Curriculum Development Process — Modify a Course
Steps Before Curriculum Committee Endorsement

Prior to Preparing Documentation
☐ Initiation — idea was submitted to Department Chair(s) and Academic Dean/Director for discussion and support
☐ Completed SCC’s Curriculum Committee Online Intention Form — places project on Curriculum Committee Agenda

Changes of Importance to the Registrar that need to be identified on Intention Form
— Credit values — Prerequisites / Corequisites
— Course Title — MnTC Goal Areas
— Course Number — Class Maximums
— Course Description — Course Deletions (make Inactive)
— Lecture / Lab / Internship breakdown

IF YOU are Modifying a Course, THEN:
☐ Copy of existing Common Course Outline (CCO) in WIDS was used to make changes
☐ Check and/or update a concise 2-3 sentence course description
☐ Check and/or update course name and abbreviated name (name change would be considered a NEW COURSE)
☐ Check and/or update course prefix and number (prefix and number change would be considered a NEW COURSE)
☐ Check and/or update lecture/lab credits and hour breakdown
☐ Check and/or update prerequisites
☐ Check and/or update MnTC goal area(s) — LAS courses
☐ Complete MnTC Goal Area Cross-walk within WIDS (for LAS MnTC courses only)
☐ Verify measurable course competencies and learning objectives
☐ Identify potential opportunities and impacts of the change on other programs/departments — DARS Search
☐ Proofread documentation for grammatical and typographical errors
☐ Proofread documentation for correct content on CCOs based on SCC example

Class Maximum Request Form completed with all signatures if class maximum is changing
If necessary, Tuition Differential Form completed
Both forms should be uploaded in WIDS — Shared Documents Curriculum Committee folder of the course

NEW STEPS — Once the Faculty Developer has updated the Common Course Outline in WIDS, then:
• While in WIDS, EXPORT the completed CCO as a PDF and email the PDF to your department chair and dean
• Change the status of the CCO from Work In Progress (WIP) to Request Approval
  (follow steps on Submitting a CCO for Online Review by Curriculum Committee handout)
• Complete the Course Development Curriculum eForm, the link to the eForm will be emailed to you once
  Bullet #2 above is completed (this replaces the paper copy form to obtain all the necessary signatures)

Once these three (3) steps have been completed, the form will electronically route throughout the rest of the Curriculum Development Process. Prior to Curriculum Committee endorsement, the CCO will also go through the usual review which may require the faculty developer to make modifications before the Curriculum Committee meeting.
Prior to Curriculum Committee Review, the CCO should be reviewed by Department Chair(s) and the Academic Dean. With the implementation of the eForm, this form will automatically route to the next responsible party for an electronic signature. The following steps after the Faculty Developer has completed the Course Development Curriculum eForm include:

**Review of the CCO by Department Chair(s) for the following:**
- ☐ CCO is available to all faculty and programs through email and department meetings to provide feedback
- ☐ Proofread documentation for grammatical and typographical errors
- ☐ Proofread documentation for correct content on CCOs based on SCC example
- ☐ For LAS courses, signature of all LAS Department Chairs included
- ☐ I support this proposal

**Review of the CCO by Academic Dean for the following:**
- ☐ MnTC Goal Area is appropriate based on MinnState guidelines — LAS courses only
- ☐ Faculty have proper credentials
- ☐ Identify potential opportunities and impacts of the change on other programs/departments
- ☐ I support this proposal

*If Academic Dean does NOT endorse the course proposal, AASC will resolve the issue*

**Curriculum Committee Endorsement**

Once the Academic Dean has electronically signed off on the curricular project, then the CCO will go through the Curriculum Committee review process where modifications may be requested. After the Faculty Developer has made those changes, the CCO will be brought to the Curriculum Committee for endorsement.

**Curriculum Committee endorsement, Curriculum Committee Chair signs**

**Steps Following Curriculum Committee Endorsement**

**Vice President of Student and Academic Affair approves/does not approve**

**Shared Governance for Class Maximum is approved**

**Student Affairs completes work in DARS and ISRS which eventually becomes part of the eCatalog**
Curriculum Development Process
Curriculum Committee Purpose, Roles and Responsibilities

Purpose
The Curriculum Committee is charged with “providing direction for the College president…” “including course outlines, award requirements, academic standards, course and program components, and the inventory of course and program offerings.” Its purpose is to ensure that all academic programs comply with Minnesota State Colleges and Universities Board academic program policies and procedures (Policy 3.36, Procedure 3.36.1) and SCC academic program policies and procedures. It also ensures that proper steps are taken when curriculum is added, modified, or eliminated and that such changes are communicated to all faculty and programs.

The following curriculum additions, modifications, or eliminations must be submitted to the Curriculum Committee for endorsement:

• Modified Courses
  — Any additions or deletions of course competencies in the Common Course Outline (CCO)
  — Changes or additions to prerequisites/corequisites
  — Changes to the course description language
  — Modification in Minnesota Transfer Curriculum (MnTC) Goal Area – LAS courses
• New Courses
  — Change to the title and/or prefix of a course
  — Changes in course credit
• New Academic Programs
  — Includes adding a new location to an existing program
  — This requires MinnState Notice of Intent (NOI)
• Modified Programs
  — Redesign – change in course requirements, name, CIP code, credit length, addition or deletion of an emphasis
  — Closure
  — Suspension or reinstatement
  — Replication or relocation

Roles and Responsibilities
Once the Curriculum Committee receives the program and/or course documentation with all the required signatures, the Curriculum Committee shall provide support/guidance to ensure compliance of MinnState and SCC policies.

1. Read the program documentation to ensure all the required elements are complete and accurate
   AND/OR
2. Read the Common Course Outline(s) to ensure all the necessary elements are complete and accurate
3. Review course competencies and learning objectives, asking the following questions:
   a. Does the course number align with an introductory (100-1000 level) or advanced (200-2000 level) course?
   b. Do the course competencies and learning objectives align with course level from 3a?
   c. Are the course competencies and learning objectives worded in a measurable manner?
4. Examine all program and course documentation for thoroughness and accuracy before moving forward in the Curriculum Development process
5. Vote to endorse the readiness/completeness of program/course documentation. If committee does not endorse, it must provide reasons and rationale for sending back to program faculty
6. Any discrepancies or issues involving a decision, program or course will move to AASC for action
Curriculum Development Process
Steps After Curriculum Committee Endorsement

**Modify Existing Courses**
Vice President of Student and Academic Affairs signature

- Shared Governance for Class Maximum change
- Student Affairs (documentation posted on CC website)
  - ISRS
  - DARS
  - eCatalog

**Modify Existing Program**
No credit length change
Vice President of Student and Academic Affairs signature

- President signature
- Student Affairs (documentation posted on CC website)
  - ISRS
  - DARS
  - eCatalog

**New Courses**
Vice President of Student and Academic Affairs signature

- Shared Governance for Class Maximum

**New Program Approval Process or Credit Change of Existing Program**

**MinnState Notice of Intent (NOI) — Program Navigator for New Programs**
Dean/faculty bring to Curriculum Committee for information purposes
Vice President of Student and Academic Affairs approval
President approval
MinnState Program Navigator — Notice of Intent (NOI) informing other MinnState colleges/universities of the program
MinnState initiates the intention stage for feedback; 60 days to complete official paperwork after approval
Faculty finalize Program (Academic Award) Plan and create CCOs — follow approved Curriculum Development process
Curriculum Committee endorsement
Vice President of Student and Academic Affairs signature
President signature

**Upload to MinnState Program Navigator**
Vice President of Student and Academic Affairs electronic approval
President electronic approval
Vice President of Student and Academic Affairs electronic approval (2nd)
MinnState reviews for final approval
MinnState grants approval

**Student Affairs**
- ISRS
- DARS
- eCatalog

**Scope and Sequence for Perkin’s Programs of Study**

Federal Dept. of Education review (for course to qualify for Financial Aid)
Higher Learning Commissions (HLC) review of new program without existing course offerings
## Resources

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<tr>
<th>Title</th>
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<tbody>
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