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: 11-2-18

Course Contact: Deb Salmon

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://mctransfer.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 and the rationale:

CSS Program ended for CSS courses.

CSS 105 was changed to DOWK 115

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)? None.

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 Template (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  11-2-18

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  11-2-18

Modify an Existing Course Form — 9/23/16 — 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.

_________________________ 11/2/2018
Curriculum Committee Chair Signature Date

_________________________ 11/6/18
Vice President of Student and Academic Affairs Signature Date
Community Social Services Courses no longer offered:

CSS 1801
CSS 1802
CSS 1804
CSS 1811
CSS 1902
CSS 1913
CSS 1910
CSS 1911