Item #9.6:

**Curriculum Development Form — New Course**

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

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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://mntransfer.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*

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

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Describe the rationale for offering this new course:

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As Faculty Developer, by signing this New 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

☐ Used online WIDS to create Common Course Outline (CCO)

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

☐ Created 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

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Faculty Developer Signature: ___________________________ Date: ___________________________

10/17/14
As Primary Department Chair, by signing this New 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

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

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

LAS Department Chair Signature

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

LAS Department Chair Signature

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

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

Curriculum Committee Chair’s Signature

Vice President of Student and Academic Affair’s Signature

10/17/14