TO: F. Cotty, P. Pecorino, R. Rusinek, N. Tully, K. Villani, R. Yuster, Dean K. Steele (ex-officio) M. Edlin (liaison), Rafick Khan (student rep.)

FROM: Lorena B. Ellis
x6259 Voicemail 281-5444 Fax: 631-6261

DATE: April 12, 2005

RE: Curriculum Committee meeting: April 19, 2005, at 2PM H345

The Curriculum Committee will meet at 2:00 AM on Tuesday, 4-19-05 in H345.

Agenda

1. Consideration of Minutes of April 12, 2005 Meeting.
2. Chair’s report
3. A.A.S. Medical Office Assistant: Letter of Intent
4. Change in Degree Program: MECHANICAL ENGINEERING
5. Committee on Curriculum Power Point Revision
6. Revisions: Nursing (rationale will follow soon)
7. Course revisions: AR541 Advertising Design and layout 1 (Title change)
   AR543 Design for Desktop Publishing (Pre-requisite change)
8. New Course: AR544 Design for Motion Graphics
10. Program Revisions: A.A.S. Degree in Digital Art and Design
11. New Business
Summary: Delete MT-344 as an optional required course

FROM:

REQUIREMENTS FOR THE A.A.S. DEGREE
GENERAL EDUCATION CORE REQUIREMENTS

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN-101, 102</td>
<td>English Composition I, II</td>
<td>6</td>
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<tr>
<td>MA-114</td>
<td>College Algebra and Trigonometry for Technical Students</td>
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<td>MA-128</td>
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<td>PH-201, 202</td>
<td>General Physics I, II</td>
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<tr>
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<td>Electives in Social Science or History (HI-100 series)</td>
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REQUIREMENTS FOR THE MAJOR

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<tr>
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<tr>
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<td>Technical Graphics</td>
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<tr>
<td>MT-122</td>
<td>Manufacturing Processes</td>
<td>3</td>
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<td>MT-124</td>
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<tr>
<td>MT-125</td>
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<td>1</td>
</tr>
<tr>
<td>MT-161</td>
<td>Fundamentals of Computer Numerical Control</td>
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<tr>
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</tr>
<tr>
<td>MT-488</td>
<td>Computer-Aided Design Drafting (CAD)</td>
<td>3</td>
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<td>Strength of Materials</td>
<td>3</td>
</tr>
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<td>MT-346</td>
<td>Strength of Materials Laboratory</td>
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</tr>
<tr>
<td>MT-368</td>
<td>Computerized Laboratory Techniques in Mechanical Technology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>[MT-344 or Computer Assisted Machine Design or]</td>
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</tr>
<tr>
<td>MT-900</td>
<td>Cooperative Education</td>
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<tr>
<td>MT-487</td>
<td>Electro-Mechanical Systems Design</td>
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<td>MT-513</td>
<td>Thermo Fluid Systems</td>
<td>3</td>
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<tr>
<td>MT-514</td>
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Total Credits Required: 64
TO:

REQUIREMENTS FOR THE A.A.S. DEGREE

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Sub-total: 24

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Total Credits Required: 64

RATIONALE: ((Removing MT-344 from curriculum))

The results of our meetings with our Industrial Advisory Board and our studies of current in field requirements have indicated that more emphasis should be placed on MT-900 Cooperative Education.

The relative importance of MT-344 has substantially decreased and this trend will continue. Eliminating this course from the MET Curriculum and channeling students directly to MT-900 will provide students a more relevant learning experience. The description and pre-requisites for MT-900 have been revised so that all students in the curriculum can take the course, and so the learning experience is more clearly defined.
COURSE REVISION

From: MT-900 Cooperative Education in Mechanical Engineering Technology and Design Drafting

1 Class hour plus appropriate work experience, 3 Credits

[The cooperative education experience includes employment in a field experience or internship, which supplements classroom theory and laboratory instruction with related on-the-job professional training for a specific number of hours (minimum of 90 hours per semester.) Students participate in a monthly seminar and submit a term paper or report related to the work experience. A written evaluation by the employer is also submitted.] Students receive a grade of Pass or Fail.

Open only to matriculated students who have achieved a minimum index of 2.7 in their major field of study; have completed at least 12 pertinent credits in the Mechanical Engineering Technology or the Design Drafting curricular; [and are recommended and approved by the chairperson of the Department and the Cooperative Education Coordinator.]

To: MT-900 Cooperative Education in Mechanical Engineering Technology and Design Drafting

1 Class hour plus appropriate work experience, 3 Credits

Students enrolled in the cooperative education experience are required to complete a project. Projects are formulated by the student and instructor and may include:

- employment experience or internship
- research on a topic or development of a design

Students participate in a weekly seminar and complete an additional minimum of 90 hours per semester. Students participating in internships submit complete written reports, related to the work experience. Students who complete research or design projects submit a written report containing a complete set of design prints and project descriptions. Students receive a grade of pass or fail.

Open only to matriculated students who have completed at least 12 pertinent credits in the Mechanical Engineering Technology or the Design Drafting curriculum.

Rationale: Our Advisory Board has strongly recommended a co-op experience for all our students. Additionally many of the curricular objectives for the MET are better achieved by MT-900 as opposed to MT-344. MT-900 students apply greater creativity in the instructor approved design projects they work on. They recognize the need for lifelong learning. Projects require students to do library research and involve internet use in order to obtain new information. Students demonstrate a mastery of discipline-specific skills and tools required for entry into or advancement in the job market in their field. The co-op experience provides students with on the job training skills that prepare them for roles as industrial personnel. (Gen Ed 2)

Students in the MT-900 write read and speak clearly and effectively. Design projects are formulated with specific instructions which students must read, understand and follow. All reports must be written in correct technical format (Gen Ed 3). The students in MT-900 use analytical reasoning skills and apply logic to solve problems (Gen Ed 4). Design projects require planning and appropriate technical calculations for successful completion.

MT-900 students will participate in a cooperative experience, the outcome will be that they will be better prepared to enter the job market upon graduation in their field of interest. Students will receive training in the use of industrial CAD/CAM software like Master CAM. The outcome will be that they will understand the importance of using modern programming techniques. Students will set-up machinery like a CNC Turning Center with a FANUC controller. As a result students will understand the complete process of planning and creating a manufactured part.

Students will plan room spaces for a residence. As a result students learn to create spaces that are compatible with a client’s specifications. Students will generate a complete set of working drawings for their design project. To accomplish this students recognize the need for producing accurate scaled prints.
Assessment methods employed in MT-900 include oral questions, progress reviews of reports during the semester and examination of written project reports. Methods of instruction include lecture, blackboard and vided tapes and the use of the internet.
Course to be deleted from the curriculum:
Course Number: MT-344

1. Course Title: Computer Assisted Machine Design

2. Course Description for Bulletin: Stress and deformation analysis, size determination of basic machine elements subject to static and dynamic loads, factors of safety and materials selection. Laboratory practices in the application of spreadsheet, data base, interactive computer graphics and numerical methods software to the practical design of machine elements.

3. Prerequisite: MT-111, MT-124, MT-125, MT-345, MT-346, MT-368 & MT-488

4. Hours and Credits: 2 class hours, 2 lab hours, 3 credits

5. Detailed Course Outline: See attached


7. Bibliography/References:

8. Rationale/Objectives: The content of MT-344 remains unchanged except for the application of computer software as outlined in the course description. This computer component will introduce our graduates to the latest methods in machine design.

9. Curricula/Satisfied Requirements: This course is intended as a required course for all Mechanical Engineering Technology students. It will fulfill part of the credit requirements for the Associate Degrees in Mechanical Engineering Technology.

10. Faculty Available: Present MET/DD faculty

11. Student Demand: MT-344 is a required course for the AAS degrees in Mechanical Engineering Technology.

12. Transferability to Senior Colleges: Most senior colleges offering the Bachelor of Mechanical Engineering Technology require 3rd and/or 4th year courses in Mechanical Design. MT-344 would satisfy the prerequisite for those courses.

13. Explanation: Student enrollment; frequency of offering;
    MT-344 is a fourth semester required course. It is expected that one section of this course will be offered each semester.

14. Courses to be withdrawn when new course is adopted: None. MT-344 remains unchanged, except for the added computer component.

5. Committee on Curriculum Power Point

Committee on Curriculum
The Committee on Curriculum is a standing committee of the Academic Senate.

• The Committee recommends to the Academic Senate new or revised curricula and courses
• Academic departments file applications for new/revised curricula/courses with the Committee

• Approved applications are forwarded to the Academic Senate.

Submissions
Submissions to the Committee on Curriculum are:

• New Programs
  — degree programs
  — certificate programs

• New Courses

• Program Revisions

• Course Revisions
  
  To assist an academic department in preparing the materials to be submitted to the Committee on Curriculum, the following information is available => => =>

Information available for submissions
• Guide for Committee on Curriculum Members

• PowerPoint presentation

• Both, Guide and PowerPoint presentation, provide a guideline for the submission process.

• You may look at Guide or PowerPoint presentation in it's entirety, or you may just access the parts that pertain to your situation at http://www.qcc.cuny.edu/Governance/AcademicSenate/CURR/documents.asp

General Information
There is a “timeline” for submissions to the Committee on Curriculum
• Committee on Curriculum meets on Tuesdays at 2 pm in H345.
  => Submit proposals 3 weeks prior to a meeting

• QCC Senate meets once a month
  => See QCC website for Senate meeting dates
  => Submit Proposal 6 weeks prior to the next Senate meeting

Templates for submission to the Committee can be found on the Governance website, i.e.
WWW.QCC.CUNY.EDU > AboutUs > Governance > Academic Senate > Committees > Standing > Curriculum > Documents & Articles. (See Att. #3, Att. #4, and Att. #6)

All materials must be submitted electronically using Microsoft Word

Committee on Curriculum
Procedures for submission (see Overview)

• A. New programs
B. Streamlined approval

[ ] New courses

[ ] Program revisions

[ ] Course revisions
A. Guidelines and templates
B. Deadlines and requirements

1.A. New Program Development: Overview
1.A.1. informal proposal
■ Discuss the idea with Academic Chair & Departmental Curriculum Committee
   Send copy - for information only - to Chair of Committee on Curriculum

■ Meet with OAA to discuss program feasibility and proposal process

■ Review procedures for submitting curriculum proposals (Guide, Att. #3, and Att.#17: Revised Faculty Handbook for the Preparation of Academic Programs)

1.A. New Program Development: Overview
1.A.1. informal proposal (cont’d)
■ To strategize and plan proposal, arrange meeting with
   New Program Development Committee:
   ■ OAA
   ■ Institutional Research
   ■ Career Services
   ■ Budgets
   ■ Meet individually with
   ■ Institutional Research, for institutional information and development of campus surveys
   ■ Career Services, for development of industry surveys

1.A. New Program Development: Overview
1.A.2. formal proposal
1. If program is marketable and feasible, then move to formal proposal stage (in consultation with OAA)

2. After departmental approval send proposal to the Chair of the Committee on Curriculum

3. When approved, Committee on Curriculum submits proposal to QCC Senate

4. If approved by Senate, OAA sends letter of intent to 80th Street (from document prepared for Comm. on Curr.), for distribution to all CUNY college presidents for comments

5. After comments from CUNY colleges, full proposal is requested by 80th Street

1.A. New Program Development: Overview
1.A.3. Full proposal
1. Dept. works with OAA to develop full proposal, with all
   supporting documents, for submission to CAPPR (Committee on Academic Programs, Policy, and
   Review), a subcommittee of the BOT (Board of Trustees) which formally approves proposal

■ CAPPR recommends proposal to BOT for approval.

3. After formal approval by BOT, program proposal is forwarded by 80th Street to the SED (State
   Education Department)

4. Final approval from SED is received for the new program; marketing of new program may officially
   begin

1.A. New Program Development: Details of the process
1. Letter of intent => 2. Preparation of full proposal
1. Letter of intent
   • Preparation of document for committee on curriculum
   • Purpose and goals
   • Need
• Students
• Program curriculum: narrative and tables*
• Faculty
• Cost assessment: narrative and tables*

*SED tables and other electronic documents or forms available from OAA. (Handbook?)

1.A. New Program Development: Details of the process

• Letter of intent (cont’d)
• Presentation of program to Committee on Curriculum
• Presentation of program to Senate
• Submission of letter of intent to 80th Street for distribution: add cover letter to document
• Comments from CUNY presidents
• Summary of comments from 80th Street are sent to QCC and full proposal is requested?

1.A. New Program Development: Details of the process
2. Preparation of full proposal

2.1. Purpose and goals
2.2. Need and justification
2.3. Students
2.4. Program curriculum: narrative and tables*
2.5. Cost assessment (Details follow: slide 17)
2.6. Evaluation (Details follow: slide 17)
2.7. Appendices (Details follow: slide 18)

*SED tables and other electronic documents or forms available from OAA. (Handbook?)

1.A. New Program Development: Details of the process
2. Preparation of full proposal (cont’d)

2.5. Cost assessment (cont’d)
– Narrative
– Faculty
– Facilities and equipment
– Library and instructional materials
– Faculty tables*
– Budget tables*

2.6. Evaluation
– Internal evaluation and outcomes assessment
– External evaluation

*SED tables and other electronic documents or forms available from OAA. (Handbook?)

1.A. New Program Development: Details of the process
1.A.2.7. Appendices

• App. A: Course descriptions for all courses in major, syllabi for all new courses

• App. B: Faculty curricula vitae

• App. C: Survey instruments and results (if applicable)

• App. D: Letters of support (from industry if terminal degree)

• App. E: Articulation agreements* (if an A.A. or A.S.)

• App. F: Affiliation agreements* (if cooperative arrangements with agencies)
• App. G: Complete reports of outside evaluators, if applicable

*SED tables and other electronic documents or forms available from OAA. *(Handbook?)

1. New Program Development: Details of the process

1. A. New Program Development

**Submission to 80th St. => Comments from 80th St.**

**Revisions and preparation of final document**

**Submission of final proposal to 80th Street for presentation to CAPPDR**

**Presentation at CAPPDR for approval: President, VP for AA, chair of departmenVote of Board of Trustees**

**Submission by 80th St. of program proposal to SED**

**Official registration of program**

**Formal beginning of program offerings at college**

1. A. New Program Development

From the time the letter of intent is submitted to the Committee on Curriculum to the time the program is registered by the State Education Department, one should plan on at least a period of eight months* (*This should be the case if all deadlines fall in line conveniently along the way and revisions go very smoothly).

1. B. Proposal for Certificate program using a Streamlined Approval process *(Committee on Curriculum Guide Attachment #18)*

**Streamlined approval is applicable only if certificate program is a subset of a registered program**

**Discuss completed proposal with the departmental curriculum committee and with the Office of Academic Affairs**

**After departmental approval, send proposal to the Chair of the Committee on Curriculum**

4. **If rejected, Committee on Curriculum Chair sends proposal back with reasons for rejection. The department may revise its proposal and resubmit it**

**If accepted, Comm. on Curr. Chair sends proposal to Steering Committee as part of the monthly report (with copy to Vice-President for Academic Affairs) to be put on the Senate agenda**

**After Senate approval, OAA includes program proposal in the University Report (see 6. Timing Att #3)**

2. New Courses

**Discuss idea with Departmental Chair >> Read: "Guidelines for Submission"**

**Complete New Course template using MS Word**

**Discuss proposal with the depart. curriculum committee and vote**

**Submit to Committee on Curriculum Chair for vote**

**Committee on Curriculum Chair posts (agenda) on Governance website**

**Committee on Curriculum may seek clarifications from department; then votes on proposal**

**If rejected, Committee on Curriculum Chair sends proposal back with reasons for rejection The department may revise its proposal and resubmit it**

8. **If accepted, Committee on Curriculum Chair sends it to the Senate Steering Committee as part of the monthly report (with copy to Vice-President for Academic Affairs) to be put on the Senate agenda**
9. Senate votes: After approval, course revision is included in Chancellor’s report by OAA (see 6.Timing Att.#3)  

3. Program Revisions  
The most common revisions are:  

- New or changed title  
- Change to curriculum content (courses)  
- Change to requirements (GPA, course sequence, etc.)  
- For all of the above use the format (Att.#6)  
  
  From: xx-#### Title etc. [deletion in brackets]  
  To: xx-#### Title etc. changes underlined  
  Rationale: Give the rationale for the revision  

All materials must be submitted electronically using Microsoft Word  

4. Course Revisions  
The most common revisions are:  

- New or changed title  
- New or change to course description  
- Change to requirements (co-requisite or pre-requisites)  
- For all of the above use the format (Att.#6)  
  
  From: xx-#### Title etc. [deletion in brackets]  
  To: xx-#### Title etc. changes underlined  
  Rationale: Give the rationale for the revision  

All materials must be submitted electronically using Microsoft Word  

4. Course revisions  
- Discuss idea with Departmental Chair => Read: “Guidelines for Submission”  
- Complete Course Revisions template using MS Word (Att.#6)  
- Discuss proposal with the departmental curriculum committee and vote  
- Submit to QCC Committee on Curriculum Chair for vote  
- Committee on Curriculum Chair posts (agenda) on Governance website  
- Committee on Curriculum may seek clarifications from department; then votes on proposal  
- If rejected, Committee on Curriculum Chair sends proposal back with reasons for rejection  
  The department may revise its proposal and resubmit it  

8. If accepted, Committee on Curriculum Chair sends it to the Senate Steering Committee as part of the monthly report (with copy to Vice-President for Academic Affairs) to be put on the Senate agenda  

9. Senate votes: After approval, course revision is included in Chancellor’s report by OAA (see 6.Timing Att.#3)  

5.A. Guidelines and Templates  
All Templates and Guidelines can be found on the Governance website (Curriculum > Documents) OR
6. Revisions nursing

NU-101
From:
Pre-requisite: (a) completion of Pre-Clinical Sequence with at least a 2.75 grade-point average; and (b) satisfactory score on the Mathematics Placement Test of MA-010  
Co-requisite: BI-302, SS-520, BCLS Certification

To:
Pre-requisite: (a) completion of Pre-Clinical Sequence with at least a 2.75 grade-point average and a grade of C or better in BI-301; and (b) satisfactory score on the Mathematics Placement Test of MA-010  
Co-requisite: BI-302, SS-520, BCLS Certification

NU-102
From:
Pre-requisite: NU-101 (completed with C or better), and [BI-302,] SS-520  
Co-requisite: BI-311, BCLS Certification

To:
Pre-requisite: NU-101 and BI-302 (both completed with C or better), and SS-520  
Co-requisite: BI-311, BCLS Certification

NU-201
From:
Pre-requisite: NU-102 (completed with C or better), [and BI-311].  
Co-requisite: BI-311, BCLS Certification

To:
Pre-requisite: NU-101 and BI-311 (both completed with C or better)  
Co-requisite: BI-311, BCLS Certification

Rationale: will follow
FINAL REMINDERS
For a smooth process:

• Watch deadlines,
• follow guidelines,
• remember to send everything electronically

Prepared by:
L. B. Ellis in cooperation with
OAA: Dean K. Steele, A. Corradetti
CCS Members: F. Cotty (Biology)
             P. Pecorino (Social Sciences)
             R. Rusinek (Mathematics)
             N. Tully (Nursing)
             K. Villani (Business)
             R. Yuster (ECET)
ACC: B. Naples, D. Moretti

7. Digital Art and Design: Course revisions, and new course

COURSE REVISION: AR-541

FROM: AR-541 Advertising Design and Layout [1]
        4 studio hours and 2 credits
        Prerequisites and/or co-requisites: AR-121 Two-Dimensional Design
        Course description: Basic Advertising art techniques; practical problems related to effective design advertising, including layout and typography. Introduction to computer graphics and desktop publishing.

TO: AR-541 Advertising Design and Layout
        4 studio hours and 2 credits
        Prerequisites and/or co-requisites: AR-121 Two-Dimensional Design
        Course description: Basic Advertising art techniques; practical problems related to effective design advertising, including layout and typography. Introduction to computer graphics and desktop publishing.

Rationale: We are requesting dropping the “1” from the existing title. The “1” suggests that there is a follow up course. The classes AR-542 and AR-543 have a prerequisite of AR-541 and have different titles.

6. Curricula into which the course would be incorporated and the requirements it will satisfy: This is a required course for our Digital Art and Design Program.
8. Transferability as an elective or course required by a major to senior colleges (with supporting documents if applicable). Include comparable courses at senior or other community colleges, if applicable:
9. Faculty availability: Ken Golden, and Anissa Mack
10. Facilities and technology availability: Art & Photography's Computer Lab, and the software Final Cut Express
11. List of courses to be withdrawn, or replaced by this course, if any: none
12. Enrollment limit and frequency the course is offered (each semester, once a year, alternating years): Enrollment is limited to 20, which is the number of computers available. The course will be offered each semester.

13. What changes in any programs will be necessitated or requested as a result of this course’s additions/charges: none

COURSE REVISION: AR-543

FROM: AR-543 Design for Desktop Publishing
4 studio hours and 2 credits
Prerequisites: AR-542 Advertising Design and Multimedia]
Course description:
In this project-oriented course students receive further instruction in production techniques and design concepts with an emphasis on creating and advertising design and layout entirely on computer. The student also learns to incorporate photography and text into publishable format.

TO: AR-543 Design for Desktop Publishing
4 studio hours and 2 credits
Prerequisite: AR-541 Advertising Design and Layout
Course description:
In this project-oriented course students receive further instruction in production techniques and design concepts with an emphasis on creating and advertising design and layout entirely on computer. The student also learns to incorporate photography and text into publishable format.

Rationale – Having taken AR541 students will have acquired the skills and apply them to Desktop publishing, which is considered a second level course in the study of Design. The industry has progressed to such a degree and our students are already entering with sophisticated computer skills that make AR542 no longer necessary as a prerequisite to AR543.

6. Curricula into which the course would be incorporated and the requirements it will satisfy:
This is a required course for our Digital Art and Design Program.

8. Transferability as an elective or course required by a major to senior colleges (with supporting documents if applicable). Include comparable courses at senior or other community colleges, if applicable:

9. Faculty availability: Ken Golden, and Anissa Mack

10. Facilities and technology availability: Art & Photography's Computer Lab, and the software Final Cut Express

11. List of courses to be withdrawn, or replaced by this course, if any: none

12. Enrollment limit and frequency the course is offered (each semester, once a year, alternating years):
Enrollment is limited to 20, which is the number of computers available. The course will be offered each semester.

13. What changes in any programs will be necessitated or requested as a result of this course’s additions/charges:
This class now logically follows AR-541 Advertising Design and Layout. It changes the structure from a 3 course line to a 3 course Y. Now students may take AR-543 at the same time as they take AR-544. No longer is the material studied in AR-542 necessary for follow up in AR-543 Design for Desktop Publishing.
### New Course:

<table>
<thead>
<tr>
<th>1. Course prefix and number:</th>
<th>AR544</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Course title: Design for Motion Graphics</td>
<td></td>
</tr>
<tr>
<td>3. Course description for the college catalog:</td>
<td></td>
</tr>
<tr>
<td>Design for Motion Graphics: study of motion graphics techniques and principles of motion graphics including point of view, camera movement, editing, composting, audio production, and titling. Introduction to digital production methods for video, audio, and animation.</td>
<td></td>
</tr>
<tr>
<td>4. Prerequisites and/or co-requisites: Prerequisites AR-541 Advertising Design and Layout</td>
<td></td>
</tr>
<tr>
<td>5. Hours and credits (specify if class hours, lab. hours, recitation hours, etc.): 4 studio hours and 2 credits</td>
<td></td>
</tr>
<tr>
<td>6. Curricula into which the course would be incorporated and the requirements it will satisfy:</td>
<td></td>
</tr>
<tr>
<td>It is a required course in the core curriculum of Digital Art and Design</td>
<td></td>
</tr>
<tr>
<td>7. Curricular objectives addressed by this course. Once students have taken AR541 they acquired intermediate computer skills which allow them entry into motion graphics. The students will develop production techniques and camera skills which includes the knowledge and working knowledge of editing particularly motion graphics and digital video.</td>
<td></td>
</tr>
<tr>
<td>8. General Education objectives addressed by this course. [see QCC Educational Objectives statement in college catalog]</td>
<td></td>
</tr>
<tr>
<td>Make informed judgments of the humanities and the arts as aesthetic and intellectual experience.</td>
<td></td>
</tr>
<tr>
<td>9. Course objectives / expected student learning outcomes.</td>
<td></td>
</tr>
<tr>
<td>By the conclusion of this course, students will have developed understanding and ability to work in motion graphics. This will include making aesthetic decisions to the creation of films in areas such as knowledge of cameras, notions of vision, editing, usage of typography.</td>
<td></td>
</tr>
<tr>
<td>10. Assessment – methods used to determine the success of students (whether or not they achieved the goals and developed the competencies) [see Assessment template]:</td>
<td></td>
</tr>
<tr>
<td>The assessment will take the form of class dialogues and faculty critiques/review. There will be a midterm evaluation of the students projects and a final presentation at the end of the semester.</td>
<td></td>
</tr>
<tr>
<td>11. A detailed course outline showing main topics of the course (include a laboratory outline when applicable) [see Recommended Syllabus template]:</td>
<td></td>
</tr>
<tr>
<td>1. Overview of Digital Video</td>
<td></td>
</tr>
<tr>
<td>Introduction and overview of Final Cut Pro (FCP)</td>
<td></td>
</tr>
<tr>
<td>Concept for your project, needs to be clear and organized</td>
<td></td>
</tr>
<tr>
<td>2. Work with Cameras frame (pan, track, tilt, zoom)</td>
<td></td>
</tr>
<tr>
<td>3. Video in flash</td>
<td></td>
</tr>
<tr>
<td>4. Preferences in FCP</td>
<td></td>
</tr>
<tr>
<td>Logging and Capture</td>
<td></td>
</tr>
<tr>
<td>Written project description is due</td>
<td></td>
</tr>
<tr>
<td>5. Creating and Organizing a Project</td>
<td></td>
</tr>
<tr>
<td>Creating Sequences</td>
<td></td>
</tr>
<tr>
<td>Importing material into FCP</td>
<td></td>
</tr>
<tr>
<td>6. Basic Editing Techniques</td>
<td></td>
</tr>
<tr>
<td>7. Outputting and Exporting</td>
<td></td>
</tr>
<tr>
<td>Understanding Compression</td>
<td></td>
</tr>
<tr>
<td>8. Text in FCP</td>
<td></td>
</tr>
<tr>
<td>9. Midterm &amp; Advanced Editing Techniques</td>
<td></td>
</tr>
<tr>
<td>10. Creating Transitions and Rendering</td>
<td></td>
</tr>
<tr>
<td>11. Composting- Filters and Motion Paths</td>
<td></td>
</tr>
<tr>
<td>12. Audio capture (camera/ microphone, audio file); proposal for final project</td>
<td></td>
</tr>
<tr>
<td>13. Audio manipulation, sync sound (iMovie/FinalCut)</td>
<td></td>
</tr>
<tr>
<td>14. work on projects (Final Cut assembly and output)</td>
<td></td>
</tr>
<tr>
<td>15. Final Presentation</td>
<td></td>
</tr>
</tbody>
</table>
12. Methods of Instruction (such as lecture, distance learning, the web, television, writing intensive): Lectures, demonstrations, and studio time are the methods of instruction. During the studio time the instructor supervises the students in their practice of the material being covered.

13. Texts, references and aids. A bibliography for the course and supplementary material, if any: Visual Quick Start Series Final Cut Express Publisher: Peachpit

14. Rationale – why the course is needed or desired; student demand; projected enrollment; how often it will be offered, etc. This substitutes AR542 Advertising Design and Multimedia. Digital Video, editing, and sound, and animation techniques are now fundamental components of an education in design. What once required enormous resources can now be made easily on a personal computer or a laptop computer. This course will provide our students with the skills and opportunity to compete in the broad arena of motion graphics production.

15. Transferability as an elective or course required by a major to senior colleges (with supporting documents if applicable). Include comparable courses at senior or other community colleges, if applicable: (see fee below)

16. Faculty availability: Ken Golden and Anissa Mack


18. List of courses to be withdrawn, or replaced by this course, if any: Eventually this course will replace AR542

19. Enrollment limit and frequency the course is offered (each semester, once a year, alternating years): Enrollment is limited to 20, which is the number of computers available. The course will be offered once a year initially and depending upon demand each semester.

20. What changes in any programs will be necessitated or requested as a result of this course's additions/charges: Students enrolled in the Fine and Performing arts degree could take this class as an elective. This course will substitute and eventually replace AR542.

---

From: Becca Albee  
To: Golden, Kenneth  
Cc: isaltz1@nyc.rr.com  
Sent: 3/15/2005 11:08 PM  
Subject: CCNY transfer course

Hello Ken  
Based on your course description AR-544 could transfer for our course Art 47800: Digital Video. This course is required for or EDM BFA degree and serves as an elective for our BA degree.  
I hope this helps.  
Best,  
Becca Albee  
Assistant Professor of Art  
The City College of New York, CUNY  
bealbee@ccny.cuny.edu  
x7411  
---

Original Message

From: "Golden, Kenneth" <KGolden@qcc.cuny.edu>  
Date: Tue, 1 Mar 2005 12:52:19 -0500  
> I am interested if City College would accept transferability. Our  
>Curriculum Committee asks about transferability.  
>Specifically: Transferability as an elective or course required by a  
>major to  
>senior colleges (with supporting documents if applicable). Include  
>comparable courses at senior or other community colleges, if
applicable:
>
> If there are any other questions, please feel free to ask. - Ken
> -----Original Message-----
> From: Becca Albee
> To: Golden, Kenneth
> Cc: isaltz1@nyc.rr.com; hmoderegger@ccny.cuny.edu
> Sent: 3/1/2005 12:14 AM
> Subject: Re: Annette Weintraub gave me your name

8. Change in a Degree Program:

    Academic Program Revisions:
    The A.A.S. Degree in Digital Art and Design

SUMMARY OF CHANGES

Course revisions:
1. AR541 Advertising Design and Layout 1 (Title change)
2. AR543 Design for Desktop Publishing (Pre-requisite change)

New Course:
AR544 Design for Motion Graphics

To be deleted:
AR542 Advertising Design and Multimedia

From:
General Education Core Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN-103  Writing for the New Media</td>
<td>3</td>
</tr>
<tr>
<td>EN-102  English Composition II: Intro. to Literature</td>
<td>3</td>
</tr>
<tr>
<td>MA-321  Mathematics in Contemporary Society</td>
<td>3</td>
</tr>
<tr>
<td>CH-103, 104 Laboratory Science</td>
<td>4</td>
</tr>
<tr>
<td>Social Sciences elective</td>
<td>3</td>
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<tr>
<td>History elective</td>
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<tr>
<td>Humanities elective</td>
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<td><strong>Sub-total</strong></td>
<td><strong>22</strong></td>
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Requirements for the Major

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>Art History elective (Choose one from AR-310, 311, 313, 315, 316, 317, 318, or 320)</td>
<td>3</td>
</tr>
<tr>
<td>AR-325  History of Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>AR-121  Two Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>AR-122  Three Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>AR-148  Color Theory</td>
<td>3</td>
</tr>
<tr>
<td>AR-251  Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>AR-461  Introduction to Photography</td>
<td>2</td>
</tr>
<tr>
<td>AR-473  Electronic Imaging</td>
<td>2</td>
</tr>
<tr>
<td>AR-541  Advertising Design and Layout</td>
<td>2</td>
</tr>
<tr>
<td>[AR-542  Advertising Design and Multimedia</td>
<td><strong>2</strong></td>
</tr>
<tr>
<td>AR-544  Design for Motion Graphics</td>
<td>2</td>
</tr>
<tr>
<td>AR-642  Web Animation</td>
<td>3</td>
</tr>
<tr>
<td>ET-710  Web Technology I: Building and Maintaining Web Sites</td>
<td>4</td>
</tr>
<tr>
<td><strong>Sub-total</strong></td>
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Electives

<table>
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<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Free electives (AR-253, 903, 904 strongly recommended)</td>
<td>3</td>
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</table>
**Suggested First Semester**

<table>
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</table>

**Sub-total** 15

**TO:**

**General Education Core Requirements**

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<td></td>
</tr>
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<tr>
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</table>

**Sub-total** 22

**Requirements for the Major**

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</tr>
<tr>
<td>AR-473</td>
<td>Electronic Imaging</td>
<td>2</td>
</tr>
<tr>
<td>AR-541</td>
<td>Advertising Design and Layout<strong>1</strong></td>
<td>2</td>
</tr>
<tr>
<td>AR-543</td>
<td>Design for Desktop Publishing</td>
<td>2</td>
</tr>
<tr>
<td><strong>AR-544</strong></td>
<td>Design for Motion Graphics</td>
<td>2</td>
</tr>
<tr>
<td>AR-544</td>
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</tr>
<tr>
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</tr>
<tr>
<td>ET-710</td>
<td>Web Technology I: Building and Maintaining Web Sites</td>
<td>4</td>
</tr>
</tbody>
</table>

**Sub-total** 35

**Electives**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</tr>
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<tbody>
<tr>
<td>——— Free electives (AR-253, 903, 904 strongly recommended)</td>
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**Sub-total** 3

**Total Credits Required** 60

**Suggested First Semester**

<table>
<thead>
<tr>
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</tr>
</thead>
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<td>4</td>
</tr>
</tbody>
</table>

**Sub-total** 15

**RATIONALE:** Please complete the rationale
Course to be deleted: AR542 Advertising Design and Multimedia