Curriculum Development Form — Modify an Existing Course

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)

Date of Proposal: ____________________  Author: ____________________

Course Contact: ____________________  Grading Method:  □ Grade  □ Pass/Fail

Scheduling:  □ Fall  □ Spring  □ Summer  □ Alternate Years  □ Variable  □ On Demand

Is this course proposed a Liberal Arts and Sciences course?  □ Yes  □ No

If yes, which MnTC area(s) will it fulfill (http://mntctransfer.org)?

□ 1  □ 2  □ 3  □ 4  □ 5  □ 6  □ 7  □ 8  □ 9  □ 10

Is this course a requirement/elective for a specific program or programs?  □ Yes  □ No

If yes, which program(s)? — DARS search

What impact will this modified course have on other program(s)?

Describe what is changing/being added, and the rationale:

As Faculty Developer, by signing this Modify an Existing Course form, the Curriculum Committee is assured of the following (checkmarks required):

Prior to Preparing Documentation
Initiation — idea was submitted to Department Chairs and Academic Dean for discussion and endorsement

□ Intention Form was completed

□ COPY of existing CCO was used to make changes

□ Double-checked:
  • concise 2-3 sentence course description
  • course name
  • course prefix and number
  • lecture/lab credits and hour breakdown
  • prerequisites
  • MnTC goal area — LAS courses

□ Verified measurable course competencies and learning objectives

□ Considered 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

Faculty Developer Signature  Date

10/17/14
As Primary Department Chair, by signing this Modify an Existing Course form, the Curriculum Committee is assured of the following (checkmarks required):

☐ Documentation through email and department meetings made available for other faculty and programs to provide feedback
☐ Proofread documentation for grammatical and typographical errors
☐ Proofread documentation for correct content and proper structure on CCOs (based on SCC example)
☐ I endorse this course ☐ I do not endorse this course

Primary Department Chair Signature Date

For LAS (MnTC courses) — As a LAS Department Chair, by signing this Modify an Existing Course form, the Curriculum Committee is assured of the following (checkmarks required):

☐ LAS course (specifically MnTC courses), documentation through email and department meetings made available for other faculty and programs to provide feedback

☐ I endorse this course ☐ I do not endorse this course

LAS Department Chair Signature Date

☐ I endorse this course ☐ I do not endorse this course

LAS Department Chair Signature Date

☐ I endorse this course ☐ I do not endorse this course

LAS Department Chair Signature Date

As Academic Dean, by signing this Modify an Existing Course form, the Curriculum Committee is assured of the following (checkmarks required):

☐ Identified potential opportunities and impacts of the change on other programs/departments — DARS search
☐ MnTC Goal Area is appropriate based on MnSCU guidelines — Transfer Specialist consulted
☐ Verified credentials for faculty teaching the course
☐ Addressed the need for Class Maximum Change Request form
   ☐ No change in class maximum OR
   ☐ Change in class maximum — Class Maximum Change Request form completed with all necessary signatures
☐ I support this proposal ☐ I do not support this proposal

If Academic Dean does NOT endorse the course proposal, the information will be elevated to AASC for resolution.

Academic Dean’s Signature Date

Following Curriculum Committee endorsement, this form is completed with final signatures

Curriculum Committee Chair’s Signature Date

Vice President of Student and Academic Affair’s Signature Date

10/17/14