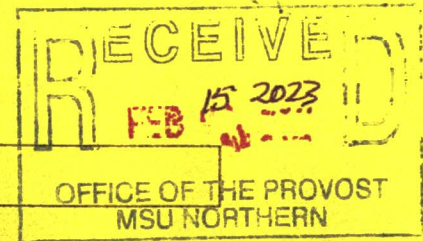


# ACADEMIC SENATE PROPOSAL TRACKING SHEET

(Document To Be Originated By the Academic Senate Secretary On Canary Color Paper)



Proposal # 22-15	Title: GDSN 450 Graphic Design; Major Revision (Proposal explanation, submitter and college dean signatures on attached program/degree or course revision form.)
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All proposals MUST have their originating college faculty body (Ex. Arts & Sciences, Education and Nursing; Technical Sciences) approval and must be signed by the submitter and the college dean before being submitted to the Academic Senate Secretary.

1. Submit all proposals (using the appropriate Academic Senate program/degree and/or course revision forms or General Education Inclusion form) to the Academic Senate Secretary. NOTE: Level 1 or Level 2 forms must be submitted concurrent with this proposal where applicable. For Education proposals, PEU approval must be received prior to forwarding the proposal to the Senate.
2. The Academic Senate Secretary logs and numbers items and forwards them to the appropriate Academic Senate subcommittee(s): General Education (if applicable), or Curriculum. A transmittal e-mail will be sent to the Recording Secretary of the receiving committee, cc Provost's Administrative Assistant, by the Academic Senate Secretary. A digital copy of the proposal will be linked on the Academic Senate Proposal page by the Academic Senate Secretary.
3. The Academic Senate subcommittee(s) consider(s) the proposal. If approved, the proposal is returned to the Academic Senate Secretary for forwarding to the next committee. If a committee disapproves the proposal, the originator may request that the item be forwarded to the next body for consideration. The committee will provide written rationale to the originator, via the Academic Senate, when a proposal is disapproved and the proposal is returned to the originator. Upon completion of committee action, the proposal will be returned to the Academic Senate Secretary, and a transmittal e-mail sent by the Committee Recorder to the Senate Secretary, cc Provost's Administrative Assistant.
4. The Academic Senate considers the proposal and recommends approval or disapproval. If approved, the proposal is forwarded to the Provost for consideration. If the Academic Senate disapproves the proposal, the originator may request that the item be forwarded to the Full Faculty for consideration, utilizing the procedures set forth in the Senate Bylaws. The Academic Senate will provide written rationale to the originator when proposals are disapproved and the proposal is returned to the originator.
5. Approved proposals will be forwarded to the Provost. The Provost approves or disapproves the proposal. If approved, the proposal is then forwarded to the Chancellor. From this point forward, the Provost's Administrative Assistant will update the Proposal page on the website.
7. The Chancellor approves or disapproves the proposal.
8. The proposal will then either be implemented or referred to MSU for further action. The tracking page on the Provost site will be updated as required.

Subcommittee and Academic Senate college representatives will notify their respective colleges' of the progress of submitted proposals or the proposal may be tracked via the web page -- <http://www.msun.edu/admin/provost/senate/proposals.htm>

Documentation and forms for the curriculum process is also available on the web page: <http://www.msun.edu/admin/provost/forms.htm>

\*\*\*\*\* (If a proposal is disapproved at any level, it is returned through the Academic Senate secretary and the Senate President, to the Dean of the submitting college who then notifies the originator.

See back for tracking form

	Date	Action Taken	Signature	Date	Comments/Reason for Disapproval	Sent to	Date	Transmittal E-mail sent
*Abstract received by Senate Secretary		Copy to Senate President. Forward to Provost.						
*Provost		<input type="checkbox"/> Abstract Approved <input type="checkbox"/> Disapproved						
Received by Senate Secretary		Tracking	<i>Debra Bradley</i>	10/5/2022	Forward	K. Udayakumar		DocuSign
General Education Committee (if applicable)		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Kasthuri Udayakumar</i>	10/21/2022	Forward	C. Donoven		DocuSign
Curriculum Committee (if applicable)		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Cory</i>	11/9/22	Tabled for corrections	V. Guyant		DocuSign
Academic Senate		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Valerie Gustaf</i>	1/13/2023	Forward	C. Reifschneider		DocuSign
Full Faculty (if necessary)	<i>Provost</i>	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carol A. Reifschneider</i>	3-8-2023	forward	chancellor		3-8-2023
Provost		<input type="checkbox"/> Disapproved <input type="checkbox"/> Approved						
Chancellor		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Gregory D. Keyel</i>	3-20-2023				
MSU		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>NIA</i>					
BOR		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>NIA</i>					
NWCCU		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
Provost		Advise originating college and Academic Senate of status. Update Web page.						
Registrar		Catalog/Policy Manual Update						

NOTE: The secretary of the Academic Senate will update the Academic Senate Proposal web page from initial receipt until the proposal reaches the Provost. The Provost's Administrative Assistant will ensure that the current status of each proposal is maintained on the Academic Senate Proposal web page from that point forward.  
 \*Abstract and pre-approval required for new programs ONLY.  
 Academic Senate Form I (Revised 3/21/2012)



# MONTANA STATE UNIVERSITY NORTHERN

## Academic Senate Tracking Sheet Correction Form

Date: 10/25/22

Proposal: #22-15

Title: GDSN 450; ~~Graphic Design~~ Portfolio Capstone

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

Contact hours lecture: 2 (per week)

Contact hours lab: 2 (per week)

↑

Changed from 30 hours to 50 hours.

First sentence of description should read:

This is the capstone course for the Graphic Design Degree at MSU Northern.

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

Phone # (if more information is needed): 4135

Date returned back to the Senate Secretary: \_\_\_\_\_

**COURSE REVISION FORM**NEW \_\_\_\_\_ DROPPED \_\_\_\_\_ MAJOR REVISION x FOR INFORMATION ONLY \_\_\_\_\_College: CASE Program Area: Graphic Design Date: 2/23/2021Submitter: Maryward Dean: Beth Duvvallye Date: 9/27/22  
Signature Signature (indicates "college" level approval)**Please provide a brief explanation & rationale for the proposed revision(s):**

Revising the course description and changing the course title to more accurately represent the contents of the course and advertise to students. GDSN 340 has been added as a prerequisite to this course. The course credit load has been changed from four to three credits to allow for more selective credits in the Graphic Design major. More selective options for students will enhance their educational experience by allowing them to choose classes that interest them.

**Please provide the following information:**College: CASEProgram Area: Graphic DesignDate: 2/23/2021Course Prefix & No.: GDSN 450Current Course Title: Graphic Design IIINew Course Title: Portfolio CapstoneCredits: 4Required by: Graphic Design Program (Major)

Selective in:

Elective in:

General Education:

Lecture: 2Lecture/Lab: 1

Gradable Lab:

Contact hours lecture: 30Contact hours lab: 50**Current Catalog Description (include all prerequisites):**

Lecture/studio course utilizing visual design concepts and principles in problem-solving of realistic commercial graphic arts assignments. The computer is incorporated as the primary tool for generating images, typography, and composition. A portfolio will be constructed and presented at the conclusion of the course. Prerequisites: GDSN 231, GDSN 240, GDSN 250, GDSN 350, GDSN 320. Course Fee: \$26.50

**Proposed or New Catalog Description (include all prerequisites):**

Graphic Design III is the capstone course for the Graphic Design Degree at MSU-Northern. This course will emphasize visual design concepts, techniques, and principles as applied to realistic commercial graphical art projects. The creation of an individual professional portfolio is the main objective of this course. This portfolio will demonstrate the student's design ability, creativity, conceptual understanding, and communication

expertise. This portfolio will serve as an aid in the establishment of a career in the graphic design industry.  
Prerequisites: GDSN 231, GDSN 240, GDSN 250, GDSN 320, GDSN 340, GDSN 350. Course Fee: \$26.50.

**Course Outcome Objectives:**

No change

**Additional instructional resources needed (including library materials, special equipment, and facilities).  
Please note: approval does not indicate support for new faculty or additional resources.**

Access to the Mac Lab on MSU-Northern Campus. The Adobe Creative Suite software is also a requirement for this class.

Updated 09/29/05

# CASE PROPOSAL TRACKING SHEET

(Document to be Originated by the CASE Admin. Associate)

1. Submit all proposals using the appropriate Academic Senate Program/Degree and/or course revision forms to the CASE Admin. Associate

2. The CASE Admin. Associate forwards them to the appropriate CASE Committee

Proposal Number: # 23	Title: GDSN 450 Graphic Design; Major Revision
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Received by the CASE Admin Associate Date: 9/14/2022

Forward to the Professional Education Unit Date: \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

*H.A.*

\_\_\_\_\_  
P.E. U. Signature Date

Return to CASE Admin Date: 9-14-2022

Forward to the Chair of CASE Date: 9/22/2022 Approved  Not Approved \_\_\_\_\_

*[Signature]* \_\_\_\_\_  
Chair Signature Date 9/22/2022

Return to CASE Admin Date: 9-22-2022

Forward to the Dean of CASE Date: 9-25-22 Approved  Not Approved \_\_\_\_\_

*Beth Dunsdyke* \_\_\_\_\_  
Dean's Signature Date 9-25-22

Return to CASE Admin Date: 9-26-2022

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

Updated 12-09-2019 DDB  
 Updated 10/03/2018 DDB  
 Updated 11/23/2020 DDB  
 Updated 04/15/2022 DDB