Curriculum Development Endorsement Form
Modify an Existing Program (Academic Award)

Program Name (Academic Award): Mechatronics Engineering Tech

CIP Code: 15.0406

Type of Academic Award: □ AA □ AAS □ AFA □ AS □ Diploma □ Certificate □ Transfer Pathway

Current Location: □ Faribault □ North Mankato
Proposed Added Location: □ Faribault □ North Mankato

Modify □ Suspend □ Close — Faculty signature not required for Suspended or Closed Programs

Current Credits: 60
Proposed Credits: 60

Date of Proposal: 12/1/2019
Proposed Implementation Date: 7/1/2020

Contact Person: Doug Leuer

What is the modification being proposed? Course added to provide more options for students AND align Scope & Sequence to Energy Tech

What impact will the modification have? Exception

Are there any courses that need to be expired? If so, please identify

Attach additional material if necessary

As Program Developer, by signing this Modify an Existing Program form, the Curriculum Committee is assured of the following (check marks required):

Prior to Preparing Documentation
□ Initiation — idea was submitted to Department Chair(s) and Academic Dean/Director for discussion and support
□ Explored existing program offerings to identify potential duplication
□ Completed Intention Form

Continue the Curriculum Development Process
□ Completed the comparison template outlining old program plan vs. new program plan, noting changes between the old and new
□ Completed the WIDS Program Project, which includes outlining scope and sequence of program
Please Note: If courses do not already exist, the shell of each course must be created in WIDS before the WIDS Program Project can be completed
□ Identified prerequisites (if any) for admission to the program
□ Created program description in WIDS
□ Created measurable program student learning outcomes in WIDS
□ Proofread documentation for correct content
□ Proofread documentation for grammatical and typographical errors
□ For technical programs, the change was discussed at Advisory Committee meeting (upload meeting minutes)
□ Uploaded additional documentation to WIDS (comparison template, etc.)

Program Developer Signature

Date 12/1/2019

Faculty signature not necessary for Suspended or Closed Program
As Primary Department Chair, by signing this Modify an Existing Program form, the Curriculum Committee is assured of the following (check marks required):

☐ Documentation through email and department meetings made available for other faculty and programs to provide feedback

☐ Proofread documentation for correct content and proper structure

☐ Proofread documentation for grammatical and typographical errors

☐ For LAS programs, signature of all LAS Department Chairs included

☐ I support this program plan

☐ I do not support this program plan — please provide reason(s):

Primary Department Chair Signature Date

Department Chair Signature not required for Suspended or Closed Program

If Primary Department Chair does not support the modified program proposal, program developer can elevate the proposal to AASC for resolution.

For AA, AFA and AS Degrees Only — As a LAS Department Chair, by signing this Modify an Existing Program form, the Curriculum Committee is assured of the following (check marks required):

☐ Documentation through email and department meetings made available for other faculty and programs to provide feedback

☐ I support this program plan

☐ I do not support this program plan — please provide reason(s):

LAS Department Chair Signature Date

☐ I support this program plan

☐ I do not support this program plan — please provide reason(s):

LAS Department Chair Signature Date

☐ I support this program plan

☐ I do not support this program plan — please provide reason(s):

LAS Department Chair Signature Date

LAS Department Chair Signature(s) not required for Suspended or Closed Program

If all four LAS Department Chairs do not support the modified program proposal, program developer can elevate the proposal to AASC for resolution.

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As Academic Dean/Director, by signing this Modify an Existing Program form, the Curriculum Committee is assured of the following (check marks required):

- Identified potential opportunities and impacts of the change on other programs/departments (request DARS search from Registrar’s Office)
- Provided supporting documentation to populate Program Navigator

☑ I support this program plan ☐ I do not support this program plan — please provide reason(s):

[Signature]

 Academic Dean/Director Signature  12/11/19

If Academic Dean/Director does not support the modified program proposal, program developer can elevate the proposal to AASC for resolution.

Upload this signed form as a PDF to WIDS Shared Document folder — Curriculum Committee. Place signed original forms in Curriculum Committee mailbox.

Following Curriculum Committee support, this form is completed with final signatures.

[Signature]

 Curriculum Committee Chair Signature  12/17/19

 Curriculum Committee Chair signature not required for Suspended or Closed Program

[Signature]

 Vice President of Student and Academic Affairs Signature  12/20/19  1/7/2020

[Signature]

 President Signature  1/7/2020

The following steps are possible post-approval steps

Modify an Existing Program
- Credit length, Name, CIP Code change,
  Add Location, etc.

Modify an Existing Program
- No credit length change

Student Affairs
- ISRS; DARS; eCatalog

Upload to MinnState Program Navigator
- Vice President of Student and Academic Affairs
  electronic approval
- President electronic approval
- MinnState reviews for final approval
- MinnState grants approval

Student Affairs
- ISRS; DARS; eCatalog

Federal Dept. of Education review
Higher Learning Commissions (HLC) review