

Course Material Submission Form OAN Match Definition Form

Today's Date: 1/2/08

Use this table to specify institutional data	
College/University:	Owens Community College
Name and title of individual submitting on behalf of the college/university	
Name:	
Title:	
Address:	
Email:	
Phone:	
Fax:	

Indicate the reason for this submission:

New Course Match
 Course Renumbering Only (do not use for calendar changes)
 Revised Materials - Faculty review panel requested clarification
 Revised Materials - Institution submitting additional information
 Revised Materials - Course content revised by institution, including situations of both content and credit hour change
 Revised Materials - Other

Describe specific revisions being made for "Revised Materials" submissions:

Institutional Notes to Faculty Panel (the institution is encouraged to add any additional clarifications for this submission):

Table 1 – Use this table to describe the course match for which materials are being submitted for the first time or revised.

Proposed effective year and term of match (Final effective date will depend on actual approval of match by faculty panel. Effective Year and Term is the first term in which students taking the course will receive matching credit.)

Semester institutions complete this row:
 2008 Academic Year Summer Autumn Spring

Quarter institutions complete this row:
 20 Academic Year Summer Autumn Winter Spring

Ohio Articulation	
--------------------------	--

Number (OAN)	
OCM002	
Number of courses in the match:	1 (up to 10)
Current status of match:	<input checked="" type="checkbox"/> First time submission
	<input type="checkbox"/> Approved <input type="checkbox"/> Submitted <input type="checkbox"/> Disapproved <input type="checkbox"/> Error <input type="checkbox"/> Resubmitted <input type="checkbox"/> Pending <input type="checkbox"/> Error with enrollment <input type="checkbox"/> Not submitted
Course or Courses being matched to or currently matched to the OAN listed above. (Course Numbers must be exactly what will appear on a student's transcript.):	Course Number
	1. PHO 123
	2.
	3.
	4.
	5.
	6.
	7.
	8.
	9.
10.	

Table 2 - Use this table to submit course materials for the first time or to revise previously submitted course materials. You must submit each course in a separate form, repeating the match definition information in Table 1 above for each form submitted.					
Course Number. (Course Numbers must be exactly what will appear on a student's transcript.):	PHO 123	Course Title:	Digital Photography 1		
Hours (be sure that the hours for this course matches the hours in the OAN.)					
<input checked="" type="checkbox"/> Semester Hours			<input type="checkbox"/> Quarter Hours		
Total Credit Hours	3	Lecture Hours	2	Laboratory Hours (if applicable)	3
Course Placement in Major:			<input checked="" type="checkbox"/> Major Requirement <input type="checkbox"/> Major Elective <input type="checkbox"/> Major Not Offered <input type="checkbox"/> Other		
Pre-Requisite Course work (if applicable) (Be sure this is consistent with the OAN definition): CIS 100 PC section or test out by exam					
Catalog/Course Description: A hands-on introduction to digital imaging technologies and techniques as they apply to photography. How to acquire digital images from film and prints by means of scanners. Proper techniques for capturing images without film using digital cameras. Basic image correction and manipulation skills using a host of image manipulation programs. Digital printing also covered. Required for all photo majors.					

Texts/Outside Readings/Ancillary Materials (Be sure that the text meets performance expectations):

Eismann, Duggan and Grey. *Real World Digital Photography*, Current edition. Prentice Hall.

RECOMMENDED TEXTBOOK: Photography, current edition, London, Upton, Kobre, & Brill.

Course Objectives and/or Plan of Work:

(Provide a clear indication of how the course objectives align with the matched OAN's learning outcomes. This will facilitate the faculty panel course review process.)

Course Objectives:

1. This class will provide students with knowledge of digital photography as a fine art and commercial medium.
2. Digital photography's ramifications on both commercial and fine art photography will be discussed.
3. Students will learn to understand the advantages and disadvantages of digital capture over capture.
4. Students will be able to demonstrate the three phases of digital photography: Input, Manipulation, and Output.
5. Students will participate in frequent class critiques. Great emphasis will be placed on the development of students' ability to express their unique interests and aesthetics in their work. Class will hold discussions of "established" digital photographers.

Student Learning Outcomes:

1. Students will be able to make informed decisions as when to shoot digitally or with film, as well as the capture factors needed for the different digital (including web) and print output.
2. Students will demonstrate the skill to analyze the images they shoot to determine their degree of success at exposure determination, focus, and composition, as well as communication during class critiques verbally or in written form.
3. Students will demonstrate the ability to use flatbed and film scanners as image input devices by producing projects that require the use of those tools.
4. Students will develop workflows and demonstrate this ability via the completion of assignments that require conceptualizing, shooting, image manipulation and output.
5. Student will demonstrate ability to manipulate the color, tone, content, and dimensions of digital images by completing lab exercises designed to develop these skills.
6. Students will make digital prints using a variety of printers.
7. Students will demonstrate critical skills in analyzing photographs by actively participating in class critiques.
8. Students will participate in developing a class website to showcase their most successful images made in this class.
9. Students will develop a final portfolio of their most successful images made in this class.

Description of Assessment and/or Evaluation of Student Learning (The

assessment plan needs to be appropriate for the expected rigor of the course) :

Percentage weight range:
(to be determined, within the given range by instructor)

suggested 100-pt scale broken down as follows:

<i>Weekly Assignments</i>	40%
<i>Technical notebook</i>	5%
Final Project and portfolio	20%
Participation and Attendance	10%
Tests and Quizzes	<u>25%</u>
TOTAL	100%

Master Syllabi and Working Syllabi (if both are used):



Course Outline

School of Arts and Sciences

Program and/or Degree Name (A.A. or A.S.): A.A.

Course Name: DIGITAL PHOTOGRAPHY I

Course Number: PHO 123

Credits: 3

Contact Hours: LECT: 2 LAB: 3

Catalog Description:

A hands-on introduction to digital imaging technologies and techniques as they apply to photography. How to acquire digital images from film and prints by means of scanners. Proper techniques for capturing images without film using digital cameras. Basic image correction and manipulation skills using a host of image manipulation programs. Digital printing also covered. Required for all photo majors.

Prerequisites/Co-Requisites: CIS 100 PC section or test out by exam

Potential Textbooks or Other Resource Material:

Eismann, Duggan and Grey. *Real World Digital Photography*, Current edition. Prentice Hall.

RECOMMENDED TEXTBOOK: Photography, current edition, London, Upton, Kobre, &

Brill.

Course Objectives:

6. This class will provide students with knowledge of digital photography as a fine art and commercial medium.
7. Digital photography's ramifications on both commercial and fine art photography will be discussed.
8. Students will learn to understand the advantages and disadvantages of digital capture over capture.
9. Students will be able to demonstrate the three phases of digital photography: Input, Manipulation, and Output.
10. Students will participate in frequent class critiques. Great emphasis will be placed on the development of students' ability to express their unique interests and aesthetics in their work. Class will hold discussions of "established" digital photographers.

Student Learning Outcomes:

10. Students will be able to make informed decisions as when to shoot digitally or with film, as well as the capture factors needed for the different digital (including web) and print output.
11. Students will demonstrate the skill to analyze the images they shoot to determine their degree of success at exposure determination, focus, and composition, as well as communication during class critiques verbally or in written form.
12. Students will demonstrate the ability to use flatbed and film scanners as image input devices by producing projects that require the use of those tools.
13. Students will develop workflows and demonstrate this ability via the completion of assignments that require conceptualizing, shooting, image manipulation and output.
14. Student will demonstrate ability to manipulate the color, tone, content, and dimensions of digital images by completing lab exercises designed to develop these skills.
15. Students will make digital prints using a variety of printers.
16. Students will demonstrate critical skills in analyzing photographs by actively participating in class critiques.
17. Students will participate in developing a class website to showcase their most successful images made in this class.
18. Students will develop a final portfolio of their most successful images made in this class.

Evaluations:

Suggested 100-pt scale broken down as follows:

<i>Weekly Assignments</i>	<i>40%</i>
<i>Technical notebook</i>	<i>5%</i>
<i>Final Project and portfolio</i>	<i>20%</i>
<i>Participation and Attendance</i>	<i>10%</i>
<i>Tests and Quizzes</i>	<i>25%</i>

TOTAL

100%

CLASSROOM PROCEDURE

Class will be conducted via lecture, discussion, demonstration, and frequent one-on-one instruction to assist with students unique needs. The instructor will serve as the facilitator of group critiques. Time will be allotted for students to work independently. Other techniques will be implemented as deemed appropriate.

SPECIAL CONSIDERATIONS

Films, audiotapes, and other multimedia resources may be used to increase instructional effectiveness. Students will be encouraged to attend related outside lectures, workshops, gallery exhibitions and participate in shows and competitions with or without instructor. Additionally, if weather and time permits, instructor will take students on off-campus field trips to photograph at predetermined locations.

ADDITIONAL INSTRUCTIONAL NOTES

The intent of both Digital Photography I and II is to provide students with the necessary technical and aesthetic understanding that will allow them to realize their creative vision in the form of an archival print.

Students are expected to capture images in color throughout the course. Towards the end of the class, students will learn how to convert their color images into black and white with a greater degree of control than when capturing directly into black and white.

The course is open to those students using film or digital cameras. Both approaches to digital photography will be covered. It is expected that students will become proficient in both approaches regardless of what type of camera they have while taking the course.

Course Content with Tentative Timetable

The course will cover the three main phases of Digital Photography: Input, Manipulation, and Output. The following is a suggested outline:

- Week 1: An overview of digital photography, familiarization with the lab
- Week 2: Review of film exposure, introduction to digital camera exposure
- Week 3: Introduction to computer software used in coursework
- Week 4: Flatbed and film scanning
- Week 5: Evaluation of film and digital images for focus and exposure
Color Temperature, White Balance, and color correcting filtration
- Week 6: Basic workflows for film and digital capture, introduction to printing
- Week 7: More on digital exposure
- Week 8: Color management
- Week 9: Correcting tone

Week 10: Color correction
Week 11: Introduction to RAW file format
Week 12: Stability of Digital Materials
Week 13: Advanced Sharpening
Week 14: Advanced Techniques
Week 15: Final Project
Week 16: Final Project

Prepared by: Seder Burns
Date: 02/27/04

Updated by: Ruth Foote

Date: March 31, 2008

Additional Documentation:

OBR Use

Approved-Effective Date	
Pending (i.e. Additional Information Requested)	
Disapproved	
Today's Date	

Course Material Submission Form

Instructions and notes

1. Submit completed forms to atpanels@regents.state.oh.us.
2. Use this form to define course matches and to submit new or revised course materials for faculty panel review. Please do not submit a form for multiple OANs or Courses.
3. For course renumbering and credit hour revision, remember to withdraw the old match.
4. For course renumbering and credit hour revision, you may want to include information about how the new numbers relate to the old in the Institutional Notes to the Faculty Panel.
5. Click check boxes to check the item. Text fields will expand as you enter information. Press tab to move forward through form. Press Shift-tab to move backward. Note that these tables are implemented as MS Word tables. Keep that in mind as you are copying and pasting between your syllabi and this form. It is possible to paste tables as nested tables. Use the Edit Menu "Paste as Nested Tables" selection.
6. Once you are done entering your information, save the data file. Under the File menu, choose "Save as" and then enter the name (no spaces!) of the file using the following naming conventions:
 - a. For course material submissions: **Institution-OAN-Course Number-Sequence-Version. Institution** is the 4 character HEI institution designation. **OAN** is the Ohio Articulation Number whose match is being defined or revised. **Course Number** is the **transcript** course number. **Sequence** is an indication of which course of a multi-course match is addressed in this form. The sequence is of the form (n of m) for an m-course match. For example, 1 of 1 for a single course match or 1 of 2 and 2 of 2 for a 2 course match. **Version** is a number indicating the revision number of this submission. Start with "Ver1" for the first time submission and include the "Ver".

Example:

If you are submitting course materials for Rhodes Community College MATH110 for OMT005 the name of the file would be LMTC-OMT005-MATH110-(1 of 1)-Ver1.

If you are submitting course materials for Rhodes Community College MATH111 and MATH112 for OMT006 the name of the files would be LMTC-OMT006-MATH111-(1 of 2)-Ver1 and LMTC-OMT006-MATH112-(2 of 2)-Ver1.

7. Course materials must be submitted according to timelines below:

Considering the submissions of **new** courses for TAG matches, our goal is to work toward a timeline as follows:

Submit Course Material:	Start of Term 1
Faculty Panels Review Submitted Courses:	During Term 1
Approved course is effective:	Start of Term 2
Approved course is matched for transcript processing:	Term 3

A new match will have to be approved according to the timeframes below:

Course Approval Sample Timelines

Quarter Institutions

	Summer	Autumn	Winter	Spring
Course Material Submitted for Review	By 6/1	By 8/15	By 1/1	By 3/1
Faculty Panel Reviews Completed	By 8/1	By 12/31	By 2/28	By 5/31

Semester Institutions

	Summer	Autumn	Spring
Course Material Submitted for Review	By 6/1	By 8/15	By 1/1
Faculty Panel Reviews Completed	By 8/1	By 12/31	By 5/31

8. If you want to submit supplementary supporting documentation, you may do that. Simply send the file along with this form and name the supplementary file **Institution-OAN-Course Number-Supplement. Institution, OAN, and Course Number** are as described in Number 6 above. Include the word **"Supplement"**. Just be sure to reference the supplement from the appropriate spot in this document.
9. Remember that all institutions are required to have at least one course match for each OAN in all TAGs for which they have corresponding programs.
10. This form should be used for all submissions or resubmissions starting immediately.
11. If you encounter problems or have questions, please contact any of the individuals listed below:

Jim Ginzer (614) 752-9486 jginzer@regents.state.oh.us
 Sam Stoddard (614) 752-9532 sstoddard@regents.state.oh.us
 Candice Grant (614) 644-0642 cgrant@regents.state.oh.us