University of Hawaii Community Colleges
Proposal to Initiate, Modify or Delete a Course

1. Type of Action
   □ A. Addition □ Regular or □ Experimental or □ Other (click and type to specify)
   □ B. Deletion
   □ C. Modification: □ in credits □ in title □ in number or alpha (click to specify)
   □ in prerequisites or co-requisites □ Other

2. New Alpha, Number and Title  ART 260 Gallery Design and Management
3. Credits variable

4. Old Alpha, Number and Title
5. Credits *

6. New Catalog Description
   Design theory and techniques for presentation of art work and mounting an exhibition. Repeatable up to 6 credits, 6 credits applicable toward AA degree.

7. Select box and type specific information in text box.
   □ Prerequisites □ Corequisites or Recommended Preparation
   □ Instructor

8. Student Contact Hours Per Week
   Lecture
   Lecture/Lab 1 hr/wk & Lab variable (in gallery)
   Other (click to specify)

9. Proposed Date of First Offering
   Semester Fall
   Year 2003

10. This course □ is proposed for the Liberal Arts Program Program. □ can fulfill * If Other, specify
    * AA degree and elective for the Art ASC.
    And elective for Arts and Humanities Group 1

11. This course Makes No Difference in the number of credits required for the program/core.

12. Equivalent or similar courses offered in the UH System:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Alpha, Number, Title</th>
<th>Campus</th>
<th>Alpha, Number, Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>UH Manoa</td>
<td>ART 360, Exhibition Design and Gallery Mgmt</td>
<td>*</td>
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</tbody>
</table>

13. This course is (check one and click in appropriate textbox and provide details):
   □ Already articulated with
   Provide details of existing or desired articulation (date, college(s), purposes, pre-major, etc.) in this space:

   □ Appropriate for Articulation with
   Provide details of existing or desired articulation (date, colleges(s), purposes, pre-major or major, etc.) in this space:
   I will discuss this with the art department at Manoa for articulation. This course is a desirable elective for individuals studying art. In the past, this course has been regularly offered as 199-V and 299-V and former students have entered the gallery program at the University of Hawaii at Manoa.
   □ Not yet appropriate for Articulation.

14. Reason for Initiating, Modifying or Deleting Courses or Other Pertinent Comment:
I have been teaching this course for 10 years as an independent study course (199-V/299-V). Each year 10-12 students enroll. Now that we have an art certificate program, this is a course which offers practical art experience for job preparation and employment.

Requested by: [signature] Date 11/19/03
Approved by: [signature] Date 1/14/03
[signature] Date 1/21/03
[signature] Date 1/22/03
[signature] Date 1/23/03

CCCM #6100 (Amended for WCC use October 2002)
University of Hawaii Community Colleges
Proposal to Initiate, Modify or Delete a Course

Levels of Review of Course Proposal at Windward Community College

Course Alpha, Number, and Title: ART 260 - Gallery Design and Management

Signatures

1. Department Area (more than one departmental instructor's signature required)
   
   
   
   Dates
   
   11/9/02
   11/9/02

2. Department
   
   
   
   Paul R. Field
   Department Chairperson
   11/19/02

3. Division
   
   
   
   12/10/02

4. Curriculum Committee Review

   Approved X 6-0 vote

Reason:

   
   
   
   S. Shibuya
   Curriculum Committee Chairperson
   January 14, 2003

CCCM #6100 (Amended for WCC use October 2001)
WCC Form for New Course Proposals
(This sheet was originally pink.)

1. How is this course related to the education needs and goals of the College/Department/Community as reflected in the EDP/ADP?

Extends our offerings in the Fine Arts Program toward completion of an Art Certificate Program. Prepares students for employment in any art related field.

2. Provide details of any additional staff, equipment, facilities, library/media material, faculty preparation and other financial support that would be required to implement this course. (Include an estimate of the actual cost of supplies and equipment.) What has been done to provide for these additional costs for the proposed date of offering? Who will teach the course?

Course will be taught by Director of Gallery 'Ioani. Additional staff, equipment, facilities, materials, and other financial support are not needed.

3. Is a similar course taught elsewhere in the UH system? * If yes, provide details of how this course differs from existing similar courses.

ART 360 at University of Hawaii at Manoa is a similar course. This course will differ in respect to the level of course work and time devoted to actual gallery exhibitions and outside research.

4. Is this course experimental and/or unique to Windward Community College? * If yes, provide rationale and details of its impact on the College Curriculum

The course is already offered regularly as 199 and 299V. This course offers a practical art elective, which having a course number and title will document students’ experience for future use.

5. Is a similar course taught in the upper division level by a 4-year UH college? * If yes, explain why this course is appropriate at the lower division or how it differs from its upper division counterpart.

ART 360 Exhibition Design and Gallery Management is a more in-depth course. The content and concept are similar.

6. Please attach a complete course outline. Your course outline should address all the items listed in the Guidelines for Course Outlines.

7. If this course is numbered 100 or above or appropriate for transfer to a 4-year college, complete and attach WCC Form for Transfer Courses (blue). See criteria for transfer courses.
University of Hawaii Community Colleges
Proposal to Initiate, Modify or Delete a Course
Articulation with 4-year UH Campus Form

WCC Form for Transfer Courses
(To be completed for articulation with any 4-year UH campus)
(This sheet was originally blue.)

Course Alpha and Number ART 260

Submitted by  Antoinette Martin

Date April 22, 2002

1. List the counterpart to this course on any 4-year UH campus. Describe the relationship between the course and any related baccalaureate program area.

   360 Exhibition Design and Gallery Management is offered in the Art Department at the University of Hawaii.
   The proposed ART 260 course for Windward Community College follows the same general guidelines and objectives as ART 360 at the University of Hawaii at Manoa.

2. Is this course taught or accepted by major accredited colleges or universities? Give one or two examples.

   California State University at Fullerton
   University of Hawaii at Manoa

3. Please attach a complete course outline if you have not done so already. Your course outline should address all the items listed in the Guidelines for Course Outlines.
University of Hawaii Community Colleges
Proposal to Initiate, Modify or Delete a Course
Articulation with 4-year UH Campus Form

COURSE ARTICULATION FORM (GENERAL EDUCATION CORE)

ORIGINATING CAMPUS: Windward Community College DATE SUBMITTED: December 9, 2002

COURSE ALPHA & NUMBER: SEMESTER CREDITS: *

COURSE TITLE:

DATE OF OUTLINE: December 9, 2002 Year *

(** Representative outline, no multiple syllabi, please.)
1. Articulation committee to review this course:

Standing Committees

- Written Communication
- Mathematical & Logical Thinking
- World Civilizations
- Languages
- Arts & Humanities
- Natural Science
- Social Science

2. The information in this item is required by the reviewing committee so that it has a starting point for reviewing the course. It is the responsibility of the submitting campus to do the necessary research to provide this information.

In the opinion of the originating campus, this course is equivalent to the following and/or meets the criteria for the indicated core categories. Every core category space, except your own campus, must be filled in (can include 'none'). An equivalent course, if known, may be helpful to committee members but is not required.

<table>
<thead>
<tr>
<th>Receiving Campus</th>
<th>Equivalent Course (Alpha and Number)</th>
<th>Core Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>UH Hilo</td>
<td>none</td>
<td>11.A.1</td>
</tr>
<tr>
<td>UH Manoa</td>
<td>ART 360</td>
<td>DA</td>
</tr>
<tr>
<td>UH West Oahu</td>
<td>none</td>
<td>Hum</td>
</tr>
<tr>
<td>Hawaii CC</td>
<td>none</td>
<td>Hum</td>
</tr>
<tr>
<td>Honolulu CC</td>
<td>none</td>
<td>AH 1</td>
</tr>
<tr>
<td>Kapiolani CC</td>
<td>none</td>
<td>AH 1</td>
</tr>
<tr>
<td>Kauai CC</td>
<td>none</td>
<td>Hum 3</td>
</tr>
<tr>
<td>Leeward CC</td>
<td>none</td>
<td>AH 1</td>
</tr>
<tr>
<td>Maui CC</td>
<td>none</td>
<td>Hum</td>
</tr>
<tr>
<td>Windward CC</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. If submitted electronically, I understand that this outline will be posted to a publicly accessible web site to enable open access for reviewing committees and campuses. The outline will be taken off the site upon completion of the review.

Typed Name or Signature

Note: If possible submit coversheet and course outline electronically as e-mail attachments (preferably in 'pdf' format). If submitting in printed form, 20 copies of coversheet and course outline are required for distribution for appropriate review.

Note: UCA Clearinghouse

John Muth, Office of the Chancellor for Community Colleges, is acting as staff to the University Council on Articulation and is responsible for tracking all courses submitted for articulation.

Revised 1/29/2001
GALLERY DESIGN AND MANAGEMENT
COURSE DESCRIPTION

This is a practical course to prepare a student for a job in any art related field. Opportunities for employment include, working in a gallery or museum, businesses needing store window or display design, corporate art design or maintenance of art collections, interior design opportunities working with relators or designers, advisory to schools or art galleries, or any other related field which handles art work and / or design of facilities.

Instruction will be given in organization, design, preparation and installation of art exhibitions and gallery operation while working closely with the director of Gallery ‘Iolani. There will be a one hour weekly lecture and the remainder of the course will be instructed with hands-on-practice in the gallery. Since this involves intense individual instruction, and students will handle and prepare valuable art work, class size must be limited to 12 or less students.

Prerequisite: Consent of instructor. In order to qualify for this course, an interested student will be interviewed by the instructor and provide a reference from another instructor, or appropriate person who has personal knowledge of the student, in order to maintain the integrity of the student’s intention. Gallery operation involves handling many valuable works of art and requires meeting specific published deadlines for each exhibition. Only students who can demonstrate the interest or potential ability to meet these challenges will be accepted in this course.

Recommended Preparation: Art 114 and 115 or previous art or gallery experience.

Course Credit: Course credits may be variable from 1-3 credits with prior approval from the instructor.

1 semester credit requires approximately 35 hours participation.
2 semester credits requires approximately 70 hours participation.
3 credits requires approximately 105 hours participation.

Repeatable up to 6 credits, applicable toward AA Degree.
Course may be repeated for advanced study or directed work with instructor as 199-V or 299-V.

Objectives:
To prepare a student with information and experience for understanding and implementing successful gallery design and operation. By apprenticing under the gallery director, this course will provide an opportunity for a student to gain knowledge of appropriate gallery procedures about how to create and maintain a successful exhibition and gallery operation.

- This course will provide practical job experience for any art related employment.

Procedures:
- Student and instructor will have a conference at the beginning of the semester to outline the semester and gallery plan.
- Student must partake in hands-on gallery procedures during every phase of an exhibit installation.
• Student will be required to take good notes on all procedures and demonstrate this knowledge by planning and preparing an actual exhibition on campus.
• Each student will be required to "sit" the gallery during each exhibition and evaluate patron reactions to the exhibition.
• As an additional teaching tool, students may be required to visit other galleries and museums in the state to evaluate the exhibition design and procedure.

Requirements for final Grade: At the end of the semester, instructor will evaluate:
• Student ability to organize, design and present a portion of an exhibit or installation on campus.
• Student’s ability to conceive and plan an exhibition and its’ preparation. This may be a verbal interview and evaluation with students.
• A final written project is required which describes, in detail, the process of gallery management and exhibition design and the appropriate procedures required. Included in this report will be a press release and invitation design for a "potential" exhibition. This report must include notes and information from lectures and hands-on-gallery experiences during the semester. Slides, photographs, video documentation of exhibitions or other visual materials are encouraged, but not required, in this report.
• Students taking this course for less than 3 credits may not be obligated to submit a written report. Instead, a final meeting and verbal assessment with instructor will suffice.

Grade will be determined by:
• Journal: 20%
• Student assessment of their own process in meeting course goals: 20%
• Design of a portion of an exhibit or display on campus: 20%
• Final Project: 40%

As well as:
• Assessment by instructor in meeting course goals and objectives.
• Satisfactory completion of required hours participation for semester credits.
Gallery Design and Management

Course Content

Requirements for this Course:
- Attend weekly lecture.
- Journal due weekly for instructor to review, comment and sign.
- Work in Gallery for mandatory hours to complete course requirements.

Weekly lecture
Students will attend scheduled weekly lectures of 1 hour each. Lectures will present all pertinent data and instruction for managing and maintaining a gallery program. All other work is done in the gallery with the class and instructor, as well as independently working in the gallery and completing some outside assignments visiting other galleries or museums in the state.

Journal
This carries the most weight toward the course grade. A composition book, without lines, is required to record, lecture information, assignments, critiques of installations, sketches, photographs, diagrams, floor plans, and all pertinent information about gallery design. Records of field trips and observations of other museums and galleries will be included in the journal. Students may supplement a journal with video or slide presentations. The WCC Media Center may be available for some instruction and assistance in presentations. Student must check with instructor and sign any forms or instructions before using the Media Center.

Lab in Gallery ‘Iolani: Variable times
Students will work with instructor as well as independently in Gallery ‘Iolani during the design, installation and preparation for each exhibition. Students in this class must participate at least once in all phases of the gallery operation. Otherwise, independent participation is applicable. Student must consult instructor regularly and log all time spent in the gallery.

Assignments to be completed during a semester:
- Create a press release.
- Create an invitation design.
- Write the operating procedure for bulk mail.
- Design an exhibition, or portion of one, in an alternate space from the main gallery.
- Critique an exhibition in Gallery ‘Iolani, using the principles of gallery design. Include all data about the exhibition including the title, artist(s) and date of the exhibition. If possible, supplement with a photograph of the design. Discuss participation and elaborate upon the portion actively worked on. (no more than 1 page is required).
- Complete gallery tasks as assigned.
- Visit one or more galleries or museums, as assigned by instructor, and write an evaluation of the exhibition(s) using class journal notes as a guide. (may be optional)

Final Project (3-5 pages)
Write a standard operating procedure for a gallery as a summary for this course. Information and documentation is to come from journal notes, taken during lectures, and from hands-on participation in gallery procedures. Include details of schedules, preparations, label making, wall treatment, lighting, installation design, press releases, invitation designs, and gallery operation
when the exhibition is in place. Type and neatly present this report as a design form. Include the required invitation design and press release in this report.

**Personal Evaluation**

Each student must write a personal critique of their own process of all stages of gallery installation and design during this course. This involves every step from the beginning plan and follow through to create a final gallery exhibition.

- Student must describe their understanding of all concepts of gallery design.
- Student must include an evaluation of personal strengths and weakness in their participation.
- Student must address, in detail, how design and color play an important role in gallery design and evaluate, with examples, how this works.
- The personal evaluation is completed by the student and instructor discussing what concepts were the most important to the personal learning process.

_all final work is due by the last day of instruction for this semester._
Art 360  EXHIBITION DESIGN & GALLERY MANAGEMENT

Catalogue description: Design theory and techniques for presentation of art works and mounting an exhibition.

Prerequisite: Junior standing and consent of instructor.

Name ________________________________

Telephone ____________________________

Major ________________________________

Art courses completed:

Reasons for taking this course. What do you expect from it?

Special interests and abilities:

References in art department:

Grade desired in this class: ___
Art 360: EXHIBITION DESIGN & GALLERY MANAGEMENT

Syllabus:

Unit I
A. Introduction: course purposes and goals
B. Course requirements
   1. Organize and present an exhibition in the lab gallery
   2. Assist in preparation and installation of exhibitions in gallery
   3. Visit and analyze exhibitions in Honolulu
   4. Course journal containing notes, sketches, ideas, critiques, analysis
C. Philosophy of exhibition design: its aims, purposes
   1. Exhibition design as an extension or continuation of art principals and concepts
   2. Exhibition design as an educational tool

Unit II
A. Process: procedures and techniques
   1. Theory of organization
   2. Practical application
   3. Demonstrations

Unit III
A. Surveying resources and needs
   1. Immediate needs
   2. Long term needs
   3. Continued needs
   4. Storage facilities
   5. Portability and adaptability
   6. Resource availability
   7. Analysis of human resources
   8. Costs
   9. Time
   10. Security

Unit IV
A. Installation concept or theme
   1. Meaning and purpose - slide presentation
   2. Feeling and mood to be conveyed
B. Color selection and visual effects
   1. Psychology of color and space
   2. Use of texture and patterns

Unit V
A. Space planning and traffic flow
   1. Slide presentation
   2. Installation analysis
   3. Model construction
Unit VI
A. Design and Mounting
   1. Spacing, pacing and flow
   2. Visual correlations versus contrast
   3. Groupings and negative space
B. Framing, matting and fabrication of special properties

Unit VII
A. Graphics and labeling
   1. Graphic continuity
   2. Communication versus museum fatigue
   3. Visibility
B. Lighting
   1. Aesthetics
   2. Energy efficiency
   3. Conservation

Unit VIII
A. Security and protection of objects
B. Liability and personal injury
C. Conservation and preservation
   1. Heat and humidity
   2. Ultra-violet light
   3. Display techniques

Unit IX
A. Planning and preparation
   1. Scheduling
   2. Budgeting
   3. Work schedule and deadlines
   4. Loan agreements
   5. Receiving and condition reports
   6. Packing and shipping
   7. Insurance
   8. Exhibit maintenance
B. Management
   1. Contracts
   2. Correspondence
   3. Utilization of personnel
   4. Volunteer support
   5. Record keeping and documentation
   6. Delegation of responsibilities

Unit X
A. Publicity and Public Relations
   1. Press
   2. Announcement design
   3. Catalogue preparation and design
B. Funding
   1. Grant writing
   2. Fundraising
Art 360: EXHIBITION DESIGN AND GALLERY MANAGEMENT

The class will meet once a week for three hours with four additional hours per week arranged. Students should understand that this course may call for additional time spent in the galleries and on field trips. Field trips of galleries and museums for analysis and discussion will be conducted throughout the semester but particularly with Units IV, V, VI, VII. Approximately four weeks each semester will be spent in practical application on the installation of exhibitions in the main gallery.

Students will be evaluated on 1) their ability to organize and present an exhibition in the laboratory gallery or elsewhere 2) their ability to conceive and plan an exhibition 3) their participation in the preparation and analysis of exhibitions in Honolulu 4) course journal, notes, sketches, ideas, critiques, and analyses 5) other projects presented during the semester.

Recommended reading list:

Alexander, Edward P. Museums in Motion. 1979
Burcaw, G. Ellis. Introduction to Museum Work. 1975
Davis, Gordon A. Museums in Education. 1983
Hall, Margaret. On Display. 1987
Klein, Larry. Exhibits: Planning and Design. 1986
Print Casebooks: The Best in Exhibition Design. Vol. 1-8
Reeve, James K. The Art of Showing Art. 1986
Shelley, Marjorie. The Care and Handling of Art Objects. 1987.
American Association for Museums. Caring for Collections. 1984
Neal, Arminta. Exhibits for Small Museums. American Association of Museums

Conservation:

Dolsof, Francis W. How to Care for Works of Art on Paper. 1979
Finch, Karen. Caring for Textiles. 1977
Keck, Caroline. A Handbook on the Care of Your Paintings. 1965
Zigrosser, Carl. A Guide to the Collecting and Care of Original Prints. 1965

The syllabus and description for Art 360 is subject to change.