure to do so will result in the student being denied permission to work on equipment and subsequent lowering of the student's grade.

Due to the potentially hazardous nature of the equipment in the press area, the press lab will only be available outside of class time at the discretion of the instructor.

Students are not allowed to operate any equipment unless in the presence of another student or instructor in the lab.

Food and drinks will be allowed in the E211 classroom or E215 lab as long as there is no trash left behind and it is not a distraction to the class.

Please be respectful of other students regarding cell phone or laptop use during class time.
Place cell phones on silent when class begins.
Take any emergency calls by excusing yourself outside of the classroom.

GC equipment is for class use only. Personal projects may not be run without prior approval of the instructor. Any work beyond classwork activities will be billed to the student.

Student Rights and Responsibilities:

For specific information regarding Student Rights and Responsibilities, please refer to the PSU Code of Student Rights and Responsibilities. This document is available at https://studentlife.pittstate.edu/code-of-student-rights-and-responsiblities.html#undefined34

Please note Article 34 section 5 regarding Student Conduct. Students violating the Prohibited Conduct may be removed from the classroom and/or removed from the class for violating this code.

Incomplete Grades: Due dates will be assigned. I will accept late work, however, there will be a date listed on Canvas as the final day I will accept work. I will not accept work after this date unless prior arrangements have been made.

Barring extenuating circumstances and without prior approval of the instructor, "Incomplete" grades will not be assigned for this course.

Students with Special Needs: According to the Americans with Disabilities Act, it is the responsibility of the student with a disability to notify the University of his/her disability and special needs accommodation. Accommodations WILL NOT be provided without prior notification by the appropriate University office. See the Syllabus Supplement for University resources.

Weapons and Concealed Carry Policy: Weapons must be COMPLETELY CONCEALED and WITHIN YOUR CONTROL at ALL times. See the Syllabus Supplement for the complete University policy on Weapons and Concealed Carry policies.

TENTATIVE SCHEDULE (subject to change – notice of changes will be given on Canvas)

WEEK	TOPIC/ACTIVITY
1	Project #1 - 3.5" x 5" Field Notebook. Lecture & Demonstration of setup.
2	Lab printing and finishing. Print Lab E106. Files and finished project to be completed and submitted.
3	Project#2 – Trifold with Die-Cut Window. Lecture & Demonstration of setup.
4	Lab printing and finishing. Print Lab E106. Files and finished project to be completed and submitted.
5	Project #3 – Four Page Mailer.
6	Lab printing and finishing. Print Lab E106. Files and finished project to be completed and submitted.
7	Project #4 – Wirebound Notebook
8	Midterm. Lab printing and finishing. Print Lab E106. Files and finished project to be completed and submitted.
9	Project #5 - Online Assignment #2 Create Special Print Finishes in InDesign
10	Lab printing and finishing. Print Lab E106. Files and finished project to be completed and submitted.
11	Project 7 "Variable Data"
12	Lab printing and finishing. Print Lab E106. Files and finished project to be completed and submitted.
13	Project 8 "Student 4 x 6 Mailer Project" or "Student Choice Project."
14	Lab printing and finishing. Print Lab E106. Files and finished project to be completed and submitted.
15	Class projects final physical submission date.
16	Final.

Faculty Senate Course Form

Effective Date: Fall 2023 Submission Date: 3/3/23

Department: Graphic Communications - TWL College of: Technology

Contact Person: Dr. Andrew Klenke Chair

Course: **New**

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation," to allow for review and questions. Any modifications should be saved as "original file name. v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and send to your College Admin.

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1. Purpose/Justification for **New** to Course:

   Graphic Design students are provided in-depth knowledge on all aspects of content creation, manipulation, and production. The Brand Strategy course is proposed to allow students to take that knowledge further into development of design systems that maintains consistency across all brand touch-points but allows flexibility and can be adapted to different media types, including print, digital, and social media.

2. Is this **New** related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

   Does not affect any other programs.

3. Is this course to be considered for Pitt State Pathway? **No**
   If "yes," this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate. Completion of the Pitt State Pathway Course Approval form will also need to be submitted.

4. Will this course be required of any education majors? **No**
   If "yes," this requirement will need to have the approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

5. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?

   None

6. Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? **No**
   Explain:

7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
   If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.

8. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus: **Attach with upload.**

9. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus: **Attach with upload.**

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:	None	Branding Strategy
Course Number:		GC 535
Credits:		3
Grading System:	A-F, IN ☐ IP ☐ P/F ☐	A-F, IN ☑ IP ☐ P/F ☐
Pre/Co-Requisite(s):		GC 333 - Advanced Graphic Design GC 430 - Inclusive Design
Course Description		Integration of design principles, software, typography, and technology to execute the design process from visualization to production.

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 3/6/23 Signature, Chairperson: Andrew M Klenke

-Approved: College Curriculum Committee

Date: 4/09/2023 Signature, Committee Chair: PE

-Approved: Dean of College

Date: 4/12/2023 Signature, Dean:

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: _____ Signature, Committee Chair: Janet Zepernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

Course: GC 535 Branding Strategy

Semester/Year - 3 credit hours section 01 –
Room

Instructor: Christel Benson, Ed.S. Professor, Graphic Communications

Office: Room E110, GIT Department Office, Kansas Technology Center

Office Phone: 620-235-4426

Office E-mail: clbenson@pittstate.edu

Office Hours:

Class Schedule:

Catalog Description: Integration of design principles, software, typography, and technology to execute the design process from visualization to production. Prerequisites: GC 333 - Advanced Graphic Design and GC 430 - Inclusive Design

Student Required Resource: There is no textbook required for this course.

Course Objectives Adobe & ISTE

Upon completion of GC 333 Advanced Graphic Design, the student will:

1. Demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology.
2. Use digital media and environments to communicate and work collaboratively
3. Apply digital tools to gather, evaluate, and use information
4. Apply critical thinking skills to plan and conduct research, manage projects, solve problems and make informed decisions using appropriate digital tools and resources.
5. Understand human, cultural, and societal issues related to technology and practice legal and ethical behavior.
6. Set project requirements:
   Identify the purpose, audience, and audience needs for preparing image(s).
   Demonstrate knowledge of standard copyright rules for images and image use.
   Demonstrate knowledge of project management tasks and responsibilities.
   Communicate with others (such as peers and clients) about design plans.
7. Identify design elements used when preparing images
   2.1 Demonstrate knowledge of image resolution, image size, and image file format for web, video, and print.
   2.2 Demonstrate knowledge of design principles, elements, and image composition.
   2.3 Demonstrate knowledge of typography.
   2.5 Demonstrate knowledge of image generating devices, their resulting image types, and how to access resulting images in software.
   2.6 Understand key terminology of digital images.

Course Objectives

Upon completion of GC 505 Branding Strategy, the student will:

1. Create effective and engaging user experiences supported by original design assets
2. Design consistently across a range of media
3. Rationalize design choices as they relate to the client and target audience
4. Finesse critical thinking to solve communication problems through design
5. Conduct independent and team research on a topic
6. Apply research knowledge to the thoughtful creation of a design strategy
7. Present compelling narratives to articulate research and proposed assets
8. Practice using professional design vocabulary by critically viewing and discussion design through active participation in the critique of peer projects
9. Further expand ability to brainstorm, develop concepts and visually communicate ideas
10. Understand various methods of creating brand identity products, across multiple outputs and platforms
11. Use preferred identity methods, research and communicate the effectiveness of a brand concept
12. Develop and implement a creative brief to apply theories of design
13. Execute a style guide that maintains consistency and effectiveness across brand image assets
14. Implement Design System Management consistency across libraries, style guides, guidelines and all assets created for a brand (ie component library, pattern library, style guide, brand values, design principles, icon library, content guidelines, accessibility guidelines, etc.)
15. Demonstrate technical understanding of a brand strategy, client brief and design strategy

Due to the extreme circumstances of COVID, this syllabus and the course delivery are subject to change at any time throughout the semester.

Course Instruction Methods: This is a face-to-face laboratory course. Assignments and lab projects will be used to enhance student will be made available on CANVAS.

Student Assessment: Student learning will be assessed using the following system.

1. Lab Projects/Demonstrations: - various points per assignment (60% of total grade)

There will be a variety of lab projects and demonstrations during the class. Points will be given for each project or demonstration. Lab work should be submitted as projects are completed. Late work is not accepted.

2. Homework/Online Assignments: - various points per assignment (20% of total grade)

Homework assignments will be available on Canvas. Due dates will be given. Homework not submitted by the final due date will result in a zero grade for the assignment. Barring extenuating circumstances, late work will not be accepted.

3. Presentation & Critique: - approximately 100 points per presentation (20% of total grade)

Students will present project execution to peers through formal and informal class presentations. Critique participation is expected from peers for full points.

Grading Scale:

A	90 – 100 %	of total points possible
B	80 – 89 %	
C	70 – 79 %	
D	60 – 69 %	
F	below 60	

Academic Policies and Procedures: For specific information regarding academic policies and procedures, please refer to the PSU Syllabus Supplement. This document is available on Canvas for this course or at https://www.pittstate.edu/registrar/syllabus-supplement.html

Additional information specific to this course is included below.

Attendance & Absences: The attendance policy for this class will be:

- Students are expected to attend each class period assigned, be on time and leave on time.
- Students are responsible for requesting materials due to any absence.
- Lab activities missed due to an absence may be made up at a time agreed upon by instructor and student.
- Excessive absences will be discussed with the student and may lead to the student being withdrawn from the course.
- Follow current COVID guidelines.

Inclement Weather: In the event the university closes due to inclement weather, there will be no in-person or online instruction during the class time. In-class activities will resume once the campus re-opens. Activities normally scheduled online will still be available and have the same deadlines.

Students are expected to use their best judgment as to whether they are able to travel safely to attend class.

Class Procedures: Students are to work in a safe and responsible manner. Failure to do so will result in the student being denied permission to work on equipment and subsequent lowering of the student's grade.

Due to the extreme circumstances of COVID, this syllabus and the course delivery are subject to change at any time throughout the semester.

Due to the potentially hazardous nature of the equipment in the press area, the press lab will only be available outside of class time at the discretion of the instructor.

Students are not allowed to operate any equipment unless in the presence of another student or instructor in the lab.

Food and drinks will be allowed in the E107 classroom or E106 lab as long as there is no trash left behind and it is not a distraction to the class.

Please be respectful of other students regarding cell phone or laptop use during class time. Please avoid use of cell phones and laptops during lab activities.

GIT equipment is for class use only. Personal projects may not be run without prior approval of the instructor. Any work beyond classwork activities will be billed to the student.

Student Rights and Responsibilities:

For specific information regarding Student Rights and Responsibilities, please refer to the PSU Code of Student Rights and Responsibilities. This document is available at https://studentlife.pittstate.edu/code-of-student-rights-and-responsiblities.html#undefined34

Please note Article 34 section 5 regarding Student Conduct. Students violating the Prohibited Conduct may be removed from the classroom and/or removed from the class for violating this code.

Incomplete Grades:

Due dates will be assigned. I will accept late work, however, there will be a date listed on Canvas as the final day I will accept work. I will not accept work after this date unless prior arrangements have been made.

Barring extenuating circumstances and without prior approval of the instructor, "Incomplete" grades will not be assigned for this course.

Students with Special Needs:

According to the Americans with Disabilities Act, it is the responsibility of the student with a disability to notify the University of his/her disability and special needs accommodation. Accommodations WILL NOT be provided without prior notification by the appropriate University office. See the Syllabus Supplement for University resources.

Weapons and Concealed Carry Policy:

Weapons must be COMPLETELY CONCEALED and WITHIN YOUR CONTROL at ALL times. See the Syllabus Supplement for the complete University policy on Weapons and Concealed Carry policies.

Due to the extreme circumstances of COVID, this syllabus and the course delivery are subject to change at any time throughout the semester.

TENTATIVE SCHEDULE (subject to change – notice of changes will be given on Canvas)

Week 1	Introduction
Week 2	Lab
Week 3	Lab
Week 4	Lab
Week 5	Lab
Week 6	Lab
Week 7	Lab
Week 8	Lab, Mid-term Exam
Week 9	Spring Break Week
Week 10	Lab
Week 11	Lab
Week 12	Lab
Week 13	Lab

Due to the extreme circumstances of COVID, this syllabus and the course delivery are subject to change at any time throughout the semester.

Week 14 Lab

Week 15 Lab

Week 16 Lab

Week 17 Final Exam

Due to the extreme circumstances of COVID, this syllabus and the course delivery are subject to change at any time throughout the semester.

Faculty Senate Course Form

Effective Date: Fall 2023 Submission Date: 3/3/23

Department: Graphic Communications - TWL College of: Technology

Contact Person: Dr. Andrew Klenke Chair

Course: **New**

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation," to allow for review and questions. Any modifications should be saved as "original file name. v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and send to your College Admin.

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1. Purpose/Justification for **New** to Course:

   Environmental graphics is a growing industry, with many opportunities for designers who are skilled in creating impactful experiences and visual identities in large scale and physical spaces. This course will teach students the technical skills needed to execute complex installations and will help them develop a deep understanding of the production process.

2. Is this **New** related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

   Does not affect any other programs.

3. Is this course to be considered for Pitt State Pathway? **No**
   If "yes," this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate. Completion of the Pitt State Pathway Course Approval form will also need to be submitted.

4. Will this course be required of any education majors? **No**
   If "yes," this requirement will need to have the approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

5. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?

   None

6. Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? **No**
   Explain:

7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
   If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.

8. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus: **Attach with upload.**

9. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus: **Attach with upload.**

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:	None	Environmental Graphics
Course Number:		GC 550
Credits:		3
Grading System:	A-F, IN ☐ IP ☐ P/F ☐	A-F, IN ☑ IP ☐ P/F ☐
Pre/Co-Requisite(s):		GC 355 - Specialty Graphics or Permission of Instructor
Course Description		Students will receive a comprehensive hands-on approach to design, production and installation of large scale graphic projects including: interior and exterior signage, window, wall and fleet/vehicle graphics.

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 3/6/23 Signature, Chairperson: Andrew M Klesha

-Approved: College Curriculum Committee

Date: 4/09/2023 Signature, Committee Chair: PE

-Approved: Dean of College

Date: 4/12/2023 Signature, Dean:

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: _____ Signature, Committee Chair: Janet Zepernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

Course: GC 550 Environmental Graphics — 3 credit hours

Instructor: Andrea Kent, Associate Professor, Graphic Communications

Catalog Description: Students will receive a comprehensive hands-on approach to design, production and installation of large scale graphic projects including: interior and exterior signage, window, wall and fleet/vehicle graphics. Prerequisites: 355 Specialty Graphics or Permission of Instructor.

Course Objectives: Upon completion of GC 550 Environmental Graphics the student will be prepared to take the 3M Certification Exam for Installers by doing the following:

1. Identify and apply appropriate tool usage and assistive materials used during graphic installation on common substrates.
2. Evaluate, identify and advise appropriate materials for various application needs in varied environments.
3. Perform to industry standard level signage or vinyl installation on window, walls, floors and/or vehicles.
4. Identify and recall various signage material including wrapping films their warranted usage, durability, and physical characteristics.

Course Instruction Methods: This is a combination lecture/laboratory course that meets face-to-face 2 days per week for 1 hour and 40 minutes per class period. Lectures and demonstrations will be used to present technical content. Assignments and lab projects will be used to enhance student learning. Performance exams will be used to check for student understanding. Course content and assignments will be made available on CANVAS.

Student Required Resources: There is no textbook required for this course. Any recommended resources will be posted on Canvas. Tools, supplies, and other materials will be supplied during the class.

Student Assessment: Student learning will be assessed using the following system.

1. Lab Projects - 70% of total grade

There will be 5-7 individual lab projects during the class. Points will be given for each project. Due dates for projects will be listed. The last day I will accept projects will be listed for work before midterm and before finals week.

2. Homework Assignments - 15% of total grade

Homework assignments will be available and submitted on Canvas . These assignments may include questions from handouts available in the modules on Canvas and from outside resources. Due dates will be given. Homework not submitted by the due date will result in a zero grade for the assignment.

3. Exams 15% of total grade

There will be 3-4 written and performance unit exams throughout the semester. Exams will be conducted in class.

Grading Scale:

A	90 – 100 %	of total points possible
B	80 – 89 %	
C	70 – 79 %	
D	60 – 69 %	
F	below 60	

Academic Policies and Procedures: For specific information regarding academic policies and procedures, please refer to the PSU Syllabus Supplement. This document is available on Canvas for this course or at https://www.pittstate.edu/registrar/syllabus-supplement.html

Student Rights and Responsibilities: For specific information regarding Student Rights and Responsibilities, please refer to the PSU Code of Student Rights and Responsibilities. This document is available at https://studentlife.pittstate.edu/code-of-student-rights-and-responsiblities.html#undefined34

Please note Article 34 section 5 regarding Student Conduct. Students violating the Prohibited Conduct may be removed from the classroom and/or removed from the class for violating this code.

Academic Integrity Policy: Academic dishonesty by a student is defined as unethical activity associated with course work or grades. Since the violation of academic honesty strikes at the heart of the education process, it is subject to the severest sanctions. For a full copy of this policy, see Article 30, Academic Misconduct at https://www.pittstate.edu/registrar/catalog/current/student-rights-and-responsibilities.html

Attendance & Absences: The attendance policy for this class will be:

- Students are expected to attend each class period assigned, be on time and leave on time.
- Students are responsible for requesting materials due to any absence.
- Lab activities missed due to an absence may be made up at a time agreed by instructor and student.
- Excessive absences may lead to the student being withdrawn from the course.
- Follow current COVID guidelines.

Inclement Weather: Students are expected to use their best judgment as to whether they are able to travel safely to attend class in the event of inclement weather.

Class Procedures: Students are to work in a safe and responsible manner. Failure to do so will result in the student being denied permission to work on equipment and subsequent lowering of the student's grade. Due to the potentially hazardous nature of the equipment in the press area, the press/bindery lab will only be available outside of class time at the discretion of the instructor. Students are not allowed to operate any equipment unless in the presence of another student or instructor in the lab.

Food and drinks will be allowed in the classroom as long as there is no trash left behind and it is not a distraction to the class.

Please be respectful of other students regarding cell phone or laptop use during class time. Please avoid use of cell phones during lab activities.

GC equipment is for class use only. Personal projects may not be run without prior approval of the instructor. Any work beyond classwork activities will be billed to the student.

Incomplete Grades: Due dates will be assigned. Late work will NOT be accepted without prior arrangements or extenuating circumstances. Barring extenuating circumstances and without prior approval of the instructor, "Incomplete" grades will not be assigned for this course.

Students with Special Needs: According to the Americans with Disabilities Act, it is the responsibility of the student with a disability to notify the University of his/her disability and special needs accommodation. Accommodations WILL NOT be provided without prior notification by the appropriate University office. See the Syllabus Supplement for University resources.

Concealed Carry Policy: Weapons must be COMPLETELY CONCEALED and WITHIN YOUR CONTROL at ALL times. See the Syllabus Supplement for the complete University policy on Weapons and Concealed Carry policies.

Faculty Senate Course Form

Effective Date: Fall 2023 Submission Date: 3/3/23

Department: Graphic Communications - TWL College of: Technology

Contact Person: Dr. Andrew Klenke Chair

Course: **New**

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation," to allow for review and questions. Any modifications should be saved as "original file name. v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and send to your College Admin.

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1. Purpose/Justification for **New** to Course:

   GIT 562 - Graphics Cost Analysis and Estimating will be updating to the new prefix and course name of: GC 560 - Project Profitability. Name and prefix change reflective of Major and Program name.

2. Is this **New** related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

   Does not affect any other program

3. Is this course to be considered for Pitt State Pathway? **No**
   If "yes," this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate. Completion of the Pitt State Pathway Course Approval form will also need to be submitted.

4. Will this course be required of any education majors? **No**
   If "yes," this requirement will need to have the approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

5. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?

   None

6. Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? **No**
   Explain:

7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
   If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.

8. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus: **Attach with upload.**

9. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus: **Attach with upload**.

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:	Graphics Cost Analysis & Estimating	Project Profitablity
Course Number:	GIT 562	GC 560
Credits:	3	3
Grading System:	A-F, IN ☑ IP ☐ P/F ☐	A-F, IN ☑ IP ☐ P/F ☐
Pre/Co-Requisite(s):	GIT 342 - Print File Prep and Preflighting GIT 350 - Printing Technologies	Junior or Senior Status 40 hours of Graphic Communications courses
Course Description	Cost analysis for the graphics/printing industry, including development of rates and production standards. Cost estimating for a variety of print products and print manufacturing applications.	Cost analysis and estimating for graphic communications projects and companies. Strategies for effectively managing project budgets, and developing pricing structures that maximize profitability.

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 3/6/23 Signature, Chairperson: Andrew M Klenke

-Approved: College Curriculum Committee

Date: 4/09/2023 Signature, Committee Chair: PE

-Approved: Dean of College

Date: 4/12/2023 Signature, Dean:

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: _____ Signature, Committee Chair: Janet Zepernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

Course: GC 560 Project Profitability — 3 credit hours

Instructor: Andrea Kent, Associate Professor, Graphic Communications

Catalog Description: Cost analysis and estimating for graphic communications projects and companies. Strategies for effectively managing project budgets, and developing pricing structures that maximize profitability. Prerequisite: Junior or Senior Status, 40 hours of Graphic Communications courses.

Course Objectives: Upon completion of the course the student will be able to:

1. List and define the categories and figures needed to develop an adequate cost system.
2. Demonstrate the use of the cost system in problem solving and cost projection.
3. Utilize that knowledge to develop and complete a cost project.
4. Incorporate spreadsheet applications in BHR and CODB development.
5. Demonstrate a basic knowledge of the duties and responsibilities of the cost estimator.
6. Define estimating trends and methods.
7. Explain the common duties and knowledge required of the estimator.
8. Explain order processing from sale through invoice.
9. Complete an cost estimate and customer price in applicable graphics area.
10. Utilize cost analysis and pricing strategies to maximize profitability for graphics businesses.

Course Instruction Methods: The primary instructional methods will be PowerPoint presentations, lecture, group activities, individual work, and cost/pricing projects.

Student Required Resources: There is no textbook required for this course.

Student Assessment: Student learning will be assessed using the following system.
The student(s) will be graded on various assignments, hands-on activities, exams a cost/pricing project and attendance and participation throughout the semester. Point values are assigned to each assignment or test and the earned points are cumulated at the end of the semester and divided by the points possible to yield a final grade. Grades will be weighted as follows:

1. Assignments - 50% of total grade

2. Final Exam - 15% of total grade

3. Cost/Pricing Project - 25% of total grade

4. Attendance & Participation - 10% of total grade

Grading Scale:

A	90 – 100 %	of total points possible
B	80 – 89 %	
C	70 – 79 %	
D	60 – 69 %	
F	below 60	

Academic Policies and Procedures: For specific information regarding academic policies and procedures, please refer to the PSU Syllabus Supplement. This document is available on Canvas for this course or at https://www.pittstate.edu/registrar/syllabus-supplement.html

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Academic Integrity Policy:

Academic dishonesty by a student is defined as unethical activity associated with course work or grades. Since the violation of academic honesty strikes at the heart of the education process, it is subject to the severest sanctions. For a full copy of this policy, see Article 30, Academic Misconduct at https://www.pittstate.edu/registrar/catalog/current/student-rights-and-responsibilities.html

Attendance & Absences:

The attendance policy for this class will be:

After (3) absences you may be administratively dropped from the course. Excused absences will only be allowed for school sanctioned events and only if the guidelines as outlined in the USSA policy are followed. 3 Tardies equal 1 absence.

Inclement Weather:

Students are expected to use their best judgment as to whether they are able to travel safely to attend class in the event of inclement weather.

Class Procedures:

Students are to work in a safe and responsible manner. Failure to do so will result in the student being denied permission to work on equipment and subsequent lowering of the student's grade. Due to the potentially hazardous nature of the equipment in the press area, the press/bindery lab will only be available outside of class time at the discretion of the instructor. Students are not allowed to operate any equipment unless in the presence of another student or instructor in the lab.

Food and drinks will be allowed in the classroom as long as there is no trash left behind and it is not a distraction to the class.

Please be respectful of other students regarding cell phone or laptop use during class time. Please avoid use of cell phones during lab activities.

GC equipment is for class use only. Personal projects may not be run without prior approval of the instructor. Any work beyond classwork activities will be billed to the student.

Incomplete Grades:

Due dates will be assigned. Late work will NOT be accepted without prior arrangements or extenuating circumstances. Barring extenuating circumstances and without prior approval of the instructor, "Incomplete" grades will not be assigned for this course.

Students with Special Needs:

According to the Americans with Disabilities Act, it is the responsibility of the student with a disability to notify the University of his/her disability and special needs accommodation. Accommodations WILL NOT be provided without prior notification by the appropriate University office. See the Syllabus Supplement for University resources.

Concealed Carry Policy:

Weapons must be COMPLETELY CONCEALED and WITHIN YOUR CONTROL at ALL times. See the Syllabus Supplement for the complete University policy on Weapons and Concealed Carry policies.

Faculty Senate Course Form

Effective Date: Fall 2023 Submission Date: 3/3/23

Department: Graphic Communications - TWL College of: Technology

Contact Person: Dr. Andrew Klenke Chair

Course: **New**

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation," to allow for review and questions. Any modifications should be saved as "original file name. v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and send to your College Admin.

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1. Purpose/Justification for **New** to Course:

   GIT 580 - Sales and Customer Service will be updating to the new prefix and course name of: GC 561 - Sales and Customer Service. Name and prefix change reflective of Major and Program name.

2. Is this **New** related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

   Does not affect any other program

3. Is this course to be considered for Pitt State Pathway? **No**

   If "yes," this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate. Completion of the Pitt State Pathway Course Approval form will also need to be submitted.

4. Will this course be required of any education majors? **No**

   If "yes," this requirement will need to have the approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

5. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?

   None

6. Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? **No**

   Explain:

7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
   If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.

8. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus: **Attach with upload.**

9. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus: **Attach with upload.**

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:	Sales and Customer Service	Sales and Customer Service
Course Number:	GIT 580	GC 561
Credits:	3	3
Grading System:	A-F, IN ☑ IP ☐ P/F ☐	A-F, IN ☑ IP ☐ P/F ☐
Pre/Co-Requisite(s):	None	None
Course Description	Introduction to skills and practices of sales and customer service representatives.	Introduction to skills and practices of sales and customer service representatives.

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 3/6/23 Signature, Chairperson: Andrew M Klenke

-Approved: College Curriculum Committee

Date: 4/09/2023 Signature, Committee Chair: PE

-Approved: Dean of College

Date: 4/12/2023 Signature, Dean:

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: _____ Signature, Committee Chair: Janet Zepernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

Course: GC-561 Sales and Customer Service

3 credit hours – 24SP (Spring Only course)

Instructor: Dean Mills, Instructor, Graphics and Imaging Technologies

Office: Mr. Mills does not have an office on campus. Please contact Mr. Mills through Canvas.

Office Hours: None.

Office Phone: None

Office E-mail: dkmills@pittstate.edu

Catalog Description: Introduction to skills and practices of sales and customer service representatives.

Student Required Resources: ***Selling: The Profession: Focus on Building Relationships 8th Edition by David J. Lill, Jennifer K. Lill.*** (DM Bass Publications – 2020) ISBN #-13: 978-0-9652201-8-7 www.sellingtheprofession.com
All course materials are based on this book. The resource will aid in your development as a sales and customer service professional. This book can be purchased from multiple, readily available resources.

Course Objectives: Upon completion of GC 561 Sales and Customer Service, the student will:

1. Describe basic knowledge and skills of the selling profession.
2. Describe legal and ethical issues of sales and customer service.
3. Demonstrate their personal selling style.
4. Identify and qualify new sales prospects.
5. Describe the importance of service after the sale.

Course Delivery Method: This is a fully online course. Course materials will be made available on Canvas and through the textbook. Homework assignments will be used to enhance student learning. Quizzes through Canvas will be used to check for student understanding.

Student Assessment: Students will be assessed according to the following criteria:

1. **Homework Assignments** – 25 points per assignment

   There will be a minimum of two homework assignments. Homework is due on the assigned date to receive up to full credit. Assignments will be accepted up to a week late for up to 50% credit.

2. **Discussion Questions/Case Studies** – 50 points per assignment

   There will be discussion questions and/or case studies covering each of the 15 chapters of the textbook. This work is due on the assigned date to receive up to full credit. Assignments will be accepted up to a week late for up to 50% credit.

3. **Quizzes** – Total points will vary per quiz but will be between 50 and 100 points

   There will be four quizzes throughout the semester. There will NOT be a midterm or final exam.

4. **Final Project** – 150 points per assignment

   Students will submit a final project that will be a written assignment and shall detail the entire selling process. **This project will be due during Dead Week.**

Grading Scale

A	90 – 100 %	of total points possible
B	80 – 89 %	
C	70 – 79 %	
D	60 – 69 %	
F	below 60 %	

Academic Policies and Procedures: For specific information regarding academic policies and procedures, please refer to the PSU Syllabus Supplement. This document is available on Canvas for this course or at https://www.pittstate.edu/registrar/syllabus-supplement.html

Additional information specific to this course is included below or is listed on the Syllabus tab in Canvas.

Academic Academic dishonesty by a student is defined as unethical activity associated with course work or

Due to the extreme circumstances of COVID, this syllabus and course delivery are subject to change at any time throughout the semester.

Integrity Policy: grades. Since the violation of academic honesty strikes at the heart of the education process, it is subject to the severest sanctions. For a full copy of this policy, see Article 30, Academic Misconduct at https://www.pittstate.edu/registrar/catalog/current/student-rights-and-responsibilities.html

Student Rights and Responsibilities: For specific information regarding Student Rights and Responsibilities, please refer to the PSU Code of Student Rights and Responsibilities. This document is available at https://studentlife.pittstate.edu/code-of-student-rights-and-responsiblities.html#undefined34

Please note Article 34 section 5 regarding Student Conduct. Students violating the Prohibited Conduct may be removed from the classroom and/or removed from the class for violating this code.

Attendance & Absences: As a fully online class, attendance is your participation in weekly assignments.

Online learning is different from classroom learning. Although you are not sitting in a classroom for a scheduled period there is still work to be done. You must discipline yourself as a student to complete the work required in a timely and complete manner.

Tips for being Successful in an Online Course:

1. **Time Management** – Be aware of the schedule and due dates for the assignments and allow yourself adequate time to complete the assignment.

2. **Balancing Personal Obligations** – Since there is not a scheduled time for this course, establish your own schedule to ensure you meet due dates.

3. **Study Environment** – Find the appropriate place for you to complete the work, whether it is at home, the library, or wherever else you find conducive for study.

4. **Questions** – If you do not understand content or procedures or anything about the course, ask questions. Since you will not see the instructor face-to-face, it will be assumed you are not having problems with the course unless you say something.

5. **You get what you give** – Your results in the course are based upon your efforts in the course. If you do not do the work, do not expect good results to follow!

If you become sick and cannot complete your work, please contact me immediately.

Inclement Weather: In the event the university closes due to inclement weather, this class being fully online should not be impacted by the university closing. Due dates for assignments will remain the same unless otherwise notified in Canvas.

Incomplete Grades: Due dates for all work will be assigned. Work received by the due date may earn up to full credit. Late work will be accepted up to one week after the due date. Late work may earn up to 50% credit. Work not submitted will receive a grade of "0".

Barring extenuating circumstances and without prior approval of the instructor, "Incomplete" grades will not be assigned for this course.

Students with Special Needs: According to the Americans with Disabilities Act, it is the responsibility of the student with a disability to notify the University of his/her disability and special needs accommodation. Accommodations WILL NOT be provided without prior notification by the appropriate University office. See the Syllabus Supplement for University resources.

Due to the extreme circumstances of COVID, this syllabus and course delivery are subject to change at any time throughout the semester.

TENTATIVE SCHEDULE (subject to change – notice of changes will be given on Canvas)

Week 1	Personal Introduction
	Service Experience
Week 2	Chapter 1 & 2
Week 3	Chapter 3
	Quiz Chapters 1-3
Week 4	Chapter 4
Week 5	Chapter 5
Week 6	Chapter 6
Week 7	Chapter 7
	Quiz Chapters 4-7
Week 8	Chapter 8
Week 9	Chapter 9
Week 10	Chapter 10
Week 11	Chapter 11
	Quiz Chapters 8-11

Due to the extreme circumstances of COVID, this syllabus and course delivery are subject to change at any time throughout the semester.

Week 12	Chapter 12
Week 13	Chapter 13 & 14
Week 14	Chapter 15
	Quiz Chapters 12-15
Week 15	Work on Final Project
Week 16	Work on Final Project
Week 17	Final Project Due

Due to the extreme circumstances of COVID, this syllabus and course delivery are subject to change at any time throughout the semester.

Faculty Senate Course Form

Effective Date: Fall 2023 Submission Date: 3/3/23

Department: Graphic Communications - TWL College of: Technology

Contact Person: Dr. Andrew Klenke Chair

Course: **New**

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation," to allow for review and questions. Any modifications should be saved as "original file name. v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and send to your College Admin.

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1. Purpose/Justification for **New** to Course:

   Previously the GIT Department offered 4 upper division packaging classes: Flexible Packaging, Paperboard Packaging, Rigid Packaging and Distribution Packaging. In an effort to streamline the curriculum and with most packaging composed of systems that use multiple materials these 4 classes will be consolidated to 2 courses: GC 470 - Retail Packaging and GC 570 - Commercial Packaging.

2. Is this **New** related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

   Does not affect any other programs.

3. Is this course to be considered for Pitt State Pathway? **No**
   If "yes," this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate. Completion of the Pitt State Pathway Course Approval form will also need to be submitted.

4. Will this course be required of any education majors? **No**
   If "yes," this requirement will need to have the approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

5. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?

   None

6. Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? **No**
   Explain:

7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
   If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.

8. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus: **Attach with upload.**

9. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus: **Attach with upload**.

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:	None	Commercial Packaging
Course Number:		GC 570
Credits:		3
Grading System:	A-F, IN ☐ IP ☐ P/F ☐	A-F, IN ☑ IP ☐ P/F ☐
Pre/Co-Requisite(s):		GC 141 - Illustration Software GC 270 - Introduction to Packaging Graphics
Course Description		Design and development of packaging for commercial applications. Structural and graphic design for subscription boxes, e-commerce, direct-to-consumer, business to business and transport applications will be covered.

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 3/6/23 Signature, Chairperson: Andrew M Klesha

-Approved: College Curriculum Committee

Date: 4/09/2023 Signature, Committee Chair: PE

-Approved: Dean of College

Date: 4/12/2023 Signature, Dean:

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: _____ Signature, Committee Chair: Janet Zepernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

Course: GC 570 Commercial Packaging — 3 credit hours

Instructor: Doug Younger, Ed.D. Professor, Graphics and Imaging Technologies

Catalog Description: Design and development of packaging for commercial applications. Structural and graphic design for subscription boxes, e-commerce, direct-to-consumer, business to business and transport applications will be covered. Prerequisites: GC 141 Illustration Software and GC 270 Introduction to Packaging Graphics.

Course Objectives: Upon completion of GC 570 Commercial Packaging the student will:

1. Design and produce packaging for e-commerce applications.
2. Design and produce packaging for direct-to-consumer applications.
3. Design and produce packaging for business-to-business applications.
4. Describe distribution techniques, issues, and practices in the packaging industry.

Course Instruction Methods: This is a combination lecture/laboratory course that meets face-to-face 2 days per week for 1 hour and 40 minutes per class period. Lectures and demonstrations will be used to present technical content. Assignments and lab projects will be used to enhance student learning. Written exams will be used to check for student understanding. Course content and assignments will be made available on CANVAS.

Student Required Resources: There is no textbook required for this course. Any recommended resources will be posted on Canvas. Tools, supplies, and other materials will be supplied during the class.

Student Assessment: Student learning will be assessed using the following system.

1. Lab Projects - 70% of total grade

There will be 7-10 individual lab projects during the class. Points will be given for each project. Due dates for projects will be listed. The last day I will accept projects will be listed for work before midterm and before finals week.

2. Homework Assignments 15% of total grade

Homework assignments will be available and submitted on Canvas . These assignments may include questions from handouts available in the modules on Canvas and from outside resources. Due dates will be given. Homework not submitted by the due date will result in a zero grade for the assignment.

3. Exams 15% of total grade

There will be 3-4 written unit exams throughout the semester. Exams will be conducted in class on Canvas.

Grading Scale:

A	90 – 100 %	of total points possible
B	80 – 89 %	
C	70 – 79 %	
D	60 – 69 %	
F	below 60	

Academic Policies and Procedures: For specific information regarding academic policies and procedures, please refer to the PSU Syllabus Supplement. This document is available on Canvas for this course or at https://www.pittstate.edu/registrar/syllabus-supplement.html

Student Rights and Responsibilities: For specific information regarding Student Rights and Responsibilities, please refer to the PSU Code of Student Rights and Responsibilities. This document is available at https://studentlife.pittstate.edu/code-of-student-rights-and-responsiblities.html#undefined34

Please note Article 34 section 5 regarding Student Conduct. Students violating the Prohibited Conduct may be removed from the classroom and/or removed from the class for violating this code.

Academic Academic dishonesty by a student is defined as unethical activity associated with course work or

Integrity Policy: grades. Since the violation of academic honesty strikes at the heart of the education process, it is subject to the severest sanctions. For a full copy of this policy, see Article 30, Academic Misconduct at https://www.pittstate.edu/registrar/catalog/current/student-rights-and-responsibilities.html

Attendance & Absences: The attendance policy for this class will be:

- Students are expected to attend each class period assigned, be on time and leave on time.
- Students are responsible for requesting materials due to any absence.
- Lab activities missed due to an absence may be made up at a time agreed by instructor and student.
- Excessive absences may lead to the student being withdrawn from the course.
- Follow current COVID guidelines.

Inclement Weather: Students are expected to use their best judgment as to whether they are able to travel safely to attend class in the event of inclement weather.

Class Procedures: Students are to work in a safe and responsible manner. Failure to do so will result in the student being denied permission to work on equipment and subsequent lowering of the student's grade. Due to the potentially hazardous nature of the equipment in the press area, the press lab will only be available outside of class time at the discretion of the instructor. Students are not allowed to operate any equipment unless in the presence of another student or instructor in the lab.

Food and drinks will be allowed in the classroom as long as there is no trash left behind and it is not a distraction to the class.

Please be respectful of other students regarding cell phone or laptop use during class time. Please avoid use of cell phones during lab activities.

GIT equipment is for class use only. Personal projects may not be run without prior approval of the instructor. Any work beyond classwork activities will be billed to the student.

Incomplete Grades: Due dates will be assigned. Late work will NOT be accepted without prior arrangements or extenuating circumstances. Barring extenuating circumstances and without prior approval of the instructor, "Incomplete" grades will not be assigned for this course.

Students with Special Needs: According to the Americans with Disabilities Act, it is the responsibility of the student with a disability to notify the University of his/her disability and special needs accommodation. Accommodations WILL NOT be provided without prior notification by the appropriate University office. See the Syllabus Supplement for University resources.

Concealed Carry Policy: Weapons must be COMPLETELY CONCEALED and WITHIN YOUR CONTROL at ALL times. See the Syllabus Supplement for the complete University policy on Weapons and Concealed Carry policies.

TENTATIVE SCHEDULE (subject to change - notice of changes will be given on Canvas)

Week 1 E-Commerce Packaging

Week 2 E-Commerce Packaging

Week 3 E-Commerce Packaging

Week 4 E-Commerce Packaging

Week 5 Direct-to-Consumer Packaging

Week 6 Direct-to-Consumer Packaging

Week 7 Direct-to-Consumer Packaging

Week 8 Direct-to-Consumer Packaging

Week 9 Spring Break Week

Week 10 Direct-to-Consumer Packaging

Week 11 Business-to-Business Packaging

Week 12 Business-to-Business Packaging

Week 13 Business-to-Business Packaging

Week 14 Transportation Packaging

Week 15 Transportation Packaging

Week 16 Dead Week

Week 17 Finals Week

Faculty Senate Course Form

Effective Date: Fall 2023 Submission Date: 3/3/23

Department: Graphic Communications - TWL College of: Technology

Contact Person: Dr. Andrew Klenke Chair

Course: **New**

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation," to allow for review and questions. Any modifications should be saved as "original file name. v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and send to your College Admin.

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1. Purpose/Justification for **New** to Course:
   GIT 590 - Special Topics will be updating to the new prefix and course name of: GC 590 - Special Topics. Name and prefix change reflective of Major and Program name.

2. Is this **New** related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*
   Does not affect any other program

3. Is this course to be considered for Pitt State Pathway? **No**
   If "yes," this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate. Completion of the Pitt State Pathway Course Approval form will also need to be submitted.

4. Will this course be required of any education majors? **No**
   If "yes," this requirement will need to have the approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

5. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?
   None

6. Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? **No**
   Explain:

7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
   If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.

8. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus: **Attach with upload.**

9. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus: **Attach with upload.**

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:	Special Topics (____)	Special Topics (____)
Course Number:	GIT 590	GC 590
Credits:	3	3
Grading System:	A-F, IN ☑ IP ☐ P/F ☐	A-F, IN ☑ IP ☐ P/F ☐
Pre/Co-Requisite(s):	Permission of the instructor.	Permission of the instructor.
Course Description	Selected topics in graphics and imaging. Each class limited to single topic. May be repeated if subject matter is different.	Selected topics in Graphic Communications. Each class limited to single topic. May be repeated if subject matter is different for a maximum of 6 hours.

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 3/6/23 Signature, Chairperson: Andrew M Klenke

-Approved: College Curriculum Committee

Date: 4/09/2023 Signature, Committee Chair: PE

-Approved: Dean of College

Date: 4/12/2023 Signature, Dean:

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: _____ Signature, Committee Chair: Janet Zepernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

Faculty Senate Course Form

Effective Date: Fall 2023 Submission Date: 3/3/23

Department: Graphic Communications - TWL College of: Technology

Contact Person: Dr. Andrew Klenke Chair

Course: **New**

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation," to allow for review and questions. Any modifications should be saved as "original file name. v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and send to your College Admin.

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1. Purpose/Justification for **New** to Course:
   GIT 600 - Graphics Internship will be updating to the new prefix and course name of: GC 600 - Graphics Internship. Name and prefix change reflective of Major and Program name.

2. Is this **New** related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*
   Does not affect any other program

3. Is this course to be considered for Pitt State Pathway? **No**
   If "yes," this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate. Completion of the Pitt State Pathway Course Approval form will also need to be submitted.

4. Will this course be required of any education majors? **No**
   If "yes," this requirement will need to have the approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

5. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?
   None

6. Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? **No**
   Explain:

7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
   If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.

8. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus: **Attach with upload.**

9. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus: **Attach with upload**.

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:	Graphics Internship	Graphics Internship
Course Number:	GIT 600	GC 600
Credits:	3	3
Grading System:	A-F, IN ☐ IP ☐ P/F ☑	A-F, IN ☐ IP ☐ P/F ☑
Pre/Co-Requisite(s):	85 total hours, 20 hours of GC courses, and approval of the department chairperson.	85 total hours, 20 hours of GC courses, and approval of the department chairperson.
Course Description	Graphic experiences at a work site in a commercial setting. Offered on a Pass-Fail basis only.	Graphic experiences at a work site in a commercial setting. Offered on a Pass-Fail basis only.

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 3/6/23 Signature, Chairperson: Andrew M Klesha

-Approved: College Curriculum Committee

Date: 4/09/23 Signature, Committee Chair: PG

-Approved: Dean of College

Date: 4/12/2023 Signature, Dean:

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: _____ Signature, Committee Chair: Janet Zepernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

Course: GC 600 Graphics Internship

Spring 2023 - 3 credit hours Section 01 – by appointment – Chris Huitt

Instructor: Chris Huitt, Professor, Graphic Communications
Office: Room E-201-d, Kansas Technology Center
Office Hours: By appointment
Office Phone: 620-235-4416
Office E-mail: chuitt@pittstate.edu

Catalog Description: Graphic experiences at a work site in a commercial setting. Prerequisite: 85 total hours, 20 hours of GC courses, and approval of the department chairperson. Offered on a Pass-Fail basis only.

Student Required Resources: There are no textbooks or other resources required for this course. Any information pertaining this course will be posted on Canvas.

Course Objectives: Upon completion of GC 600 Graphics Internship, the student will:

1. Perform technical skills in graphic communication in the workplace.
2. Apply managerial skills in graphic communication in the workplace.
3. Apply personal skills in graphic communication in the workplace.

Course Instruction Methods: This course is a cooperative education experience for the students. The course will be conducted on-site at an approved location. Students will work during the internship to enhance their technical, managerial, and personal skills under the supervision of the internship site.

Student Assessment: Student learning will be assessed using a Pass/Fail grading system.

Students must complete the following to receive a Passing grade for the course:

1. Form A – Intent to Enroll
2. Form B – Internship Agreement (signed by Supervisor, Internship Coordinator and Dept. Chair)
3. Form C – Weekly Reports, timely submitted, covering 320 hours of work at the Internship Site
4. Form D – Final Summative Report
5. Form E – Employer Evaluation of the Intern
6. Form F – Employer Evaluation of the Internship Program

Grading Scale:
Pass ..... Completion of All Required Materials
Fail.....Does not complete all require materials

Academic Policies and Procedures: For information regarding academic policies and procedures, please refer to the PSU Syllabus Supplement.

Student conduct code Article 34 link

https://studentlife.pittstate.edu/code-of-student-rights-and-responsiblities.html#undefined34

Additional information specific to this course is included below.

Attendance & Absences: Attendance and absences policies will be at the discretion of the Internship site.

Incomplete Grades: Students not completing all requirements by the time grades are to be submitted with receive a grade of "Incomplete" for the course. Students should continue their internship until all requirements have been met. Once all course requirements are met, the grade will be changed to "Passing".

Students with Special Needs: According to the Americans with Disabilities Act, it is the responsibility of the student with a disability to notify the University of his/her disability and special needs accommodation. Accommodations WILL NOT be provided without prior notification by the appropriate University office. See the Syllabus Supplement for University resources.

WEEK	TOPIC / ACTIVITY
1	Weekly Report, Form A and Form B submitted.
2	Weekly Report following standards listed in course documents.
4	Weekly Report following standards listed in course documents.
5	Weekly Report following standards listed in course documents.
6	Weekly Report following standards listed in course documents.
7	Weekly Report following standards listed in course documents.
8	Weekly Report following standards listed in course documents.
9	Weekly Report following standards listed in course documents.
10	Weekly Report following standards listed in course documents.
11	Weekly Report following standards listed in course documents.
12	Weekly Report following standards listed in course documents.
13	Weekly Report following standards listed in course documents.
14	Weekly Report following standards listed in course documents.
15	Weekly Report following standards listed in course documents.
16	Final weekly report plus Form D, E and F filled out and signed by internship site supervisors.

Faculty Senate Course Form

Effective Date: Fall 2023 Submission Date: 3/3/23

Department: Graphic Communications - TWL College of: Technology

Contact Person: Dr. Andrew Klenke Chair

Course: **New**

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation," to allow for review and questions. Any modifications should be saved as "original file name. v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and send to your College Admin.

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1. Purpose/Justification for **New** to Course:
   GIT 601 - Laboratory Practicum will be updating to the new prefix and course name of: GC 601 - Laboratory Practicum. Name and prefix change reflective of Major and Program name.

2. Is this **New** related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*
   Does not affect any other program

3. Is this course to be considered for Pitt State Pathway? **No**
   If "yes," this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate. Completion of the Pitt State Pathway Course Approval form will also need to be submitted.

4. Will this course be required of any education majors? **No**
   If "yes," this requirement will need to have the approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

5. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?
   None

6. Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? **No**
   Explain:

7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
   If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.

8. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus: **Attach with upload.**

9. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus: **Attach with upload.**

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:	Laboratory Practicum	Laboratory Practicum
Course Number:	GIT 601	GC 601
Credits:	1-4	1-4
Grading System:	A-F, IN ☑ IP ☐ P/F ☐	A-F, IN ☑ IP ☐ P/F ☐
Pre/Co-Requisite(s):	Senior standing and approval of the department chairperson.	Senior standing and approval of the department chairperson.
Course Description	Practical experience in a program laboratory setting.	Practical experience in a program laboratory setting.

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 3/6/23 Signature, Chairperson: Andrew M Klesha

-Approved: College Curriculum Committee

Date: 4/09/2023 Signature, Committee Chair: PE

-Approved: Dean of College

Date: 4/12/2023 Signature, Dean:

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: _____ Signature, Committee Chair: Janet Zepernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

Faculty Senate Course Form

Effective Date: Fall 2023 Submission Date: 3/3/23

Department: Graphic Communications - TWL College of: Technology

Contact Person: Dr. Andrew Klenke Chair

Course: **New**

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation," to allow for review and questions. Any modifications should be saved as "original file name. v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and send to your College Admin.

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1. Purpose/Justification for **New** to Course:

   Students will build upon previous skills gained in photography and videography to create commercial digital media campaigns for multiple mediums. Students will develop skills and techniques needed to create compelling visual narratives that resonate with audiences that can help build consumer confidence in brands and drive sales. This is an expansion of the current course GIT 432 - Digital Media Design.

2. Is this **New** related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

   Does not affect any other programs.

3. Is this course to be considered for Pitt State Pathway? **No**
   If "yes," this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate. Completion of the Pitt State Pathway Course Approval form will also need to be submitted.

4. Will this course be required of any education majors? **No**
   If "yes," this requirement will need to have the approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

5. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?

   None

6. Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? **No**
   Explain:

7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.

8. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus: **Attach with upload.**

9. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus: **Attach with upload**.

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:	Digital Media Design	Digital Media Advertising
Course Number:	GIT 432	GC 610
Credits:	3	3
Grading System:	A-F, IN ☑ IP ☐ P/F ☐	A-F, IN ☑ IP ☐ P/F ☐
Pre/Co-Requisite(s):	GIT 231 - Audio/Video Software	GC 410 - Product Photography GC 411 - Portrait Photography GC 510 - Audio/Video Production Design
Course Description	Planning, storyboarding, workflow and techniques of capturing audio and video.	This course is designed to provide students with the skills and knowledge necessary to create high-quality photography and videography for use in advertising and marketing campaigns. Students will also explore the role of visual media in advertising and marketing and learn how to develop effective visual content to meet specific communication goals.

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 3/6/23 Signature, Chairperson: Andrew M Klesha

-Approved: College Curriculum Committee

Date: 4/09/2023 Signature, Committee Chair: PE

-Approved: Dean of College

Date: 4/12/2023 Signature, Dean:

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: _____ Signature, Committee Chair: Janet Zepernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

Course: GC 610 Digital Media Advertising

3 credit hours – 23WF

Instructor: Rion Huffman, Professor, Graphic Communications

Office: E201e, Kansas Technology Center

Office Phone: 620-235-4848

Office E-mail: chuffman@pittstate.edu

Office Hours: MW: 10:00-11:00 & 2:00-3:00
TTH: 8:00-11:00

Class Schedule: TTH: 12:00-1:40

Catalog Description: This course is designed to provide students with the skills and knowledge necessary to create high-quality photography and videography for use in advertising and marketing campaigns. Students will also explore the role of visual media in advertising and marketing and learn how to develop effective visual content to meet specific communication goals.
Prerequisite: GC 410 - Product Photography, GC 411 - Portrait Photography and GC 510 - Audio/Video Production Design

Student Required Resources: There is no textbook required for this course.

Course Objectives: Upon completion of the course, the student will:

1. Demonstrate proficiency in photography and videography techniques, including camera settings, lighting, composition, and post-processing
2. Apply their knowledge of advertising and marketing to create effective visual content for a variety of platforms and campaigns
3. Work collaboratively to develop visual narratives and communicate with clients to meet specific communication goals
4. Evaluate and critique their own work and that of their peers, using industry-standard criteria for quality and effectiveness
5. Present their work professionally, including selecting appropriate formats, delivery methods, and modes of presentation

Course Delivery Methods: The primary instructional methods will be PowerPoint presentations, lecture, and hands on activities. The nature of photography and videography is to be very hands on, so most of the activities will require the student to create photographs and videos demonstrating a certain technique. However, written assignments and tests may be administered throughout the semester.

Student Assessment: The student(s) will be graded on various written assignments, hands on assignments, tests, and soft skills throughout the semester. Point values are assigned to each assignment or test and the earned points are cumulated at the end of the semester and divided by the points possible to yield a final grade.

Points are earned by:

Soft Skills	10%
Final Project	25%
Assignments/Activities	65%

Grading Scale:

A	90 – 100 %
B	80 – 89 %
C	70 – 79 %
D	60 – 69 %
F	below 60

Academic Policies and Procedures: For specific information regarding academic policies and procedures, please refer to the PSU Syllabus Supplement. This document is available on Canvas for this course or at https://www.pittstate.edu/registrar/syllabus-supplement.html

Additional information specific to this course is included below.

Academic Integrity Policy:

Academic dishonesty by a student is defined as unethical activity associated with course work or grades. Since the violation of academic honesty strikes at the heart of the education process, it is subject to the severest sanctions. For a full copy of this policy, see Article 30, Academic Misconduct at https://www.pittstate.edu/registrar/catalog/current/student rights-and-responsibilities.html

Student Rights and Responsibilities:

For specific information regarding Student Rights and Responsibilities, please refer to the PSU Code of Student Rights and Responsibilities. This document is available at https://studentlife.pittstate.edu/code-of-student-rights-and responsiblities.html#undefined34

Please note Article 34 section 5 regarding Student Conduct. Students violating the Prohibited Conduct may be removed from the classroom and/or removed from the class for violating this code.

Attendance & Absences

Regular attendance is expected, anything less will result in a loss of information. However, attendance is only one component of a successful student with many other soft skills that combine to create students that excel in today's job market and in society. Students will be given feedback on a variety of soft skills, including; Attendance, Time Management, Professionalism, Communication, Quality of Work, Participation/Teamwork, Effort and Critical Thinking. If a student does miss class, they are expected to make up any lost time in the course by contacting the instructor or another students.

Inclement Weather:

In the event the university closes due to inclement weather, there will be no in-person or online instruction during the class time. In-class activities will resume once the campus re-opens. Activities normally scheduled online will still be available and have the same deadlines.

Students are expected to use their best judgment as to whether they can travel safely to attend class.

Class Procedures:

Students are to work in a safe and responsible manner. Failure to do so will result in the Student being denied permission to work with equipment.

Food and drinks will be allowed in the classroom if there is no trash left behind and it is not a distraction to the class.

Please be respectful of other students regarding cell phone or laptop use during class time. Please avoid use of cell phones and laptops during lab activities.

Incomplete Grades:

Due dates will be assigned. I will accept late work, however, there will be a date listed on Canvas as the final day I will accept work. I will not accept work after this date unless prior arrangements have been made.

Barring extenuating circumstances and without prior approval of the instructor, "Incomplete" grades will not be assigned for this course.

Students with Special Needs:

According to the Americans with Disabilities Act, it is the responsibility of the student with a disability to notify the University of his/her disability and special needs accommodation. Accommodations WILL NOT be provided without prior notification by the appropriate University office. See the Syllabus Supplement for University resources.

Weapons and Concealed Carry Policy:

Weapons must be COMPLETELY CONCEALED and WITHIN YOUR CONTROL at ALL times. See the Syllabus Supplement for the complete University policy on Weapons and Concealed Carry policies.

TENTATIVE SCHEDULE (subject to change – notice of changes will be given on Canvas)

Week 1	Introduction Activity – Studio Tour – Syllabus Explanation
Week 2	Mini Product Campaign Demonstration
Week 3	Mini Product Campaign Creative Brief Presentations
Week 4	Shooting Week for Mini Product Campaign Assignment
Week 5	Critique
Week 6	Revision Week
Week 7	Applied Digital Media Campaign Assignment
Week 8	Applied Digital Media Creative Brief Presentations
Week 9	Shooting Week
Week 10	Shooting Week
Week 11	Critique
Week 12	Shooting Week
Week 13	Shooting Week
Week 14	Critique
Week 15	Shooting Week
Week 16	Shooting Week
Week 17	Final Presentations

Faculty Senate Course Form

Effective Date: Fall 2023 Submission Date: 3/3/23

Department: Graphic Communications - TWL College of: Technology

Contact Person: Dr. Andrew Klenke Chair

Course: **New**

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation," to allow for review and questions. Any modifications should be saved as "original file name. v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and send to your College Admin.

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1. Purpose/Justification for **New** to Course:
   GIT 630 - Portfolio Management will be updating to the new prefix and course name of: GC 630 - Portfolio Management. Name and prefix change reflective of Major and Program name.

2. Is this **New** related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*
   Does not affect any other program

3. Is this course to be considered for Pitt State Pathway? **No**
   If "yes," this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate. Completion of the Pitt State Pathway Course Approval form will also need to be submitted.

4. Will this course be required of any education majors? **No**
   If "yes," this requirement will need to have the approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

5. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?
   None

6. Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? **No**
   Explain:

7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
   If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.

8. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus: **Attach with upload.**

9. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus: **Attach with upload**.

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:	Portfolio Management	Portfolio Management
Course Number:	GIT 630	GC 630
Credits:	3	3
Grading System:	A-F, IN ☑ IP ☐ P/F ☐	A-F, IN ☑ IP ☐ P/F ☐
Pre/Co-Requisite(s):	GIT 301 - Graphics Career Development and either GIT 323 - Web and Motion Graphics or GIT 342 Print File Preparation and Preflighting or GIT 432 Digital Media Design.	GC 535 - Branding Strategy GC 600 - Graphics Internship or Permission of Instructor
Course Description	Developing, critiquing and refining of student work for presentation in a professional design portfolio. Professional issues related to the graphic communications industry.	Developing, critiquing and refining of student work for presentation in a professional design portfolio. Professional issues related to the graphic communications industry.

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 3/6/23 Signature, Chairperson: Andrew M Kleeba

-Approved: College Curriculum Committee

Date: 4/09/2023 Signature, Committee Chair: PE

-Approved: Dean of College

Date: 4/12/2023 Signature, Dean:

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: _____ Signature, Committee Chair: Janet Zepernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

Course: GC 630 Portfolio Management

Spring/2023 - 3 credit hours section 630-01
Room E104

Instructor: Christel Benson, Ed.S. Professor, Graphic Communications

Office: Room E110, GIT Department Office, Kansas Technology Center

Office Phone: 620-235-4426

Office E-mail: clbenson@pittstate.edu

Office Hours:

Class Schedule: Monday & Wednesday 2:00 pm – 3:40 pm | KTC E104

Catalog Description: Developing, critiquing and refining of student work for presentation in a professional design portfolio. Professional issues related to the graphic communications industry. Prerequisites: GC 535 - Branding Strategy GC 600 - Graphics Internship or Permission of Instructor

Student Required Resource: There is no textbook required for this course.

Course Objectives

Course Learning Objectives

- Applying principles of print and digital design
- Communicating information clearly; using correct terminology
- Managing and organizing graphics elements and illustrations
- Planning and managing projects with multiple steps
- Practicing safe, responsible use of copyright information when using outside graphics
- Designing for readability, emphasis, and usability
- Identifying audience(s)
- Designing for a client
- Incorporating different types of assets
- Identifying the difference in color modes
- Understanding the relationship between color, typography, layout, and tone
- Balancing graphics and text
- Gathering or creating reusable graphics and illustrations
- Investigating and incorporating layout and color consistently
- Demonstrating personal responsibility by incorporating feedback
- Designing consistent pages
- Designing for a specific audience and purpose
- Analyzing and critiquing designs
- Communicating purpose and goal
- Communicating and presenting design decisions
- Giving feedback on a project

Due to the extreme circumstances of COVID, this syllabus and the course delivery are subject to change at any time throughout the semester.

- Providing insightful critiques and feedback
- Presenting a design layout to a group
- Investigating and researching career areas

Course Instruction Methods: This is a face-to-face laboratory course. Assignments and lab projects will be used to enhance student will be made available on CANVAS.

Student Assessment: Student learning will be assessed using the following system.

1. Critiques/Presentations/Discussions: - various points per assignment (25% of total grade)

There will be a variety of critiques and presentations during the class. Points will be given for each project or demonstration. Lab work should be submitted as projects are completed. Late work is not accepted.

Presentations are considered on-screen critiques. In addition to presenting, you need to provide constructive feedback to the presenters.

2. Projects: - various points per assignment (25% of total grade)

Homework assignments will be available on Canvas. Due dates will be given. Homework not submitted by the final due date will result in a zero grade for the assignment. Barring extenuating circumstances, late work will not be accepted.

Discussions: It is best to complete discussions before the due date so that you have time to respond to peer posts.

3. Final Portfolio: - approximately 100 points per presentation (50% of total grade)

Portfolio: it is your job to determine what your portfolio will entail. A digital portfolio is required by everyone, but a physical version is optional. Final Presentation: You will formally present your final portfolio and dress for a formal presentation.

Professional feedback: It is your responsibility to present your portfolio to a professional and summarize feedback in the assignment due during finals week.

Students will submit all files to Canvas and also maintain content on a digital portfolio content management system.

Grading Scale:

A	90 – 100 %	of total points possible
B	80 – 89 %	
C	70 – 79 %	
D	60 – 69 %	
F	below 60	

Academic Policies and Procedures: For specific information regarding academic policies and procedures, please refer to the PSU Syllabus Supplement. This document is available on Canvas for this course or at https://www.pittstate.edu/registrar/syllabus-supplement.html

Additional information specific to this course is included below.

Attendance & Absences: The attendance policy for this class will be:

- Students are expected to attend each class period assigned, be on time and leave on time.

Due to the extreme circumstances of COVID, this syllabus and the course delivery are subject to change at any time throughout the semester.

- Students are responsible for requesting materials due to any absence.
- Lab activities missed due to an absence may be made up at a time agreed upon by instructor and student.
- Excessive absences will be discussed with the student and may lead to the student being withdrawn from the course.
- Follow current COVID guidelines.

Inclement Weather:

In the event the university closes due to inclement weather, there will be no in-person or online instruction during the class time. In-class activities will resume once the campus re-opens. Activities normally scheduled online will still be available and have the same deadlines.

Students are expected to use their best judgment as to whether they are able to travel safely to attend class.

Class Procedures:

Students are to work in a safe and responsible manner. Failure to do so will result in the student being denied permission to work on equipment and subsequent lowering of the student's grade.

Due to the potentially hazardous nature of the equipment in the press area, the press lab will only be available outside of class time at the discretion of the instructor.

Students are not allowed to operate any equipment unless in the presence of another student or instructor in the lab.

Please be respectful of other students regarding cell phone or laptop use during class time. Please avoid use of cell phones and laptops during lab activities.

GC equipment is for class use only. Personal projects may not be run without prior approval of the instructor. Any work beyond classwork activities will be billed to the student.

Student Rights and Responsibilities:

For specific information regarding Student Rights and Responsibilities, please refer to the PSU Code of Student Rights and Responsibilities. This document is available at https://studentlife.pittstate.edu/code-of-student-rights-and-responsiblities.html#undefined34

Please note Article 34 section 5 regarding Student Conduct. Students violating the Prohibited Conduct may be removed from the classroom and/or removed from the class for violating this code.

Incomplete Grades:

Due dates will be assigned. I will accept late work, however, there will be a date listed on Canvas as the final day I will accept work. I will not accept work after this date unless prior arrangements have been made.

Barring extenuating circumstances and without prior approval of the instructor, "Incomplete" grades will not be assigned for this course.

Students with Special Needs:

According to the Americans with Disabilities Act, it is the responsibility of the student with a disability to notify the University of his/her disability and special needs accommodation. Accommodations WILL NOT be provided without prior notification by the appropriate University office. See the Syllabus Supplement for University resources.

Weapons and Concealed Carry Policy:

Weapons must be COMPLETELY CONCEALED and WITHIN YOUR CONTROL at ALL times.
See the Syllabus Supplement for the complete University policy on Weapons and Concealed Carry policies.

Due to the extreme circumstances of COVID, this syllabus and the course delivery are subject to change at any time throughout the semester.

TENTATIVE SCHEDULE (subject to change – notice of changes will be given on Canvas)

Week 1	Introduction
Week 2	Lab
Week 3	Lab
Week 4	Lab
Week 5	Lab
Week 6	Lab
Week 7	Lab
Week 8	Lab, Mid-term Exam
Week 9	Spring Break Week
Week 10	Lab
Week 11	Lab
Week 12	Lab
Week 13	Lab

Due to the extreme circumstances of COVID, this syllabus and the course delivery are subject to change at any time throughout the semester.

Week 14 Lab

Week 15 Lab

Week 16 Lab

Week 17 Final Exam

Due to the extreme circumstances of COVID, this syllabus and the course delivery are subject to change at any time throughout the semester.

Faculty Senate Course Form

Effective Date: Fall 2023 Submission Date: 3/3/23

Department: Graphic Communications - TWL College of: Technology

Contact Person: Dr. Andrew Klenke Chair

Course: **New**

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation," to allow for review and questions. Any modifications should be saved as "original file name. v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and send to your College Admin.

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1. Purpose/Justification for **New** to Course:
   GIT 680 - Graphics Administration will be updating to the new prefix and course name of: GC 660 - Graphics Administration. Name and prefix change reflective of Major and Program name.

2. Is this **New** related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*
   Does not affect any other program

3. Is this course to be considered for Pitt State Pathway? **No**
   If "yes," this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate. Completion of the Pitt State Pathway Course Approval form will also need to be submitted.

4. Will this course be required of any education majors? **No**
   If "yes," this requirement will need to have the approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

5. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?
   None

6. Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? **No**
   Explain:

7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
   If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.

8. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus: **Attach with upload.**

9. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus: **Attach with upload.**

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:	Graphics Administration	Graphics Administration
Course Number:	GIT 680	GC 660
Credits:	3	3
Grading System:	A-F, IN ☑ IP ☐ P/F ☐	A-F, IN ☑ IP ☐ P/F ☐
Pre/Co-Requisite(s):	15 hours of management and marketing and 20 hours of graphics and imaging. Spring only class.	40 hours of Graphic Communications Courses and 12 hours of Management and/or Marketing Courses
Course Description	Graphics management and production problems. Interpersonal relationships, communication skills, and change theory. Addresses the function of upper level management.	Graphics management and production problems. Interpersonal relationships, communication skills, and change theory. Addresses the function of upper level management.

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 3/6/23 Signature, Chairperson: Andrew M Kleeba

-Approved: College Curriculum Committee

Date: 4/09/2023 Signature, Committee Chair: PE

-Approved: Dean of College

Date: 4/12/2023 Signature, Dean:

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: _____ Signature, Committee Chair: Janet Zepernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

Course: GC-660 Graphics Administration

3 credit hours – 24SP (Spring Only course)

Instructor: Doug Younger, Ed.D., Professor, Department of Graphics and Imaging Technologies, PSU

Office: Room E-116a, Kansas Technology Center

Class Schedule: TT 8:00-9:40 & 12:00-1:40

Office Hours: By appointment when I am not in class.

It is best to schedule an appointment as I have meetings and other appointments during my office hours.

Office Phone: 620.235.4420

Office E-mail: dyounger@pittstate.edu

Catalog Description: Graphics management and production problems. Interpersonal relationships, communication skills, and change theory. Addresses the function of upper level management. Prerequisites: 40 hours of Graphic Communications Courses and 12 hours of Management and/or Marketing Courses

Student Required Resources: ***Harvard Business Review Manager's Handbook*** (Harvard Business Review Press – 2017) ISBN # 9781633691247
All course materials are based on this handbook. The resource will aid in your development as a management professional. This book can be purchased from multiple, readily available resources.

Course Objectives: Upon completion of GC 660:

1. Describe Lean Manufacturing/Continuous Improvement concepts.
2. Describe basic principles of business management.
3. Explain the difference between a manager and a leader.
4. Describe trust, credibility, and emotional intelligence as it applies to management.
5. Explain basic concepts of managing oneself
6. Explain basic concepts of managing individuals.
7. Explain basic concepts of managing teams
8. Explain basic concepts of managing a business

Course Delivery Method: This is a fully online course. Course materials will be made available on Canvas and through the textbook. Homework assignments will be used to enhance student learning. Quizzes through Canvas will be used to check for student understanding.

Student Assessment: Students will be assessed according to the following criteria:

1. **Homework Assignments** – 25 points per assignment

   There will be a minimum of two homework assignments. Homework is due on the assigned date to receive up to full credit. Assignments will be accepted up to a week late for up to 50% credit.

2. **Discussion Questions/Case Studies** – 50 points per assignment

   There will be discussion questions and/or case studies covering each of the 17 chapters of the textbook as well as the information regarding Lean Manufacturing. This work is due on the assigned date to receive up to full credit. Assignments will be accepted up to a week late for up to 50% credit.

3. **Quizzes** – 50 points per quiz

   There will be five quizzes throughout the semester. There will NOT be a midterm or final exam.

4. **Final Project** – 150 points per assignment

   Students will submit a final project that will be a written assignment and shall detail the management concepts described in the textbook. **This project will be due during Dead Week.**

Grading Scale

A	90 – 100 %	of total points possible
B	80 – 89 %	
C	70 – 79 %	
D	60 – 69 %	
F	below 60 %	

Due to the extreme circumstances of COVID, this syllabus and course delivery are subject to change at any time throughout the semester.

Academic Policies and Procedures: For specific information regarding academic policies and procedures, please refer to the PSU Syllabus Supplement. This document is available on Canvas for this course or at https://www.pittstate.edu/registrar/syllabus-supplement.html

Additional information specific to this course is included below or is listed on the Syllabus tab in Canvas.

Academic Integrity Policy: Academic dishonesty by a student is defined as unethical activity associated with course work or grades. Since the violation of academic honesty strikes at the heart of the education process, it is subject to the severest sanctions. For a full copy of this policy, see Article 30, Academic Misconduct at https://www.pittstate.edu/registrar/catalog/current/student-rights-and-responsibilities.html

Student Rights and Responsibilities: For specific information regarding Student Rights and Responsibilities, please refer to the PSU Code of Student Rights and Responsibilities. This document is available at https://studentlife.pittstate.edu/code-of-student-rights-and-responsiblities.html#undefined34

Please note Article 34 section 5 regarding Student Conduct. Students violating the Prohibited Conduct may be removed from the classroom and/or removed from the class for violating this code.

Attendance & Absences: As a fully online class, attendance is your participation in weekly assignments.

Online learning is different from classroom learning. Although you are not sitting in a classroom for a scheduled period there is still work to be done. You must discipline yourself as a student to complete the work required in a timely and complete manner.

Tips for being Successful in an Online Course:

1. **Time Management** – Be aware of the schedule and due dates for the assignments and allow yourself adequate time to complete the assignment.

2. **Balancing Personal Obligations** – Since there is not a scheduled time for this course, establish your own schedule to ensure you meet due dates.

3. **Study Environment** – Find the appropriate place for you to complete the work, whether it is at home, the library, or wherever else you find conducive for study.

4. **Questions** – If you do not understand content or procedures or anything about the course, ask questions. Since you will not see the instructor face-to-face, it will be assumed you are not having problems with the course unless you say something.

5. **You get what you give** – Your results in the course are based upon your efforts in the course. If you do not do the work, do not expect good results to follow!

If you become sick and cannot complete your work, please contact me immediately.

Inclement Weather: In the event the university closes due to inclement weather, this class being fully online should not be impacted by the university closing. Due dates for assignments will remain the same unless otherwise notified in Canvas.

Incomplete Grades: Due dates for all work will be assigned. Work received by the due date may earn up to full credit. Late work will be accepted up to one week after the due date. Late work may earn up to 50% credit. Work not submitted will receive a grade of "0".

Barring extenuating circumstances and without prior approval of the instructor, "Incomplete" grades will not be assigned for this course.

Students with Special Needs: According to the Americans with Disabilities Act, it is the responsibility of the student with a disability to notify the University of his/her disability and special needs accommodation. Accommodations WILL NOT be provided without prior notification by the appropriate University office. See the Syllabus Supplement for University resources.

Due to the extreme circumstances of COVID, this syllabus and course delivery are subject to change at any time throughout the semester.

TENTATIVE SCHEDULE (subject to change – notice of changes will be given on Canvas)

Week 1	Personal Introduction
	What is the Difference between a Leader and a Boss?
Week 2	An Introduction to Lean Manufacturing
Week 3	Chapter One Review: The Transition To Leadership
	Chapter Two Review: Building Trust and Credibility
Week 4	Chapter Three Review: Emotional Intelligence
	Chapter Four Review: Positioning Yourself For Success
Week 5	Lean Manufacturing/Part One Quiz
	Chapter Five Review: Becoming A Person of Influence
	Chapter Six Review: Communicating Effectively
Week 6	Chapter Seven Review: Personal Productivity
	Chapter Eight Review: Self-Development
Week 7	Part Two Quiz
	Chapter Nine Review: Delegating With Confidence
	Chapter Ten Review: Giving Effective Feedback
Week 8	Chapter Eleven Review: Developing Talent
Week 9	Spring Break Week

Due to the extreme circumstances of COVID, this syllabus and course delivery are subject to change at any time throughout the semester.

Week 10	Part Three Quiz
	Chapter Twelve Review: Leading Teams
Week 11	Chapter Thirteen Review: Fostering Creativity
	Chapter Fourteen Review: Hiring and Keeping the Best
Week 12	Part Four Quiz
	Chapter Fifteen Review: Strategy: A Primer
Week 13	Chapter Sixteen Review: Mastering Financial Tools
	Chapter Seventeen Review: Developing a Business Case
Week 14	Part Five Quiz
	Work on Final Project
Week 15	Work on Final Project
Week 16	Work on Final Project
Week 17	Final Project Due

Due to the extreme circumstances of COVID, this syllabus and course delivery are subject to change at any time throughout the semester.

Faculty Senate Course Form

Effective Date: Fall 2023 Submission Date: 3/3/23

Department: Graphic Communications - TWL College of: Technology

Contact Person: Dr. Andrew Klenke Chair

Course: **New**

Originating Department(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation," to allow for review and questions. Any modifications should be saved as "original file name. v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and send to your College Admin.

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1. Purpose/Justification for **New** to Course:
   GIT 690 - Senior Project will be updating to the new prefix and course name of: GC 690 - Senior Project. Name and prefix change reflective of Major and Program name.

2. Is this **New** related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *Whether "Yes" or "No" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*
   Does not affect any other program

3. Is this course to be considered for Pitt State Pathway? **No**
   If "yes," this requirement will need to gain approval of the Pitt State Pathway Committee after the revisions have been approved by Faculty Senate. Completion of the Pitt State Pathway Course Approval form will also need to be submitted.

4. Will this course be required of any education majors? **No**
   If "yes," this requirement will need to have the approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

5. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?
   None

6. Are additional resources required (e.g. library or multimedia resources, technology, space, major expense etc.)? **No**
   Explain:

7. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
   If "yes," complete the Course Fee Form on the Provost's website, it will need to gain approval of the President's Council.

8. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus: **Attach with upload.**

9. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus: **Attach with upload**.

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:	Senior Project	Senior Project
Course Number:	GIT 690	GC 690
Credits:	3	3
Grading System:	A-F, IN ☑ IP ☐ P/F ☐	A-F, IN ☑ IP ☐ P/F ☐
Pre/Co-Requisite(s):	Senior standing, permission of instructor and 20 hours of graphics and imaging.	Senior Standing, Permission of Instructor, and 50 hours of Graphic Communications Courses
Course Description	Planning and executing a project to enhance the students overall understanding of the graphic arts, graphic design and digital industries. Projects will follow an individual approach and will include all aspects of the project from conception, design and production, as well as presentation skills.	Planning and executing a project to enhance the students overall understanding of the graphic arts, graphic design and digital industries. Projects will follow an individual approach and will include all aspects of the project from conception, design and production, as well as presentation skills.

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 3/6/23 Signature, Chairperson: Andrew M Klenke

-Approved: College Curriculum Committee

Date: 4/09/2023 Signature, Committee Chair: PE

-Approved: Dean of College

Date: 4/12/2023 Signature, Dean:

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: _____ Signature, Committee Chair: Janet Zepernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

Course: GC 690 Senior Project

Spring/2023 - 3 credit hours section 690-01
Room E104

Instructor: Christel Benson, Ed.S. Professor, Graphic Communications

Office: Room E110, GIT Department Office, Kansas Technology Center

Office Phone: 620-235-4426

Office E-mail: clbenson@pittstate.edu

Office Hours:

Class Schedule: Tuesday & Thursday 2:00 pm – 3:40 pm | KTC E104

Catalog Description: Planning and executing a project to enhance the students overall understanding of the graphic arts, graphic design and digital industries. Projects will follow an individual approach and will include all aspects of the project from conception, design and production, as well as presentation skills. Prerequisites: Senior Standing, Permission of Instructor, and 50 hours of Graphic Communications Courses

Student Required Resource: There is no textbook required for this course.

Course Objectives

Objective 2. Students will apply graphic design concepts as they apply to electronic imaging output.

Identify and explain various methods and considerations of graphic creation, manipulation and output for all areas.

Utilize adobe illustrator to produce graphic images for use with print, internet, video and other projects.

Students will apply graphic design concepts as they apply to electronic imaging output.

Design for various types of specialty graphics processes.

Determine the best output solution for various applications.

Create files for various output devices,

Evaluate and utilize appropriate software for particular application and apply it to produce practical design projects.

{Goal 6. Ability to produce photographic images for print or electronic media output.}

Objective 1. Students will capture photographic images using film-based and digital cameras.

Capture portolio quality images of final project elements

Evaluate and utilize appropriate software for particular application and apply it to produce practical design projects.

{Goal 7. Ability to apply business management concepts to the graphics industry.}

Objective 1. Students will develop a cost analysis system.

Demonstrate time management skills recognizing the importance of completing a project effectively on a deadline.

Objective 2. Students will estimate graphics output based upon the cost analysis.

Estimate graphics output based upon the cost analysis.

Utilize various production facilities to complete projects.

Objective 3. Students will assess supervisory and administrative techniques as they apply to the graphics industry.

Due to the extreme circumstances of COVID, this syllabus and the course delivery are subject to change at any time throughout the semester.

Apply color schemes and color theory to projects.

Develop an appreciation for client work ethics and deadlines.

Objective 4. Students will apply accounting, economics, business law and marketing techniques to graphics projects.

Understand graphics managers responsibilities, concerns and considerations in various situations such as human resources, estimating, production planning etc.

Practice safe, responsible use of copyright information

Students will apply accounting, economics, business law and marketing techniques to graphics projects.

Demonstrate an ability to successfully use quantitative decision making procedures.

Objective 5. Students will develop customer service and sales techniques as they apply to the graphics industry.

Students will develop customer service and sales techniques as they apply to the graphics industry.

Demonstrate effective communication skills.

{Goal 9. Ability to complete a capstone project.}

Objective 1. Students will select and develop a capstone project proposal.

Produce print and/or electronic products in a simulated real-world graphics environment.

Work with a real world client to produce a project that impliments their brand standards across multiple outputs, based on their timeline and budget

Follow a proposed timeline and budget to fulfill the scope of the project

Create project parameters for a fictitious company/brand that allows the student to showcase skills obtained from the graphics program.

Objective 2. Students will design and produce their project based upon the objectives outlined in their proposal.

Utilize the appropriate software to produce graphic images for use with print, internet, video and other projects.

Apply the basic principles of vector graphic production.

Distinguish between vector and pixel based images and editing software by editing vectors in adobe illustrator and editing pixels in adobe photoshop.

Demonstrate knowledge of standard copyright rules for images and image use in class discussion of these topics and by representing their creations appropriately as either reproductions of protected work designed by others or as original content designed by students.

Develop original examples of typography and type design projects.

Import, export, convert, organize and save files properly as evident when files are submitted.

Complete projects on a deadline.

Design original images that augment and push the creative boundaries of advanced assignments rather than simply recreating images exactly as indicated.

Apply the elements of design to class projects in order to attain a desired response and express a desired mood.

Apply the informed design cycle to graphic design projects.

Understand typographic problems and identify common errors.

Apply color schemes and color theory to graphic design projects.

Due to the extreme circumstances of COVID, this syllabus and the course delivery are subject to change at any time throughout the semester.

Be organized and self disciplined to complete a long term project

Evaluate and utilize appropriate software for particular application and apply it to produce practical design projects.

Objective 3. Students will present their capstone project.

Use oral presentation and communication skills during mid-term and final presentations.

4.2 Use Photoshop guides and rulers.

4.3 Transform images.

4.4 Adjust or correct the tonal range, color, or distortions of an image.

4.5 Demonstrate knowledge of retouching and blending images.

4.6 Demonstrate knowledge of drawing and painting.

4.7 Demonstrate knowledge of type.

4.8 Demonstrate knowledge of filters.

5.0 Publish Digital Images Using Photoshop

5.1 Demonstrate knowledge of preparing images for web, print, and video

Course Instruction Methods: This is a face-to-face laboratory course. Assignments and lab projects will be used to enhance student will be made available on CANVAS.

Student Assessment: Student learning will be assessed using the following system.

1. Planning: - various points per assignment (35% of total grade)
There will be a variety of opportunities to demonstrate project planning and presentation rehearsals. Points will be given for each project or demonstration. Lab work should be submitted as projects are completed. Late work is not accepted.

2. Updates: - various points per assignment (15% of total grade)
Homework assignments including feedback from peers and faculty, will be available on Canvas. Due dates will be given. Homework not submitted by the final due date will result in a zero grade for the assignment. Barring extenuating circumstances, late work will not be accepted.

3. Final Execution: - approximately 100 points per presentation (50% of total grade)
Students will submit all files to Canvas and execute two formal presentations; Midterm and Final. Upon the completion of your project, you will submit files that can be showcased in a digital portfolio format.

Grading Scale:

A	90 – 100 %	of total points possible
B	80 – 89 %	
C	70 – 79 %	
D	60 – 69 %	
F	below 60	

Academic Policies and Procedures: For specific information regarding academic policies and procedures, please refer to the PSU Syllabus Supplement. This document is available on Canvas for this course or at https://www.pittstate.edu/registrar/syllabus-supplement.html

Additional information specific to this course is included below.

Due to the extreme circumstances of COVID, this syllabus and the course delivery are subject to change at any time throughout the semester.

Attendance & Absences:

The attendance policy for this class will be:

- Students are expected to attend each class period assigned, be on time and leave on time.
- Students are responsible for requesting materials due to any absence.
- Lab activities missed due to an absence may be made up at a time agreed upon by instructor and student.
- Excessive absences will be discussed with the student and may lead to the student being withdrawn from the course.
- Follow current COVID guidelines.

Inclement Weather:

In the event the university closes due to inclement weather, there will be no in-person or online instruction during the class time. In-class activities will resume once the campus re-opens. Activities normally scheduled online will still be available and have the same deadlines.

Students are expected to use their best judgment as to whether they are able to travel safely to attend class.

Class Procedures:

Students are to work in a safe and responsible manner. Failure to do so will result in the student being denied permission to work on equipment and subsequent lowering of the student's grade.

Due to the potentially hazardous nature of the equipment in the press area, the press lab will only be available outside of class time at the discretion of the instructor.

Students are not allowed to operate any equipment unless in the presence of another student or instructor in the lab.

Please be respectful of other students regarding cell phone or laptop use during class time. Please avoid use of cell phones and laptops during lab activities.

GC equipment is for class use only. Personal projects may not be run without prior approval of the instructor. Any work beyond classwork activities will be billed to the student.

Student Rights and Responsibilities:

For specific information regarding Student Rights and Responsibilities, please refer to the PSU Code of Student Rights and Responsibilities. This document is available at https://studentlife.pittstate.edu/code-of-student-rights-and-responsiblities.html#undefined34

Please note Article 34 section 5 regarding Student Conduct. Students violating the Prohibited Conduct may be removed from the classroom and/or removed from the class for violating this code.

Incomplete Grades:

Due dates will be assigned. I will accept late work, however, there will be a date listed on Canvas as the final day I will accept work. I will not accept work after this date unless prior arrangements have been made.

Barring extenuating circumstances and without prior approval of the instructor, "Incomplete" grades will not be assigned for this course.

Students with Special Needs:

According to the Americans with Disabilities Act, it is the responsibility of the student with a disability to notify the University of his/her disability and special needs accommodation. Accommodations WILL NOT be provided without prior notification by the appropriate University office. See the Syllabus Supplement for University resources.

Weapons and Concealed Carry Policy:

Weapons must be COMPLETELY CONCEALED and WITHIN YOUR CONTROL at ALL times. See the Syllabus Supplement for the complete University policy on Weapons and Concealed Carry policies.

Due to the extreme circumstances of COVID, this syllabus and the course delivery are subject to change at any time throughout the semester.

TENTATIVE SCHEDULE (subject to change – notice of changes will be given on Canvas)

Week 1	Introduction
Week 2	Lab
Week 3	Lab
Week 4	Lab
Week 5	Lab
Week 6	Lab
Week 7	Lab
Week 8	Lab, Mid-term Exam
Week 9	Spring Break Week
Week 10	Lab
Week 11	Lab
Week 12	Lab
Week 13	Lab

Due to the extreme circumstances of COVID, this syllabus and the course delivery are subject to change at any time throughout the semester.

Week 14 Lab

Week 15 Lab

Week 16 Lab

Week 17 Final Exam

Due to the extreme circumstances of COVID, this syllabus and the course delivery are subject to change at any time throughout the semester.

Faculty Senate Curriculum Change Form

Effective Date: FALL 2023 Submission Date: 3/3/23

Department: Graphic Communications - TWL College: Technology

Contact Person: Dr. Andrew Klenke Chair

Revision **Major**

If Emphasis, enter name of the Major:

If selection is "Deletion" complete questions 2, 3, 4, & 5, then complete signatures.

Originating Departments(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, Please apply the appropriate signatures, and send to your College Admin.

Each college curriculum representative will notify their respective college and department(s) of the completion of the approval process. If COCAO/KBOR approval is required, questions should be directed to the Provost's administrative officer at x4113.

1. Description of Change:

   The Graphic Communications major will be updated to reflect industry need and technological advances. As such, the major will be streamlined to four emphasis areas from the current six offered. The new emphasis areas being proposed are: Graphic Design, Photography & Videography, Print Media and Packaging Design, UX/UI & Web Design.

2. Rationale for change, including changes to curriculum objectives:

   The faculty reviewed all curricular offerings to streamline the program and coursework as such had not been done since 2011. This was prompted by the merging of the GIT Department into the School of Technology and Workforce Learning. Course codes and prefixes will be updated to match the major and program name of Graphic Communications. The new Graphic Communications common core expands total hours for majors to provide the most holistic knowledge base for all majors.

3. Will this change affect any education majors? No
   If "yes," this request will need to have the approval of the Council for Teacher Education.

4. Is this **Revision** related to, and/or may affect, any other department/college/unit curricula or programs at PSU? ***Whether a "yes" or "no" response, please provide an explanation or documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.***

   All courses are updating to a new prefix. Any program using GIT courses as support will need to update to the new course prefixes and course codes. With the elimination of the Graphics Management Emphasis there will no longer be a business administration minor built into one of our baccalaureate emphasis tracks. This affects approx 5-7 students on average.

5. Is this **Revision** related to, and/or affect, any degree program or minor/emphasis/certificate at any other Regent university? ***Whether a "yes" or "no" response, please provide an explanation.***

   This revision does not affect any other programs or degrees at other institutions.

6. Does the revision meet University catalog definitions for majors, minors, emphases and certificates as appropriate? **Yes**

7. Are additional resources required (e.g. library/multimedia resources, technology, space, major expense, etc.)?

   None.

8. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
   If "yes," complete the course fee form on the Provost's website, it will need to gain approval of the President's Council.

9. What additional costs will be required for revising this curriculum (e.g. staffing, equipment, etc.)?

   None.

10. Describe the program assessment plan (for **new** programs only):

    a. Enrollment targets = N/A
    b. Outcome expected and process to evaluate =

    c. Plan to abandon if enrollment targets not met =

Questions for certificate only: If you have questions concerning these questions, contact the Financial Aid Office, 4240. ***If "yes," to both questions, it is the department's responsibility to send a copy of this legislation form to the Director of Admission and Financial Assistance to initiate Department of Education approval.***

1. Are students pursuing only this certificate eligible for federal financial assistance based on federal guidelines? **Select One**

2. Does the course content contained within this certificate provide relevance to employment opportunities or meet professional objectives for the student? **Select One**

CURRICULUM REVISIONS

	Existing	Proposed
Title:	Graphic Communications Major	Graphic Communications Major
Curriculum: (Do not include GenEd)	CORE CURRICULUM - 23 hrs GIT 100 Introduction to Graphics Technologies GIT 141 Vector Graphics Software GIT 142 Raster Graphics Software GIT 230 Graphic Design GIT 240 Page Layout Software GIT 301 Graphics Career Development GIT 600 Graphics Internship GIT 650 Production Graphics or GIT 690 Senior Project 6 EMPHASIS AREAS - DIGITAL MEDIA - 24 hours GRAPHIC DESIGN - 24 hours GRAPHICS MANAGEMENT - 21 hours PACKAGING GRAPHICS - 24 hours PRINT MEDIA - 24 hours WEB/INTERACTIVE MEDIA - 21 hours GIT ELECTIVES - 11-20 hours depending on emphasis area chosen SUPPORT COURSES - 12 -24 hours depending on emphasis area chosen TOTAL - 120 hours	CORE CURRICULUM - 41 hours GC 100 Introduction to Graphic Communications GC 141 Illustration Software GC 142 Photo Editing Software GC 200 User Experience Research GC 210 Mobile Photo & Video Fundamentals GC 221 Web User Experience GC 230 Graphic Design Fundamentals GC 240 Page Layout Software GC 270 Introduction to Packaging Graphics GC 301 Graphics Career Development GC 330 Typography and Layout GC 350 Printing Technologies GC 600 Graphics Internship GC 690 Senior Project 4 EMPHASIS AREAS - GRAPHIC DESIGN - 21 hours PHOTOGRAPHY& VIDEOGRAPHY - 21 hours PRINT MEDIA & PACKAGING DESIGN - 21 hrs UX/UI & WEB DESIGN - 21 hours GC ELECTIVES - 11-12 hours SUPPORT COURSES - 6 hours TOTAL - 120 hours

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 3/6/23 Signature, Chairperson: Andrew M Klesha

-Approved: College Curriculum Committee

Date: 4/09/2023 Signature, Committee Chair: PE

-Approved: Dean of College

Date: 4/12/2023 Signature, Dean:

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: _____ Signature, Committee Chair: Janet Zepernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

Originating Departments(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

Faculty Senate Curriculum Change Form

Effective Date: FALL 2023 Submission Date: 3/3/23

Department: Graphic Communications - TWL College: Technology

Contact Person: Dr. Andrew Klenke Chair

Revision **Emphasis**

If Emphasis, enter name of the Major: Graphic Communications

If selection is "Deletion" complete questions 2, 3, 4, & 5, then complete signatures.

Originating Departments(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, Please apply the appropriate signatures, and send to your College Admin.

Each college curriculum representative will notify their respective college and department(s) of the completion of the approval process. If COCAO/KBOR approval is required, questions should be directed to the Provost's administrative officer at x4113.

1. Description of Change:

   The Graphic Design Emphasis is being update to reflect growing need and expertise in more expansive areas of creation, execution and delivery of design content. Coursework has been added, updated and revised based on advice from industry partners, the program's advisory council and industry hiring trends.

2. Rationale for change, including changes to curriculum objectives:

   The faculty reviewed all curricular offerings to streamline the program and coursework as such had not been done since 2011. This was prompted by the merging of the GIT Department into the School of Technology and Workforce Learning. Course codes and prefixes will be updated to match the major and program name of Graphic Communications. The Graphic Design Emphasis will be updated with a new Graphic Communications common core and new emphasis area coursework added to deepen the knowledge and skills of students within that track.

3. Will this change affect any education majors? No
   If "yes," this request will need to have the approval of the Council for Teacher Education.

4. Is this **Revision** related to, and/or may affect, any other department/college/unit curricula or programs at PSU? ***Whether a "yes" or "no" response, please provide an explanation or documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.***

   All courses are updating to a new prefix. Any program using GIT courses as support will need to update to the new course prefixes and course codes. There will be a reduction in the amount of support course hours used in the new emphasis track.

5. Is this **Revision** related to, and/or affect, any degree program or minor/emphasis/certificate at any other Regent university? ***Whether a "yes" or "no" response, please provide an explanation.***

   This revision does not affect any other programs or degrees.

6. Does the revision meet University catalog definitions for majors, minors, emphases and certificates as appropriate? **Yes**

7. Are additional resources required (e.g. library/multimedia resources, technology, space, major expense, etc.)?

   None.

8. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
   If "yes," complete the course fee form on the Provost's website, it will need to gain approval of the President's Council.

9. What additional costs will be required for revising this curriculum (e.g. staffing, equipment, etc.)?

   None.

10. Describe the program assessment plan (for **new** programs only):

    a. Enrollment targets = N/A
    b. Outcome expected and process to evaluate =

    c. Plan to abandon if enrollment targets not met =

Questions for certificate only: If you have questions concerning these questions, contact the Financial Aid Office, 4240. ***If "yes," to both questions, it is the department's responsibility to send a copy of this legislation form to the Director of Admission and Financial Assistance to initiate Department of Education approval.***

1. Are students pursuing only this certificate eligible for federal financial assistance based on federal guidelines? **Select One**

2. Does the course content contained within this certificate provide relevance to employment opportunities or meet professional objectives for the student? **Select One**

CURRICULUM REVISIONS

	Existing	Proposed
Title:	Graphic Design Emphasis	Graphic Design Emphasis
Curriculum: (Do not include GenEd)	CORE CURRICULUM - 23 hrs GIT 100 Intro. to Graphics Technologies GIT 141 Vector Graphics Software GIT 142 Raster Graphics Software GIT 230 Graphic Design GIT 240 Page Layout Software GIT 301 Graphics Career Development GIT 600 Graphics Internship GIT 650 Production Graphics or GIT 690 Senior Project GRAPHIC DESIGN EMPHASIS - 24 hrs GIT 221 Web User Experience GIT 270 Intro. to Packaging Technologies GIT 310 Photography GIT 323 Web and Motion Graphics GIT 342 Print File Prep. and Preflighting GIT 350 Printing Technologies GIT 630 Portfolio Management GIT 640 Color Reproduction GIT ELECTIVES - 17 hours Select from any other GIT course offering not in core or emphasis requirement. SUPPORT COURSES - 15 hours ART 100 Visual Thinking: 2D Processes ART 233 Drawing I ENGL 301 Technical/Professional Writing MKTG 330 Principles of Marketing MKTG 460 Social Media Marketing ELECTIVES (BY ADVISEMENT) 0-1 TOTAL 120	CORE CURRICULUM - 41 hours GC 100 Introduction to Graphic Communications GC 141 Illustration Software GC 142 Photo Editing Software GC 200 User Experience Research GC 210 Mobile Photo & Video Fundamentals GC 221 Web User Experience GC 230 Graphic Design Fundamentals GC 240 Page Layout Software GC 270 Introduction to Packaging Graphics GC 301 Graphics Career Development GC 330 Typography and Layout GC 350 Printing Technologies GC 600 Graphics Internship GC 690 Senior Project GRAPHIC DESIGN EMPHASIS - 21 hours GC 333 Advanced Graphic Design GC 340 Motion Graphics Software GC 342 Print File Preparation and Preflighting GC 430 Inclusive Design GC 530 Publication Design GC 535 Branding Strategy GC 630 Portfolio Management GC ELECTIVES - 11-12 hours Select from any other GC course offering not in core or emphasis requirement. SUPPORT COURSES - 6 hours (Choose 2 Courses from List Below) ART 233 Drawing I MKTG 330 Principles of Marketing MKTG 460 Social Media Marketing MKTG 490 Branding & Content Marketing COMM 576 Media Writing & Copy TOTAL: 120 Hours

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 3/6/23 Signature, Chairperson: Andrew M Klenke

-Approved: College Curriculum Committee

Date: 4/09/2023 Signature, Committee Chair: PE

-Approved: Dean of College

Date: 4/12/2023 Signature, Dean:

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: _____ Signature, Committee Chair: Janet Zepernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

Originating Departments(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

Subject: Fw: GIT curriculum legislation
Date: Monday, February 27, 2023 at 11:06:01 AM Central Standard Time
From: Doug Younger
To: Andrew Klenke
CC: Andrea Kent-Mcconnaughey

Response from Jamie on the ART courses for legislation

Doug

Doug Younger, Ed.D
Professor/Program Manager/Graduate Academic Advisor
Pittsburg State University
1701 South Broadway - KTC E116 - Pittsburg, KS 66762
620-235-4420

From: James Oliver JR <joliver@pittstate.edu>
Sent: Monday, February 27, 2023 11:04 AM
To: Doug Younger <dyounger@pittstate.edu>
Subject: Re: GIT curriculum legislation

Doug,
Thank you for your email regarding the GIT curriculum changes. As many of the Graphic Design majors take the ART 100 course well into their program- it is a supplementary course within the Graphic Designe program. As it falls very far down the Audit, I feel that it is many times taken out of sequence. I feel that the ART 100 course is fundamental, and if Graphic Design majors took it earlier in their program, as it is a beginning level course, it would be more beneficial to them. That being said, if you feel that it does not suit your curriculum at the present time, removing it is fine.

Keeping ART 233-Drawing 1 is fine as well.

Regardless, I would recommend that both ART 100 and ART 233 be taken early in their study if included in your curriculum.

I would also suggest that Graphic Design majors consider the minor in Art. The minor in Art includes ART 100- Visual Thinking-2D processes, ART 200- Visual Thinking-3D processes, ART 233, two Art History courses, and then 6 hours (2 courses) of upper division courses in Art.

Jamie

From: Doug Younger <dyounger@pittstate.edu>
Sent: Monday, February 27, 2023 10:52 AM
To: James Oliver JR <joliver@pittstate.edu>
Subject: GIT curriculum legislation

Jamie,

GIT is making significant changes to our curriculum. Some of these changes involve a course from one of the programs under your leadership.

Currently, the Graphic Design emphasis uses ART 100 Visual Thinking 2d Processes and ART 2233 Drawing I.

The proposed plan for this emphasis is to drop the ART 100 Visual Thinking 2d Processes as a required course and only use the ART 233 Drawing I course as a required support course for this emphasis.

These changes should alleviate any congestion in the ART 100 course and will keep the same number of students as current taking the ART 233 course.

We are trying to complete all paperwork in time to submit thie Friday March 3rd for the legislative process for next year's catalog.

Do we have your permission for dropping the ART 100 courses and continue to use the ART 233 course?

Thanks
Doug

Doug Younger, Ed.D
Professor/Program Manager/Graduate Academic Advisor
Pittsburg State University
1701 South Broadway - KTC E116 - Pittsburg, KS 66762
620-235-4420

Subject: Fw: GIT curriculum legislation
Date: Wednesday, March 1, 2023 at 11:04:53 AM Central Standard Time
From: Doug Younger
To: Andrea Kent-Mcconnaughey, Andrew Klenke

From COB on use of their courses.

Doug

Doug Younger, Ed.D
Professor/Program Manager/Graduate Academic Advisor
Pittsburg State University
1701 South Broadway - KTC E116 - Pittsburg, KS 66762
620-235-4420

From: Lynn Murray <lmurray@pittstate.edu>
Sent: Wednesday, March 1, 2023 11:03 AM
To: Doug Younger <dyounger@pittstate.edu>
Subject: Re: GIT curriculum legislation

They have but where possible we'd like to move non-business majors to the 201 but you guys are so adjacent to the major I don't have an issue - just wondering.

From: Doug Younger <dyounger@pittstate.edu>
Sent: Wednesday, March 1, 2023 9:52 AM
To: Lynn Murray <lmurray@pittstate.edu>
Subject: Re: GIT curriculum legislation

Lynn,

Yes, there is a reason for using MKTG 330 instead of the 201 course.

For one of the emphasis areas, we need the 330 course as a possible upper division selection.

For the other three emphasis areas, we are including other upper-level marketing courses which require 330 as a prerequisite.

The 330 course has been a part of our curriculum for some time. I believe our students typically have done well in the course.

Doug

Doug Younger, Ed.D
Professor/Program Manager/Graduate Academic Advisor
Pittsburg State University
1701 South Broadway - KTC E116 - Pittsburg, KS 66762
620-235-4420

From: Lynn Murray <lmurray@pittstate.edu>
Sent: Wednesday, March 1, 2023 9:48 AM

To: Doug Younger <dyounger@pittstate.edu>
Subject: Re: GIT curriculum legislation

Sorry - I forgot to follow up as I was in a meeting.

Is there a reason you are moving from MKTG 201 to MKTG 330? The 201 course is designed for non-business majors. If there are no other marketing courses that the degree would require I don't know that 330 is necessary.

From: Doug Younger <dyounger@pittstate.edu>
Sent: Wednesday, March 1, 2023 9:22 AM
To: Lynn Murray <lmurray@pittstate.edu>
Cc: Andrew Klenke <aklenke@pittstate.edu>; Andrea Kent-Mcconnaughey <amcconnaughey@pittstate.edu>
Subject: Re: GIT curriculum legislation

Lynn,

Have you had a chance to review this material yet?

All of the courses we propose using for the new curriculum are already courses being used by the existing curriculum. All of the courses we are requesting to use will be choices of Support courses and not specifically required for the degree.

Doug

Doug Younger, Ed.D
Professor/Program Manager/Graduate Academic Advisor
Pittsburg State University
1701 South Broadway - KTC E116 - Pittsburg, KS 66762
620-235-4420

From: Doug Younger
Sent: Monday, February 27, 2023 11:29 AM
To: Lynn Murray <lmurray@pittstate.edu>
Cc: Andrew Klenke <aklenke@pittstate.edu>; Andrea Kent-Mcconnaughey <amcconnaughey@pittstate.edu>
Subject: GIT curriculum legislation

Lynn,

GIT is making significant changes to our curriculum. Some of these changes involve a course from two of the programs under your leadership, Communcations and English.

Hopefully, this will make sense.

Digital Media (currently uses)
MKTG 201 Fundamentals of Marketing

Photography/Videography (name change, proposed courses, this would be a choice from a list of 4 courses)

MKTG 330 Principles of Marketing

Graphic Design (currently uses)
MKTG 330 Principles of Marketing
MKTG 460 Social Media Marketing

Graphic Design (proposed, this would be a choice from a list of 5 courses)
MKTG 330 Principles of Marketing
MKTG 460 Social Media Marketing
MKTG 490 Branding & Content Marketing

Graphics Management (currently uses)
required Business Administration minor

Graphics Management (proposed)
We are dropping this emphasis so we will not use the Business Administration minor.

Packaging Graphics (currently uses)
MKTG 330 Principles of Marketing
MKTG 510 Consumer Behavior
choice of
MKTG 440 Advertising Managment
MKTG 450 Personal Selling and Sales Management
MKTG 480 Logistics and Supply Chain Mgt.

Print Media ***(proposed, this would be a choice from a list of 5 courses)***
ECON 200 Principles of Microeconomics
MGT 330 Management and Org Behavior
MKTG 201 Fundamentals of Marketing

Print/Packaging Design (we are combining these two areas)
MKTG 330 Principles of Marketing
MKTG 440 Advertising Management
MKTG 460 Social Media Marketing
MKTG 510 Consumer Behavior

Web/Interactive Media (currently uses)
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MKTG 440 Advertising Management
MKTG 460 Social Media Marketing
MKTG 510 Consumer Behavior

UX/UI & Web Design ***(name change, proposed courses, this would be a choice from a list of 5 courses)***
MKTG 330 Principles of Marketing
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We are trying to put together all paperwork to submit for legislation by this Friday, March 3rd. We would appreciate an answer prior to that date.

If you have questions or concerns, please reply to this email so we can have record of the conversation for legislative purposes.

Thanks
Doug Younger

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1701 South Broadway - KTC E116 - Pittsburg, KS 66762
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Subject: Re: GIT curriculum legislation
Date: Monday, February 27, 2023 at 1:30:47 PM Central Standard Time
From: Troy Comeau
To: Doug Younger
CC: Andrew Klenke, Andrea Kent-Mcconnaughey, Mary Carol Pomatto

I'm leaving for Kansas City to live stream the MIAA Basketball Tournament so here are my very quick thoughts:

Everything makes sense except the elimination of English 301 Technical/Professional Writing. If the courses are simply options it seems like that course would be a benefit to GIT students and should stay as a simple option. Was there a reason for that course to be eliminated? (Was the material not beneficial?)

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I've cc'ed Dean Pomatto so she is also aware of the changes and could answer any questions if I'm unavailable in KC since the timeline is so tight.

Troy

Dr. Troy O. Comeau
Professor/Interim Chair, Departments of Communication/English and Modern Languages
Pittsburg State University
Grubbs Hall 215
620-235-4724

From: Doug Younger <dyounger@pittstate.edu>
Sent: Monday, February 27, 2023 11:24 AM
To: Troy Comeau <tcomeau@pittstate.edu>
Cc: Andrew Klenke <aklenke@pittstate.edu>; Andrea Kent-Mcconnaughey <amcconnaughey@pittstate.edu>
Subject: Re: GIT curriculum legislation

Troy,

I have a correction on the information on these courses.

All of the proposed courses would be <u>choices</u> students could choose as Support Courses.

None of the proposed courses will be listed as required courses, rather they will be choices from a list of 4-5 options for each emphasis.

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Professor/Program Manager/Graduate Academic Advisor
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1701 South Broadway - KTC E116 - Pittsburg, KS 66762
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UX/UI & Web Design *(name change, proposed courses)*
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To summarize:

ENGL 301 is being dropped as a required course in five emphasis areas, leaving it as a required course in only the Print/Packaging Design area. This is one of our smallest emphasis areas with approximately 10-12 majors.

In one emphasis, we would like to drop the COMM 105 as a required course, replacing it with COMM 274. This emphasis currently has approximately 60 majors.

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1701 South Broadway - KTC E116 - Pittsburg, KS 66762
620-235-4420

Faculty Senate Curriculum Change Form

Effective Date: FALL 2023 Submission Date: 3/3/23

Department: Graphic Communications - TWL College: Technology

Contact Person: Dr. Andrew Klenke Chair

Revision **Minor**

If Emphasis, enter name of the Major:

If selection is "Deletion" complete questions 2, 3, 4, & 5, then complete signatures.

Originating Departments(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, Please apply the appropriate signatures, and send to your College Admin.

Each college curriculum representative will notify their respective college and department(s) of the completion of the approval process. If COCAO/KBOR approval is required, questions should be directed to the Provost's administrative officer at x4113.

1. Description of Change:

   The Graphic Design Minor is being updated to reflect the major and emphasis area changes being proposed by the Graphic Communications Program.

2. Rationale for change, including changes to curriculum objectives:

   The faculty reviewed all curricular offerings to streamline the program and coursework as such had not been done since 2011. This was prompted by the merging of the GIT Department into the School of Technology and Workforce Learning. Course codes and prefixes will be updated to match the major and program name of Graphic Communications. The Graphic Design Minor will be updated to mirror the Graphic Design Emphasis and its updated curriculum that has added coursework to deepen the knowledge and skills of students within this specific area.

3. Will this change affect any education majors? No
   If "yes," this request will need to have the approval of the Council for Teacher Education.

4. Is this **Revision** related to, and/or may affect, any other department/college/unit curricula or programs at PSU? ***Whether a "yes" or "no" response, please provide an explanation or documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.***

   All courses are updating to a new prefix. Any program using GIT courses as support or encouraging a Graphics Minor will need to update to the new course list, prefixes and course codes.

5. Is this **Revision** related to, and/or affect, any degree program or minor/emphasis/certificate at any other Regent university? ***Whether a "yes" or "no" response, please provide an explanation.***

   This revision does not affect any other programs or degrees.

6. Does the revision meet University catalog definitions for majors, minors, emphases and certificates as appropriate? **Yes**

7. Are additional resources required (e.g. library/multimedia resources, technology, space, major expense, etc.)?

   None.

8. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
   If "yes," complete the course fee form on the Provost's website, it will need to gain approval of the President's Council.

9. What additional costs will be required for revising this curriculum (e.g. staffing, equipment, etc.)?

   None.

10. Describe the program assessment plan (for **new** programs only):

    a. Enrollment targets = N/A
    b. Outcome expected and process to evaluate =

    c. Plan to abandon if enrollment targets not met =

Questions for certificate only: If you have questions concerning these questions, contact the Financial Aid Office, 4240. ***If "yes," to both questions, it is the department's responsibility to send a copy of this legislation form to the Director of Admission and Financial Assistance to initiate Department of Education approval.***

1. Are students pursuing only this certificate eligible for federal financial assistance based on federal guidelines? **Select One**

2. Does the course content contained within this certificate provide relevance to employment opportunities or meet professional objectives for the student? **Select One**

CURRICULUM REVISIONS

	Existing	Proposed
Title:	Graphic Design Minor	Graphic Design Minor
Curriculum: (Do not include GenEd)	GIT 100 Intro. to Graphics Technologies GIT 141 Vector Graphics Software GIT 142 Raster Graphics Software GIT 230 Graphic Design GIT 240 Page Layout Software GIT 342 Print File Prep. and Preflighting SELECT 3 HOURS FROM: GIT 221 Web User Experience GIT 231 Audio/Video Software GIT 270 Intro to Packaging Technologies GIT 310 Photography GIT 334 3D Graphics GIT 355 Specialty Graphics GIT 531 Publication GIT 640 Color Reproduction MINOR TOTAL HOURS 21	GC 100 Introduction to Graphic Communications GC 141 Illustration Software GC 142 Photo Editing Software GC 230 Graphic Design Fundamentals GC 240 Page Layout Software GC 330 Typography and Layout SELECT 3 HOURS FROM: GC 333 Advanced Graphic Design GC 342 Print File Preparation and Preflighting GC 430 Inclusive Design MINOR TOTAL HOURS 21

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 3/6/23 Signature, Chairperson: Andrew M Klenke

-Approved: College Curriculum Committee

Date: 4/09/2023 Signature, Committee Chair: PE

-Approved: Dean of College

Date: 4/12/2023 Signature, Dean:

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: _____ Signature, Committee Chair: Janet Zepernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

Originating Departments(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

Faculty Senate Curriculum Change Form

Effective Date: FALL 2023 Submission Date: 3/3/23

Department: Graphic Communications - TWL College: Technology

Contact Person: Dr. Andrew Klenke Chair

Revision **Emphasis**

If Emphasis, enter name of the Major: Graphic Communications

If selection is "Deletion" complete questions 2, 3, 4, & 5, then complete signatures.

Originating Departments(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

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Each college curriculum representative will notify their respective college and department(s) of the completion of the approval process. If COCAO/KBOR approval is required, questions should be directed to the Provost's administrative officer at x4113.

1. Description of Change:

   The Digital Media Emphasis is being updated to reflect growing need and employment opportunities for more expansive digital video creation, editing and delivery across multiple medias. The updated Photography & Videography Emphasis has added coursework, updated and revised to merge still image and video creation skills based on development of digital media strategies to meet industry needs.

2. Rationale for change, including changes to curriculum objectives:

   The faculty reviewed all curricular offerings to streamline the program and coursework as such had not been done since 2011. This was prompted by the merging of the GIT Department into the School of Technology and Workforce Learning. Course codes and prefixes will be updated to match the major and program name of Graphic Communications. The Photography and Videography Emphasis will be updated with a new Graphic Communications common core and new emphasis area coursework added to deepen the knowledge and skills of students within that track.

3. Will this change affect any education majors? No
   If "yes," this request will need to have the approval of the Council for Teacher Education.

4. Is this **Revision** related to, and/or may affect, any other department/college/unit curricula or programs at PSU? ***Whether a "yes" or "no" response, please provide an explanation or documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.***

   All courses are updating to a new prefix. Any program using GIT courses as support will need to update to the new course prefixes and course codes. There will be a reduction in the amount of support course hours used in the new emphasis track.

5. Is this **Revision** related to, and/or affect, any degree program or minor/emphasis/certificate at any other Regent university? ***Whether a "yes" or "no" response, please provide an explanation.***

   This revision does not affect any other programs or degrees.

6. Does the revision meet University catalog definitions for majors, minors, emphases and certificates as appropriate? **Yes**

7. Are additional resources required (e.g. library/multimedia resources, technology, space, major expense, etc.)?

   None.

8. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
   If "yes," complete the course fee form on the Provost's website, it will need to gain approval of the President's Council.

9. What additional costs will be required for revising this curriculum (e.g. staffing, equipment, etc.)?

   None.

10. Describe the program assessment plan (for **new** programs only):

    a. Enrollment targets = N/A
    b. Outcome expected and process to evaluate =

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CURRICULUM REVISIONS

	Existing	Proposed
Title:	Digital Media Emphasis	Photography & Videography Emphasis
Curriculum: (Do not include GenEd)	CORE CURRICULUM - 23 hrs GIT 100 Intro. to Graphics Technologies GIT 141 Vector Graphics Software GIT 142 Raster Graphics Software GIT 230 Graphic Design GIT 240 Page Layout Software GIT 301 Graphics Career Development GIT 600 Graphics Internship GIT 650 Production Graphics or GIT 690 Senior Project DIGITAL MEDIA EMPHASIS - 24 hrs GIT 231 Audio/Video Software GIT 310 Photography GIT 311 Product Photography GIT 334 3D Graphics GIT 411 Portrait Photography GIT 432 Digital Media Design GIT 511 Commercial Photography GIT 530 3D Animation and Rendering GIT ELECTIVES - 17 hours Select from any other GIT course offering not in core or emphasis requirement. SUPPORT COURSES - 15 hours ART 100 Visual Thinking: 2D Processes ART 233 Drawing I ENGL 301 Technical/Professional Writing MKTG 330 Principles of Marketing MKTG 460 Social Media Marketing ELECTIVES (BY ADVISEMENT) 0-1 TOTAL 120	CORE CURRICULUM - 41 hours GC 100 Introduction to Graphic Communications GC 141 Illustration Software GC 142 Photo Editing Software GC 200 User Experience Research GC 210 Mobile Photo & Video Fundamentals GC 221 Web User Experience GC 230 Graphic Design Fundamentals GC 240 Page Layout Software GC 270 Introduction to Packaging Graphics GC 301 Graphics Career Development GC 330 Typography and Layout GC 350 Printing Technologies GC 600 Graphics Internship GC 690 Senior Project PHOTOGRAPHY & VIDEOGRAPHY EMPHASIS - 21 hrs GC 310 Intermediate Photo/Video Techniques GC 341 3D Graphics Software GC 343 Audio/Video Software GC 410 Product Photography GC 411 Portrait Photography GC 510 Audio Video Production Design GC 610 Digital Media Advertising GC ELECTIVES - 11-12 hours Select from any other GC course offering not in core or emphasis requirement. SUPPORT COURSES - 6 hours (Choose 2 Courses from List Below) MECET 121 Engineering Graphics I COMM 200 Intro to Mass Communication COMM 274 Intro to A/V Production MKTG 330 Principles of Marketing TOTAL: 120 Hours

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 3/6/23 Signature, Chairperson: Andrew M Klenke

-Approved: College Curriculum Committee

Date: 4/09/2023 Signature, Committee Chair: PE

-Approved: Dean of College

Date: 4/12/2023 Signature, Dean:

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: _____ Signature, Committee Chair: Janet Zepernick

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Date: Monday, February 27, 2023 at 1:30:47 PM Central Standard Time
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To: Doug Younger
CC: Andrew Klenke, Andrea Kent-Mcconnaughey, Mary Carol Pomatto

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I've cc'ed Dean Pomatto so she is also aware of the changes and could answer any questions if I'm unavailable in KC since the timeline is so tight.

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Graphic Design (proposed)
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To summarize:

ENGL 301 is being dropped as a required course in five emphasis areas, leaving it as a required course in only the Print/Packaging Design area. This is one of our smallest emphasis areas with approximately 10-12 majors.

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620-235-4420

Subject: Re: GIT curriculum legislation
Date: Monday, February 27, 2023 at 11:55:11 AM Central Standard Time
From: Greg Murray
To: Doug Younger
CC: Andrea Kent-Mcconnaughey, Andrew Klenke

Doug,

I do not see an issue with your plan. We should be able to accommodate. Thank you for asking.

Greg

Sent from my Verizon, Samsung Galaxy smartphone
Get Outlook for Android

From: Doug Younger <dyounger@pittstate.edu>
Sent: Monday, February 27, 2023 10:45:58 AM
To: Greg Murray <gmurray@pittstate.edu>
Cc: Andrea Kent-Mcconnaughey <amcconnaughey@pittstate.edu>; Andrew Klenke <aklenke@pittstate.edu>
Subject: GIT curriculum legislation

Greg,

GIT is making significant changes to our curriculum. Some of these changes involve a course from one of the programs under your leadership.

Currently, the Packaging Graphics emphasis requires MECET 121 Engineering Graphics. We plan on dropping this course from this emphasis.

We would like to use this same course as a required support course in an emphasis that will be titled Photography/Videography. The faculty feels this course would supplement the 3d Graphics taught within the GIT program.

This emphasis currently has approximately 45 majors. I believe the impact would be about 4-7 seats per semester.

Do we have your permission to use the MECET 121 Engineering Graphics course as a required support course within this emphasis?

Doug Younger

Doug Younger, Ed.D
Professor/Program Manager/Graduate Academic Advisor
Pittsburg State University
1701 South Broadway - KTC E116 - Pittsburg, KS 66762
620-235-4420

Subject: Fw: GIT curriculum legislation
Date: Wednesday, March 1, 2023 at 11:04:53 AM Central Standard Time
From: Doug Younger
To: Andrea Kent-Mcconnaughey, Andrew Klenke

From COB on use of their courses.

Doug

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From: Lynn Murray <lmurray@pittstate.edu>
Sent: Wednesday, March 1, 2023 11:03 AM
To: Doug Younger <dyounger@pittstate.edu>
Subject: Re: GIT curriculum legislation

They have but where possible we'd like to move non-business majors to the 201 but you guys are so adjacent to the major I don't have an issue - just wondering.

From: Doug Younger <dyounger@pittstate.edu>
Sent: Wednesday, March 1, 2023 9:52 AM
To: Lynn Murray <lmurray@pittstate.edu>
Subject: Re: GIT curriculum legislation

Lynn,

Yes, there is a reason for using MKTG 330 instead of the 201 course.

For one of the emphasis areas, we need the 330 course as a possible upper division selection.

For the other three emphasis areas, we are including other upper-level marketing courses which require 330 as a prerequisite.

The 330 course has been a part of our curriculum for some time. I believe our students typically have done well in the course.

Doug

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620-235-4420

From: Lynn Murray <lmurray@pittstate.edu>
Sent: Wednesday, March 1, 2023 9:48 AM

To: Doug Younger <dyounger@pittstate.edu>
Subject: Re: GIT curriculum legislation

Sorry - I forgot to follow up as I was in a meeting.

Is there a reason you are moving from MKTG 201 to MKTG 330? The 201 course is designed for non-business majors. If there are no other marketing courses that the degree would require I don't know that 330 is necessary.

From: Doug Younger <dyounger@pittstate.edu>
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Cc: Andrew Klenke <aklenke@pittstate.edu>; Andrea Kent-Mcconnaughey <amcconnaughey@pittstate.edu>
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Pittsburg State University
1701 South Broadway - KTC E116 - Pittsburg, KS 66762
620-235-4420

Faculty Senate Curriculum Change Form

Effective Date: FALL 2023 Submission Date: 3/3/23

Department: Graphic Communications - TWL College: Technology

Contact Person: Dr. Andrew Klenke Chair

Revision **Minor**

If Emphasis, enter name of the Major:

If selection is "Deletion" complete questions 2, 3, 4, & 5, then complete signatures.

Originating Departments(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, Please apply the appropriate signatures, and send to your College Admin.

Each college curriculum representative will notify their respective college and department(s) of the completion of the approval process. If COCAO/KBOR approval is required, questions should be directed to the Provost's administrative officer at x4113.

1. Description of Change:

   The Photography Minor is being updated to reflect the major and emphasis area changes being proposed by the Graphic Communications Program. The new minor will be called Photography and Videography to mirror our major's emphasis area offering.

2. Rationale for change, including changes to curriculum objectives:

   The faculty reviewed all curricular offerings to streamline the program and coursework as such had not been done since 2011. This was prompted by the merging of the GIT Department into the School of Technology and Workforce Learning. Course codes and prefixes will be updated to match the major and program name of Graphic Communications. The Photography and Videography Minor will be updated to mirror the Photography and Videography Emphasis and its updated curriculum, that has added and updated coursework to cover the content areas synchronously.

3. Will this change affect any education majors? No
   If "yes," this request will need to have the approval of the Council for Teacher Education.

4. Is this **Revision** related to, and/or may affect, any other department/college/unit curricula or programs at PSU? ***Whether a "yes" or "no" response, please provide an explanation or documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.***

   All courses are updating to a new prefix. Any program using GIT courses as support or encouraging a Graphics Minor will need to update to the new course list, prefixes and course codes.

5. Is this **Revision** related to, and/or affect, any degree program or minor/emphasis/certificate at any other Regent university? ***Whether a "yes" or "no" response, please provide an explanation.***

   This revision does not affect any other programs or degrees.

6. Does the revision meet University catalog definitions for majors, minors, emphases and certificates as appropriate? **Yes**

7. Are additional resources required (e.g. library/multimedia resources, technology, space, major expense, etc.)?

   None.

8. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
   If "yes," complete the course fee form on the Provost's website, it will need to gain approval of the President's Council.

9. What additional costs will be required for revising this curriculum (e.g. staffing, equipment, etc.)?

   None.

10. Describe the program assessment plan (for **new** programs only):

    a. Enrollment targets = N/A
    b. Outcome expected and process to evaluate =

    c. Plan to abandon if enrollment targets not met =

Questions for certificate only: If you have questions concerning these questions, contact the Financial Aid Office, 4240. ***If "yes," to both questions, it is the department's responsibility to send a copy of this legislation form to the Director of Admission and Financial Assistance to initiate Department of Education approval.***

1. Are students pursuing only this certificate eligible for federal financial assistance based on federal guidelines? **Select One**

2. Does the course content contained within this certificate provide relevance to employment opportunities or meet professional objectives for the student? **Select One**

CURRICULUM REVISIONS

	Existing	Proposed
Title:	Photography Minor	Photography and Videography Minor
Curriculum: (Do not include GenEd)	GIT 100 Intro. to Graphics Technologies GIT 142 Raster Graphics Software GIT 231 Audio/Video Software GIT 310 Photography GIT 311 Product Photography GIT 411 Portrait Photography GIT 511 Commercial Photography MINOR TOTAL HOURS 21	GC 142 Photo Editing Software GC 210 Mobile Photo & Video Fundamentals GC 310 Intermediate Photo/Video Techniques GC 340 Motion Graphics Software GC 343 Audio/Video Software GC 410 Product Photography GC 411 Portrait Photography MINOR TOTAL HOURS 21

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 3/6/23 Signature, Chairperson: Andrew M Klenke

-Approved: College Curriculum Committee

Date: 4/09/2023 Signature, Committee Chair: PE

-Approved: Dean of College

Date: 4/12/2023 Signature, Dean:

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: _____ Signature, Committee Chair: Janet Zepernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

Originating Departments(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

Faculty Senate Curriculum Change Form

Effective Date: FALL 2023 Submission Date: 3/3/23

Department: Graphic Communications - TWL College: Technology

Contact Person: Dr. Andrew Klenke Chair

Revision **Emphasis**

If Emphasis, enter name of the Major: Graphic Communications

If selection is "Deletion" complete questions 2, 3, 4, & 5, then complete signatures.

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1. Description of Change:

   The Print Media and Packaging Graphics Emphases are being consolidated into 1 emphasis area: Print Media and Packaging Design.

2. Rationale for change, including changes to curriculum objectives:

   The faculty reviewed all curricular offerings to streamline the program and coursework as such had not been done since 2011. This was prompted by the merging of the GIT Department into the School of Technology and Workforce Learning. Course codes and prefixes will be updated to match the major and program name of Graphic Communications. Course work that had been expansive to support 2 individual emphasis tracks is being combined as the industries are synonymous, with packaging being one of the highest and fastest growing intended outputs of printed material. This change will also increase enrollment numbers in individual courses and maximize credit hour production.

3. Will this change affect any education majors? No
   If "yes," this request will need to have the approval of the Council for Teacher Education.

4. Is this **Revision** related to, and/or may affect, any other department/college/unit curricula or programs at PSU? ***Whether a "yes" or "no" response, please provide an explanation or documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.***

   All courses are updating to a new prefix. Any program using GIT courses as support will need to update to the new course prefixes and course codes. There will be a reduction in the amount of support course hours used in the new emphasis track.

5. Is this **Revision** related to, and/or affect, any degree program or minor/emphasis/certificate at any other Regent university? ***Whether a "yes" or "no" response, please provide an explanation.***

   This revision does not affect any other programs or degrees.

6. Does the revision meet University catalog definitions for majors, minors, emphases and certificates as appropriate? **Yes**

7. Are additional resources required (e.g. library/multimedia resources, technology, space, major expense, etc.)?

   None.

8. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
   If "yes," complete the course fee form on the Provost's website, it will need to gain approval of the President's Council.

9. What additional costs will be required for revising this curriculum (e.g. staffing, equipment, etc.)?

   None.

10. Describe the program assessment plan (for **new** programs only):

    a. Enrollment targets = N/A
    b. Outcome expected and process to evaluate =

    c. Plan to abandon if enrollment targets not met =

Questions for certificate only: If you have questions concerning these questions, contact the Financial Aid Office, 4240. ***If "yes," to both questions, it is the department's responsibility to send a copy of this legislation form to the Director of Admission and Financial Assistance to initiate Department of Education approval.***

1. Are students pursuing only this certificate eligible for federal financial assistance based on federal guidelines? **Select One**

2. Does the course content contained within this certificate provide relevance to employment opportunities or meet professional objectives for the student? **Select One**

CURRICULUM REVISIONS

	Existing	Proposed
Title:	Print Media Emphasis and Packaging Graphics Emphasis	Print Media & Packaging Design Emphasis
Curriculum: (Do not include GenEd)	COMMON CORE CURRICULUM - 23 hrs GIT 100 Intro. to Graphics Technologies GIT 141 Vector Graphics Software GIT 142 Raster Graphics Software GIT 230 Graphic Design GIT 240 Page Layout Software GIT 301 Graphics Career Development GIT 600 Graphics Internship GIT 650 Production Graphics or GIT 690 Senior Project 1) PRINT MEDIA EMPHASIS - 24 hrs GIT 270 Introduction to Packaging Technologies GIT 342 Print File Preparation and Preflighting GIT 350 Printing Technologies GIT 355 Specialty Graphics GIT 531 Publication Graphics GIT 552 Personalized Campaign Design GIT 562 Graphics Cost Analysis and Estimating GIT 640 Color Reproduction GIT ELECTIVES - 20 hours Select from any other GIT course offering not in core or emphasis requirement. SUPPORT COURSES - 12 hours ECON 200 Principles of Microeconomics ENGL 301 Technical/Professional Writing MGT 330 Management and Org. Behavior MKTG 201 Fundamentals of Marketing ELECTIVES (BY ADVISE.) 0-1 = TOTAL 120 2) PACKAGING GRAPHICS EMPHASIS - 24 hrs GIT 270 Introduction to Packaging Technologies GIT 342 Print File Preparation and Preflighting GIT 350 Printing Technologies GIT 570 Flexible Packaging GIT 571 Rigid Packaging GIT 572 Paperboard Packaging GIT 640 Color Reproduction GIT 670 Distribution Packaging GIT ELECTIVES - 20 hours Select from any other GIT course offering not in core or emphasis requirement. SUPPORT COURSES - 12 hours MECET 121 Engineering Graphics I MKTG 330 Principles of Marketing MKTG 510 Consumer Behavior Choose one of the following MKTG 440 Advertising Management MKTG 450 Personal Selling and Sales Mgt. MKTG 480 Logistics & Supply Chain Mgt. ELECTIVES (BY ADVISE.) 0-1 = TOTAL 120	CORE CURRICULUM - 41 hours GC 100 Introduction to Graphic Communications GC 141 Illustration Software GC 142 Photo Editing Software GC 200 User Experience Research GC 210 Mobile Photo & Video Fundamentals GC 221 Web User Experience GC 230 Graphic Design Fundamentals GC 240 Page Layout Software GC 270 Introduction to Packaging Graphics GC 301 Graphics Career Development GC 330 Typography and Layout GC 350 Printing Technologies GC 600 Graphics Internship GC 690 Senior Project PRINT MEDIA & PACKAGING DESIGN EMPHASIS - 21 hours GC 342 Print File Preparation and Preflighting GC 355 Specialty Graphics GC 470 Retail Packaging GC 530 Publication Design GC 550 Environmental Graphics GC 560 Project Profitability GC 570 Commercial Packaging GC ELECTIVES - 11-12 hours Select from any other GC course offering not in core or emphasis requirement. SUPPORT COURSES - 6 hours (Choose 2 Courses from List Below) ENGL 301 Technical/Professional Writing MKTG 330 Principles of Marketing MGT 330 Management and Organizational Behavior MKTG 450 Personal Selling and Sales Management MKTG 510 Consumer Behavior TOTAL: 120 Hours

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 3/6/23 Signature, Chairperson: Andrew M Klenke

-Approved: College Curriculum Committee

Date: 4/09/2023 Signature, Committee Chair: PE

-Approved: Dean of College

Date: 4/12/2023 Signature, Dean:

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: _____ Signature, Committee Chair: Janet Zepernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

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Subject: Fw: GIT curriculum legislation
Date: Wednesday, March 1, 2023 at 11:04:53 AM Central Standard Time
From: Doug Younger
To: Andrea Kent-Mcconnaughey, Andrew Klenke

From COB on use of their courses.

Doug

Doug Younger, Ed.D
Professor/Program Manager/Graduate Academic Advisor
Pittsburg State University
1701 South Broadway - KTC E116 - Pittsburg, KS 66762
620-235-4420

From: Lynn Murray <lmurray@pittstate.edu>
Sent: Wednesday, March 1, 2023 11:03 AM
To: Doug Younger <dyounger@pittstate.edu>
Subject: Re: GIT curriculum legislation

They have but where possible we'd like to move non-business majors to the 201 but you guys are so adjacent to the major I don't have an issue - just wondering.

From: Doug Younger <dyounger@pittstate.edu>
Sent: Wednesday, March 1, 2023 9:52 AM
To: Lynn Murray <lmurray@pittstate.edu>
Subject: Re: GIT curriculum legislation

Lynn,

Yes, there is a reason for using MKTG 330 instead of the 201 course.

For one of the emphasis areas, we need the 330 course as a possible upper division selection.

For the other three emphasis areas, we are including other upper-level marketing courses which require 330 as a prerequisite.

The 330 course has been a part of our curriculum for some time. I believe our students typically have done well in the course.

Doug

Doug Younger, Ed.D
Professor/Program Manager/Graduate Academic Advisor
Pittsburg State University
1701 South Broadway - KTC E116 - Pittsburg, KS 66762
620-235-4420

From: Lynn Murray <lmurray@pittstate.edu>
Sent: Wednesday, March 1, 2023 9:48 AM

To: Doug Younger <dyounger@pittstate.edu>
Subject: Re: GIT curriculum legislation

Sorry - I forgot to follow up as I was in a meeting.

Is there a reason you are moving from MKTG 201 to MKTG 330? The 201 course is designed for non-business majors. If there are no other marketing courses that the degree would require I don't know that 330 is necessary.

From: Doug Younger <dyounger@pittstate.edu>
Sent: Wednesday, March 1, 2023 9:22 AM
To: Lynn Murray <lmurray@pittstate.edu>
Cc: Andrew Klenke <aklenke@pittstate.edu>; Andrea Kent-Mcconnaughey <amcconnaughey@pittstate.edu>
Subject: Re: GIT curriculum legislation

Lynn,

Have you had a chance to review this material yet?

All of the courses we propose using for the new curriculum are already courses being used by the existing curriculum. All of the courses we are requesting to use will be choices of Support courses and not specifically required for the degree.

Doug

Doug Younger, Ed.D
Professor/Program Manager/Graduate Academic Advisor
Pittsburg State University
1701 South Broadway - KTC E116 - Pittsburg, KS 66762
620-235-4420

From: Doug Younger
Sent: Monday, February 27, 2023 11:29 AM
To: Lynn Murray <lmurray@pittstate.edu>
Cc: Andrew Klenke <aklenke@pittstate.edu>; Andrea Kent-Mcconnaughey <amcconnaughey@pittstate.edu>
Subject: GIT curriculum legislation

Lynn,

GIT is making significant changes to our curriculum. Some of these changes involve a course from two of the programs under your leadership, Communcations and English.

Hopefully, this will make sense.

Digital Media (currently uses)
MKTG 201 Fundamentals of Marketing

Photography/Videography (name change, proposed courses, this would be a choice from a list of 4 courses)

MKTG 330 Principles of Marketing

Graphic Design (currently uses)
MKTG 330 Principles of Marketing
MKTG 460 Social Media Marketing

Graphic Design (proposed, this would be a choice from a list of 5 courses)
MKTG 330 Principles of Marketing
MKTG 460 Social Media Marketing
MKTG 490 Branding & Content Marketing

Graphics Management (currently uses)
required Business Administration minor

Graphics Management (proposed)
We are dropping this emphasis so we will not use the Business Administration minor.

Packaging Graphics (currently uses)
MKTG 330 Principles of Marketing
MKTG 510 Consumer Behavior
choice of
MKTG 440 Advertising Managment
MKTG 450 Personal Selling and Sales Management
MKTG 480 Logistics and Supply Chain Mgt.

Print Media ***(proposed, this would be a choice from a list of 5 courses)***
ECON 200 Principles of Microeconomics
MGT 330 Management and Org Behavior
MKTG 201 Fundamentals of Marketing

Print/Packaging Design (we are combining these two areas)
MKTG 330 Principles of Marketing
MKTG 440 Advertising Management
MKTG 460 Social Media Marketing
MKTG 510 Consumer Behavior

Web/Interactive Media (currently uses)
MKTG 330 Principles of Marketing
MKTG 440 Advertising Management
MKTG 460 Social Media Marketing
MKTG 510 Consumer Behavior

UX/UI & Web Design ***(name change, proposed courses, this would be a choice from a list of 5 courses)***
MKTG 330 Principles of Marketing
MKTG 440 Advertising Management
MKTG 460 Social Media Marketing
MKTG 510 Consumer Behavior

We are trying to put together all paperwork to submit for legislation by this Friday, March 3rd. We would appreciate an answer prior to that date.

If you have questions or concerns, please reply to this email so we can have record of the conversation for legislative purposes.

Thanks
Doug Younger

Doug Younger, Ed.D
Professor/Program Manager/Graduate Academic Advisor
Pittsburg State University
1701 South Broadway - KTC E116 - Pittsburg, KS 66762
620-235-4420

Faculty Senate Curriculum Change Form

Effective Date: FALL 2023 Submission Date: 3/3/23

Department: Graphic Communications - TWL College: Technology

Contact Person: Dr. Andrew Klenke Chair

Revision **Minor**

If Emphasis, enter name of the Major:

If selection is "Deletion" complete questions 2, 3, 4, & 5, then complete signatures.

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Each college curriculum representative will notify their respective college and department(s) of the completion of the approval process. If COCAO/KBOR approval is required, questions should be directed to the Provost's administrative officer at x4113.

1. Description of Change:

   The Print Media and Packaging Graphics Minors are being consolidated to reflect the major and emphasis area changes being proposed by the Graphic Communications Program. The new minor will be called Print Media and Packaging Design to mirror our major's emphasis area offering.

2. Rationale for change, including changes to curriculum objectives:

   The faculty reviewed all curricular offerings to streamline the program and coursework as such had not been done since 2011. This was prompted by the merging of the GIT Department into the School of Technology and Workforce Learning. Course codes and prefixes will be updated to match the major and program name of Graphic Communications. The Print Media and Packaging Design Minor will be updated to mirror the Print Media and Packaging Design Emphasis and its consolidated curriculum's coursework to cover the content areas synchronously.

3. Will this change affect any education majors? No
   If "yes," this request will need to have the approval of the Council for Teacher Education.

4. Is this **Revision** related to, and/or may affect, any other department/college/unit curricula or programs at PSU? ***Whether a "yes" or "no" response, please provide an explanation or documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.***

   All courses are updating to a new prefix. Any program using GIT courses as support or encouraging a Graphics Minor will need to update to the new course list, prefixes and course codes.

5. Is this **Revision** related to, and/or affect, any degree program or minor/emphasis/certificate at any other Regent university? ***Whether a "yes" or "no" response, please provide an explanation.***

   This revision does not affect any other programs or degrees.

6. Does the revision meet University catalog definitions for majors, minors, emphases and certificates as appropriate? **Yes**

7. Are additional resources required (e.g. library/multimedia resources, technology, space, major expense, etc.)?

   None.

8. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
   If "yes," complete the course fee form on the Provost's website, it will need to gain approval of the President's Council.

9. What additional costs will be required for revising this curriculum (e.g. staffing, equipment, etc.)?

   None.

10. Describe the program assessment plan (for **new** programs only):

    a. Enrollment targets = N/A
    b. Outcome expected and process to evaluate =

    c. Plan to abandon if enrollment targets not met =

Questions for certificate only: If you have questions concerning these questions, contact the Financial Aid Office, 4240. ***If "yes," to both questions, it is the department's responsibility to send a copy of this legislation form to the Director of Admission and Financial Assistance to initiate Department of Education approval.***

1. Are students pursuing only this certificate eligible for federal financial assistance based on federal guidelines? **Select One**

2. Does the course content contained within this certificate provide relevance to employment opportunities or meet professional objectives for the student? **Select One**

CURRICULUM REVISIONS

	Existing	Proposed
Title:	Print Media and Packaging Graphics	Print Media and Packaging Design Minor
Curriculum: (Do not include GenEd)	PRINT MEDIA MINOR: GIT 100 Intro. to Graphics Technologies GIT 141 Vector Based Graphics GIT 142 Raster Based Graphics GIT 240 Page Layout Software GIT 342 Print File Prep. and Preflighting GIT 350 Printing Technologies SELECT 3 HOURS FROM: GIT 355 Specialty Graphics GIT 531 Publication Graphics GIT 552 Personalized Campaign Design MINOR TOTAL HOURS 21 PACKAGING GRAPHICS MINOR: GIT 100 Intro. to Graphics Technologies GIT 141 Vector Based Graphics GIT 270 Into. to Packaging Technologies GIT 570 Flexible Packaging GIT 571 Rigid Packaging GIT 572 Paperboard Packaging GIT 670 Distribution Packaging MINOR TOTAL HOURS 21	GC 100 Introduction to Graphic Communications GC 141 Illustration Software GC 142 Photo Editing Software GC 240 Page Layout Software GC 270 Introduction to Packaging Graphics GC 350 Printing Technologies SELECT 3 HOURS FROM: GC 355 Specialty Graphics GC 470 Retail Packaging GC 550 Environmental Graphics GC 570 Commercial Packaging MINOR TOTAL HOURS 21

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 3/6/23 Signature, Chairperson: Andrew M Klenke

-Approved: College Curriculum Committee

Date: 4/09/2023 Signature, Committee Chair: PE

-Approved: Dean of College

Date: 4/12/2023 Signature, Dean:

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: _____ Signature, Committee Chair: Janet Zepernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

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Faculty Senate Curriculum Change Form

Effective Date: FALL 2023 Submission Date: 3/3/23

Department: Graphic Communications - TWL College: Technology

Contact Person: Dr. Andrew Klenke Chair

Revision **Emphasis**

If Emphasis, enter name of the Major: Graphic Communications

If selection is "Deletion" complete questions 2, 3, 4, & 5, then complete signatures.

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1. Description of Change:

   The Web/Interactive Media Emphasis is being updated to the UX/UI & Web Design Emphasis to reflect growing need and employment opportunities for user experience and user interface design skill sets. Coursework has been added, updated and revised to position students to meet the evolving needs of industry, employers and end users.

2. Rationale for change, including changes to curriculum objectives:

   The faculty reviewed all curricular offerings to streamline the program and coursework as such had not been done since 2011. This was prompted by the merging of the GIT Department into the School of Technology and Workforce Learning. Course codes and prefixes will be updated to match the major and program name of Graphic Communications. The Web/Interactive Media Emphasis will be updated with a new Graphic Communications common core and emphasis area coursework added to deepen the knowledge and skills of students within the updated emphasis area of UX/UI & Web Design.

3. Will this change affect any education majors? No
   If "yes," this request will need to have the approval of the Council for Teacher Education.

4. Is this **Revision** related to, and/or may affect, any other department/college/unit curricula or programs at PSU? ***Whether a "yes" or "no" response, please provide an explanation or documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.***

   All courses are updating to a new prefix. Any program using GIT courses as support will need to update to the new course prefixes and course codes. There will be a reduction in the amount of support course hours used in the new emphasis track.

5. Is this **Revision** related to, and/or affect, any degree program or minor/emphasis/certificate at any other Regent university? ***Whether a "yes" or "no" response, please provide an explanation.***

   This revision does not affect any other programs or degrees.

6. Does the revision meet University catalog definitions for majors, minors, emphases and certificates as appropriate? **Yes**

7. Are additional resources required (e.g. library/multimedia resources, technology, space, major expense, etc.)?

   None.

8. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
   If "yes," complete the course fee form on the Provost's website, it will need to gain approval of the President's Council.

9. What additional costs will be required for revising this curriculum (e.g. staffing, equipment, etc.)?

   None.

10. Describe the program assessment plan (for **new** programs only):

    a. Enrollment targets = N/A
    b. Outcome expected and process to evaluate =

    c. Plan to abandon if enrollment targets not met =

Questions for certificate only: If you have questions concerning these questions, contact the Financial Aid Office, 4240. ***If "yes," to both questions, it is the department's responsibility to send a copy of this legislation form to the Director of Admission and Financial Assistance to initiate Department of Education approval.***

1. Are students pursuing only this certificate eligible for federal financial assistance based on federal guidelines? **Select One**

2. Does the course content contained within this certificate provide relevance to employment opportunities or meet professional objectives for the student? **Select One**

CURRICULUM REVISIONS

	Existing	Proposed
Title:	Web/Interactive Media Emphasis	UX/UI & Web Design Emphasis
Curriculum: (Do not include GenEd)	CORE CURRICULUM - 23 hrs GIT 100 Intro. to Graphics Technologies GIT 141 Vector Graphics Software GIT 142 Raster Graphics Software GIT 230 Graphic Design GIT 240 Page Layout Software GIT 301 Graphics Career Development GIT 600 Graphics Internship GIT 650 Production Graphics or GIT 690 Senior Project DIGITAL MEDIA EMPHASIS - 21 hrs GIT 221 Web User Experience GIT 231 Audio/Video Software GIT 322 Web Site Design GIT 323 Web and Motion Graphics GIT 421 Interactive Media Design GIT 521 Mobile Media Development GIT 523 Web Content Management Systems GIT ELECTIVES - 20 hours Select from any other GIT course offering not in core or emphasis requirement. SUPPORT COURSES - 15 hours ENGL 301 Technical/Professional Writing MKTG 330 Principles of Marketing MKTG 440 Advertising Management MKTG 460 Social Media Marketing MKTG 510 Consumer Behavior ELECTIVES (BY ADVISEMENT) 0-1 TOTAL 120	CORE CURRICULUM - 41 hours GC 100 Introduction to Graphic Communications GC 141 Illustration Software GC 142 Photo Editing Software GC 200 User Experience Research GC 210 Mobile Photo & Video Fundamentals GC 221 Web User Experience GC 230 Graphic Design Fundamentals GC 240 Page Layout Software GC 270 Introduction to Packaging Graphics GC 301 Graphics Career Development GC 330 Typography and Layout GC 350 Printing Technologies GC 600 Graphics Internship GC 690 Senior Project UX/UI & WEB DESIGN EMPHASIS - 21 hours GC 320 Web Design GC 333 Advanced Graphic Design GC 340 Motion Graphics Software GC 421 Interactive Web Design GC 430 Inclusive Design GC 521 Mobile UX/UI Design GC 523 Web Content Management Systems GC ELECTIVES - 11-12 hours Select from any other GC course offering not in core or emphasis requirement. SUPPORT COURSES - 6 hours (Choose 2 Courses from List Below) MKTG 330 Principles of Marketing MKTG 440 Advertising Marketing MKTG 460 Social Media Marketing MKTG 510 Consumer Behavior COMM 576 Media Writing & Copy TOTAL: 120 Hours

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 3/6/23 Signature, Chairperson: Andrew M Kleeba

-Approved: College Curriculum Committee

Date: 4/09/2023 Signature, Committee Chair: PE

-Approved: Dean of College

Date: 4/12/2023 Signature, Dean:

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: _____ Signature, Committee Chair: Janet Zepernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

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Date: Wednesday, March 1, 2023 at 11:04:53 AM Central Standard Time
From: Doug Younger
To: Andrea Kent-Mcconnaughey, Andrew Klenke

From COB on use of their courses.

Doug

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Professor/Program Manager/Graduate Academic Advisor
Pittsburg State University
1701 South Broadway - KTC E116 - Pittsburg, KS 66762
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Sent: Wednesday, March 1, 2023 11:03 AM
To: Doug Younger <dyounger@pittstate.edu>
Subject: Re: GIT curriculum legislation

They have but where possible we'd like to move non-business majors to the 201 but you guys are so adjacent to the major I don't have an issue - just wondering.

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Sent: Wednesday, March 1, 2023 9:52 AM
To: Lynn Murray <lmurray@pittstate.edu>
Subject: Re: GIT curriculum legislation

Lynn,

Yes, there is a reason for using MKTG 330 instead of the 201 course.

For one of the emphasis areas, we need the 330 course as a possible upper division selection.

For the other three emphasis areas, we are including other upper-level marketing courses which require 330 as a prerequisite.

The 330 course has been a part of our curriculum for some time. I believe our students typically have done well in the course.

Doug

Doug Younger, Ed.D
Professor/Program Manager/Graduate Academic Advisor
Pittsburg State University
1701 South Broadway - KTC E116 - Pittsburg, KS 66762
620-235-4420

From: Lynn Murray <lmurray@pittstate.edu>
Sent: Wednesday, March 1, 2023 9:48 AM

To: Doug Younger <dyounger@pittstate.edu>
Subject: Re: GIT curriculum legislation

Sorry - I forgot to follow up as I was in a meeting.

Is there a reason you are moving from MKTG 201 to MKTG 330? The 201 course is designed for non-business majors. If there are no other marketing courses that the degree would require I don't know that 330 is necessary.

From: Doug Younger <dyounger@pittstate.edu>
Sent: Wednesday, March 1, 2023 9:22 AM
To: Lynn Murray <lmurray@pittstate.edu>
Cc: Andrew Klenke <aklenke@pittstate.edu>; Andrea Kent-Mcconnaughey <amcconnaughey@pittstate.edu>
Subject: Re: GIT curriculum legislation

Lynn,

Have you had a chance to review this material yet?

All of the courses we propose using for the new curriculum are already courses being used by the existing curriculum. All of the courses we are requesting to use will be choices of Support courses and not specifically required for the degree.

Doug

Doug Younger, Ed.D
Professor/Program Manager/Graduate Academic Advisor
Pittsburg State University
1701 South Broadway - KTC E116 - Pittsburg, KS 66762
620-235-4420

From: Doug Younger
Sent: Monday, February 27, 2023 11:29 AM
To: Lynn Murray <lmurray@pittstate.edu>
Cc: Andrew Klenke <aklenke@pittstate.edu>; Andrea Kent-Mcconnaughey <amcconnaughey@pittstate.edu>
Subject: GIT curriculum legislation

Lynn,

GIT is making significant changes to our curriculum. Some of these changes involve a course from two of the programs under your leadership, Communcations and English.

Hopefully, this will make sense.

Digital Media (currently uses)
MKTG 201 Fundamentals of Marketing

Photography/Videography (name change, proposed courses, this would be a choice from a list of 4 courses)

MKTG 330 Principles of Marketing

Graphic Design (currently uses)
MKTG 330 Principles of Marketing
MKTG 460 Social Media Marketing

Graphic Design (proposed, this would be a choice from a list of 5 courses)
MKTG 330 Principles of Marketing
MKTG 460 Social Media Marketing
MKTG 490 Branding & Content Marketing

Graphics Management (currently uses)
required Business Administration minor

Graphics Management (proposed)
We are dropping this emphasis so we will not use the Business Administration minor.

Packaging Graphics (currently uses)
MKTG 330 Principles of Marketing
MKTG 510 Consumer Behavior
choice of
MKTG 440 Advertising Managment
MKTG 450 Personal Selling and Sales Management
MKTG 480 Logistics and Supply Chain Mgt.

Print Media ***(proposed, this would be a choice from a list of 5 courses)***
ECON 200 Principles of Microeconomics
MGT 330 Management and Org Behavior
MKTG 201 Fundamentals of Marketing

Print/Packaging Design (we are combining these two areas)
MKTG 330 Principles of Marketing
MKTG 440 Advertising Management
MKTG 460 Social Media Marketing
MKTG 510 Consumer Behavior

Web/Interactive Media (currently uses)
MKTG 330 Principles of Marketing
MKTG 440 Advertising Management
MKTG 460 Social Media Marketing
MKTG 510 Consumer Behavior

UX/UI & Web Design ***(name change, proposed courses, this would be a choice from a list of 5 courses)***
MKTG 330 Principles of Marketing
MKTG 440 Advertising Management
MKTG 460 Social Media Marketing
MKTG 510 Consumer Behavior

We are trying to put together all paperwork to submit for legislation by this Friday, March 3rd. We would appreciate an answer prior to that date.

If you have questions or concerns, please reply to this email so we can have record of the conversation for legislative purposes.

Thanks
Doug Younger

Doug Younger, Ed.D
Professor/Program Manager/Graduate Academic Advisor
Pittsburg State University
1701 South Broadway - KTC E116 - Pittsburg, KS 66762
620-235-4420

Subject: Re: GIT curriculum legislation
Date: Monday, February 27, 2023 at 1:30:47 PM Central Standard Time
From: Troy Comeau
To: Doug Younger
CC: Andrew Klenke, Andrea Kent-Mcconnaughey, Mary Carol Pomatto

I'm leaving for Kansas City to live stream the MIAA Basketball Tournament so here are my very quick thoughts:

Everything makes sense except the elimination of English 301 Technical/Professional Writing. If the courses are simply options it seems like that course would be a benefit to GIT students and should stay as a simple option. Was there a reason for that course to be eliminated? (Was the material not beneficial?)

Eliminating COMM 105 Performance Appreciation makes sense to me since it is more heavy on theatre performance, but I'm just curious as to why ENGL 301 was eliminated.

There are usually seats open in the other classes so I don't see the additions as being a problem at all.

I've cc'ed Dean Pomatto so she is also aware of the changes and could answer any questions if I'm unavailable in KC since the timeline is so tight.

Troy

Dr. Troy O. Comeau
Professor/Interim Chair, Departments of Communication/English and Modern Languages
Pittsburg State University
Grubbs Hall 215
620-235-4724

From: Doug Younger <dyounger@pittstate.edu>
Sent: Monday, February 27, 2023 11:24 AM
To: Troy Comeau <tcomeau@pittstate.edu>
Cc: Andrew Klenke <aklenke@pittstate.edu>; Andrea Kent-Mcconnaughey <amcconnaughey@pittstate.edu>
Subject: Re: GIT curriculum legislation

Troy,

I have a correction on the information on these courses.

All of the proposed courses would be choices students could choose as Support Courses.

None of the proposed courses will be listed as required courses, rather they will be choices from a list of 4-5 options for each emphasis.

Doug

Doug Younger, Ed.D

Professor/Program Manager/Graduate Academic Advisor
Pittsburg State University
1701 South Broadway - KTC E116 - Pittsburg, KS 66762
620-235-4420

From: Doug Younger
Sent: Monday, February 27, 2023 11:13 AM
To: Troy Comeau <tcomeau@pittstate.edu>
Cc: Andrew Klenke <aklenke@pittstate.edu>; Andrea Kent-Mcconnaughey <amcconnaughey@pittstate.edu>
Subject: GIT curriculum legislation

Troy,

GIT is making significant changes to our curriculum. Some of these changes involve a course from two of the programs under your leadership, Communcations and English.

Hopefully, this will make sense.

Digital Media (currently uses)
COMM 105 Performance Appreciation
COMM 200 Intro to Mass Communication
ENGL 301 Technical/Professional Writing

Photography/Videography (name change, proposed courses)
COMM 200 Intro to Mass Communication
COMM 274 Intro to A/V Production

Graphic Design (currently uses)
ENGL 301 Technical/Professional Writing

Graphic Design (proposed)
COMM 576 Media Writing & Copy

Graphics Management (currently uses)
ENGL 301 Technical/Professional Writing

Graphics Management (proposed)
We are dropping this emphasis so we will not use the ENGL course.

Packaging Graphics (currently uses)
no ENGL courses
Print Media ***(currently uses)***
ENGL 301 Technical/Professional Writing

Print/Packaging Design (combining these two areas)
ENGL 301 Technical/Professional Writing

Web/Interactive Media (currently uses)
ENGL 301 Technical/Professional Writing

UX/UI & Web Design *(name change, proposed courses)*
COMM 576 Media Writing & Copy

To summarize:

ENGL 301 is being dropped as a required course in five emphasis areas, leaving it as a required course in only the Print/Packaging Design area. This is one of our smallest emphasis areas with approximately 10-12 majors.

In one emphasis, we would like to drop the COMM 105 as a required course, replacing it with COMM 274. This emphasis currently has approximately 60 majors.

In two emphasis areas we would like to add the COMM 574 course as a required course. These two emphasis areas currently have approximately 90 majors.

We are trying to put together all paperwork to submit for legislation by this Friday, March 3rd. We would appreciate an answer prior to that date.

If you have questions or concerns, please reply to this email so we can have record of the conversation for legislative purposes.

Thanks
Doug Younger

Doug Younger, Ed.D
Professor/Program Manager/Graduate Academic Advisor
Pittsburg State University
1701 South Broadway - KTC E116 - Pittsburg, KS 66762
620-235-4420

Faculty Senate Curriculum Change Form

Effective Date: FALL 2023 Submission Date: 3/3/23

Department: Graphic Communications - TWL College: Technology

Contact Person: Dr. Andrew Klenke Chair

Revision **Minor**

If Emphasis, enter name of the Major:

If selection is "Deletion" complete questions 2, 3, 4, & 5, then complete signatures.

Originating Departments(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, Please apply the appropriate signatures, and send to your College Admin.

Each college curriculum representative will notify their respective college and department(s) of the completion of the approval process. If COCAO/KBOR approval is required, questions should be directed to the Provost's administrative officer at x4113.

1. Description of Change:

   The Web/Interactive Media Minor is being updated to reflect the major and emphasis area changes being proposed by the Graphic Communications Program. The new minor will be called UX/UI and Web Design to mirror our major's emphasis area offering.

2. Rationale for change, including changes to curriculum objectives:

   The faculty reviewed all curricular offerings to streamline the program and coursework as such had not been done since 2011. This was prompted by the merging of the GIT Department into the School of Technology and Workforce Learning. Course codes and prefixes will be updated to match the major and program name of Graphic Communications. The UX/UI & Web Design Minor will be updated to mirror the UX/UI & Web Design Emphasis and its updated curriculum that has added coursework to deepen the knowledge and skills of students within this specific area.

3. Will this change affect any education majors? No
   If "yes," this request will need to have the approval of the Council for Teacher Education.

4. Is this **Revision** related to, and/or may affect, any other department/college/unit curricula or programs at PSU? ***Whether a "yes" or "no" response, please provide an explanation or documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.***

   All courses are updating to a new prefix. Any program using GIT courses as support or encouraging a Graphics Minor will need to update to the new course list, prefixes and course codes.

5. Is this **Revision** related to, and/or affect, any degree program or minor/emphasis/certificate at any other Regent university? ***Whether a "yes" or "no" response, please provide an explanation.***

   This revision does not affect any other programs or degrees.

6. Does the revision meet University catalog definitions for majors, minors, emphases and certificates as appropriate? **Yes**

7. Are additional resources required (e.g. library/multimedia resources, technology, space, major expense, etc.)?

   None.

8. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
   If "yes," complete the course fee form on the Provost's website, it will need to gain approval of the President's Council.

9. What additional costs will be required for revising this curriculum (e.g. staffing, equipment, etc.)?

   None.

10. Describe the program assessment plan (for **new** programs only):

    a. Enrollment targets = N/A
    b. Outcome expected and process to evaluate =

    c. Plan to abandon if enrollment targets not met =

Questions for certificate only: If you have questions concerning these questions, contact the Financial Aid Office, 4240. ***If "yes," to both questions, it is the department's responsibility to send a copy of this legislation form to the Director of Admission and Financial Assistance to initiate Department of Education approval.***

1. Are students pursuing only this certificate eligible for federal financial assistance based on federal guidelines? **Select One**

2. Does the course content contained within this certificate provide relevance to employment opportunities or meet professional objectives for the student? **Select One**

CURRICULUM REVISIONS

	Existing	Proposed
Title:	Web/Interactive Media Minor	UX/UI & Web Design Minor
Curriculum: (Do not include GenEd)	GIT 100 Intro. to Graphics Technologies GIT 221 Web User Experience GIT 322 Web Site Design GIT 323 Web and Motion Graphics GIT 421 Interactive Media Design GIT 521 Mobile Media Development GIT 523 Web Content Management Systems MINOR TOTAL HOURS 21	GC 100 Introduction to Graphic Communications GC 200 User Experience Research GC 221 Web User Experience GC 320 Web Design GC 421 Interactive Web Design GC 521 Mobile UX/UI Design GC 523 Web Content Management Systems MINOR TOTAL HOURS 21

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 3/6/23 Signature, Chairperson: Andrew M Klesha

-Approved: College Curriculum Committee

Date: 4/09/2023 Signature, Committee Chair: PE

-Approved: Dean of College

Date: 4/12/2023 Signature, Dean:

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: _____ Signature, Committee Chair: Janet Zepernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

Originating Departments(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

Faculty Senate Curriculum Change Form

Effective Date: FALL 2023 Submission Date: 2/28/23

Department: TWL College: Technology

Contact Person: Andy Klenke Chair

Revision **Minor**

If Emphasis, enter name of the Major:

If selection is "Deletion" complete questions 2, 3, 4, & 5, then complete signatures.

Originating Departments(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, Please apply the appropriate signatures, and send to your College Admin.

Each college curriculum representative will notify their respective college and department(s) of the completion of the approval process. If COCAO/KBOR approval is required, questions should be directed to the Provost's administrative officer at x4113.

1. Description of Change:
   The Architectural Manufacturing Management and Technology program changed the name and prefixes of the program to Wood Product Manufacturing, WPM last year. This change is to align the minor with the renaming of the associate and bachelor programs already completed.

2. Rationale for change, including changes to curriculum objectives:
   There are no changes to the curriculum objectives with this change. All changes were made to the AAS and BS in Wood Product Manufacturing last year.

3. Will this change affect any education majors? No
   If "yes," this request will need to have the approval of the Council for Teacher Education.

4. Is this **Revision** related to, and/or may affect, any other department/college/unit curricula or programs at PSU? ***Whether a "yes" or "no" response, please provide an explanation or documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.***
   No, this change is simply changing the name and the prefixes of the already approved courses.

5. Is this **Revision** related to, and/or affect, any degree program or minor/emphasis/certificate at any other Regent university? ***Whether a "yes" or "no" response, please provide an explanation.***
   No, the Wood Product Manufacturing Program is unique to Pittsburg State University and does not affect any other institution.

6. Does the revision meet University catalog definitions for majors, minors, emphases and certificates as appropriate? **Yes**

7. Are additional resources required (e.g. library/multimedia resources, technology, space, major expense, etc.)?
   No

8. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)? **No**
   If "yes," complete the course fee form on the Provost's website, it will need to gain approval of the President's Council.

9. What additional costs will be required for revising this curriculum (e.g. staffing, equipment, etc.)?
   None

10. Describe the program assessment plan (for **new** programs only):

    a. Enrollment targets =
    b. Outcome expected and process to evaluate =

    c. Plan to abandon if enrollment targets not met =

Questions for certificate only: If you have questions concerning these questions, contact the Financial Aid Office, 4240. ***If "yes," to both questions, it is the department's responsibility to send a copy of this legislation form to the Director of Admission and Financial Assistance to initiate Department of Education approval.***

1. Are students pursuing only this certificate eligible for federal financial assistance based on federal guidelines? **Select One**

2. Does the course content contained within this certificate provide relevance to employment opportunities or meet professional objectives for the student? **Select One**

CURRICULUM REVISIONS

	Existing	Proposed
Title:	Architectural Manufacturing, Management and Technology	Wood Product Manufacturing
Curriculum: (Do not include GenEd)	CORE REQUIREMENTS: AMMT-182 Wood Science (3 hours) AMMT-185 Fundamentals of Architectural Manufacturing (3 hours) AMMT-226 CAD for Architectural Product Development (3 hours) AMMT-282 Machine Processes in Architectural Manufacturing (3 hours) AMMT-301 Finishing (3 hours) AMMT-333 Tool Technology (3 hours) AMMT-525 Cabinets and Fixtures (3 hours) SELECT 3 HOURS FROM: AMMT-383 Computer-Aided Manufacturing (CAM) in Architectural Manufacturing Technology (3 hours) AMMT-412 Overlay and Laminate Materials (3 hours) AMMT-585 Architectural Product Production Estimating (3 hours) GT-330 Engineering Materials and Processes (3 hours)	CORE REQUIREMENTS: WPM-182 Wood Science (3 hours) WPM-185 Fundamentals of Wood Product Manufacturing (3 hours) WPM-226 CAD for Wood Product Development (3 hours) WPM-282 Machine Processes in Wood Product Manufacturing (3 hours) WPM-301 Finishing (3 hours) WPM-333 Tool Technology (3 hours) WPM-525 Cabinets and Fixtures (3 hours) SELECT 3 HOURS FROM: WPM-383 Computer-Aided Manufacturing (CAM) in Wood Product Manufacturing (3 hours) WPM-412 Overlay and Laminate Materials (3 hours) WPM-585 Wood Product Production Estimating (3 hours) GT-330 Engineering Materials and Processes (3 hours)

Authorization/Notification Sign-Off Sheet

-Approved: Department Chairperson

Date: 2/28/2023 Signature, Chairperson: _____

-Approved: College Curriculum Committee

Date: 4/09/2023 Signature, Committee Chair: _____ PE

-Approved: Dean of College

Date: 4/12/2023 Signature, Dean: _____

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 4/28/2023 Signature, Committee Chair: Janet Zepernick

-Approved: Faculty Senate

Date: _____ Signature, Recorder Faculty Senate: _____

Originating Departments(s): After completing this form, in its entirety, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.