

## PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code: CFVID Program Name: Digital Video Production

Effective Term: Fall 2011

Division Code: BCT Department: DMA

**Directions:**

1. Attach the current program listing from the WCC catalog or Web site and indicate any changes to be made.
2. Draw lines through any text that should be deleted and write in additions. Extensive narrative changes can be included on a separate sheet.
3. Check the boxes below for each type of change being proposed. Changes to courses, discontinuing a course, or adding new courses as part of the proposed program change, must be approved separately using a Master Syllabus form, but should be submitted at the same time as the program change form.

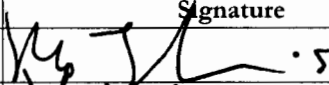
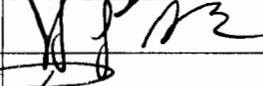
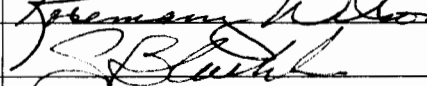
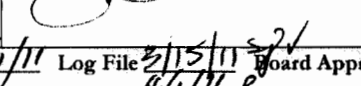
**Requested Changes:**

- |   |   |
|---|---|
| <input type="checkbox"/> Review   | <input type="checkbox"/> Program admission requirements   |
| <input checked="" type="checkbox"/> Remove course(s): <u>GDT 150, VID 174, VID 280</u>              | <input type="checkbox"/> Continuing eligibility requirements  |
| <input checked="" type="checkbox"/> Add course(s): <u>VID 203, VID 200</u>                          | <input type="checkbox"/> Program outcomes   |
| <input checked="" type="checkbox"/> Program title (title was <u>Digital Video Film Production</u> ) | <input type="checkbox"/> Accreditation information  |
| <input type="checkbox"/> Description  | <input type="checkbox"/> Discontinuation (attach program discontinuation plan that includes transition of students and timetable for phasing out courses) |
| <input type="checkbox"/> Type of award  | <input type="checkbox"/> Other _____  |
| <input type="checkbox"/> Advisors   |   |
| <input type="checkbox"/> Articulation information   |   |

Show all changes on the attached page from the catalog.**Rationale for proposed changes or discontinuation:**

VID 203 Web Video will take the place of GDT 150. Elective courses are being removed and replaced with specific requirements.

**Financial/staffing/equipment/space implications:****List departments that have been consulted regarding their use of this program.****Signatures:**

Reviewer	Print Name	Signature	Date
Initiator	Matt Zacharias		3/8/11
Department Chair	Jennifer Baker		3/9/11
Division Dean/Administrator	Rosemary Wilson		3/15/11
Vice President for Instruction	Stuart Blacklaw		3/30/11
President			

Do not write in shaded area. Entered in: Banner \_\_\_\_\_ C&A Database 9/1/11 Log File 3/15/11 Board Approval 4/1/11Please submit completed form to the Office of Curriculum and Assessment and email an electronic copy to [sjohn@wccnet.edu](mailto:sjohn@wccnet.edu) for posting on the website.

## Program Information Report

### School of Digital Media Arts

Creativity abounds in the School of Digital Media Arts which encompasses the disciplines of animation, graphic design, internet professional, photography and video. The programs in Digital Media Arts introduce students to foundational skills in these disciplines and prepare them for creative jobs using those skills.

Washtenaw Community College offers programs at several levels for students who want to begin new careers, or advance in their existing careers. The first level is the certificate, which can vary from nine to thirty-six credits, depending on the field. Certificates generally prepare students for entry-level jobs.

The next level, an Associate Degree, is available for some programs. Credit hours from the certificate can be applied to the credit hours needed for the Associate Degree.

### Digital Video

Complete these programs to learn how to create digitized video productions for the Web and other presentation forms.

#### Digital Video Production (CTDVPC)

##### Certificate

**Program Effective Term: Fall 2011**

This program prepares students for entry-level media production positions in organizations where they will create digitized video productions for the Web and other presentation forms that may be used for informational, documentary, instructional, commercial, artistic, or other purposes. The program provides instruction in all facets of video production from program design to hands-on recording through the editing process. Students also gain skills in the use of computer software applications.

##### Articulation:

Eastern Michigan University, BS degree.

Copies can be obtained from the Counseling Office, a program advisor, or from the Curriculum and Assessment Office Web site: <http://www.wccnet.edu/departments/curriculum/articulation.php?levelone=colleges>.

##### Program Admission Requirements:

A high school Macintosh-based course, or GDT 105 with a "C-" or better, or instructor permission is required to enroll in GDT software courses.

Major/Area Requirements		(29 credits)
ENG 115	Writing for Visual Media	3
GDT 140	Photoshop Graphics	4
VID 101	Video Production I	3
VID 102	Video Production II	3
VID 110	Digital Video Editing I	3
VID 112	Digital Video Editing II	4
VID 200	Lighting	3
VID 203	Web Video	3
VID 276	Advanced Video Graphics I	3

**Minimum Credits Required for the Program:**

**29**

# PROGRAM CHANGE FORM

WASHTENAW COMMUNITY COLLEGE

Program Code:

CFVID

Program Name:

Digital Video Film Production

Effective Term:

Fall 2005

## Directions:

1. Attach the current program listing from the WCC catalog and indicate any changes to be made.
2. Draw lines through any text that should be deleted and write in additions. Extensive narrative changes can be included on a separate sheet.
3. Check the boxes below for each type of change being proposed. Changes to courses, discontinuing a course, or adding new courses as part of the proposed program change, must be approved separately using a Master Syllabus form, but should be submitted at the same time as the program change form.

## Requested Changes:

☒ Remove 005 course(s)

☒ Add 003 course(s)

☐ Total program credits: Current credits \_\_\_\_\_ After changes \_\_\_\_\_

☐ Program Title (title was \_\_\_\_\_)

☐ Description

☐ Type of award

☐ Advisors

☐ Articulation information

☐ Program admission requirements

☐ Continuing eligibility requirements

☐ Program outcomes

Other \_\_\_\_\_

Show all changes on the attached page from the catalog.

## Rationale for proposed changes:

Adding more relevant elective courses for students in the program.

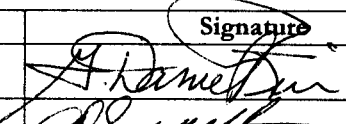
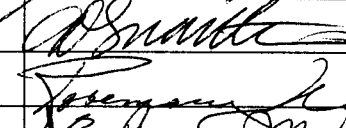
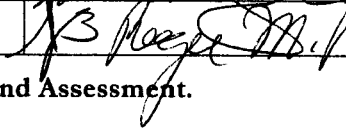

## Financial/staffing/equipment/space implications:

None. VID 189, 276, & 280 are currently offered.

## List departments that have been consulted regarding their use of this program.

VAT & HUM

## Signatures:


Reviewer	Print Name	Signature	Date
Program Change Initiator	G. Daniel Kier		4/12/05
Department Chair	C. Dennis Guastella		4/12/05
Division Dean/Administrator	Rosemary Wilson		4/12/05
Vice President of Instruction	Roger Palay		4/19/05

Please submit completed form to the Office of Curriculum and Assessment.

Access Program File

4/25

Log

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# Visual Arts Technology

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## Digital Video Film Production (CFVID)

### Certificate

Program Effective Term: Fall 2005

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This program prepares students for entry-level media production positions in organizations where they will create digitized video productions for Web and other presentation forms that may be used for informational, documentary, instructional, commercial, artistic, or other purposes. The program provides instruction in all facets of video production from program design to hands-on recording through the editing process. Students also gain skills in the use of computer software applications.

### Program Admission Requirements:

A high school Macintosh-based course, or GDT 105 with a "C-" or better, or instructor permission is required to enroll in GDT software courses.

Major/Area Requirements		(30 credits)
ENG 115	Scriptwriting for Media	3
GDT 140	Photoshop Graphics	4
GDT 150	Design for the Internet	4
VID 101	Video Production I	3
VID 102	Video Production II	3
VID 110	Digital Video Editing I	3
VID 112	Digital Video Editing II	4
Complete two courses: VID 174, VID 276, VID 280		6-8

<b>Minimum Credits Required for the Program</b>	<b>30</b>
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**WASHTENAW COMMUNITY COLLEGE  
PROGRAM CHANGE FORM**

**Program  
Code: CFVID**

**Program Name:  
Digital Video Film Production**

**Effective Term:  
Fall, 2003**

**Directions:** Attach the current program listing from the WCC catalog and indicate any changes that you would like to make. Draw lines through anything that should be removed and write in any additions. Extensive narrative changes may be included on a separate sheet. Check the boxes below for each type of change being proposed. If you are making changes to courses or proposing new courses as part of this proposal, they must be approved separately using a Course-Syllabus Approval Form (CSAF).

**1. Requested Changes:**

- ☒ Remove 2 Course(s)  
☒ Add 1 Course(s)  
☐ Total Credits: Current Credits\_\_\_\_ After Changes\_\_\_\_  
☐ Course Sequencing  
☐ Name (new name \_\_\_\_\_)  
☐ Description

- ☐ Advisors  
☐ Articulation Agreements  
☐ Program Admission Requirements  
☐ Continuing Eligibility Requirements  
☐ Footnotes  
☐ Other \_\_\_\_\_

Show all changes on the attached program sheet.

**2. Rationale for Proposed Changes:**

GDT 141 Introduction to Photoshop and GDT 142 Intermediate Photoshop (both now discontinued) were combined into a single new course, GDT 140, Photoshop Graphics.

**3. Financial/Staffing/Equipment/Space Implications:**

None

**4. Has the department consulted with all departments that may be impacted?** Yes ☐ No ☐ NA ☒

Comments: \_\_\_\_\_

**Signatures:**

Reviewer	Print Name	Signature	Date
Program Change Initiator:	Lind Babcock	<i>Lind Babcock</i>	5/23/03
Department Chair:	Lind Babcock	<i>Lind Babcock</i>	5/23/03
Division Dean:	Rosemary Wilson	<i>Rosemary Wilson</i>	5/28/03
Executive Vice President, Instruction	Roger Palay	<i>Roger M. Palay</i>	6/3/03

Access Program File 4/3

Log 6/3

Copied and Returned \_\_\_\_\_

Copies: Initiator, Department Chair, Dean, Curriculum File

New Listing to: Counseling; Admissions

Curriculum and Articulation Services:

Curriculum Development\Forms\Programs\Program Change Form 3/18/02

Document Code: ProgChange Form v2002.doc

# VA -Video Production

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## Digital Video Film Production (CFVID) Certificate

'UNDER CONSTRUCTION'

Program Effective Term: Fall 2003

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This program prepares you for entry-level media production positions in organizations where you will create digitized video productions for Web and other presentation forms that may be used for informational, documentary, instructional, commercial, artistic, or other purposes. The program provides instruction in all facets of video production from program design to hands-on recording through the editing process. You also will gain skills in the use of computer software applications.

### Business and Computer Technologies Division Visual Arts Technology Department

Advisor: Dan Kier

#### Program Admission Requirements:

A high school Macintosh-based course, or GDT 105 with a "C-" or better, or instructor permission is required to enroll in GDT software courses.

#### Major/Area Requirements (21 Credits)

GDT 141	Introduction to Photoshop	2
GDT 142	Intermediate Photoshop	2
GDT 150	Design for the Internet	4
VID 101	Video Production I	3
VID 102	Video Production II	3
VID 110	Digital Video Editing I	3
VID 112	Digital Video Editing II	4

#### Required Support Courses (9 Credits)

ENG 115	Scriptwriting for Media	3
Elective	Complete two courses from the following: CIS 290, ENG 208, HUM 150, HUM 160, HUM 190, VID 174	6-8

**Minimum Credits Required for the Program: 30**

**PROGRAM CHANGE FORM****Program Code: Program Name:****CFVID****Digital Video Film Production****Effective Term:****FALL 2003**

**Directions:** 1.) Attach the current program listing from the WCC catalog and indicate any changes that you would like to make.

2.) Draw lines through anything that should be deleted and write in additions. Extensive narrative changes may be included on a separate sheet.

3.) Check the boxes below for each type of change being proposed. If you are making changes to courses or proposing new courses as part of this proposal, they must be approved separately using a Course-Syllabus Approval Form (CSAF). Courses that are being discontinued also should be submitted on CSAF forms.

**1. Requested Changes:**☐ Remove \_\_\_\_\_ Course(s)☒ Add 1 Course(s)☐ Total Credits: Current Credits \_\_\_\_\_ After Changes \_\_\_\_\_☐ Change Course Semester Sequencing☐ Change Title (title was \_\_\_\_\_)☐ Description☐ Advisors☐ Articulation Information☐ Program Admission Requirements☐ Continuing Eligibility Requirements☐ Footnotes☐ Other \_\_\_\_\_

Show all changes on the attached program sheet.

**2. Rationale for Proposed Changes:**

Adding: Third Cinema HUM 140 to electives (see attached program listing).

**3. Financial/Staffing/Equipment/Space Implications:****4. Has the department consulted with all departments that may be impacted?**Yes ☒No ☐NA ☐

Comments:

**\*\*REMINDER:** Please include the current program sheet with all changes listed.**Signatures:**

Reviewer	Print Name	Signature	Date
Program Change Initiator:	Dan Kier	<i>Dan Kier</i>	4/3/03
Department Chair:	Lind Babcock	<i>Lind Babcock</i>	4-3-03
Division Dean/Administrator:	Rosemary Wilson	<i>Rosemary Wilson</i>	4-7-03
Executive Vice President, Instruction		<i>Major M. Valery</i>	4/9/03

\*Please submit completed form to the Office of Curriculum and Articulation Services

mlbCurriculum Development\Forms\Program Forms\Program Change Form v2.3.doc 6/18/02

Access Program File 4/11Log 4/11

Copied and Returned \_\_\_\_\_

Copies: Initiator, Department Chair, Dean, Curriculum Files

New Listing to: Counseling, Admissions, Student Records

File Name: ProgramChangeFormv2002.doc

# WASHTENAW COMMUNITY COLLEGE PRELIMINARY PROGRAM APPROVAL FORM

Proposed Name of Program: Digital Video Film Production C/P: 50.0602

Faculty/Initiator(s): G. Daniel Kier

Approved by Board 4/24/01

Division: TEC Department: VISD Estimated Start up Term: Fall 2001

Type of Program: ☐ A.A. ☐ A.S. ☐ A.A.S.

☐ Certificate of Completion ☒ Certificate ☐ Advanced Certificate ☐ Post Associate Certificate

## 1. General Description of Program (purpose, curriculum design, need for new courses):

This program is designed to train students to create professional digital video productions. These will include informational, documentary, instructional, commercial, artistic, as well as how to integrate with multimedia productions. It includes all facets of video production from program design (preproduction), hands-on recording (production) through the editing process (post-production).

## 2. Need for Program (new jobs, industry changes, etc...):

The proliferation of cable, satellite, and Internet access has created a demand for these skills. Particularly students who have not only the theoretical background in the visual arts, but also the necessary skills to produce a finished project. The more diverse a student's background is regarding this emerging technology, the more marketable they will be.

## 3. Enrollment Projections:

Due to time constraints, enrollment for Fall 2001 will begin modestly at approximately 48 students; divided into lecture/lab class size not to exceed 24 students. Equipment resources will ultimately determine these numbers. Eventually, it is expected that enrollment will increase significantly within one or two years. It is estimated that two Video I courses and two Editing I courses could be offered for Fall 2001.

## 4. Instructional Resources and Space Needs (equipment, labs, classrooms, consumable supplies):

A lecture space with a capacity for 24 students as well as the ability to show mini DV tapes, VHS tapes, DVD discs, as well as a computer connected to an appropriately configured digital video projector. In addition, space and personnel must be allocated for the storage, maintenance, reservation, and control of all cameras, accessories, and editing facilities. Cameras and editing stations should be reserved for currently enrolled students only. Individuals who will be responsible for allocating these resources must be properly trained in order to maximize the equipments' usefulness. Students will be expected to supply their own mini DV tapes – two tapes minimum at approximately \$10.00 each.

## 5. Faculty Resources (full-time, part-time, consultant):

Initially one full-time faculty member will be required to teach the first courses. This faculty member will also be required to ensure that the purchase of all the equipment and software happens



in a timely manner. This will be followed by part-time faculty as needed. In addition, the full-time faculty member will require a computer, firewire hard drive, DV deck, and accessories capable of utilizing necessary software. A secure, private office is required. Eventually, an office with an appropriate computer and software would be required for part-time faculty to share.

**6. Curricular Connections (Other WCC instructional units, articulations, accreditations):**

Digital Photography  
Photoshop  
Design for the Internet  
Imaging for the Internet  
Audio and Video for the Web  
Audio Recording  
American Film  
International Film  
Drama  
Music  
Writing (scriptwriting)

**7. Program Development Plan (timetable, costs, personnel):**

Because of time constraints (Fall 2001), the initial course offerings will be modest. As demand and collaboration increase, however, the course offerings as well as numbers of students will also increase. Courses offered during Fall 2001 could again be offered in Winter 2002 (dependent upon demand), plus additional, more advanced courses in Digital Video Production and Non-linear Digital Editing. Other courses in collaboration with other departments and programs tailored for media gathering could also be offered during the Winter 2002 semester.

**Signatures:**

Department Chair/Director: \_\_\_\_\_ Date: \_\_\_\_\_

*Comments:*

Dean(s)/Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

*Comments:*

Executive Vice President of Instruction:

- ☐ Approved for development of PAD (Program Approval Document)
- ☐ Returned for additional review/development of PPAF (details attached)
- ☐ Not approved

Signature: \_\_\_\_\_ Date: \_\_\_\_\_