From:	Farrell, Herman
Sent:	Monday, October 08, 2018 1:50 PM
To:	Bird-Pollan, Jennifer; Brothers, Sheila
Cc:	Jensen, Robert
Subject:	Digital Media Design proposal
Attachments:	Digital Media Design program change.docx

The SAASC convened on Wednesday, October 3, 2018 to consider a proposal from the College of Fine Arts, School of Art & Visual Studies, BS Digital Media and Design program involving a name change, a change to a GCCR course, change to total credit hours, a change to the outside concentration requirement and the addition of entrance requirements for the program.

Attendance: Kevin Donohue, Brad Kerns, Susan Effgen, Rebekah Epps, Tom Troland, Azhar Swanson, Herman Farrell (Chair), Annie Weber (ex-officio), Rob Jensen, Director of the School of Art & Visual Studies.

Procedure:

Brad Kerns acted as facilitator of the proposal.

Discussion:

These changes involve the change of the name of the program from "Digital Media and Design" to "Digital Media Design" and reduction of the total credit hours from 121 to 120 that involves a change in the GCCR for the program from a 300 level course to a 500 level capstone course, the increase in free elective course requirements from 6 to 8 and changes in outside concentration requirements. The program will also now include a grade requirement of C or better in all major requirements and the outside concentration courses and the program is instituting an entrance requirement.

The rationale for these changes include a desire to require the digital media design students to take a capstone/GCCR course that is more closely tailored to their specific area of study, to give them an opportunity to explore more disciplines across the university and to ensure that the program (that is already at its capacity) maintains its quality of student experience via the current faculty.

The proposal was praised for its clarity in describing a complex set of changes to the program. A few typos were corrected (see revised form attached) and a question about the approval of the GCCR Course change was raised and subsequently answered via email (the GCCR course was reviewed and approved).

Vote:

A motion was made and seconded that the SAASC approve the proposal from the College of Fine Arts, School of Art & Visual Studies, BS Digital Media and Design program involving a name change, a change to a GCCR course, change to total credit hours, a change to the outside concentration requirement and the addition of entrance requirements for the program.

The committee voted 7 in favor, 0 opposed.

Herman Daniel Farrell III
University Research Professor
Associate Professor - Playwriting
SAASC - University Senate Committee Chair
University of Kentucky
Department of Theatre
138 Fine Arts Building
Lexington, Kentucky 40506
www.hermandanielfarrell3.com/

Prospectus for Change of Degree
Digital Media Design

Contact Person: Robert Dickes 859-218-1571
School of Art and Visual Studies

Summary of Changes

Change in GCCR Class

> The current GCCR for the DMDE program, ART 301: Professional Practices, will be replaced by A-S 585: Industry Pathways and Practice. A-S 585 is specifically designed for the Digital Media Design program while ART 301 is more appropriate for students in the B.A. or B.F.A in Art Studio.

Moving Credit Hours

> ART 301 is also currently a Major Requirement in the Career Pathways Core but is being removed because A-S 585 is also a Major Requirement in the Career Pathways Core. A-S 585 covers material more pertinent to a student's academic endeavors and makes ART 301 redundant as a Major Requirement. This change removes 3 credit hours from the Career Pathway Core and thus 3 credits from the degree program overall, reducing the Total Hours from 121 to 118. Because of this, 2 of the 3 credit hours lost from removing ART 301 will be moved to the Free Electives requirement. This will increase the Free Electives requirement from 6 credit hours to 8 credit hours and bring the programs Total Hours current hours is 121. Total Hours after change will be 120.

Change in Required Course Level

> The current Outside Concentration is being altered as well. Students are currently required to take 18 credits, of which 12 are from a single discipline or focus area and at the 300 level. We are changing the requirement to 18 credits, of which 6 credits are at the 300 level or above, and 12 are in a single discipline or focus area. The current requirement to take 12 of the 18 credits at the 300 level or above reduces a student's options across campus and hinders cross-disciplinary, academic curiosity. By allowing more 100 and 200 level courses to count for this requirement, a student has more flexibility in designing an outside concentration that suits their personal, academic and professional trajectory.

Grade Requirements

> All Major and Outside Concentration Requirements must be completed with a grade of C or better. Students who do not earn a C or better in all of these courses will not be able to succeed in the professional/capstone classes: A-S 547 and A-S 585. Students struggling with Outside Concentration courses will not have the conceptual breadth and depth necessary for their studio practice or professional life. These will be accounted for with student's professional advisor.

Entrance Requirements/Enrollment Management

> The DMDE is adding an entrance requirement as a form of enrollment management to limit the number of majors we have in the degree program. We have looked at numerous programs on campus doing this and have modeled ours after some of the more successful programs. With the incoming 2017 freshmen, transfers, and change of majors, we have already exceeded the capacity of students that we can serve while maintaining quality of student experience via our current faculty. Our application process will be handled through the School website with required transcripts, GPA, and a written statement. There may also be options for portfolio review. See appendix A for official bulletin language and sample application requirements.

Change to major name

PLEASE NOTE: To ensure that a series of changes to an existing degree program does not essentially create a new program, the Southern Association for the Accreditation of Colleges and Schools (SACS) requires submission of its Substantive Change Checklist for every program change. Prior to college-level review, you must fill out and submit the [SACS Substantive Change Checklist](#) *to the Office of Institutional Effectiveness. Contact Institutional Effectiveness (*[institutionaleffectiveness@uky.edu](#)*) for assistance.*

Once approved at the college level, your college will send the proposal to the appropriate Senate academic council (HCCC and/or UC) for review and approval. Once approved at the academic council level, the academic council will send your proposal to the Senate Council office for additional review and then a 10-day posting online, during which senators review on their own and have an option to register an objection if they so desire. If no objection is raised to the Senate Council Office within ten days of the posting the proposal, then the program change is approved. The Senate Council Office will report approvals to the Provost, Registrar and other appropriate entities, including the contact person.

For every proposed change, you MUST also include the existing requirement.

SUMMARY OF CHANGES			
Check all that apply.			
☒ Courses	☒ Program name	☒ Total required credit hours	☐ Student learning outcomes
☒ Criteria for admissions/progression/termination		☐ Certificate assessment	☐ Other

1. General Information			
1a	Date of contact with Institutional Effectiveness (IE)[1] :		9/11/2017
	☒ Appended to the end of this form is a PDF of the reply from Institutional Effectiveness.		
1b	College[2]: Fine Arts	Department[2]:	School of Art and Visual Studies
1c	CIP code[3]: 50.0102	Today's Date:	9/12/2017
1d	Current major name: (Biology, Design, etc.) Digital Media and Design	*Proposed major name:*	Digital Media Design
1e	Current Degree (BA, BFA, etc.): BS	*Proposed degree:*	
1f	Will there be any changes regarding a track(s) for the program?	Yes ☐	No ☒
1g	Accrediting agency, if applicable: NASAD		
1h	Date of most recent periodic program review for this degree:	Spring 2017	
1i	Requested effective date: ☒ Fall semester following approval.	OR	☐ Specific Date[4]: *Fall 20*

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[1] Prior to college-level review, you must fill out and submit the SACS Substantive Change Checklist to the Office of Institutional Effectiveness. You can reach Institutional Effectiveness by phone or email (257-2873 or [institutionaleffectiveness@uky.edu](#)).
[2] It is not possible to change the home academic unit of a degree program via this form. To change the home unit, visit [http://www.uky.edu/faculty/senate](#) and search for forms related to academic organizational structure.
[3] The CIP code is provided by Institutional Effectiveness. If a different CIP code is necessary, the program may undergo a review similar to the new program approval process.
[4] No program change(s)will be effective until all approvals are received.

1j	Contact person name:	Robert Dickes	Phone / Email:	218-1571 / robertdickes@uky.edu`

2. Overview of Changes

2a	Describe the rationale for the changes, including results from the most recent program review if applicable. (*450 word limit*)

Below is a list of program changes including a rationale for the B.S in Digital Media Design in the School of Art and Visual Studies. These changes reflect adjustments to the program to continue improving student success and satisfaction.

The current GCCR for the DMDE program, ART 301: Professional Practices, will be replaced by A-S 585: Industry Pathways and Practice. A-S 585 is specifically designed for the Digital Media Design program while ART 301 is more appropriate for students in the B.A. or B.F.A in Art Studio.

ART 301 is also currently a Major Requirement in the Career Pathways Core but is being removed because A-S 585 is also a Major Requirement in the Career Pathways Core. A-S 585 covers material more pertinent to a student's academic endeavors and makes ART 301 redundant as a Major Requirement. This change removes 3 credit hours from the Career Pathway Core and thus 3 credits from the degree program overall, reducing the Total Hours from 121 to 118. Because of this, 2 of the 3 credit hours lost from removing ART 301 will be moved to the Free Electives requirement. This will increase the Free Electives requirement from 6 credit hours to 8 credit hours and reduce the program's total hours from the current 121 to 120 total credit hours.

The current Outside Concentration is being altered as well. Students are currently required to take 18 credits, of which 12 are from a single discipline or focus area and at the 300 level. We are changing the requirement to 18 credits, of which 6 credits are at the 300 level or above, and 12 are in a single discipline or focus area. The current requirement to take 12 of the 18 credits at the 300 level or above reduces a student's options across campus and hinders cross-disciplinary, academic curiosity. By allowing more 100 and 200 level courses to count for this requirement, a student has more flexibility in designing an outside concentration that suits their personal, academic and professional trajectory.

All Major and Outside Concentration Requirements must be completed with a grade of C or better. Students who do not earn a C or better in all of these courses will not be able to succeed in the professional/capstone classes: A-S 547 and A-S 585. Students struggling with Outside Concentration courses will not have the conceptual breadth and depth necessary for their studio practice or professional life. These will be accounted for with student's professional advisor.

The DMDE is adding an entrance requirement as a form of enrollment management to limit the number of majors we have in the degree program. We have looked at numerous programs on campus doing this and have modeled ours after some of the more successful programs. With the incoming 2017 freshmen, transfers, and change of majors, we have already exceeded the capacity of students that we can serve while maintaining quality of student experience via our current faculty. Our application process will be handled through the School website with required transcripts, GPA, and a written statement. There may also be options for portfolio review. See appendix A for official bulletin language and sample application requirements.

2b	Use the fields below, as applicable, to identify the areas in which changes will be made.		
		Current	*Proposed*
i.	Credit Hours of Premajor Courses:		
ii.	Credit Hours of Preprofessional Courses:		
iii.	Credit Hours of Major Core Course Requirements	42	*39*
iv.	Minimum Credit Hours of Guided Electives:		

v.	Minimum Credit Hours of Free Electives:	6	*8*
vi.	Credit Hours for Track 1 (name):		
vii.	Credit Hours for Track 2 (name):		
viii.	Credit Hours for Track 3 (name):		
ix.	Credit Hours for Track 4 (name):		
x.	Credit Hours for Track 5 (name):		
xi.	Credit Hours for Required Minor:		
xii.	Total Credit Hours Required by Level: 100-level:		
	200-level:		
	300-level:		
	400-level:		
	500-level:		
	TOTAL CREDIT HOURS REQUIRED FOR GRADUATION:	<u>121</u>	<u>*120*</u>
xv.	If the total hours required for graduation have changed, explain below. (*150 word limit*)		
	We are removing ART 301 as the GCCR requirement and replacing it with A-S 585. ART 301 is currently also a program requirement. With the removal of this class as the GCCR requirement and program requirement it frees up three credit hours. We are taking two of those hours and placing those into free electives, bringing the total required hours for graduation to 120.		
2c	Will the requested change(s) result in the use of courses from another educational unit?	Yes ☐	No ☒
	If "Yes," describe generally the courses and how they will used.		
	If "Yes," two pieces of supporting documentation are required. ☐ Check to confirm that appended to the end of this form is a letter of support from the appropriate chair/director[5] of each unit from which individual courses will be used. ☐ Check to confirm that appended to the end of this form is verification that the chair/director of each affected unit has consent from the faculty members of the unit. This typically takes the form of meeting minutes.		
2d	Will the proposed change(s) affect an associated minor?	Yes ☐	No ☒
	If "Yes," the department must also submit a change form to change the minor.		

3. Course Sharing

3a.	Will the requested changes result in the use of courses from another unit?	Yes ☐	No ☒
	If "Yes," describe generally the courses and how they will used.		
	If "Yes," two pieces of supporting documentation are required.		

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[5] A dean may submit a letter only when there is no educational unit below the college level, i.e. there is no department/school.

☐ Check to confirm that appended to the end of this form is a letter of support from the other units' chair/director[6] from which individual courses will be used.

☐ Check to confirm that appended to the end of this form is verification that the chair/director of the other unit has consent from the faculty members of the unit. This typically takes the form of meeting minutes.

3. UK Core Courses

	Are there any proposed changes to the UK Core requirements for the program? (If "Yes," indicate and proceed to next question. If "No," indicate and proceed to 4a.)			Yes ☐	No ☒
3a					

If "Yes," note the specific changes in the grid below.

UK Core Area	Current Course	Current Credits	*Proposed Course*	*Proposed Credits*
I. Intellectual Inquiry				
Arts and Creativity				
Humanities				
Social Sciences				
Natural/Physical/Mathematical				
II. Composition and Communication				
Composition and Communication I				
Composition and Communication II				
III. Quantitative Reasoning				
Quantitative Foundations				
Statistical Inferential Reasoning				
IV. Citizenship (one course in each area)				
Community, Culture & Citizenship in USA				
Global Dynamics				
Total UK Core Hours		_____		_____

3b	Provide the Bulletin language about UK Core.
	See the UK Core section of this Bulletin for the complete UK Core requirements. The courses listed below are (a) recommended by the college, or (b) required courses that also fulfill UK Core areas. Students should work closely with their advisor to complete the UK Core requirements.

4. Graduation Composition and Communication Requirement

4a	Will the Graduation Composition and Communication requirement be changed? (If "Yes," indicate and proceed to next question. If "No," indicate and proceed to 5a.)	Yes ☒	No ☐

If "Yes," note the specific changes below, including changes to credit hours.

If the course(s) used are from outside the home unit, one piece of supporting documentation is required.

☐ Check to confirm that appended to the end of this form is a letter of support from the other units'

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[6] A dean may submit a letter only when there is no educational unit below the college level, i.e. there is no department/school.

		Current	Proposed
		chair/director[7] from which individual courses will be used.	
		Current	*Proposed*
i.		☒ Single course in home unit: ART 301	☒ *Single course in home unit:* A-S 585
ii.		☐ Multiple courses in home unit.	☐ *Multiple courses in home unit.*
iii.		☐ Single course outside home unit.	☐ *Single course outside home unit.*
iv.		☐ Multiple courses outside home unit.	☐ *Multiple courses outside home unit.*
v.		☐ Course(s) inside & outside home unit.	☐ *Course(s) inside & outside home unit.*
4b		Provide the Bulletin language about GCCR below.	
		Graduation Composition and Communication Requirement (GCCR)	
		A-S 585 Industry Pathways and Practices………………..3	
		Subtotal:GCCR hours…………………………………………3	

5. Other Course Changes

5a	Will the college-level requirements change? (If "Yes," indicate and note the specific changes in the grid below. If "No," indicate and proceed to question 5c.)			Yes ☐		No ☒

	Current			Proposed		
	☐ Standard college requirement			☐ *Standard college requirement*		
	☐ Specific course			☐ *Specific course*		
Prefix & Nmbr	Credit Hrs	Title	Prefix & Nmbr	Credit Hrs	*Title*	*Course Status[8]*
						Select one....
						Select one....
						Select one....

5b	Will the existing language in the Bulletin about college-level requirements change?	Yes ☐	No ☒
	If "Yes," provide the new language below.		

5c	Will the pre-major or pre-professional course requirements change? (If "Yes," indicate and note the specific changes in the grid below. If "No," indicate and proceed to question 5e.)			Yes ☐		No ☒

	Current			Proposed		
Prefix & Nmbr	Credit Hrs	Title	Prefix & Nmbr	Credit Hrs	*Title*	*Course Status[9]*
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....

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[7] A dean may submit a letter only when there is no educational unit below the college level, i.e. there are no departments/schools.

[8] Use the drop-down list to indicate if the course is a new course ("new"), an existing course that will change ("change"), or if the course is an existing course that will not change ("no change").

[9] Use the drop-down list to indicate if the course is new, exists but will change, or exists but will not change.

5d	Provide the Bulletin language about pre-major or pre-professional courses below.

5e	Will the major's core course requirements change? (If "Yes," indicate and note the specific changes in the grid below. If "No," indicate and proceed to question 5g.)	Yes ☒	No ☐

If "Yes," note the specific changes in the grid below.

Current			Proposed			
Prefix & Nmbr	Credit Hrs	Title	Prefix & Nmbr	Credit Hrs	Title	Course Status[10]
ART 301	3	Professional Practices	A-S 585	3	Industry Pathways and Practices	No Change
						Select one….
						Select one….
						Select one….
						Select one….
						Select one….
						Select one….
						Select one….
						Select one….
						Select one….
						Select one….
						Select one….
						Select one….
						Select one….
						Select one….

5f	Provide the Bulletin language for major core course requirements.
	1. Studio Requirements: A minimum of 9 Art Studio courses at the 300 level or above, of which at least 6 are digital-based (printmedia, digital photography, graphic design, video, web-based art, 3-D fabrication, among others)…….27 2. Career Pathway Core: A-S 547 Digital Media Projects Capstone…..3 A-S 585 Industry Pathways and Practice……..3 3. Art HistoryVisual Culture: At least 6 hours of art history, visual studies, film history or theory at or above the 300 level from approved list……6 Subtotal: Major Hours:………39 All major requirements must be completed with a grade of C or better.

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[10] Use the drop-down list to indicate if the course is new, exists but will change, or exists but will not change.

5g	Will the guided electives change? (If "Yes," indicate and note the specific changes in the grid below. If "No," indicate and proceed to question 5i.)	Yes ☐	No ☒

Current			Proposed			
Prefix & Nmbr	Credit Hrs	Title	Prefix & Nmbr	Credit Hrs	Title	Course Status[11]
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....

5h	Provide the Bulletin language for guided electives.
	Required Outside Concentration Each student, with the approval of his or her academic advisor, will select a minimum of 18 hours in related course work. 6 hours must be at 300 level or above. 12 hours must be from a single discipline or focused area, such as film studies, WRD, media arts, business, etc. Note: Students pursuing a B.S. degree in Digital Media Design may enroll in internships under one of the following course numbers: A-H 399, A-S 399, EXP 396, or EXP 397 (learning contract required). Up to 6 internship credit hours may be used towards the outside concentration with advisor approval. Subtotal: Required for Outside Concentration ....18 All required outside concentration requirements must be completed with a grade of C or better.

5i	Will the free electives change? (If "Yes," indicate and note the specific changes in the space below. If "No," indicate and proceed to question 5j.)	Yes ☒	No ☐
	Students must complete at least 8 hours of free electives.		

5j	Does the proposed change affect any track(s)? (If "Yes," note the specific changes using the grid below. If "No," proceed to question 6.)	Yes ☐	No ☒
	If more than one track is affected, click HERE for a template. Append a PDF for each affected track to the end of this form.		

Track Name:		☐ New Track	☐ Changed Track	☐ Deleted Track

Current			Proposed			
Prefix & Nmbr	Credit Hrs	Title	Prefix & Nmbr	Credit Hrs	Title	Course Status[12]
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....
						Select one....

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[11] Use the drop-down list to indicate if the course is new, exists but will change, or exists but will not change.
[12] Use the drop-down list to indicate if the course is new, exists but will change, or exists but will not change.

5k	Provide the Bulletin language for the track.

6. Semester by Semester Program

List below the typical semester-by-semester program for the major. If multiple tracks are available, click HERE for a template for additional tracks and append a PDF of each track's courses to the end of this form.

<table>
<tr>
<td>YEAR 1 – FALL:
(e.g. "BIO 103; 3 credits")</td>
<td>A-S102 2D Surface   3
A-S200 Digital Art, Space & Time   3
A-S101 Creative Practice 1
A-H 106 Renaissance   3
HIS 105 Eur Mid 17 Century   3
WRD 110 Comp&Com I   3
Total………..16</td>
<td>YEAR 1 – SPRING:</td>
<td><i>A-S 130 Drawing   3
A-S 285 Lens Arts   3
A-H 101 Intro to Visual Studies 3
ANT 102 Archaelogy: Mys   3
WRD 111 Comp&Com II   3
A-S 001 Foundations Exhibit   0
Total……..……..15</i></td>
</tr>
<tr>
<td>YEAR 2 - FALL :</td>
<td>A-S300 Digital Photography   3
A-S346 Digital Video   3
MUS 100 Intro to Music 3
A-H304 African Art   3
MAS101 Intro to Media & Culture   3
Total…………..15</td>
<td>YEAR 2 – SPRING:</td>
<td><i>A-S385Digital Methods   3
A-S380 B&W Darkroom   3
MUS 140 Acoustics of Music 3
MAS201 Com Technologies   3
AAD475 Managing Art Career 3
Total……….……15</i></td>
</tr>
<tr>
<td>YEAR 3 - FALL:</td>
<td>A-S305 Studio Lighting 3
A-S345 Web Design   3
MA111Contemp Math   3
STA210 Into to Statistics 3
MAS300 Media Studies 3
Total……………15</td>
<td>YEAR 3 - SPRING:</td>
<td><i>A-S 386 Non-Silver   3
A-S585 Industry Pathways   3
A-H350 Contemp Art   3
MAS310 Media Policy   3
MAS335 Intro to Media Intdustries   3
Total…….…………15</i></td>
</tr>
<tr>
<td>YEAR 4 - FALL:</td>
<td>A-S580 Photo Projects   3
A-S384 Color Photo   3
MAS 319 World Media Systems   3
MAS560 Game Studies 3
MAS312 Video Production   3
Total……………15</td>
<td>YEAR 4 - SPRING:</td>
<td><i>A-S 581 PhotoProjects II   3
A-S 547 MediaProjects   3
MAS322 Multimedia   3
Free Electives   2
A-S399 Internship   3
Total……….…………15</i></td>
</tr>
</table>

7. Approvals/Reviews

Information below does not supersede the requirement for individual letters of support from educational unit administrators and verification of faculty support (typically takes the form of meeting minutes).

In addition to the information below, attach documentation of department and college approval. This typically takes the form of meeting minutes but may also be an email from the unit head reporting department- and college-level votes.

	Reviewing Group Name	Date Approved	Contact Person Name/Phone/Email
7a	(Within College)		
	SAVS Faculty	**09/02/2017**	**Rob Jensen / 7-2336 / robert.jensen@uky.edu**

	CFA Curriculum Committee	10/02/2017	Rob Jensen / 7-2336 / robert.jensen@uky.edu
			/ /
			/ /
7b	(Collaborating and/or Affected Units)		
			/ /
			/ /
			/ /
			/ /
			/ /
7c	(Senate Academic Council)	Date Approved	Contact Person Name
	Health Care Colleges Council (if applicable)		
	Undergraduate Council	3/20/18	Joanie Ett-Mims

Appendix A

Proposed additional Bulletin Text for the BS in Digital Media Design

A.   **Admission into the Major**

Students who want to major in Digital Media Design must first be admitted into the program. Due to the competitive nature of this program, early applications are encouraged.

1.   **Freshman Candidates**
   a.   File a University application with the Office of Undergraduate Admission and the University Registrar by **university scheduled dates** for fall admission in the year which the student wants to begin the program. For fall admission, applicants must register for and take the American College Test (ACT) or Scholastic Aptitude Test (SAT) on or before the December test date.

   b.   Apply for admission to the Digital Media and Design program using the *Digital Media Design Admission Application Form.* Requirements are available on the school Web site.

   c.   Submit an essay as required by the *Digital Media Design Admission Application Form*. The essay will require applicants to express in written the rationale for their interest in the Digital Media Design profession and what steps they have taken to make an informed decision regarding their choice for a major.

   d.   The *Digital Media Design Admission Application Form* with essay will be reviewed in mid-February and mid-April in the year the student wants to begin the program.

2.   **Transfer Candidates**
   a.   File a University application with the Office of Undergraduate Admission and the University Registrar by **university scheduled date** for fall admission in the year which the student wants to begin the program.

   b.   Apply for admission to the Digital Media Design program using the *Digital Media Design Admission Application Form.* Requirements are available on the school Web site.

   c.   Submit an essay as required by the *Digital Media Design Admission Application Form*. The essay will require applicants to express in written the rationale for their interest in the Digital Media Design profession and what steps they have taken to make an informed decision regarding their choice for a major.

   d.   The *Digital Media Design Admission Application Form* with essay will be reviewed in mid-February and mid-April in the year the student wants to begin the program.

3.   **Change of Major Candidates**
   a.   Apply for admission to the Digital Media Design program using the *Digital Media Design Admission Application Form.* Requirements are available on the school Web site.

Appendix A

     c.   Submit an essay as required by the *Digital Media Design Admission Application Form*. The essay will require applicants to express in written the rationale for their interest in the Digital Media Design profession and what steps they have taken to make an informed decision regarding their choice for a major.

     d.   The *Digital Media Design Admission Application Form* with essay will be reviewed in on a rolling basis throughout the year the student wants to begin the program.

B.   Major Admission Selection Process

Candidates will be admitted to the major in order of priority based on demonstrated potential for academic achievement at the freshman level as indicated by high school grade-point average and/or college grade-point average , ACT/SAT scores, and the required essay. Any additional or optional items for consideration will be in the Digital Media Design Application Form. Acceptance will be on a comparative and competitive basis and limited to the number of students the School of Art and Visual Studies: Digital Media Design is able to accommodate in studio.

Proposed Sample Application for the BS in DMAD

Candidates will be admitted in order of priority on the basis of the following criteria:
Freshman Candidates
Deadlines: Same time as University deadlines for admission

Requirements and optional supporting information
- A written statement about your future goals and aspirations
- A potential for general academic achievement as indicated by the high school grade-point average and national college admission test scores (ACT or SAT)
- High school GPA
- Optional portfolio
- Optional letter of recommendation

Change of Major Candidates
Deadlines:
November 15 for LATE registration in the Spring semester
February 15 for priority registration for the Summer and Fall semesters
April 15 for ...
August 15 for LATE registration in the Fall semester and priority registration in the Spring semester

Appendix A

Requirements and optional supporting information
- A written statement about your future goals and aspirations
- Current College/University GPA
- A potential for general academic achievement as indicated by national college admission test scores (ACT or SAT) -- when applicable/optional
- Optional portfolio
- Optional letter of recommendation

Transfer Candidates
Deadlines:
November 15 for LATE registration in the Spring semester
February 15 for priority registration for the Summer and Fall semesters
April 15 for ...
August 15 for LATE registration in the Fall semester and priority registration in the Spring semester

Requirements and optional supporting information
- A written statement about your future goals and aspirations
- Current College/University GPA
- Unofficial transcript from previous institutions
- Optional portfolio
- Optional letter of recommendation

I. General Information:

College:	Fine Art	Department (Full name):	School of Art and Visual Studies

Major Name (full name please):	Digital Media Design	Degree Title:	BS

Formal Option(s), if any:	____	Specialty Field w/in Formal Options, if any:	____

Requested Effective Date:	FALL 2014, *IF* RECEIVED BY SENATE COUNCIL BY MONDAY, APRIL 7.

Contact Person:	Robert Dickes	Phone:	218-1571	Email:	robertdickes@uky.edu

II. Parameters of the Graduation Composition and Communication Requirement (GCCR):

The new GCCR replaces the old Graduation Writing Requirement. It is fulfilled by a course or courses specified within a B.A./B.S. degree program. As outlined in draft Senate Rule 5.4.3.1, the GCCR stipulates that students must successfully complete this requirement after achieving sophomore status and prior to graduation. To satisfy the GCCR, students must earn an average grade of C or better on the designated Composition and Communication (C&C) intensive assignments produced in any given course designated as fulfilling some or all of the GCCR. The requirements for GCCR courses include:

- at least 4500 words of English composition (approximately 15 pages total);
- a formal oral assignment *or* a visual assignment;
- an assignment demonstrating information literacy in the discipline;
- a draft/feedback/revision process on GCCR assignments.

The program requirements for the GCCR include:

- at least one specific Program Student Learning Outcome for C&C outcomes;
- a plan for assessing both the writing and oral *or* visual components of the GCCR;
- clear goals, rubrics, and revision plans for GCCR implementation.

Upon GCCR approval, each program will have a version of the following specification listed with its Program Description in the University Bulletin:

> *"**Graduation Composition and Communication Requirement.** Students must complete the Graduation Composition and Communication Requirement as designated for this program. Please consult a college advisor or program advisor for details. See also 'Graduation Composition and Communication Requirement' on p. XX of this Bulletin."*

III. GCCR Information for this Program (by requirement):

A. *List the courses currently used to fulfill the old Graduation Writing Requirement:*
Art 301

B. *GCCR Program Outcomes and brief description:*
1. Please specify the Major/Program Student Learning Outcomes (SLOs) pertaining to Composition & Communication and the GCCR requirement. These are *program* outcomes, not *course* outcomes. Please specify the program-level SLOs for C&C in your program:
Demonstrate evidence of commitment to present, process and personally practice digital works through porfolio presentation, portfolio content, written assesment, professionalism of interview.
2. Please provide a short GCCR description for your majors (limit 1000 characters): Please explain the GCCR requirement in language appropriate for undergraduate majors to understand the specific parameters and justification of your program's GCCR implementation plan:
The GCCR requirements for the BS in Digital Media Design consist of four written documents equaling no less then 4600 words and an interview with creative portfolio presentation. These documents consist of industry standard cover letter, resume, business plan and a personal goal summary. The oral and visual presentation will consist of a 30-minute interview with creative portfolio.

C. *Delivery and Content:*

1. **Delivery specification:** for your major/program, how will the GCCR be delivered? Please put an X next to the appropriate option. *(Note: it is strongly recommended that GCCR courses be housed within the degree program.)*	☒ a. Single required course within program
	☐ b. multiple required or optional courses within program
	☐ c. course or courses outside program (i.e., in another program)
	☐ d. combination of courses inside and outside program
	☐ e. other (please specify): _

2. **Basic Course Information**: Please provide the following information for course(s) used to satisfy the GCCR, either in whole or in part:

Course #1: Dept. prefix, number, and course title: A-S 585 Industry Pathways and Practices
- new or existing course? exsiting (*new courses should be accompanied by a New Course Proposal*)
  - ☐ *if a new course, check here that a New Course Proposal has been submitted for review via eCATS*
- required or optional? required
- shared or cross-listed course? no
- projected enrollment per semester: 36

Course #2 (if applicable): Dept. prefix, number, and course title: _____
- new or existing course? _____ (*new courses should be accompanied by a New Course Proposal*)
  - ☐ *if a new course, check here that a New Course Proposal has been submitted for review via eCATS*
- required or optional? _____
- shared or cross-listed course? _____
- projected enrollment per semester: _____

Course #3 (if applicable): Dept. prefix, number, and course title: _____
- new or existing course? _____ (*new courses should be accompanied by a New Course Proposal*)
  - ☐ *if a new course, check here that a New Course Proposal has been submitted for review via eCATS*
- required or optional? _____
- shared or cross-listed course? _____
- projected enrollment per semester: _____

3. **Shared courses:** If the GCCR course(s) is/are shared from *outside* the program, please specify the related department or program that will be delivering the course(s). Please provide the following:
- **Contact information of providing program:**

  _____
- **Resources:** what are the resource implications for the proposed GCCR course(s), including any projected budget or staffing needs? If multiple units/programs will collaborate in offering the GCCR course(s), please specify the resource contribution of each participating program.

  _____
- **Memorandum of Understanding/Letter of Agreement**: Attach formal documentation of agreement between the providing and receiving programs, specifying the delivery mechanisms and resources allocated for the specified GCCR course(s) in the respective programs (include with attachments).
  Date of agreement: _____

4. **Syllabi: Please provide a sample syllabus for each course that will be designated to fulfill the GCCR.** Make sure the following things are clearly indicated on the syllabi for ease of review and approval (check off each):
- the GCCR assignments are <mark>highlighted</mark> in the syllabus and course calendar;
- the GCCR assignments meet the minimum workload requirements as specified by the Senate Rules for GCCR courses (see the draft Senate GCCR rule linked here);
- the elements are specified in the syllabus that fulfill the GCCR requirement for a clear draft/feedback/revision process;
- the grade level requirements for the GCCR are specified on the syllabus (i.e., an average of C or better is required on GCCR assignments for credit);
- the course or sequence of courses are specified to be completed after the first year (i.e. to be completed after completing 30 credit hours) for GCCR credit;

- the course syllabus specifies "This course provides full/partial GCCR credit for the XXX major/program"
  - if the course provides partial GCCR credit, the fulfilled portion of the GCCR must be specified and the other components of the GCCR for the program must be specified: e.g. "This course provides partial credit for the written component of the GCCR for the XXX major/program in conjunction with Course 2"

5. **Instructional plan:** Summarize the instructional plan for teaching the C&C skills specified in the program SLOs and delivered in the course(s). Include the following information in **brief** statements (1000 characters or less). Information can be cut-and-pasted from the relevant sample syllabus with indications **where** on the syllabus it is found:

- overview of delivery model: summarize how the GCCR will be delivered for **all** program majors: explain how the delivery model is appropriate for the major/program and how it is offered at an appropriate level (e.g. required course(s), capstone course, skills practicum sequence of courses, etc.):

A-S 585 will be delivered in a hybrid studio/lecture format. Lectures will be given during the first hour and thirty minutes of class and studio time to work on writing and creative work for the second half of class. This method of delivery will keep in continuity with other studio classes taught in the School of Art and Visual Studies.

- assignments: overview or list of the assignments to be required for the GCCR (e.g. papers, reports, presentations, videos, etc.), with a summary of how these GCCR assignments appropriately meet the disciplinary and professional expectations of the major/program:

Writing requirement
Cover Letter: Write a formal cover letter to an existing listed job position. (300 words min.)
Resume: Write a formal resume to an existing listed job position. (300 words min.)
Business Plan: Prepare a business plan consisting of business name, mission statement, target markets, business description, product and services, sales and marketing, operations, management team, development, and financial summary. (3000 words min)
Personal Goals Summary: Formal written document that summarizes work completed in class, future ambitions, and methods of completing (1000 words min)

Oral and visual presentation requirement
Portfolio: Branding, Self-Promotional, Online & Print creative work

- revision: description of the draft/feedback/revision plan for the GCCR assignments (e.g. peer review with instructor grading & feedback; essay drafting with mandatory revision; peer presentations; etc.):

Each of the writing components that are required for the GCCR will have students turn in a first draft that will have peer and faculty feedback. Students will then be given time for revision (in some cases multiple feedback/revision) before final submission. The oral and visual presentation requirements will have inclass peer and instructor critique/revision before final submission.

- other information helpful for reviewing the proposal:

All assignments are given with industry standards as our focus.

D. Assessment:

In addition to providing the relevant program-level SLOs under III.B, please specify the assessment plan at the program level for the proposed course(s) and content. Provide the following:

- specify the assessment schedule (e.g., every 3 semesters; biennially):

Yearly, at the end of every academic year

- identify the internal assessment authority (e.g. curriculum committee, Undergraduate Studies Committee):

BS in Digital Media Design Assesment committee

- if the GCCR course(s) is/are shared, specify the assessment relationship between the providing and receiving programs: explain how the assessment standards of the receiving program will be implemented for the provided course(s):

_____

Signature Routing Log

General Information:

GCCR Proposal Name (course prefix & number, program major & degree):	A-S 585 Industry Pathways and Practices, Digital Media Design, Bachelor of Science
Contact Person Name:	Robert Dickes
Phone:	8-1571 cell 606-782-5728
Email:	robertdickes@uky.edu

Instructions:

Identify the groups or individuals reviewing the proposal; record the date of review; provide a contact person for each entry. On the approval process, please note:

- Proposals approved by Programs and Colleges will proceed to the GCCR Advisory Committee for expedited review and approval, and then they will be sent directly to the Senate Council Office. Program Changes will then be posted on a web transmittal for final Senate approval in time for inclusion in the Fall 2014 Course Bulletin.
- New Course Proposals for the GCCR will still require review and approval by the Undergraduate Council. This review will run parallel to GCCR Program Change review.
- In cases where new GCCR courses will be under review for implementation after Fall 2014, related GCCR Program Changes can still be approved for Fall 2014 as noted "*pending approval of appropriate GCCR courses.*"

Internal College Reviews and Course Sharing and Cross-listing Reviews:

Reviewing Group	Date Reviewed	Contact Person (name/phone/email)
Home Program *review by Chair or DUS, etc.*	09/02/2017	Rob Jensen / 7-2336 / robert.jensen@uky.edu
Providing Program *(if different from Home Program)*		/ /
Cross-listing Program *(if applicable)*		/ /
College Dean	10/02/2017	Rob Jensen / 7-2336 / robert.jensen@uky.edu
		/ /

Administrative Reviews:

Reviewing Group	Date Approved	Approval of Revision/ Pending Approval[1]
GCCR Advisory Committee		

Comments:

___

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[1] *Use this space to indicate approval of revisions made subsequent to that group's review, if deemed necessary by the revising group; and/or any Program Change approvals with GCCR course approvals pending.*

A-S 585 Industry Pathways and Practice
Course Syllabus

Save This Syllabus

This syllabus contains crucial information about this class and your responsibilities. This syllabus is our contract between student and instructor. Be sure to check it daily and complete all requirements before each class.

Mission Statement

The College of Fine Arts embraces the concept that the arts are essential to the life of the individual and the community, and express this through a dedication to the scholarly research, creative experimentation, performance, and exhibition.

Course Information:

Course#: A-S 585, Industry Pathways and Practice

Meeting Time: M/W 9-11:50

Location: SAVS 217

Professor- Robert Dickes

Email- robertdickes@uky.edu

Office Phone- 859-258-1571

Office Hours- T/Th 10am-12pm or by appointment

Office Location- SAVS Building studio 312

Course Description: A-S 585 is a seminar/studio style class that looks at professional practices in the creative industry and helps prepare students for their post-college careers. Students will work

through exercises ranging from goal setting to portfolio design as well as work in teams to create material for real world application. This class is broad enough for students to feel prepared to enter numerous creative fields after graduation.

Prerequisites: Junior standing in the Digital Media and Design major or consent of instructor and successful completion of CIS/WRD 110 and 111 or equivalant.

<mark>**This course provides full GCCR credit for the BS in Digital Media and Design Degree.**</mark>

<mark>**Graduate Composition and Communication Requirement:** To fulfill the GCCR for the BS in Digital Media and Design you must earn a grade of C or better on the highlighted assignments.</mark>

Suggested Text:
> The Successful Artist's Career Guide: Finding Your Way in the Business of Art by Margaret Peot
> The Business of Being an Artist by Daniel Grant
> 2013 Artist's & Graphic Designer's Market by Mary Bostic
> Art Entrepreneurship by Mikael Scherdin
> Art, Inc. The Essential Guide for Building Your Career as an Artist by Lisa Congdon
> Legal Guide for the Visual Artist by Tad Crawford

Course Objectives:
1. Students will gain a better understanding of the creative industry and what careers there are for emerging Artists or "Creatives."
2. Students will develop writing, planning, and communication skills for the professional world.
3. Students will gain an understanding of how to develop and maintain a professional identity.
4. Students will work collaboratively to plan, create and finalize a semester-long project

Learning Outcomes:
Students will show an understanding of the creative industry and be able to:
1. Demonstrate an understanding of networking and professional development
2. Show the ability to plan goals in their professional careers.
3. Create professional working documents and legal forms.
4. Develop a professional identity through branding

5. Apply art and professional skills to create materials that go beyond the classroom environment.

Attendance Policy:

· You are allowed 3 unexcused absences.

· Each missed class after 3 will lower your grade by 1 letter ie. A to B or B to C.

· 2 tardies, leaving early or not being prepared for class will be the equivalent to one absence.

Excused Absences:

Students need to notify the professor of absences prior to class when possible. S.R. 5.2.4.2 defines the following as acceptable reasons for excused absences: (a) serious illness, (b) illness or death of family member, (c) University-related trips, (d) major religious holidays, (e) job or graduate school interview and (f) other circumstances found to fit "reasonable cause for nonattendance" by the professor.

Students anticipating an absence for a major religious holiday are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays no later than the last day in the semester to add a class. Information regarding dates of major religious holidays may be obtained through the Ombud (859-257-3737, http://www.uky.edu/Ombud/ForStudents_ExcusedAbsences.php.)

Students are expected to withdraw from the class if more than 20% of the classes scheduled for the semester are missed, per university policy.

Verification of Absences: Students may be asked to verify their absences in order for them to be considered excused. Senate Rule 5.2.4.2 states that faculty have the right to request "appropriate verification" when students claim an excused absence because of illness or death in the family. Appropriate notification of absences due to university-related trips is required prior to the absence

Official Grade Postings: All midterm and final grades will be posted on through the MyUK system during the times designated by the university academic calendar. This is the only place that your official grade is posted. Grades in the Canvas shell are not final and are due to changes based upon attendance.

Undergraduate Grading Opportunities & Procedures:

    • Grading opportunities for this course are comprised of formal writing assignments, creative assignments, a team campaign, participation and a final portfolio and interview.

    • In the case of unexcused absences, late submissions will be penalized on letter grade per day.

    • Per University policy, students with an excused absence are to be allowed to make up all work without penalty. In the case of an excused absence, all assignments must be submitted no later than within 1 week of return from the absence.

    • Each project will have a specific rubric detailing the critical elements of that assignment.

    • Midterm and Final grades will be given via the Canvas and myUK in accordance by the date set forth in the academic calendar.

90%-100%=   **A,** exceptional achievement, above and beyond course requirements

80%-89%=   **B**, high achievement, in fulfillment of all course requirements

70%-79%=   **C**, adequate achievement, met basic course requirements

60%-69%=   **D**, bare minimum engagement with course requirements and difficulties

59% and below   **E**, failure to fulfill basic course requirements

Graduate Grading Opportunities & Procedures:

As a graduate student you are expected to work at a higher level than the undergraduates. You will be working through all the same assignments without any teamwork but will also create secondary personalized material to have as a final portfolio.

    • Grading opportunities for this course are comprised of quizzes, writing assignments, and creative assignments, participation and a final portfolio.

    • **No** Late submissions except in the case of an excused absence

    • **No** Late work except in the case of an excused absence

    • Midterm and Final grades will be given via the Canvas and myUK in accordance by the date set forth in the academic calendar

90%-100%=   **A,** exceptional achievement, above and beyond course requirements

80%-89%=   **B**, high achievement, in fulfillment of all course requirements

70%-79%=   **C**, adequate achievement, met basic course requirements

69% and below   **E**, failure to fulfill basic course requirements

Your final grade will be determined according to these factors:

20%= Writing Assignments

30%= Creative Assignments

50%= Final Company Portfolio

GCCR Assignments: *must be completed with a C or better*

Each of these assignments will include a draft phase with both instructor and peer feedback and time for students to make revisions and present at end of course in full portfolio.

Writing requirement

Cover Letter: Write a formal cover letter to an existing listed job position. (300 words min.)

Resume: Write a formal resume to an existing listed job position. (300 words min.)

Business Plan: Prepare a business plan consisting of business name, mission statement, target markets, business description, product and services, sales and marketing, operations, management team, development, and financial summary. (3000 words min.)

Personal Goals Summary: Formal written document that summarizes work completed in class, future ambitions, and methods of completing (1000 words min.)

Oral and visual presentation requirement

Portfolio: Branding, Self-Promotional, Online & Print creative work

Expectations of the Students: This is not your traditional art studio class. Give yourself plenty of time and remember that you will get out of this course what you put into it. You are expected to give creative, original, and professional thought to each project and turn in only the highest quality work. Pay particular attention to deadlines and every last assignment detail. All writing (papers, projects, discussions and emails) should be written in a professional manner and be proof read as well as spell checked. Simply put, you should think of this as a job, not another class, every little mistake you make could cost you the job and everything you do correct could earn you a promotion.

Submission of Work: All written work in this class will be submitted online through Canvas as .pdf, .jpeg or .docx files. All creative work will be submitted both on Canvas as a .pdf and in print form for critique. Each assignment will have a rubric specific to that assignment which will include all submission of work.

Academic Integrity: Per university policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating and

plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension from the university may be imposed.

Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the Code of Student Rights and Responsibilities. Complete information can be found at the following website: http://www.uky.edu/Ombud. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.

Part II of Student Rights and Responsibilities (available online http://www.uky.edu/StudentAffairs/Code/part2.html)
Please note: Any assignment you turn in may be submitted to an electronic database to check for plagiarism.
Any work that is not a product of the student's own efforts during this semester is considered dishonest

Accommodations due to disability: If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (DRC). The DRC coordinates campus disability services available to students with disabilities. It is located on the corner of Rose Street and Huguelet Drive in the Multidisciplinary Science Building, Suite 407. You can reach them via phone at (859) 257-2754 and via email at drc@uky.edu. Their web address is http://www.uky.edu/StudentAffairs/DisabilityResourceCenter/"

Classroom Behavior, Decorum and Civility: This classroom is a place for creative expression, hard work, and mutual respect. In order to create such an atmosphere, you will be expected to participate in class work and discussions throughout the entire scheduled class time, be respectful and tolerant of other people when you are working (regardless of their gender, race, ethnicity, national origin, religious affiliation, sexual orientation, political beliefs, age or ability), and stay focused on and motivated toward both your success and that of your peers.

Artistic Freedom: Some material in this class or work done by fellow students may deal with religion, race, sexuality, and other controversial subject matter. It is crucial to show respect when sharing opinions. In order to facilitate a creative environment, there will be no censorship of content. Please feel free to see me if you have concerns, questions, or would like coaching on how to discuss controversial topics.

Cell Phones: During class cell phones should be silenced and put away. If you <u>must</u> use your phone for any reason then please leave the class to do so. If I see you texting or using your cell phone for anything during this class I will remove points from your participation grade without warning.

Technical Problems and Complaints: Should you need technical assistance with anything we are using in this course you should contact the instructor as soon as possible along with one of the following campus resources. We will do everything we can to fix your issue as soon as possible.

Campus Resources:
> **Help Desk-** http://www.uky.edu/UKIT/; 859-218-HELP
> **The Hub- http://libraries.uky.edu/hub**

Technology Requirements:

Hardware:	• A capable computer 1G Ram
Software:	• Microsoft Office (available free through https://download.uky.edu/)
	• PDF reader, such as Adobe Acrobat Reader
	• Adobe Master collection or other layout and editing software
Internet:	• Firefox 3.6 or current
	• DSL, Cable or any high-speed connection
Apps:	• Java
	• Flash
	• Skype

A printer capable of color printing

Office supplies: Three ring binder, paper, pens, specialty paper, labels, envelopes, etc.

Spring 18 Semester

Week	Monday	Wednesday
1 1/10-1/12	XXX	L)Class Introduction, Expectations & Professionalism (A)Goal Setting-Career & Personal (R)You Are a Business
2 1/15-1/19	MLK Day No Class	(L)School, Workshops, Internships, Conventions (A)Networking and Resources (A)Equipment Purchasing, ProGrade vs. ProSumer, Renting & Leasing (A) Introductory Video
3 1/22-1/26	(L) Career Options- Arts, Corporate, Commercial, Retail, Non-Traditional (A) Breaking In- Internships, Assisting, Apprenticeships, Fulltime vs. Freelance (L) Elevator Talk	(A) Elevator Talk (L) Markets, Self-Promotion, Moving Up the Ladder (A)Self-Promotion
4 1/29-2/2	(S) Self-Promotional	(C) Self-Promotion (DRAFT) (L) Getting the Job- Cover Letters & Resumes (A) Cover Letter & Resume (draft1)
5 2/5-2/9	(C) Cover Letter & Resume (L) Identity & Branding- Your Complete Image (A) Identity & Banding: Logo, Letter Head, Stationary, Business Card, Invoice (S) Self-Promotional (REVISE)	(S) Identity & Banding: Logo, Letter Head, Stationary, Business Card, Invoice (S) Cover Letter-(Peer Evaluation)
6 2/12-2/16	(L) Portfolio Development: Print & Web (S) Identity &Banding: Logo, Letter Head, Stationary, Business Card, Invoice (S) Cover Letter & Resume	(S) Identity &Banding: Logo, Letter Head, Stationary, Business Card, Invoice- (Peer Evaluation) (S) Resume- (Peer Evaluation)
7 2/19-2/23	(L) Forming your Creative Team (A) The Campaign: Client List-due 3/10	(A) Negotiating Rates- What is Your Time Worth Selling vs. Licensing (L)Pro Bono- Why, What & How
8 2/26-3/2	(L) Checking, Credit, Savings, Retirement, Taxes (A) Final Portfolio-Critique/Peer Review	(C) The Portfolio-branding material, cover letter, resume

9 **3/5-** **3/9** **Midterm**	**(L) Building a Team- Accountants, Managers, Representatives, Lawyers, Assistants, Stylist, The Entourage** **(L)Marketing, Networking, Wining & Dining**	**Report on client list** **(C)Pitching the Campaign**
3/12-3/16	**SPRING BREAK**	
10 **3/19-3/23**	**(L)Developing your first Business Plan** ==**Business Plan: Business Description**== ==**Business Plan: Products and Services**==	==**(S) Business Plan**== ==**(A) Final Portfolio Presentations**==
11 **3/26-3/30**	==**Business Plan: Sales and Marketing**== ==**Business Plan: Operations**==	==**(C) Final Portfolio Presentations (Peer Review)**== ==**(C) Business Plan-(draft1)**==
12 **4/2-4/6**	==**Business Plan: Management Team**== ==**Business Plan: Development**== ==**Business Plan: Financial Summary**== ==**(S) Business Plan (REVISE)**==	**(S) Team Time** ==**(C) Business Plan-(draft2)**== ==**(C) Final Portfolio Presentations (Peer Review)**==
13 **4/9-4/13**	**(L) Interview Questions** **(A) Personal Goals Summary**==(draft1)== ==**(S) Business Plan & Final Presentation (REVISE)**==	**(S) Team Time-**==(draft1)== ==**(C) Business Plan-(draft3)**== ==**(S) Business Plan (REVISE)**==
14 **4/16-4/20**	**(S) Team Time** ==**(A) Final Business Plan Due**==	**(S) Team Time** **(A) Exit Interviews**
15 **4/23-4/27**	**(S) Team Time** **(A) Exit Interviews**	==**Final Portfolio Presentations**==

(L) Lecture
(A) Assignment
(S) Studio
(C) Critique
==**(A) GCCR Requirement**==

When unforeseen circumstances necessitate changes, those changes will be negotiated with the class and reflect the nature of the circumstances necessitating the change. For example, a severe winter storm causing cancelation of classes on exam day would necessitate a change in the exam date or perhaps result in a take-home exam

Detailed Graded Assignments for Undergraduates

Participation: **10% of Overall Grade**

Daily points will be given to assess your active participation within the class. This will be based upon active listening, engagement in discussions, and overall professionalism.

Writing Assignments: (individual)   **35% of Overall Grade**

Goal Setting: 6mo, 1 year, 5 year-personal and professional.

Networking and Resources: Create list of networking sources.

Equipment: Create current inventory and prepare wish list.

Knowing Your Industry: interview someone in industry.

Finding the Job: Research existing jobs

Cover Letter: write a cover letter for an existing position. (300 words min.)

Resume: write a resume for an existing position. (300 words min.)

What are You Worth: Develop a cost analysis using the CODB calculator.

Business Plan: Business name, Mission Statement, Target Market Products & Services, Business Structure & Pricing, Business Entity, Marketing Strategy, Financial Projections & Investors, Partners, Etc. (3000 words min.)

Personal Goals Summary: Formal written document that summarizes work completed in class, future ambitions, and methods of completing (1000 words min.)

Creative Assignments: (individual)   **35% of Overall Grade**

Introductory Video: Create a two-minute video introducing yourself.

Elevator Talk: Give a 30 second personal sales pitch.

Self-Promotion: Create a self-promo to get work as an assistant, internship or apprenticeship.

Personal Branding: Developing Your Image: business cards, leave behinds and other promotional material.

<mark>*Final Portfolio Presentation:*</mark> Consisting of reworded personal branding, self-promotional, cover letter and resume and examples of creative work.

Final Interview: 30-minute interview and presentation of portfolio.

Campaign: (team)   **20% of Overall Grade**

Team Contract: Develop a team contract that specifies workloads, dealing with team issues, firing of a teammate, outlines communication, and general decorum.

Client List: Create a client list of at least 10 possible clients and types of jobs.

Financial: Research Rent, Lease, Own, Insurance, Health, Other Overhead, Etc.

Team Production Assignment: Advertising campaign for outside client with full marketing work-up using talents of all team members.

Detailed Graded Assignments for Graduates

Writing Assignments: (individual)   *20% of Grade*

Networking and Resources: Create list of networking sources.

Equipment: Create current inventory and prepare wish list.

Goal Setting: 6mo, 1 year, 5 year-personal and professional.

Internships, Assisting, Apprenticeships: interview someone in industry.

Creative Assignments: (individual)   *30% of Grade*

Introductory Video: Create a two-minute video introducing yourself.

Self-Promotion: Create a self-promo to get work as an assistant, internship or apprenticeship.

Personal Branding: Developing Your Image: business cards, leave behinds and other promotional material.

Company Portfolio: (individual)   *50% of Grade*

Financial: Research Rent, Lease, Own, Insurance, Health, Other Overhead, Etc.

Business Plan: Business name, Mission Statement, Target Market Products & Services, Business Structure & Pricing, Business Entity, Marketing Strategy, Financial Projections & Investors, Partners, Etc.

Client List: Create a client list of at least 10 possible clients and types of jobs.

What is Your Time Worth: Research current rates for each of your services in at least three different markets.

Branding: Developing Your Image: business cards, letterhead, stationary, portfolio, leave behinds, promotional material.

Production Assignment: Advertising campaign for outside client with full marketing work-up.

Faculty Meeting Minutes   **September 1, 2017**

Present: Rob Jensen, Ruth Adams, Becky Alley, Gary Bibbs, Alice Christ, Mia Cinelli, Jeremy Colbert, Stephanie Cramer, Rob Dickes, September Diencephalon, Stacey Earley, Rae Goodwin, Crystal Gregory, Garrett Hansen, Marty Henton, Stuart Horodner, Miriam Kienle, Doreen Maloney, Jonathan McFadden, Matt Page, Lee Ann Paynter, Paul Rodgers, Bobby Scroggins, Brandon Smith, JR Southard, Hunter Stamps, Dima Strakovsky, Heather Stratton, Lynn Sweet, Monica Visona, Paolo Visona, Jim Wade, Kate Wheeler, David Wischer

Rob Jensen called the meeting to order at 2:04pm. Minutes were taken by Stacey Earley.

Lee Ann made a motion to approve the amended minutes from the 4/28/17 meeting, seconded by Dima. Passed.

Budgets:
Last year was extraordinarily active. SA/VS spent a large sum of money, especially on faculty travel and our accounts were zeroed out with no surpluses to roll over.

The new CFA Dean, Mark Shanda, started in his position today. Rob is still awaiting even a vague notion of this semester's budget. With Rachel Copeland gone, we could not even get a projection and all negotiated deals have been dissolved and will be re-negotiated; the new Dean will also be responsible for selecting a new CFO and new Development Director, probably in line with his own vision.

We will have new money from increased enrollment and increased retention rate, and our output for PTIs will decrease.

Statistics were introduced showing current # of students across the programs, student demographics, core enrollment, and test scores, which show that SA/VS students may not be as academically prepared as past classes. There was discussion of proper use of the Student Alert function in the Faculty Tab of SAP.

Further, today's students have an increased expectation of transparency. For this reason it is crucial that grades, including midterms, are made carefully and submitted on time; that incompletes be assigned in concert with the affected students, and that learning contracts are in place for Independent Studies.

Announcements:
SeeArt Day 2017 is scheduled for Oct 20.
YPAS/GSA KY College Career Day will be Oct 27. SA/VS usually has two tables at the event where student portfolios are reviewed. We need faculty volunteers to staff the tables. JR Southard volunteered. Stacey will forward the email re this event to faculty (This is the same date as BFA Portfolio reviews, FYI).

Rob Jensen announced he will be travelling during the entire month of November, so it's crucial that teaching portfolios for lecturers and untenured faculty be submitted by the due date of October 2.

Brandon Smith was promoted to Senior Lecturer.

Gary Bibbs won a sustainability grant for his tunnel renovation project. There are still grants available for projects aimed at improving campus life.

4-H has asked us to participate in an event again, but last time no one was paid. It was decided we will not participate. Ruth suggested the information be sent to Fine Arts Institute or our Donovan Scholars instead.

A-H proposed program change:
Kate Wheeler presented a proposed change to the Art History program. For details, see document titled Appendix A.

After discussion, the vote to proceed was unanimous.

DMDE proposed program change:
Matt Page proposed changes to the DMDE application process and the DMDE major. For details, see document titled Appendices B and C.

After discussion, Dima proposed the changes be approved. Jonathan McFadden seconded. Vote to proceed was unanimous.

The DMDE faculty also proposed that to remain in the program, students be required to earn a C grade or better in all major requirements. Doreen voted to proceed with this change, seconded by Rae. There was no discussion and the vote to proceed was unanimous.

Rob Jensen proposed that more faculty be added to the DMDE program. Art Ed has agreed to lose a faculty position and give it to DMDE. Rob asked for permission to take this reassignment to the Dean. After discussion, Heather proposed a vote to approve the reassignment. Matt Page seconded. All voted Yay with the exception of four abstentions.

BEAP:
Rob Dickes presented the BEAP plan that was developed by a committee composed of himself, Matt Gilley, JR Southard, Lynn Sweet, and the UKPD. See Appendix D for this document, which was also distributed as a hard copy in the meeting and copies left by the mailboxes in the Faculty work room.

Becky asked about the new roadwork extending Bolivar and how the new road would affect traffic. Rob Jensen said no one had informed us of the work in advance or asked for feedback regarding impact. Since Broadway is also a state highway, any requests for changes must be made to the State, not the City.

New business:

Stuart Horodner announced the upcoming opening at the Museum and artist talk, which would be free for all SA/VS staff and guests to attend.

Stacey asked that presentations given at Faculty Meetings be emailed to her immediately following the meetings, for inclusion in the minutes.

Becky announced the faculty show, and Stuart's talk in conjunction with that.

Gary Bibbs announced the upcoming Josephine Sculpture Park show.

Meeting adjourned at 3:44pm.

Faculty Meeting Minutes   March 31, 2017

Present: Rob Jensen, Becky Alley, Gary Bibbs, Jeremy Colbert, Rob Dickes, Stacey Earley, Marty Henton, Miriam Kienle, Andrew Maske, Jonathan McFadden, Matt Page, Ebony G. Patterson, Lee Ann Paynter, Allan Richards, Paul Rodgers, Arturo Alonzo Sandoval, Bob Shay, Brandon Smith, JR Southard, Hunter Stamps, Dima Strakovsky, Heather Stratton, Monica Visona, Jim Wade, Kate Wheeler, David Wischer

Rob Jensen called the meeting to order at 2:01pm. Minutes were taken by Stacey Earley.

Rob made a motion to approve the amended minutes from the 3/31/17 meeting, seconded by Arturo. Passed.

Announcements:
Rob announced that from Monday 4/3 – Friday 4/7 a group of middle and high school students would be attending a workshop in SA/VS 111 and 113, sponsored by the Lyric Theater and mentioned that in planning the event, a number of requirements for events where we are hosting minors were revealed that were previously unknown to us. Stacey Earley then explained the new requirements, which fall under UK AR 6:12 (the rule can be read here: http://www.uky.edu/regs/files/ar/AR%206-12%20FINAL%20Minors%20on%20Campus.pdf .
They are specific to pre-planned, pre-registered events targeted primarily toward minors where faculty would be working with them directly or one-on-one. Tours, events open to the general public where we can't know in advance whether minors will attend, and very large events that don't have pre-registration (e.g., SeeArt Day) do not fall under this rule.

New requirements include:
- The event must be submitted through EMS (Event Management System) AND via a UK Programs Involving Minors Notification Form—this is done by Stacey/SAVS office;
- Faculty/event leaders must be run through the National Sex Offender Registry—this is done during the UK hiring process so doesn't apply;
- Faculty/event leaders must take an online training related to Sex Abuse of Minors and turn the certificate of completion in to the SA/VS office: https://www.edurisklearning.org/pe/register/include/processlogin.jsp?uri=%2Fpe%2F
- All minor participants must bring this waiver form, signed by a parent or guardian: http://www.uky.edu/EVPFA/Controller/files/risk/UKCampWaiver.pdf

Any questions can be directed to Stacey Earley or Rae Goodwin.

Rob announced that the Marketing Department wants to do some publicity shots on May 2. This will be after the students are gone, for the most part. Dima agreed to make an announcement to students to see if any will be available. Becky suggested the photograph Esther Chin's MFA show.

Rae announced that jurors have been appointed for the upcoming High School art show.

Rob announced that the Dean's search is ongoing, and that he will be going to Cincinnati to participate in candidate interviews, after which there will be 3-4 candidates presenting on campus. The purpose of today's College Congress (from which SA/VS faculty were excused) was to encourage faculty to convey positive things to the candidates. The new Dean will have more power than any previous Dean, and the discretionary budget is higher as well, so getting the right person in place is important for SA/VS. He will announce the dates of the candidate forums as they are scheduled.

Becky announced that Gatton is looking at purchasing more art—framed work for some hallways, and a mural for another. They are very vague about what they're looking for, other than that it should be colorful. Becky will email more information and/or a formal call for art when she has that.

Rob announced that Mia has accepted our job offer; and we are in the process of closing the deal on a temporary position in Art Ed.

Lee Ann announced that SeeArt Day will be held Friday, October 20. She will send a "Save the Date" announcement in May.

Arturo announced that his retirement party will take place on May 1 from 6:30-11pm at the Boone Center.

Rob announced that he will not be here for the Fall faculty orientation, and that Ruth will lead it; and that the first faculty meeting of the Fall will cover August and September.

Program changes:

Matt Page presented proposed changes to the requirements for the DMDE minor (presentation attached). After discussion, Hunter called for a vote to approve which was seconded by Arturo. The proposition passed with one abstention.

Matt then presented a proposal to remove A-S 340 from Core and add two prereqs—A-S 200 and A-S 102. After discussion Lee Ann called for a vote, seconded by Arturo. The change passed unanimously.

Rob Dickes presented changes to the DMDE major requirements (presentation can be viewed at https://luky.sharepoint.com/sites/schoolofartandvisualstudiesfaculty/_layouts/15/guestaccess.aspx?guestaccesstoken=%2bmtFQsPYXhTg%2fs6nBXRnYWkR%2bB8LEXg3fNBdxX4ZSlI%3d&docid=2_0ece0f07303d1474699bc84324084a05c&rev=1); to the GCCR; and to the Career Pathway

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Rob Jensen asked the Faculty to consider moving up the deadline for submission of their portfolios to October 1 to give him adequate time to review them and get senior faculty feedback on his evaluations before he submits them to the Dean.

After discussion of the submission requirements of the portfolios for evaluation as well as the assessment reporting documentation, and of the insufficiency of the Digital Measures Method, some faculty expressed concern that October 1 did not give them enough time to gather submission materials; others asked if senior faculty review was a necessary step. Rob expressed that the Dean's deadline is firm, and that while there can be some individual flexibility, in general it's impossible to be as thorough as needed in the short time between the current submission deadline and the Dean's; and that submitting evaluations without another set of eyes had been proven to lead to more misunderstandings. He also noted that the faculty is 1/3 larger than it was when process was initiated.

A motion to approve the Oct 1 deadline was made by Brandon Smith, seconded by Monica Visona. The motion carried with one abstention.

Stacey agreed to add the submission deadline to the SA/VS faculty calendar.

Rob presented a proposal to change how the Visiting Artist Fund is used.

Considerations: student attendance for visiting artist events has plummeted, and the program is not meeting recruitment goals.

Rob asked the faculty to consider using part of the Visiting Artist monies to fund our faculty going out to visit other institutions with recruiting materials in hand, rather than bringing artists in.

Rob also asked faculty to consider use of monies from this fund to host conferences, since we have such amazing facilities now. This would not be an annual occasion, but in years where we were to host a conference, there would be fewer funds to bring in visiting artists.

Becky Alley expressed concern about squeezing funds, but also stated that if there was more of a relationship between BAG and visiting artists, SA/VS could get more bang for our buck, so to speak. This would take more careful, more advance planning since BAG plans its shows at least a year out, but since most visiting artist money goes to travel arrangements, to be able to consolidate by bringing in artists to speak who are also showing at BAG would be an effective

way to save money, while having minimal impact on what we present to the public in terms of the regularity of speaker appearances.

Dima put forth that we need to promote smarter and take advantage of opportunities that are available but underused.

Time was running short so discussion was curtailed and faculty was asked to consider the options.

Enrollment:
Enrollment, which fell in 2012, has been built back up, mostly due to the DMDE BS.

In 2005 we had 20 faculty and a 1/16 faculty/student ratio.
In 2017 we have 33 faculty, but would need 500 majors to reach that faculty/student ratio again.

If enrollment of majors continues to grow, we will need to reduce the number of minors. We are at max capacity for seats for majors.

The financial benefit of having a high number of minors is indirect in that it releases us from having to do CORE requirements.

Rob asked the faculty to consider making SA/VS major programs more rigorous, to craft a degree that would be viewed more like an Engineering degree than an Art degree—difficult with a lower average GPA.

At 2:56 the general faculty meeting was ended and all non-tenure-track faculty were dismissed so that Rob could discuss with them the guidelines for tenure track.

After discussion the meeting was adjourned at 4:02pm.

From: "Weber, Ann D" <ann.weber@uky.edu>
Subject: FW: SACSCOC Sub Change-DMDE
Date: September 13, 2017 at 3:17:45 PM EDT
To: "Dickes, Robert M" <rmdick3@uky.edu>
Cc: "Lineberry, Gene" <gt.lineberry@uky.edu>, "Pearson, RaeAnne M"
<raeanne.pearson@uky.edu>

Hi Rob,

G.T. forwarded your message to me. I've looked over your proposed
changes and do not think that anything qualifies as a substantive change
for the institution from the perspective of SACSCOC. Please consider
this email as proof that you have consulted with Institutional
Effectiveness. You should feel free to move this proposal on to the next
stage.

Thanks,

Annie

Annie Davis Weber, Ed.D.
Assistant Provost for Strategic Planning & Institutional Effectiveness
SACSCOC Accreditation Liaison
University of Kentucky
355B Patterson Office Tower
Lexington, KY 40506
859-257-1962
ann.weber@uky.edu

Sent from Mail for Windows 10

From: Lineberry, Gene   **Sent:** Wednesday, September 13, 2017 3:04
PM   **To:** Weber, Ann D   **Subject:** Fwd: SACSCOC Sub
Change-DMDE

Fyi

Get Outlook for Android

unknown.png ¬

Dr. Lineberry,
I am emailing this directly to you because the other emails have been kicking back at me. We are preparing a Change in Degree and need to get Institutional Effectiveness to sign off. I am attaching a prospectus, the Substantive Change Checklist and the Change of degree form for review. Please let me know if this needs to go to another individual.

Thank you,

Rob

Robert Dickes
Artist & Senior Lecturer   School of Art and Visual Studies   University of Kentucky

Visit the school on Facebook: https://www.facebook.com/uksavs

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Office of Institutional Effectiveness

Substantive Change Checklist[1]

Substantive change, according to the Commission on Colleges of the Southern Association of Colleges and Schools (SACSCOC or SACS), is "a significant modification or expansion of the nature and scope of an accredited institution."[2] Substantive change is a federal concept, based in the regulations of the U.S. Department of Education,[3] which regional accreditors are required to enforce.

The University is required to submit any substantive change to SACS for review, and in some cases approval, prior to implementation of such substantive change. As noted by SACS:

> "if an institution fails to follow the substantive change policy and procedures of the Commission on Colleges, it may lose its Title IV funding or be required by the U.S. Department of Education to reimburse it for money received by the institution for programs related to the unreported substantive change. In addition, the institution's case may be referred to the Commission for the imposition of a sanction or for removal from membership."[4]

Checklist Instructions: To ensure substantive change compliance, individuals should complete the checklist on the following pages in the early stages of any proposal (e.g. new degree program, new certificate program, etc.) or curricular revision. Upon completion, the form must be submitted to the associate provost for institutional effectiveness or designee by e-mail to InstiutionalEffectiveness@uky.edu. A determination as to whether the proposed program or changes to the existing program constitutes a substantive change will be made within seven (7) business days of receipt and next steps will be communicated accordingly.

Questions concerning substantive change are to be directed to Dr. GT Lineberry, associate provost for faculty advancement and institutional effectiveness (gt.lineberry@uky.edu) and Dr. Mia Alexander-Snow, director of planning and institutional effectiveness (mia.alexander-snow@uky.edu).

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[1] Adapted, with appreciation, from University of Virginia's "Substantive Change Checklist."
[2] See *Substantive Change for Accredited Institutions of the Commission on Colleges: Policy Statement*, p. 1.
[3] See 34 C.F.R. § 602.22.
[4] See *Substantive Change for Accredited Institutions of the Commission on Colleges: Policy Statement*, p. 9.

University of Kentucky
Substantive Change Checklist

Instructions: Email completed form to: InstitutionalEffectiveness@uky.edu, Subject line: SACSCOC Sub Change
Questions concerning substantive change are to be directed to Dr. GT Lineberry, associate provost for faculty advancement and institutional effectiveness (gt.lineberry@uky.edu) and Dr. Mia Alexander-Snow, director of planning and institutional effectiveness (mia.alexander-snow@uky.edu).

Name of Proposed Program/Action: BS in Digital Media and Design

Total number of Credit hours for Degree Completion (if applicable): 120

Total number of Credit Hours for Program Major (if applicable):

Sponsoring College: Fine Arts

College/Department Contact: School of Art and Visual Studies Robert Dickes

Date: 9/12/2017

SACSCOC Substantive Change Items	Yes	No	Don't Know	Provide brief explanation (if necessary)
The proposed program or existing program requires a number of new faculty.		X		
More than 25 percent of the required courses for the proposed or existing program are new.		X		
More than 50 percent of the required courses for the proposed or existing program are new.		X		
The proposed or existing program requires new library or other learning resources.		X		

Last updated: 8/8/2014

SACSCOC Substantive Change Items	Yes	No	Don't Know	Provide brief explanation (if necessary)
The proposed or existing program requires new equipment or facilities.		X		
The proposed or existing program requires a new resource base.		X		
The proposed or existing program will initiate a branch campus.		X		
The proposed or existing program will initiate a dual degree program with another institution.		X		
The proposed or existing program will initiate a joint degree program with another institution.		X		
The proposed or existing program will initiate a certificate program? *(if yes, answer the following)*		X		
• Will the proposed certificate program utilize existing courses?				
• Will the proposed certificate program be offered at a new off-Grounds site?				
• Does the proposed certificate program represent a significant departure from previously approved programs?				
The proposed or existing program will be initiated at a new off-Grounds site? *(if yes, answer the following)*		X		
• Will a student be able to earn 50 percent or more of program credits at the site?				
• Will a student be able to earn 25 to 49 percent of program credits at the site?				

Last updated: 8/8/2014

SACSCOC Substantive Change Items	Yes	No	Don't Know	Provide brief explanation (if necessary)
• Will a student be able to earn 24 percent or less of program credits at the site?				
The proposed or existing program will be at an existing off-Grounds site? *(if yes, answer the following)*		X		
• Does the proposed program represent a significant departure from previously approved programs [at the existing site]?				
The proposed or existing program will be offered via distance education. *(if yes, answer the following)*		X		
• Will more than 50 percent of the program be offered via distance education?				
• Will 25-49 percent of the program be offered via distance education?				
• Will less than 25 percent of the program be offered via distance education?				
The proposed or existing program or courses will be initiated through contractual agreement or consortium.		X		
The proposed or existing program will relocate an existing off-Grounds site.		X		
The change to the existing program will significantly alter the length of the currently approved program.		X		
The proposed or existing program will initiate a degree completion program.		X		
The proposed program will close an existing program.		X		

Last updated: 8/8/2014

Minutes of the 8/17/18 SA/VS Faculty meeting

Present: Rob Jensen, Ruth Adams, Becky Alley, Jane Andrus, Garry Bibbs, Anna Brzyski, Alice Christ, Jeremy Colbert, September Diencephalon, Stacey Earley, Joel Feldman, Matt Gilley, Rae Goodwin, Katie Hadar, Garrett Hansen, Allison Hays, Marty Henton, David Kaiser, Miriam Kienle, Doreen Maloney, Andrew Maske, Shane McDermott, Jonathan McFadden, Matt Page, Lee Ann Paynter, Joanne Price, Allan Richards, Paul Rodgers, Bobby Scroggins, Brandon Smith, Rob Southard, Hunter Stamps, Dima Strakovsky, Heather Stratton, Lynn Sweet, George Szekely, Monica Visona, Kate Wheeler, Casey Wilson, David Wischer

Rob Jensen called the meeting to order at 2:02

Approval of Minutes from 5/2/18 meeting:
Alice Christ motioned to approve, Jonathan McFadden seconded. All in favor with one abstention.

New faculty were introduced.
Grad students and existing faculty and staff introduced themselves

Director's news and announcements:

- Upcoming notable dates

- Enrollment figures

- Upcoming conferences and logistics

- Revised Rules and Procedures--Rob called for motion to approve Rules document w minor revisions. Andrew Maske motioned; Dima Strakovsky seconded. Approval was unanimous

- Digital Media and Design—Program name change to Digital Media Design per NASAD. Alice Christ moved to approve name change; Monica Visoná seconded. Approval was unanimous.

- Rob outlined proposed changes to school events calendar and proposed committee to handle.

- Upcoming faculty searches.

- Monica Visoná called for someone to replace her on Faculty Senate because she will be on sabbatical next year.

- Congratulations on Faculty achievements and wishes for another successful year.

Next faculty meeting will be held October 5

Meeting was adjourned at 3:55pm