

Approval Chart for Curriculum Changes

A = Approve I= Information Item¹ R= Advise & Respond²

Course Number JMC 355 or Degree Plan(s) _____

State the requested change and reason. A memo may be attached if more space is necessary.

Create JMC 355 Media Technology.

Media technology systems and the underlying technology continue to change very quickly and a dedicated course will give students a better understanding of the concepts necessary to make more informed decisions when developing audio and video systems for news, film, sports, media ministry or other applications.

Circle the number that corresponds to the requested change. Degree plan changes are on the second page.

		COUNCIL ³								
	Change to a Course	Dept./School	College Academic	Deans	TEC	UGEC	UAC	GRAD	Provost	President
1.	Title (description unchanged)	A	A	A	I				I	I
2.	Description (not affecting content)	A	A	A	I				I	I
3.	Course term(s)	A	I	A	I				I	I
4.	Content (substantive change)	A	A	A	I				A	A
5.	Number of hours (lecture, lab, contact)	A	A	A	A				A	A
6.	Course number within the hundred	A	A	I	I				I	I
7.	Course number beyond the hundred	A	A	A	A				A	A
8.	Prerequisites	A	A	A	I				I	I
9.	Course fee(s)	A	--	A	--				A	I
10.	From U to G <i>or</i> G to U	A	A	A	A				A	A
11.	Cross list with another department: U or G level	A	A	A	A				A	A
12.	Department of record	A	A	A	A				A	A
13.	Open or close a course	A	A	A	A				A	A
14.	New course — See website for application and process. This change includes combining or splitting a course(s).	A	A	A	A				A	A

Note: When an academic unit does not have a council, the UGEC and/or UUAC will serve as its academic council, depending on the nature of the issue.

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		COUNCIL ³										
	Change to a Degree Plan	Dept./School	College Academic	Deans	TEC	UGEC	UUAC	GRAD	Provost	Faculty	President	Board of Trustees
1.	University Requirements — Change in approved course content ⁶	A	A	A	A				A	--	A	--
2.	University Requirements — Add or drop a required course from the University Requirements chart ⁶	A	A	A	A				A	A	A	--
3.	University Requirements — Add or drop a course from a menu within the University Requirements ⁶	A	--	--	A				A	--	A	--
4.	University Requirements — Change hours within a menu on the University Requirements chart ⁶	A	A	A	A				A	A	A	--
5.	Major — Revision of major ^{4,5}	A	A	A	A				A	--	A	--
6.	Major — Adopt or change admission requirements	A	A	A	A				A	--	A	--
7.	Major — Add ^{4,5}	A	A	A	A				A	A	A	I
8.	Major – Discontinue (proposed by the department or college)	A	A	A	A				A	A	A	I
9.	Major – Discontinue (proposed by the Provost)	See below.										
10.	GPA — Revise major or cumulative requirement	A	A	A	A				A	A	A	--
11.	Minor — Revise course selection	A	A	A	I				I	--	I	--
12.	Minor — Add	A	A	A	A				A	--	A	--
13.	Minor – Discontinue (proposed by the department or college)	A	A	A	A				A	--	A	--
14.	Minor – Discontinue (proposed by the Provost)	See below.										
15.	Degree — Add	A	A	A	A				A	A	A	I
16.	Degree – Discontinue (proposed by the department or college)	A	A	A	A				A	A	A	I
17.	Degree – Discontinue (proposed by the Provost)	See below.										
18.	Any change to a graduate degree program	A	A	A	A				A	--	A	--

COUNCIL ³										
	Provost-Proposed Change	Provost	Department	Dean	TEC	UUAC	Graduate	Faculty	President	Board of Trustees
1.	Major/Graduate Program – Discontinue (proposed by the Provost)	A	R	R	A			A	A	I
2.	Minor – Discontinue (proposed by the Provost)	A	R	R	A			--	A	--
3.	Degree – Discontinue (proposed by the Provost)	A	R	R	A			A	A	I

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COUNCIL ³										
	Change to the Catalog Information	Dept./School	College Academic	Deans	UGEC	UUAC	GRAD	Provost	Faculty	President
1.	General requirements for graduation including course requirements that are common to all majors for all degrees ⁷	--	--	--	A			A	A	A
2.	Admission requirements	--	--	--	A			A	A	A
3.	Policies governing academic probation and suspension	--	--	--	A			A	A	A
4.	Requirements for graduating with honors	--	--	--	A			A	A	A
5.	Other academic policy changes	--	--	--	A			A	--	A

¹ Councils may request additional information about “Information” items. These items are approved as “Consent Agenda.”

² The Dean and Department should respond to the Provost’s recommendation to close a program in writing. Advise & Respond (R) requires that the voting body should receive the written responses at least one week prior to the vote.

³ All courses that meet University Requirements for general education must go through UGEC. Courses or degrees offered only to students seeking teacher certification must go through the Teacher Education Council. All undergraduate changes must go before the UUAC. All graduate degree plan changes must go through the Graduate Council.

⁴ A minimum of 30 hours is required for a major. A maximum is specified for each degree (e.g., BA, BS). The university minimum for elective hours is 6, unless the requirements of external accrediting bodies make it impossible.

⁵ Program or course changes that apply to any major that includes Teacher Certification will be reviewed by the college, the Teacher Education Council (TEC), and then the UUAC.

⁶ Courses that satisfy ACU’s University Requirements (General Education) will normally have lower-level numbering, be free of prerequisites and co-requisites, appeal to more than one or two majors, and “not narrowly focus on those skills, techniques, and procedures specific to a particular occupation or profession” (SACS 2.7.3). Departments may request exceptions to the first three criteria.

⁷ The UUAC approved the clarification that “general requirements for graduation” means the enumerated items in the “General Requirements for Bachelor’s Degrees” section of the catalog.

Revised 3-8-17

Curriculum/Catalog Changes Signature Page

	Department/School Chair(s)
Signature	1-15-19
Signature	Approval date

	College Academic Council(s)
Signature	3-1-19
Signature	Approval date

	Dean(s)
Signature	3/7/19
Signature	Approval date

Teacher Education Council	
Chair's signature	Approval date

General Education Council	
Chair's signature	Approval date

Undergraduate Academic Council	
Chair's signature	Approval date

Graduate Council	
Chair's signature	Approval date

Provost	
Signature	Approval date

Faculty	
Chair of faculty senate	Approval date

President	
Signature	Approval date

Application for a New Course v10.6

Course ID <i>Subject and Number</i>	JMC 355
Date APPROVED	
Date DENIED	

I. Systems and Catalog Information Complete each item.

1	Course Developer	Nathan Gibbs
2	Course Teacher	Nathan Gibbs
3	Course Title	Media Technology
4	Course Abbreviation (if title is over 30 characters)	
5	College	Arts & Sciences
6	Department	Journalism and Mass Communication
7	Number of Credit Hours	3
8a.	Number of contact hours - lecture	3
8b.	Number of contact hours – lab/activity	0
9	Is the course for a fixed or variable number of credit hours?	No
10	Explanation for variable credit	
11	Is the course repeatable for additional credit?	No
12	Maximum total number of credit hours a student can earn for this course	3
13	What type of course is this? (Select one. Please see Schedule Type definitions above.)	☐ Traditional lecture ☐ Traditional lab ☒ Traditional lecture/lab ☐ Experiential Learning ☐ Seminar ☐ Studio ☐ Thesis ☐ Dissertation

14	Instructor Workload	25%
15	Grade Mode (check all appropriate):	☒ X Standard ☐ Credit/No Credit (undergrad only)
16	Maximum Enrollment	18
17	Catalog Description (50 words or less)	Principles and practices of designing and troubleshooting audio and video systems to support broadcast and film production.
18	List any prerequisites (course/s, test scores, class standing, major, etc.)	JMC 261
19	List any co-requisites	
20	If the course is cross listed, specify the Course ID(s); MUST have signature in Section V from all Department Chairs	
21	Does this course have any special student costs?	☐ No ☒ X Yes (If yes, must attach a <u>completed</u> "Request to Add or Change Course Fees" form. Describe in section IV-F.)
22a	How frequently will the course be offered in the Fall ? All, even or odd years?	Even Years
22b	How frequently will the course be offered in the Spring ? All, even or odd years?	None
22c	How frequently will the course be offered in the Summer ? All, even or odd years?	None
23	First semester this course will be offered as an approved course <i>New courses may not be taught under their approved course ID until they appear in the catalog, therefore, no earlier than the coming fall.</i>	Fall 2020
24	List course/s that should be deleted, (Also, include the last semester for course/s being deleted) <i>A course cannot be deleted when it is a requirement in a degree plan in any department.</i>	

25	Is this course required for a degree/s? <i>If "Yes," attach a revised degree plan(s) reflecting the placement of the new course.</i>	☒ No ☐ Yes
26	Should the addition of this course be retroactively applied to the degree plan it supports?	☒ No ☐ Yes Explanation:
27	Has this course been offered as a Special Topics course?	☒ No ☐ Yes <i>If "Yes," specify the Course ID and enrollment for each term it was taught. (Note: New courses are NOT required to be taught as Special Topics courses prior to being approved. However, a course may be taught once as Special Topics before it is proposed. See the Course Descriptions section of the Catalog for details.)</i>
28	List any courses in which the content overlaps the proposed course. (Course ID and Name) <i>Attach a statement from the instructor/dept chair of the existing course justifying the new offering in Section IV-D.</i>	

II. Curriculum

1	Degree Plan Explanation of how this course affects degree requirements.	Multimedia, B.S. - Included as a menu option where two of six courses must be taken by this major.
2	Justification State the justification for adding this course to the current curriculum. Represent the need.	Media technology systems and the underlying technology continue to change very quickly and a dedicated course will give students a better understanding of the concepts necessary to make more informed decisions when developing audio and video systems for news, film, sports, media ministry or other applications.

III. Course Design

1. Audience and Course Goal

1	Describe the intended audience, including prerequisite skills.	Multimedia majors in the Department of Journalism and Mass Communication who have a basic understanding of broadcast media.
2	State the overarching course goal(s) in performance terms.	The goal of this course is to create an understanding in students of audio and video signal workflows to support broadcast engineering, live streaming and film production.

2. Competencies and Measurements

	Competency	Measurement
1	design media systems and workflows	Projects: Audio system design, video system design, live streaming integration, film camera design
2	determine the most appropriate digital media components for specific contexts (i.e. sample rate, frame rate, bit rate, bit depth, codec, etc.)	Written analyses, in-class exercises, quizzes, final exam
3	demonstrate troubleshooting support for technical issues	Written analyses, in-class exercises, quizzes
4	understand the history and development of media technologies	Presentation, in-class exercises, quizzes
5		
6		
7		

3. Text and Resources

1. Give the full publication information of the textbook/s and other required resources and outside readings.
2. For **combined undergraduate/graduate** courses, make two lists:
 - a. full publication information; label **Undergraduate**.
 - b. full publication information; label **Graduate**. Indicate number of pages required.

Television Sports Production, 5th ed., 2015. Owens.

A Broadcast Engineering Tutorial for Non-Engineers, 4th ed., 2014. Pizzi and Jones.

IV. Supporting Documentation

Supporting documents must accompany proposal prior to preliminary approval by chair and dean.

1	Library — Submit new course application and syllabus to the Dean of the Library. Consult with the director and establish a deadline for completion of the library report. Attach the signed copy of the Library report.
2	Instructional Design — The application and syllabus must be reviewed by the Adams Center. Attach a copy of the Adams Center Review Letter.
3	Content Overlap — Include one document for each course you listed in Section I-I. Attach statement from instructor/dept chair of existing course justifying the new offering.
4	Departmental Resources — List the resources that support the course and are available only through the department, if applicable. Attach the list of the holdings and the location/s.
5	Resources — List resources (other than library or departmental resources) that are needed to support this course (computers, lab equipment, other technology, etc.). Attach a complete list of all items and indicate possible sources or estimated cost of each. List the sources of any needed funds.
6	Expenses — List additional expenses needed to implement this course (full-time or part-time faculty, graduate or lab assistants, student employees, travel, special student costs, room renovation, storage facility, etc.). Attach a complete list of all items, the estimated cost of each and the source of the funds.
7	Justification — Attach all documents referred to in Section II-2
8	Syllabus — Attach the syllabus for the course based upon the anticipated first-semester offering.
9	Provide documentation for all additional attachments here

V. Preliminary Approvals

All supporting documentation has been assembled and attached to this application. I believe this course is ready to be presented to appropriate councils. We have a plan to fund this new course.

Course Number and Name: **JMC 355 Media Technology**

Primary Department



Department Chair

1-15-19

Date

Dean of the College

Date

Cross-listing Department *Add more lines if multiple departments are cross-listing*

Department Chair

Date

Dean of the College

Date

Cross-listing Department *Add more lines if multiple departments are cross-listing*

Department Chair

Date

Dean of the College

Date

VI. **Actions** *Place all actions on one page.*

Course ID: JMC 355

Course Title: Media Technology

1. **College Academic Council:** (for all courses)

Note: Insert additional lines for College Academic Council action for each college involved in cross-listed courses.

Approved ☒ Denied ☐ Jonathan Camp 3-1-19
College Dean or Director Date

Approved ☐ Denied ☐ _____
College Dean or Director Date

2. **Graduate Council:** (for graduate level courses)

Approved ☐ Denied ☐ _____
Dean of Graduate School Date

3. **Teacher Education Council:** (when applicable)

Approved ☐ Denied ☐ _____
TEC Chair Date

4. **University General Education Council:** (when applicable)

Approved ☐ Denied ☐ _____
Provost's designee Date

5. **University Undergraduate Academic Council:** (*undergraduate level courses*)

Approved ☐ Denied ☐ _____
Vice Provost Date

6. **Academic Provost:** (for all courses)

Approved ☐ Denied ☐ _____
Provost Date

7. **President of the University:** (for all courses)

Approved ☐ Denied ☐ _____
President Date

Attach notes, comments, or conditions from appropriate councils:

JMC 355 Media Technology

Tuesday & Thursday 1:30 - 2:50 p.m.

Fall 2019

Don H. Morris Center 110

Instructor Nathan Gibbs
Assistant Professor and Director of Broadcast Operations
Email nathan.gibbs@acu.edu
Phone 325-794-6416
Office Don Morris 315, 10 a.m. to 12 p.m. weekdays and by appointment

Course description

(3-0-3), fall. Principles and practices of designing and troubleshooting audio and video systems to support broadcast and film production. Prerequisite: JMC 261.

Required materials

Television Sports Production, 5th ed., 2015. Owens.

A Broadcast Engineering Tutorial for Non-Engineers, 4th ed., 2014. Pizzi and Jones.

Course goals

The goal of this course is to create an understanding in students of audio and video signal workflows to support broadcast engineering, live streaming and film production.

By the conclusion of the course, the student should be able to effectively:	Assessment
design media systems and workflows	Audio system design Video system design Live streaming integration Film camera design
determine the most appropriate digital media components for specific contexts (i.e. sample rate, frame rate, bit rate, bit depth, codec, etc.)	Analyses Exercises Quizzes Final Exam
demonstrate troubleshooting support for technical issues	Analyses Exercises Quizzes
understand the history and development of media technologies	Presentation Quizzes Final Exam

Course audience

This course is a menu option for Multimedia majors in the Department of Journalism and Mass Communication.

Departmental mission

Our mission is to engage students in critical and creative thinking in the classroom, in the laboratory and through mentoring relationships, leading them to become exceptional, ethical and agile communicators in a rapidly changing media environment, embracing technology, valuing diversity and embodying Christ-centered service.

College mission

The mission of the College of Arts and Sciences is to educate students for worldwide Christian service and leadership through programs of study and other learning experiences that blend a liberal arts education with professional and career education.

University mission

The mission of Abilene Christian University is to educate students for Christian service and leadership throughout the world.

Christian perspective

Moving images have tremendous power to persuade and must be used wisely. Christians have the opportunity to represent Christ through their work and the career paths they choose to pursue. Your work represents more than just a company's brand. It carries the weight of your reputation as an individual and as a Christian.

Multicultural perspective

A Christian honors the differences God created in each of us. Those who control the flow of images in the mass media have a responsibility to their audience to illustrate messages in a fair and truthful manner, without bias or prejudice, and with careful consideration to creating imagery that does not reinforce societal stereotypes. See the university-wide perspective on diversity at <http://www.acu.edu/academics/cas/jmc/resources/policies/diversity.html>.

Racial and sexual harassment statement

Racial and sexual harassment is a violation of the code of conduct as described in Section 2-02 of the ACU Student Guide and will not be tolerated during class or class-related activities. Harassment is any action, including a joke or suggestion that creates an intimidating, hostile or degrading environment and would have such an effect on a reasonable person of the alleged victim's status. Violations of this section will be referred to Campus Life.

Disability statement

Appropriate accommodations will be provided for students with documented disabilities. Students seeking reasonable accommodations for any recognized disability must submit requests in writing to the instructor by the end of the second week of the semester. This documentation must come in writing from ACU's Alpha Academic Services, which can be contacted at Ext. 2667. *The ability to consistently meet deadlines is an essential requirement of most media and media related professions. Thus, in JMC courses where meeting deadlines is an inherent element of instruction, extended time for some types of testing or other assignments may not always be an option.*

Use of technology in class

Please remain focused during class. Except for rare emergencies, your friends and family can wait until you are out of class to receive a response from you. Please mute electronic devices to avoid distracting others. Avoid using electronic devices unless instructed to do so by the professor. Students who must be reminded of this policy may have devices confiscated until the end of the class period.

Attendance

The university attendance policy will be enforced. As a general rule, you should attend every class. A student with four or more unexcused absences will be penalized one letter grade at the end of the semester. A student who misses six or more classes for any reason may be dropped.

Please review the JMC Attendance and Grade Policies on the JMC website (<http://www.acu.edu/community/cas/departments-schools/jmc/jmc-resources/attendance-and-grade-policy.html>). Students are responsible for anything missed when they are gone. This includes assignment deadlines. The instructor does not accept late work. The only *possible* exceptions would be well-documented emergencies, such as your hospitalization.

Academic integrity

Rationale for Policy

The most powerful motive for integrity and truthfulness comes from one's desire to imitate God's nature in our lives. As a community of Christian students and scholars, we are each responsible to expect behaviors from each other consistent with the nature of God, to respect the community, and to respect ourselves.

Expectations of academic honesty and integrity extend to both university employees and students. Every member of the community is responsible for protecting the integrity of learning, scholarship, and research. Being responsible requires action against violations in spite of peer pressure, loyalty, or compassion. Individuals must take responsibility for their own conduct and discourage misconduct by others.

Definition of Academic Integrity

Academic integrity is defined as academic work completed as assigned for each class by the individual or group responsible for the work. Academic work includes but is not limited to reading assignments, homework assignments, assessments, examinations and tests, attendance at required out-of-class activities, written or oral presentations, and laboratory experiments and research.

Violations of academic integrity and other forms of cheating involve the intention to deceive or mislead or misrepresent and therefore, are a form of lying. Specific examples of academic dishonesty in this course include, but are not limited to, the following:

- Submitting for credit, in whole or in part, the work of others.
- Receiving, giving, or using unauthorized aid on an examination or quiz.

- Failure to give credit to sources used in a work in an attempt to present the work as one's own.
- Submission of paper(s) or project(s) obtained from any source, such as a friend, research service, or club paper file, as one's own.
- Allowing other members of a group to provide a disproportionate fraction of a required group project or activity.
- Claiming credit for an attendance or service activity without attending or performing the activity.
- Written or oral presentation of falsified materials and facts, including but not limited to the results of interviews, laboratory experiments, and field-based research.
- Providing false information and/or documentation regarding an absence in an effort to have the absence excused.
- Thwarting an academic integrity investigation or providing information deemed to be false during an investigation.

Consequences of Breach

Academic dishonesty may result in, but is not limited to, the following:

- A first offense will result in a grade reduction (lowering the grade on the assignment in which academic dishonesty occurred and/or assigning an F for the final course grade).
- Should you be permitted to remain in the class after being found in violation of the academic integrity policy, you may also be required to retake the exam or an alternate exam, resubmit the course work, or complete an alternate assignment. Any such makeup work may be graded independently or averaged with the penalized grade for the original dishonest work. Failure to comply with such requirements constitutes a second violation.
- A second violation in a class will result in an automatic F in the course.
- All instances of academic dishonesty will be reported to Dean of the College of Arts and Sciences and the Dean of Students in the Student Life Office.

Appeal Process

If you would like to appeal a decision, then please follow this link to learn about how to file an appeal: <http://www.acu.edu/community/offices/administrative/office-of-the-provost/academic-integrity-policy.html>.

Class format and student responsibilities

Class sessions will include lecture, discussion, and in-class exercises. Active participation greatly increases success on graded projects and quizzes. The class works best when all students have completed readings prior to class, regularly participate in discussion, actively participate during in-class exercises, and put effort into lab exercises. Ten quizzes and one final exam will provide a traditional way to demonstrate recall, comprehension and application of readings, lectures, class discussion and lab exercises. Being absent on days when exercises are performed and graded will result in a zero for that item.

Tests, assignments and grading

Final Exam (100 points): The final exam will be given on Dec. 6 at 12 p.m. and will be assessed for 10% of the final grade.

Quizzes (200 points): Open-book quizzes will be given for each of 10 content modules and will together account for 20% of the final grade.

Analyses (200 points): Ten written analyses will be assigned to assess your ability to synthesize concepts learned through class discussion, lab exercises and readings. Proper grammar and punctuation are expected in all written submissions. Collectively, these analyses will be assessed for 20% of the final grade.

Exercises (200 points): Hands-on exercises provide practical experience to apply concepts learned through readings, lectures and in-class discussion. Exercise materials will be assessed as complete or incomplete for a collective total of 20% of the final grade.

Project 1: Audio System Design (60 points): Design an audio system for public address at a venue. This submission will be assessed for a total of 6% of the final grade.

Project 2: Video System Design (60 points): Design a video system for projection at a venue. This submission will be assessed for a total of 6% of the final grade.

Project 3: Live Stream Integration (60 points): Design live streaming output for your previous audio and video integration at a venue. This submission will be assessed for a total of 6% of the final grade.

Project 4: Film Camera System (60 points): Design a camera system for an independent film. This submission will be assessed for a total of 6% of the final grade.

Project 5: Presentation (60 points): Give a 15-minute presentation with slides on an emerging technology issue. This submission will be assessed for a total of 6% of the final grade.

Extra Credit: The teacher may offer credit for doing additional projects or presentations. Point values given are at the discretion of the teacher depending on its scope. All extra credit projects must be approved in advance by the instructor.

Your grade is based on the following:

Grading scale as follows:

Projects	300 points	30%	A	92-100
Quizzes	200 points	20%	B	83-91
Exercises	200 points	20%	C	74-82
Analyses	200 points	20%	D	65-73
Final Exam	100 points	10%	F	64 or below
	1000 points	100%		

Course schedule

This schedule provides a guide for the semester. The teacher reserves the right to alter the schedule as necessary as the course progresses. Any such changes will be announced in class. The readings listed should be completed by the time you come to class that day. Additional readings may be assigned and will be announced in class.

Week	Topic	Reading	Project
1) Aug. 23, 25	Analog Signals	Pizzi: Ch 3	
2) Aug 30, Sept. 1	Analog to Digital Conversion		
3) Sept. 6, 8	Digital Signals	Pizzi: Ch 5	
4) Sept. 13, 15	Codecs		
5) Sept. 20, 22	Audio Systems	Owens: Ch 5, 9	Audio system design
6) Sept. 27, 29	Video Systems	Owens: Ch 7	Video system design
7) Oct. 4, 6	Integration Methods		
8) Oct. 11, 13	Radio Broadcasting	Pizzi: Ch 8, 12, 13, 14	
9) Oct. 18, 20	Television Broadcasting	Pizzi: Ch 9, 15, 16, 17	
10) Oct. 25, 27	Remote Broadcasting	Pizzi: Ch 10	
11) Nov. 1, 3	Live Streaming		Live streaming design
12) Nov. 8, 10	Audio Processing		
13) Nov. 15, 17	Image Calibration		Film camera system
14) Nov. 22	Workshop	Owens: Ch 18	
15) Nov. 29, Dec. 1	Troubleshooting		
16) Dec. 6, 12 p.m.	Final exam		

ABILENE CHRISTIAN UNIVERSITY

LIBRARY

M E M O R A N D U M

DATE: January 10, 2019
TO: Dr. Kenneth Pybus
FROM: Mark McCallon, Associate Dean for Library Services
RE: Course Application for JMC 355 – Media Technology

After reviewing the course application, the library is able to support the proposed course. Please contact your Librarian Liaison, Chai Green (cwg06b@acu.edu), if additional library resources are needed to support the course. Thank you for the opportunity to evaluate the syllabus and course proposal.

December 21, 2018

Professor Nathan Gibbs
Nathan.gibbs@acu.edu
325-7946416

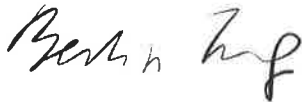
Re: Review of JMC355: Media Technology

Dear Professor Gibbs,

Thank you for submitting JMC355: Media Technology. I have reviewed it based on the ACU Syllabus Guidelines. I found the syllabus document to be exemplary and meet all requirements specified in the guidelines, except that you will need to add credit hours for the course in your final version.

Please note that this letter is not meant to be a final approval in the course application process. Instead it is intended as a reference, which will be read by the department chair and members of the council, who may also have questions or comments of their own.

If you have any questions, please feel free to let me know. Please also let me know if we can be of any help in the design and facilitation of this course.

A handwritten signature in black ink, appearing to read "Nathan Gibbs", written in a cursive style.

Director of Instructional Design
Adams Center