

Approval Chart for Curriculum Changes

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

Course Number DET 330 or Degree Plan(s) _____

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

We are requesting the creation of a new course : DET 330, 3D Animation – Keyframes and Pixels. This course is part of a larger revision of the Digital Entertainment Technology degree plan, to better utilize the strengths of current faculty and better serve our students. This course has been taught several times as a special topics course.

A course application, sample syllabus, *etc.* are included.

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

		COUNCIL ³						
		Dept./School	College Academic	Deans	TEC	UGEC	UUAC	GRAD
Change to a Course								
1.	Title (description unchanged)	A	A	A		I		I
2.	Description (not affecting content)	A	A	A		I		I
3.	Course term(s)	A	I	A		I		I
4.	Content (substantive change)	A	A	A		I		A
5.	Number of hours (lecture, lab, contact)	A	A	A		A		A
6.	Course number within the hundred	A	A	I		I		I
7.	Course number beyond the hundred	A	A	A		A		A
8.	Prerequisites	A	A	A		I		I
9.	Course fee(s)	A	--	A		--		A
10.	From U to G or G to U	A	A	A		A		A
11.	Cross list with another department: U or G level	A	A	A		A		A
12.	Department of record	A	A	A		A		A
13.	Open or close a course	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

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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COUNCIL³

	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

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 8-26-19

Curriculum/Catalog Changes Signature Page

Department/School Chair(s)	
 Signature	11.13.19 Approval date
_____ Signature	_____ Approval date

College Academic Council(s)	
 Signature	11/13/19 Approval date
_____ Signature	_____ Approval date

Dean(s)	
 Signature	11/15/19 Approval date
_____ 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 v10.7

Discard instructional pages A-C before submitting application

Course ID (<i>Subject and Number</i>)	DET 330
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I. Systems and Catalog Information Complete each item.

1	Course Developer	Brian G. Burton
2	Course Instructor	Brian G. Burton
3	Course Title	3D Animation: Keyframes & Pixels
4	Course Abbreviation for Banner if title is more than 30 characters	3D Animation
5	College	COBA
6	Department or School	SITC
7	Number of Credit Hours	3
8a.	Number of contact hours – lecture	3
8b.	Number of contact hours – lab/activity	
9	Is the course for a fixed or variable number of credit hours?	Fixed
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	
13	What type of course is this? (Select one option. Please see Schedule Type definitions on Page C.)	☐ Traditional lecture ☐ Traditional lab ☒ Traditional lecture/lab ☐ Experiential Learning ☐ Seminar ☐ Studio ☐ Thesis ☐ Dissertation
14	Number of faculty workload hours	3

15	Grade Mode	☒ Standard ☐ Credit/No Credit (undergrad only)
16	Maximum Enrollment	30
17	Catalog Description (50 words or less)	The principles and history of animation. The class will cover foundational techniques and theories developed by leading studios utilizing industry standard animation software. Includes the principles of animation, the history of animation, the basics of acting and an introduction to character animation
18	List any prerequisites (course/s, test scores, class standing, major, etc.)	DET 220 Intro to 3D Modeling
19	List any corequisites (these <i>must</i> be taken at the same time; note that a single requirement cannot be both a prerequisite <i>and</i> a corequisite)	
20	If the course is cross-listed, specify the Course ID(s)	
21	Does this course require any additional student course fees?	☒ No ☐ Yes If yes, attach a completed "Request to Add or Change Course Fees" form. Describe in section IV-8.
22a	Will the course be offered in fall terms?	☐ No ☒ Yes If yes: all, even, or odd years? All
22b	Will the course be offered in spring terms?	☒ No ☐ Yes If yes: all, even, or odd years?
22c	Will the course be offered in summer terms?	☒ No ☐ Yes If yes: all, even, or odd years?
23	First semester this course will be offered under new Course ID. <i>May not be earlier than the coming fall semester.</i>	Fall 2020
24	Is this course required for a degree/s?	☐ No ☒ Yes If yes, attach a revised degree plan(s) reflecting the

		placement of the new course.
25	Should the addition of this course be retroactively applied to the degree plan it supports? <i>This is rare, and rationale should explain compelling extenuating circumstances.</i>	<u>X</u> No <u> </u> Yes If yes, provide rationale:
26	Has this course been offered as a Special Topics course? <i>New courses are not required to be taught as Special Topics courses prior to approval.</i>	<u> </u> No <u>X</u> Yes If yes, provide course ID, term, and enrollment: Course was previously offered as DET 220. See Revision to DET major documents.
27	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

A. Explain effect on degree plans. If the addition of the course alters degree requirements, submit a separate Approval Chart for Curriculum Change to update the degree plan.
See Attached

B. Justify the addition of this course to the current curriculum, explaining the gap it meets.
We are re-sequencing the DET major.

III. Course Design

A. Audience and Course Goal

1. Describe the intended audience, including prerequisite skills.

This course is intended for upper-level DET majors, who have already built prerequisite skills including foundational exposure to animation and game development and a working ability with scripting languages.

2. State the overarching course goal(s) in performance terms.

Students who successfully complete this course will understand and demonstrate an ability to apply foundational skills in design and animation.

B. Student Learning Outcomes and Measurements

	Student Learning Outcome	Measurement
1	Demonstrate understanding of the 12	Various projects; Grading Rubric for 3D Animation &

	rules of animation.	Rigging
2	Demonstrate understanding of an animated walk cycle	Final project; Grading Rubric for 3D Animation & Rigging
3	Demonstrate foundational knowledge of body mechanics through assignments that feature the basics of human motion	Various projects; Grading Rubric for 3D Animation & Rigging
4	A brief history of animation and visual effects and profiles of key animators throughout history and why their contributions are important to the industry	Quiz

3. Text and Resources

Give the full publication information of the textbook/s and other required resources and outside readings.

For **combined undergraduate/graduate** courses, make two lists:

A. full publication information; label **Undergraduate**.

B. full publication information; label **Graduate**.

The Illusion of Life by Frank Thomas & Ollie Johnston, Disney Editions. ISBN 978-0786860708

IV. Supporting Documentation

Required of all applications	
1	Approval Chart for Curriculum Changes
2	Syllabus — Attach the syllabus for the course based upon the anticipated first-semester offering.
3	Instructional Design — The syllabus must be reviewed by the Adams Center. Attach a copy of the Adams Center letter.
4	Library — Submit new course application and syllabus to the Library dean's office. Attach the Library's memo.
Attach if applicable	
5	Content Overlap — Include one document for each course you listed in Section I-27. Attach statement from instructor/dept chair of existing course justifying the new offering.
6	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.
7	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.
8	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.
9	Justification — Attach any documents to which you refer in Section II-B.

ACU COLLEGE OF BUSINESS ADMINISTRATION
COURSE SYLLABUS
3D ANIMATION: KEYFRAMES AND PIXELS (DET 330)
SECTION 1 FALL 2020



Instructor: Dr. Brian Burton **Office Hours:** TR 9:30-11; 12-1:30
Phone: 325-674-6989 **Office:** MBB 230
Email: bgb07a@acu.edu **Classroom:** 314 3:00 Tue/Thur

A Plethora of Mission Statements:

ACU:

Our mission is to educate students for Christian service and leadership throughout the world. We achieve our mission by providing a supportive, welcoming, Christ-centered community in which we foster academic excellence through innovative education, real-world learning opportunities, and faculty-guided research.

COBA:

To create a distinctively Christian environment in which excellent teaching, combined with scholarship, promotes the intellectual, personal, and spiritual growth of business students, and educates them for Christian service and leadership throughout the world.

SITC:

The mission of the School of Information Technology and Computing is to provide students with the highest quality education possible in the ever changing high-tech arena, and to establish within them a foundation of faith from which they can lead and serve in world-changing ways.

Course Description

3D Animation: Keyframes and Pixels (3 credits) focuses on the principles and history of animation in film and media. The class will cover foundational techniques and theories developed by leading studios such as Disney and Pixar utilizing 3D Animation Software. The fundamentals of the class will include: the principles of animation, the history of animation, the basics of acting and an introduction to character animation. Students will participate in various lab exercises and group projects to develop and expand their understanding of animation.

Contribution of Course to Overall Business Perspective

This course continues the topic of developing digital entertainment in the fields of video/film, games and motion graphics. By offering an overview of the fundamental techniques of animation students will be able to broaden their understanding of motion and apply these principles to a vast variety of digital media fields.

Contribution of Course to the Development of Communication Skills:

This course is structured to develop both visual and oral communication skills. Assignments are designed to enhance student's creative understanding of the principles of animation. Group projects and student critiques will be organized to simulate professional working practices that are standard in digital media industries.

Contribution of Course to Christian Service and Leadership

In this rapidly expanding culture of digital entertainment there are nearly infinite ways to creatively express and share our Christian faith with the world whether professionally or personally. This class is designed to better equip students with tools and skill sets needed to create richer more dynamic media content that will broaden the effective quality of their artistic endeavors. We will also learn how individuals leading Christ-centered lives can effectively use their talents and faith to be shining examples in this secular media industry.

"You are the light of the world. A town built on a hill cannot be hidden." Matthew 5:14

Goals for Student Competency

Just as you need to have a firm foundation when building a house, the main goal of *Keyframes and Pixels* is to provide a strong basis for students to expand their understanding and practice of animation. Students will learn how to navigate and use Autodesk Maya software to create independent class projects. They will develop the necessary skills in which to approach animation theoretically as well as technically.

They will also learn:

- The 12 key principles of animation, as outlined by Disney's famous 9 Old Men and Animation Director Richard Williams
- A brief history of animation and visual effects
- Profiles of key animators throughout history and why their contributions are important to the industry
- Basics of acting for animation
- How to conduct oneself in a professional setting (critiques, demo reel, networking)

Format

Course material will be delivered via standard lecture presentations with labs. Class material will consist of computer demonstrations, handouts, combined with group participation projects, self-study exercises, videos, homework assignments and informal review sessions.

Course Requirements

Students will be required to complete and turn in homework assignments, complete class quizzes, participate in possible group projects and sketchbook assignments. Any obviously recognizable or admitted attempt to use a maximum strategy in regards to course work will not result in an 'A.' University is not a zero-sum game. Meeting minimum requirements earns an 85%. Anything extra begins to tally on the additional points.

Course Web Site

Class assignments, videos, handouts and other instructions will be on Canvas.

Homework Assignments

Weekly projects will be assigned on Tuesday and homework projects will be due at 11:59PM on Monday. We will have a group critique in class. Each assignment will be graded. Assignments are expected to be turned in on time, any late assignments will receive only partial credit.

Final Project

Your final project will be the culmination of all you have learned over the past semester and should reflect that knowledge.

Class Participation

Just like in any professional setting, you must be prepared to participate in group activities and contribute to class discussions. You must be willing to give your honest and educated opinion, while being considerate and conscientious towards others. I am conducting this class as if it is a professional working environment so I expect your full attention. Distractions like cellphones/iphones/ ipads/kindles/etc during the lecture or group discussion time will not be tolerated. I will require your complete participation 100% of the time out of respect to me and your fellow students. I encourage questions and comments that are relevant to our topics of conversation and I am happy to facilitate a dialogue that is informative and insightful.

There will be a class participation grade based on your contributions to discussions and critiques. Each student is expected to respond and contribute appropriately.

Grade Composition

Your grade will be computed on the following basis (TENTATIVE):

Activity	Value	Completion or Due Date
Homework Assignments	500 (50%)	As assigned
2 Quizzes	200 (10%)	
Final Project	200 (20%)	As assigned
Class Participation	100 (20%)	

Grading System

Each activity (homework assignment, quiz, final exam) will be graded on the basis of 100%.

The grading system for the course is given in the following table.

Letter Grade	Semester Combined Average
A	90 or above
B	80 – 89.9
C	70 – 79.9
D	60 – 69.9
F	Below 60

Animation projects will be graded on a combination of the following; the amount of effort and time spent, application of learned material, and meeting all criterion of the assignment.

Competencies and Measurements

	Competency	Measurement Instrument	Measurement Standard
1	1. Learn the navigation basics of Maya's software UI 2. Use a bouncing ball to demonstrate the first few principles of animation.	Project	Rubric
2	1. Understand the importance of observation in life, gravity and laws of natural motion. 2. Use a weighted ball, ball with tail and ball in an obstacle course to demonstrate the final principles of animation.	Projects	Rubric
3	1. Understand the impact of acting on motion and its importance to meaningful animation. 2. Demonstrate how acting can transform even an inanimate object into something with meaning and feeling	Project	Rubric
4	1. Applies and demonstrates the basic 12 principles of animation in one project. 2. Utilizes 2 basic emotions and makes them clear to the audience. 3. Create a clean and simple interaction between 2 objects with simple storyline.	Final Assignment	Rubric

Attendance Policy

In business environments, employees who are often absent from, or tardy to, work do not enjoy long-term employment, regular pay increases, or good professional reputations. In this class, you will be learning to solve problems similar to those you will encounter in professional

settings, and the consistency with which you attend class reflects your commitment to the training necessary to pursue a career in this field.

Because the pace of this course is quite rapid, you cannot expect to do well if you frequently miss class.

You may miss up to two (2) weeks of class without penalty. For TR classes, this translates into 4 absences without penalty. Each additional absence will result in a 3% reduction in your overall course grade. If you have missed 3 weeks (6 class meetings), you may be dropped from the course and be assigned a grade of WF.

You are late to class if you arrive five minutes after the scheduled start time. Every three late arrivals will be counted as one absence.

You will still be responsible for all notes and information missed as the result of your absence. Your instructor will **not** distribute course materials more than once, so you should plan to obtain them elsewhere. As noted above, homework assignments will be available via the course LMS.

Academic Integrity

Academic integrity is defined as academic work completed as assigned for each class by the individual or group responsible for the work. Violations of academic integrity and other forms of cheating involve the intention to deceive, mislead, or misrepresent and therefore, are a form of lying. Such actions are contrary to behavioral norms that flow from the nature of God. Academic misconduct includes, but is not limited to, the following: 1) Failure to give credit to sources used in a work in an attempt to present the work as one's own, 2) Submission of papers or projects obtained from another source (e.g., research service or club paper file) as one's own, and 3) Falsifying information orally or in writing. Academic misconduct may result in, but is not limited to, a zero on the assignment and/or an F in the course. Additionally, the department chair, Dean of your school, and the Dean of Student Life will be notified. See the full university policy, including how to appeal a decision, by following [this link](#).

Anti-Harassment Policy

As a professor, one of my responsibilities is to help create a safe learning environment on our campus. I also have a mandatory reporting responsibility related to my role as a professor. It is my goal that you feel able to share information related to your life experiences in classroom discussions, in your written work, and in our one-on-one meetings. I will seek to keep the information you share private to the greatest extent possible. When I am not able to keep your information confidential, I will only share it with responsible administrators on campus who can provide you with services and resources. I am required to share with the Title IX Coordinator information regarding sexual misconduct or harassment, dating or domestic violence or stalking that you report to me. If you would prefer to share information in a confidential setting, I encourage you to speak with someone in the [ACU Counseling Center](#). All of your options are available for review by clicking on the link to ACU's [policy](#).

Classroom Management

In order to maintain decorum and to optimize the learning environment for all members of the class, certain classroom management policies must be adhered to:

- If you sleep in class/lab you will be asked to leave and you will be counted absent.
- If you walk out of class/lab without returning, you will be counted absent (obviously, exceptions will be made if you become ill or have made a prior arrangement with the instructor).
- Disruptive behavior will not be tolerated. This includes playing games, writing email, engaging in instant messaging, or similar activities on the computer terminal during lab periods. If you disrupt the class, you will be asked to leave and will be counted absent.
- Do not eat large meals during class time. Food can be extremely distracting to others especially if it

is a big meal or aromatic in nature. Bottled drinks with a lid are permitted, and any snacks must be discreet and not distracting.

Communications

If there is any pertinent information that was not given during class time it will be posted to Blackboard, so please try to check this often. I will provide you with an email address with which to email me with any questions or emergency info.

Students with Disabilities

Abilene Christian University is committed to providing a learning atmosphere which reasonably accommodates qualified persons with disabilities. If you feel you have a disability which may impair your capacity to successfully complete this course, please contact the Director of Disability Services (674-2667) in Alpha Academic Services. Student Disability Services assists students with disabilities in obtaining appropriate academic accommodations.

Text and Supplements

The textbook required for this course is:

The Illusion of Life by Frank Thomas & Ollie Johnston

Dr. Brian Burton
MBB230
325-674-6989
Bgb07a@acu.edu

October 10, 2019
Re: Review of DET330

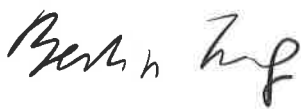
Dear Dr. Burton,

Thank you for submitting DET330: 3D Animation: Keyframes and Pixels, and I have reviewed it based on the ACU Syllabus Guidelines and found it to be meeting all requirements except a few changes I would suggest:

1. Add credit hours, meeting time and place
2. Check the mission statement section because the format does not seem right. In addition, please add university and department mission statements as well.
3. Add Title IX policy. You can find some standardized text for university policies here: <https://tinyurl.com/acusyllabus>
4. Though not required, adding a calendar for the students will be helpful for both the professor and the students to keep up with the assignments.
5. Please change "Blackboard" to "Canvas" (in the "course web site" section).

If you choose to make the changes, please submit the revised version to the council for review. There is no need to bring back the syllabus for further review. However, please note that this letter is used during the review process as a reference. It is not meant to be final approval. Others in the review process may have recommendations too.

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



Director of Instructional Design
Adams Center

ABILENE CHRISTIAN UNIVERSITY

LIBRARY

M E M O R A N D U M

DATE: November 15, 2019
TO: Dr. Brian Burton
FROM: Mark McCallon, Associate Dean for Library Services
RE: Course Application for DET 330 – 3D Animation: Keyframes and Pixels

After reviewing the course proposal, the library is able to support the proposed course. Thank you for allowing us to review the course proposal.