Curriculum Development Form — Modify an Existing Course

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)
Katie Thalberg  DA 1813 Pre-Clinical Dental Assisting  2 Credits

Date of Proposal: 

Author: Katie Thalberg

Grading Method: ■ Grade □ Pass/Fail

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

Is this proposed course 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

The course is being: ■ Modified □ Deleted (complete Intention Form and obtain signatures)

Describe the modification

Remove prerequisite HLTH 1954. These topics are currently being taught within lab courses.

Change prerequisite to state: PHIL 100 or PHIL 150

and the rationale:

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)?

Attach additional paperwork if necessary

As Faculty Developer, by signing this Modify an Existing Course 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
□ Completed Intention Form

Continue the Curriculum Development Process

□ COPY of existing CCO was used to make changes
□ Double-checked:
  • concise 2-3 sentence course description
  • course name
  • lecture/lab credits and hour breakdown
  • course prefix and number
  • prerequisites
  • MnTC goal area — LAS courses
□ Completed MnTC Goal Area Cross-walk within WIDS (for LAS MnTC courses only)
□ Verified measurable course competencies and learning objectives
□ Considered potential opportunities and impacts of the change on other programs/departments — DARS Search
□ Proofread documentation for correct content and proper structure on CCOs based on SCC example
□ Proofread documentation for grammatical and typographical errors

If change in class maximum, Class Maximum Request Form completed (upload signed form in WIDS)

Faculty Developer Signature

Date

As Primary Department Chair, by signing this Modify an Existing Course 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, includes MnTC Goal Area Cross-walk Template(s)
☑ Proofread documentation for correct content and proper structure on CCOs based on SCC example
☑ Proofread documentation for grammatical and typographical errors
☑ I support this course ■ I do not support this course — please provide reason(s):

Primary Department Chair Signature

Date

Modify an Existing Course Form — 9/27/16 — Page 1
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 (check marks required):

☐ LAS course (specifically MnTC courses), documentation through email and department meetings made available for other faculty and programs to provide feedback, includes MnTC Goal Area Cross-walk Template(s)

☐ I support this course

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

________________________________________________________

LAS Department Chair Signature                                      Date

☐ I support this course

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

________________________________________________________

LAS Department Chair Signature                                      Date

☐ I support this course

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

________________________________________________________

LAS Department Chair Signature                                      Date

If all 4 LAS Department Chairs do not support the modified course proposal, faculty developer can elevate the proposal to AASC for resolution.

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

☐ Identified potential opportunities and impacts of the change on other programs/departments — DARS search

☐ Reviewed MnTC Goal Area Cross-walk Template (for LAS MnTC courses only)

☐ MnTC Goal Area is appropriate based on MnSCU guidelines — Transfer Specialist consulted

☐ Verified credentials for faculty teaching the course

If change in class maximum, Class Maximum Request Form completed (upload signed form in WIDS)

☐ I support this course

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

________________________________________________________

Academic Dean/Director Signature                                      Date

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

Upload this signed form as a PDF to WIDS Shared Document folder — Curriculum Committee.

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

________________________________________________________

Curriculum Committee Chair Signature                                 Date

________________________________________________________

Vice President of Student and Academic Affairs Signature            Date

Modify an Existing Course Form — 9/27/16 — Page 2
Curriculum Development Form — Modify an Existing Course

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)
Katie Thalberg DA 1814 Chairsde Dental Assisting I, 4 credits

Date of Proposal: ____________________________  Author: Katie Thalberg

Course Contact: Katie Thalberg  Grading Method: □ Grade □ Pass/Fail

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

Is this proposed course a Liberal Arts and Sciences course?  □ Yes  □ No
If yes, which MnTC area(s) will it fulfill (http://mncollege.org)?
□ 1  □ 2  □ 3  □ 4  □ 5  □ 6  □ 7  □ 8  □ 9  □ 10

The course is being: □ Modified  □ Deleted (complete Intention Form and obtain signatures)
Describe the modification
Remove prerequisite HLTH 1570.
Change prerequisite to state: PHIL 100 or PHIL 130. Realign course competencies to reflect true nature
and the rationale:

Is this course a requirement/elective for a specific program or programs?  □ Yes  □ No
If yes, which program(s)?  □ Required for Dental Assisting
— DARS search
What impact will this modified course have on other program(s)?
No impact on other programs.

Attach additional paperwork if necessary

As Faculty Developer, by signing this Modify an Existing Course 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
☐ Completed Intention Form

Continue the Curriculum Development Process
☐ COPY of existing CCO was used to make changes
☐ Double-checked:
  □ concise 2-3 sentence course description
  □ course name
  □ course prefix and number
  □ prerequisites
  □ lecture/lab credits and hour breakdown
  □ MnTC goal area — LAS courses
☐ Completed MnTC Goal Area Cross-walk within WIDS (for LAS MnTC courses only)
☐ Verified measurable course competencies and learning objectives
☐ Considered potential opportunities and impacts of the change on other programs/departments — DARS Search
☐ Proofread documentation for correct content and proper structure on CCOs based on SCC example
☐ Proofread documentation for grammatical and typographical errors
If change in class maximum, Class Maximum Request Form completed (upload signed form in WIDS)

Faculty Developer Signature ____________________________ Date: 2/11/19

As Primary Department Chair, by signing this Modify an Existing Course 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, includes MnTC Goal Area Cross-walk Template(s)
☐ Proofread documentation for correct content and proper structure on CCOs based on SCC example
☐ Proofread documentation for grammatical and typographical errors
☐ I support this course  □ I do not support this course — please provide reason(s):

Primary Department Chair Signature ____________________________ Date: 2/11/2019

Modify an Existing Course Form — 9/27/16 — Page 1
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 (check marks required):

☐ LAS course (specifically MnTC courses), documentation through email and department meetings made available for other faculty and programs to provide feedback, includes MnTC Goal Area Cross-walk Template(s)

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

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

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

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

LAS Department Chair Signature
Date

LAS Department Chair Signature
Date

LAS Department Chair Signature
Date

If all 4 LAS Department Chairs do not support the modified course proposal, faculty developer can elevate the proposal to AASC for resolution.

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

☑ Identified potential opportunities and impacts of the change on other programs/departments — DARS search
☐ Reviewed MnTC Goal Area Cross-walk Template (for LAS MnTC courses only)
☐ MnTC Goal Area is appropriate based on MnSCU guidelines — Transfer Specialist consulted
☐ Verified credentials for faculty teaching the course

If change in class maximum, Class Maximum Request Form completed (upload signed form in WIDS)

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

Academic Dean/Director Signature
Date

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

Upload this signed form as a PDF to WIDS Shared Document folder — Curriculum Committee.

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

Curriculum Committee Chair Signature
Date

Vice President of Student and Academic Affairs Signature
Date

Modify an Existing Course Form — 9/27/16 — Page 2
Curriculum Development Form — Modify an Existing Course

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)
Katie Thalberg DA 1815 Dental Materials, 3 credits

Date of Proposal:

Course Contact: Katie Thalberg
Grading Method: [ ] Grade [ ] Pass/Fail

Scheduling: [ ] Fall [ ] Spring [ ] Summer [ ] Alternate Years [ ] Variable [ ] On Demand

Is this proposed course 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

The course is being: [ ] Modified [ ] Deleted (complete Intention Form and obtain signatures)

Describe the modification Realign course competencies to reflect true nature of course.
and the rationale:

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

If yes, which program(s)? [ ] Required for Dental Assisting
— DARS search

What impact will this modified No impact on other programs.
course have on other program(s)?

Attach additional paperwork if necessary

As Faculty Developer, by signing this Modify an Existing Course 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
[ ] Completed Intention Form

Continue the Curriculum Development Process
[ ] COPY of existing CCO was used to make changes
[ ] Double-checked:
  - concise 2-3 sentence course description
  - course prefix and number
  - course name
  - lecture/lab credits and hour breakdown
  - prerequisites
  - MnTC goal area — LAS courses
[ ] Completed MnTC Goal Area Cross-walk within WIDS (for LAS MnTC courses only)
[ ] Verified measurable course competencies and learning objectives
[ ] Considered potential opportunities and impacts of the change on other programs/departments — DARS Search
[ ] Proofread documentation for correct content and proper structure on CCOs based on SCC example
[ ] Proofread documentation for grammatical and typographical errors

If change in class maximum, Class Maximum Request Form completed (upload signed form in WIDS)

Faculty Developer Signature 2/11/19

As Primary Department Chair, by signing this Modify an Existing Course 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, includes MnTC Goal Area Cross-walk Template(s)
[ ] Proofread documentation for correct content and proper structure on CCOs based on SCC example
[ ] Proofread documentation for grammatical and typographical errors

[ ] I support this course [ ] I do not support this course — please provide reason(s):

Primary Department Chair Signature 2/11/19
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 (check marks required):

☐ LAS course (specifically MnTC courses), documentation through email and department meetings made available for other faculty and programs to provide feedback, includes MnTC Goal Area Cross-walk Template(s)

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

--------------------------
LAS Department Chair Signature       Date
--------------------------

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

--------------------------
LAS Department Chair Signature       Date
--------------------------

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

--------------------------
LAS Department Chair Signature       Date
--------------------------

If all 4 LAS Department Chairs do not support the modified course proposal, faculty developer can elevate the proposal to AASC for resolution.

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

☒ Identified potential opportunities and impacts of the change on other programs/departments — DARS search
☒ Reviewed MnTC Goal Area Cross-walk Template (for LAS MnTC courses only)
☒ MnTC Goal Area is appropriate based on MnSCU guidelines — Transfer Specialist consulted
☒ Verified credentials for faculty teaching the course

If change in class maximum, Class Maximum Request Form completed (upload signed form in WIDS)

☒ I support this course     ☐ I do not support this course — please provide reason(s):

--------------------------
Academic Dean/Director Signature       2/12/19
--------------------------

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

Upload this signed form as a PDF to WIDS Shared Document folder — Curriculum Committee.

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

☒ I support this course     ☐ I do not support this course — please provide reason(s):

--------------------------
Curriculum Committee Chair Signature       2/13/19
--------------------------

☒ I support this course     ☐ I do not support this course — please provide reason(s):

--------------------------
Vice President of Student and Academic Affairs Signature       2/14/19
--------------------------
Curriculum Development Form — Modify an Existing Course

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)
Katie Thalberg, DA 1816 Radiology I, 3 credits

Date of Proposal: ___________________________ Author: Katie Thalberg

Course Contact: Katie Thalberg Grading Method: ■ Grade □ Pass/Fail

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

Is this proposed course a Liberal Arts and Sciences course? □ Yes □ No
If yes, which MnTC area(s) will it fulfill (http://mtntransfer.org)?
□ 1 □ 2 □ 3 □ 4 □ 5 □ 6 □ 7 □ 8 □ 9 □ 10

The course is being: ■ Modified □ Deleted (complete Intention Form and obtain signatures)

Describe the modification: Realign course competencies to reflect true nature of course.
and the rationale:

Is this course a requirement/elective for a specific program or programs? □ Yes □ No
If yes, which program(s)? Required for Dental Assisting
— DARS search

What impact will this modified course have on other program(s)? No impact on other programs.

Attach additional paperwork if necessary

As Faculty Developer, by signing this Modify an Existing Course 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
□ Completed Intention Form
Continue the Curriculum Development Process
□ COPY of existing CCO was used to make changes
□ Double-checked:
  • concise 2-3 sentence course description
  • course prefix and number
  • prerequisite(s)
  • course name
  • lecture/lab credits and hour breakdown
  • MnTC goal area — LAS courses
□ Completed MnTC Goal Area Cross-walk within WIDS (for LAS MnTC courses only)
□ Verified measurable course competencies and learning objectives
□ Considered potential opportunities and impacts of the change on other programs/departments — DARS Search
□ Proofread documentation for correct content and proper structure on CCOs based on SCC example
□ Proofread documentation for grammatical and typographical errors
If change in class maximum, Class Maximum Request Form completed (upload signed form in WIDS)

Faculty Developer Signature ___________________________ Date: 2/11/19

As Primary Department Chair, by signing this Modify an Existing Course 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, includes MnTC Goal Area Cross-walk Template(s)
☑ Proofread documentation for correct content and proper structure on CCOs based on SCC example
☑ Proofread documentation for grammatical and typographical errors
☑ I support this course □ I do not support this course — please provide reason(s):

Primary Department Chair Signature ___________________________ Date: 2/11/2019

Modify an Existing Course Form — 9/27/16 — Page 1
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 (check marks required):

☐ LAS course (specifically MnTC courses), documentation through email and department meetings made available for other faculty and programs to provide feedback, includes MnTC Goal Area Cross-walk Template(s)

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

__________________________          ____________________________
LAS Department Chair Signature                          Date

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

__________________________          ____________________________
LAS Department Chair Signature                          Date

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

__________________________          ____________________________
LAS Department Chair Signature                          Date

If all 4 LAS Department Chairs do not support the modified course proposal, faculty developer can elevate the proposal to AASC for resolution.

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

☑ Identified potential opportunities and impacts of the change on other programs/departments — DARS search
☐ Reviewed MnTC Goal Area Cross-walk Template (for LAS MnTC courses only)
☐ MnTC Goal Area is appropriate based on MnSCU guidelines — Transfer Specialist consulted
☑ Verified credentials for faculty teaching the course

If change in class maximum, Class Maximum Request Form completed (upload signed form in WIDS)

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

__________________________          ____________________________
Academic Dean/Director Signature                          Date

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

Upload this signed form as a PDF to WIDS Shared Document folder — Curriculum Committee.

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

__________________________          ____________________________
Curriculum Committee Chair Signature                          Date

__________________________          ____________________________
Vice President of Student and Academic Affairs Signature                          Date
Curriculum Development Form — Modify an Existing Course

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)
Katie Thalberg  DA 1826 Radiology II 3 Credits

Date of Proposal: [Enter Date]  

Author: Katie Thalberg

Course Contact: [Enter Contact Information]

Grading Method: [Select Grade/Credit or Pass/Fail]

Scheduling: [Select Fall, Spring, Summer, Alternate Years, On Demand]

Is this proposed course a Liberal Arts and Sciences course? [Yes/No]

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

[Select Areas: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10]

The course is being: [Modified/Deleted] (complete Intention Form and obtain signatures)

Describe the modification [Enter Description]

and the rationale:

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

If yes, which program(s)? [Required for Dental Assisting]

— DARS search

What impact will this modified course have on other program(s)? [No impact on other programs]

Attach additional paperwork if necessary

As Faculty Developer, by signing this Modify an Existing Course 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

☐ Completed Intention Form

Continue the Curriculum Development Process

☐ 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

☐ Completed MnTC Goal Area Cross-walk within WIDS (for LAS MnTC courses only)

☐ Verified measurable course competencies and learning objectives

☐ Considered potential opportunities and impacts of the change on other programs/departments — DARS Search

☐ Proofread documentation for correct content and proper structure on CCOs based on SCC example

☐ Proofread documentation for grammatical and typographical errors

If change in class maximum, Class Maximum Request Form completed (upload signed form in WIDS)

[Signature] 2/11/19

Faculty Developer Signature  Date

As Primary Department Chair, by signing this Modify an Existing Course 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, includes MnTC Goal Area Cross-walk Template(s)

☐ Proofread documentation for correct content and proper structure on CCOs based on SCC example

☐ Proofread documentation for grammatical and typographical errors

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

[Signature] 2/11/19

Primary Department Chair Signature  Date

Modify an Existing Course Form — 9/27/16 — Page 1
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 (check marks required):

- [ ] LAS course (specifically MnTC courses), documentation through email and department meetings made available for other faculty and programs to provide feedback, includes MnTC Goal Area Cross-walk Template(s)

- [ ] I support this course
- [ ] I do not support this course — please provide reason(s):

______________________________
LAS Department Chair Signature

______________________________
Date

- [ ] I support this course
- [ ] I do not support this course — please provide reason(s):

______________________________
LAS Department Chair Signature

______________________________
Date

- [ ] I support this course
- [ ] I do not support this course — please provide reason(s):

______________________________
LAS Department Chair Signature

______________________________
Date

If all 4 LAS Department Chairs do not support the modified course proposal, faculty developer can elevate the proposal to AASC for resolution.

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

- [ ] Identified potential opportunities and impacts of the change on other programs/departments — DARS search
- [ ] Reviewed MnTC Goal Area Cross-walk Template (for LAS MnTC courses only)
- [ ] MnTC Goal Area is appropriate based on MnSCU guidelines — Transfer Specialist consulted
- [ ] Verified credentials for faculty teaching the course

If change in class maximum, Class Maximum Request Form completed (upload signed form in WIDS)

- [ ] I support this course
- [ ] I do not support this course — please provide reason(s):

______________________________
Academic Dean/Director Signature

______________________________
3/19/19
Date

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

Upload this signed form as a PDF to WIDS Shared Document folder — Curriculum Committee.

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

- [ ] I support this course
- [ ] I do not support this course — please provide reason(s):

______________________________
Curriculum Committee Chair Signature

______________________________
2/13/19
Date

______________________________
Vice President of Student and Academic Affairs Signature

______________________________
2/14/19
Date
Curriculum Development Form — Modify an Existing Course

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)
Jenny Dumdei DA 1828 Nitrous Oxide Sedation 1 credit

Date of Proposal: 
Course Contact: Jenny Dumdei
Grading Method: Grade
Scheduling: Fall
Is this proposed course a Liberal Arts and Sciences course? Yes
If yes, which MnTC area(s) will it fulfill (http://mntransfer.org)?
1
The course is being: Modified
Describe the modification and the rationale:
Remove the Pre-requisite of HLTH 1954 Safety. This course is being removed from the Scope and Sequence for Dental Assisting.
Is this course a requirement/elective for a specific program or programs? Yes
If yes, which program(s)?
What impact will this modified course have on other program(s)? No impact on other programs

Attach additional paperwork if necessary

As Faculty Developer, by signing this Modify an Existing Course 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
☐ Completed Intention Form
Continue the Curriculum Development Process
☐ COPY of existing CCO was used to make changes
☐ Double-checked:
  - concise 2-3 sentence course description
  - course prefix and number
  - course name
  - lecture/lab credits and hour breakdown
  - prerequisites
  - MnTC goal area — LAS courses
☐ Completed MnTC Goal Area Cross-walk within WIDS (for LAS MnTC courses only)
☐ Verified measurable course competencies and learning objectives
☐ Considered potential opportunities and impacts of the change on other programs/departments — DARS Search
☐ Proofread documentation for correct content and proper structure on CCOs based on SCC example
☐ Proofread documentation for grammatical and typographical errors
If change in class maximum, Class Maximum Request Form completed (upload signed form in WIDS)

Faculty Developer Signature
Jenny Dumdei 2/11/2019

As Primary Department Chair, by signing this Modify an Existing Course 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, includes MnTC Goal Area Cross-walk Template(s)
☑ Proofread documentation for correct content and proper structure on CCOs based on SCC example
☑ Proofread documentation for grammatical and typographical errors
☐ I support this course ☐ I do not support this course — please provide reason(s):

Primary Department Chair Signature
Jenny Dumdei 2/11/2019

Modify an Existing Course Form — 9/27/16 — Page 1
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 (check marks required):

☐ LAS course (specifically MnTC courses), documentation through email and department meetings made available for other faculty and programs to provide feedback, includes MnTC Goal Area Cross-walk Template(s)

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

LAS Department Chair Signature __________________________ Date ____________

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

LAS Department Chair Signature __________________________ Date ____________

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

LAS Department Chair Signature __________________________ Date ____________

If all 4 LAS Department Chairs do not support the modified course proposal, faculty developer can elevate the proposal to AASC for resolution.

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

☑ Identified potential opportunities and impacts of the change on other programs/departments — DARS search
☐ Reviewed MnTC Goal Area Cross-walk Template (for LAS MnTC courses only)
☐ MnTC Goal Area is appropriate based on MnSCU guidelines — Transfer Specialist consulted
☐ Verified credentials for faculty teaching the course

If change in class maximum, Class Maximum Request Form completed (upload signed form in WIDS)

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

__________________________ __________________________ Date ____________

Academic Dean/Director Signature

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

Upload this signed form as a PDF to WIDS Shared Document folder — Curriculum Committee.

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

__________________________ __________________________ Date ____________

Curriculum Committee Chair Signature

__________________________ __________________________ Date ____________

Vice President of Student and Academic Affairs Signature

Modify an Existing Course Form — 9/27/16 — Page 2
Curriculum Development Form — Modify an Existing Course

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)
Katie Thalberg  DA 1830  Chairside Dental Assisting II  4 credits

Date of Proposal: ___________________________  Author: Katie Thalberg
Course Contact: ___________________________  Grading Method: □ Grade  □ Pass/Fail
Scheduling:  ■ Fall  □ Spring  □ Summer  □ Alternate Years  □ Variable  □ On Demand
Is this proposed course 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
The course is being:  ■ Modified  □ Deleted (complete Intention Form and obtain signatures)
Describe the modification:  Remove topics to be presented in the new DA 1855 Ethics and Jurisprudence course.
and the rationale:  Realign course competencies to reflect true nature of course.
Is this course a requirement/elective for a specific program or programs?  □ Yes  □ No
If yes, which program(s)?  Required for Dental Assisting
— DARS search
What impact will this modified  No impact on other programs
course have on other program(s)?

Attach additional paperwork if necessary

As Faculty Developer, by signing this Modify an Existing Course 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
□ Completed Intention Form
Continue the Curriculum Development Process
□ COPY of existing CCO was used to make changes
□ Double-checked:
• concise 2-3 sentence course description  • course name  • lecture/lab credits and hour breakdown
• course prefix and number  • prerequisites  • MnTC goal area — LAS courses
□ Completed MnTC Goal Area Cross-walk within WIDS (for LAS MnTC courses only)
□ Verified measurable course competencies and learning objectives
□ Considered potential opportunities and impacts of the change on other programs/departments — DARS Search
□ Proofread documentation for correct content and proper structure on CCOs based on SCC example
□ Proofread documentation for grammatical and typographical errors
If change in class maximum, Class Maximum Request Form completed (upload signed form in WIDS)

Facility Developer Signature  2/11/19  Date

As Primary Department Chair, by signing this Modify an Existing Course 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, includes MnTC Goal Area Cross-walk Template(s)
□ Proofread documentation for correct content and proper structure on CCOs based on SCC example
□ Proofread documentation for grammatical and typographical errors
□ I support this course  □ I do not support this course — please provide reason(s):

Primary Department Chair Signature  2/11/2019  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 (check marks required):

☐ LAS course (specifically MnTC courses), documentation through email and department meetings made available for other faculty and programs to provide feedback, includes MnTC Goal Area Cross-walk Template(s)

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


LAS Department Chair Signature
Date

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


LAS Department Chair Signature
Date

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


LAS Department Chair Signature
Date

If all 4 LAS Department Chairs do not support the modified course proposal, faculty developer can elevate the proposal to AASC for resolution.

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

☒ Identified potential opportunities and impacts of the change on other programs/departments — DARS search
☐ Reviewed MnTC Goal Area Cross-walk Template (for LAS MnTC courses only)
☐ MnTC Goal Area is appropriate based on MnSCU guidelines — Transfer Specialist consulted
☒ Verified credentials for faculty teaching the course

If change in class maximum, Class Maximum Request Form completed (upload signed form in WIDS)

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


Academic Dean/Director Signature
Date 2/19/19

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

Upload this signed form as a PDF to WIDS Shared Document folder — Curriculum Committee.

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


Curriculum Committee Chair Signature
Date 2/13/19


Vice President of Student and Academic Affairs Signature
Date 2/14/19
Curriculum Development Form — New Course

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1850, Business Law, 3 cr)
Jenny Dumdei DA 1855 Ethics and Jurisprudence 1 credit

Date of Proposal: 
Course Contact: Jenny Dumdei 
Author: Jenny Dumdei
Grading Method: □ Grade □ Pass/Fail
Scheduling: □ Fall □ Spring □ Summer □ Alternate Years □ Variable □ On Demand
Is this proposed course 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)? Required for Dental Assisting

— DARS search
What impact will this new course have on other program(s)?
There is no impact on other programs

Describe the rationale for offering this new course:
This course will prepare students for Minnesota Board of Dentistry Exam

As Faculty Developer, by signing this New Course 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 course offerings to identify potential duplication
□ Completed Online Intention Form

Continue the Curriculum Development Process
□ Used online WIDS to create Common Course Outline (CCO)
□ Identified:
  • concise 2-3 sentence course description
  • course prefix and number
  • course name
  • prerequisite
  • MnTC goal area — LAS courses
□ Completed MnTC Goal Area Cross-walk within WIDS (for LAS MnTC courses only)
□ Created measurable course competencies and learning objectives
□ Considered potential opportunities and impacts of the change on other programs/departments — DARS Search
□ Proofread documentation for correct content on CCOs based on SCC example
□ Proofread documentation for grammatical and typographical errors

Class Maximum Request Form completed (upload signed form in WIDS)

Faculty Developer Signature: Jenny Dumdei Date: 2/11/2019

As Primary Department Chair, by signing this New Course 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, includes MnTC Goal Area Cross-walk Template(s)
□ Proofread documentation for correct content and proper structure on CCOs based on SCC example
□ Proofread documentation for grammatical and typographical errors
□ I support this course □ I do not support this course — please provide reason(s):

Primary Department Chair Signature: Jenny Dumdei Date: 2/11/2019
For LAS (MnTC courses) — As a LAS Department Chair, by signing this New Course form, the Curriculum Committee is assured of the following (check marks required):

☐ LAS course (specifically MnTC courses), documentation through email and department meetings made available for other faculty and programs to provide feedback, includes MnTC Goal Area Cross-walk Template(s)

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

______________________________  ______________________________
LAS Department Chair Signature  Date

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

______________________________  ______________________________
LAS Department Chair Signature  Date

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

______________________________  ______________________________
LAS Department Chair Signature  Date

If all 4 LAS Department Chairs do not support the new course proposal, faculty developer can elevate the proposal to AASC for resolution.

As Academic Dean/Director, by signing this New Course form, the Curriculum Committee is assured of the following (check marks required):

☒ Identified potential opportunities and impacts of the change on other programs/departments — DARS search
☐ Reviewed MnTC Goal Area Cross-walk Template (for LAS MnTC courses only)
☐ MnTC Goal Area is appropriate based on MnSCU guidelines — Transfer Specialist consulted
☒ Verified credentials for faculty teaching the course

Class Maximum Request Form completed (upload signed form in WIDS)

☒ I support this course ☐ I do not support this course — please provide reason(s):

______________________________  ______________________________
Academic Dean/Director Signature  Date

If Academic Dean/Director does not support the new course proposal, faculty developer can elevate proposal to AASC for resolution.

Upload this signed form as a PDF to WIDS Shared Document folder — Curriculum Committee.

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

______________________________  ______________________________
Curriculum Committee Chair Signature  Date

______________________________  ______________________________
Vice President of Student and Academic Affairs Signature  Date

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