

Subject: Course Substitutions for DM/ART
Date: Tuesday, April 16, 2019 at 16:50:38 Pacific Daylight Time
From: Mayer, Kerry
To: Margulis, Natalia
CC: Potamianos, George
Priority: High

Dear Natalia,

I was asked to come to the Counselors/Advisors meeting today to discuss the changes in CE programs having recently gone through the 4021 process, among them Digital Media. I mentioned to the group the list of course substitutions (Art courses for DM courses) that we had come up with in our earlier meetings (see below), and Tatiana Robinson who processes the course substitution requests in Admissions and Records, asked if I could put together a “blanket” approval for the course substitutions we were recommending. She said that an email from me and a faculty member basically stating that the art courses listed below would be appropriate substitutes for the associated digital media classes would be all that she would need.

I’m happy to draft that email, but I was wondering if you would be willing to be the “faculty of record” approving the substitutions. I don’t feel as if I can ask any of our part-time DM faculty to take on that role, so I was hoping that you would agree to serve in that capacity.

Here are the courses we discussed as being appropriate substitutions:

Digital Media Course Substitutions w/Art

DM Class	Art Substitute	Offered Fall 2019	Offered Spring 2020
DM-10-Digital Storytelling	ART-41-Introduction to Digital Art		ART-41-E7705 TTH 11:35 am-2:45 pm
DM-11-Digital Media Design	ART-41-Introduction to Digital Art or ART-42-Beginning Graphic Design	Art-42-E6992 MW 11:35 am - 2:45 pm	ART-41-E7705 TTH 11:35 am-2:45 pm
DM-63-Desktop Publishing Applications	ART-42-Beginning Graphic Design	Art-42-E6992 MW 11:35 am - 2:45 pm	
DM-70-Introduction to Photoshop	ART-35-Digital Photography	ART-35-E6990 TTH 2:50 - 6 pm ART-35-E6989 TTH 8:15 - 11:25 am	ART-35-E7703 MW 8:15 am-11:25 am ART-35-E7704 MW 2:50 pm-6:00 pm

Please let me know if you are OK with this and I will proceed with Tatiana.

Thanks so much,

Kerry

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