Curriculum Development Form — Modify an Existing Course

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)
NURS 1110 Foundation of Nursing, 2 credits

Date of Proposal: 3/16/2018  Author: Jennifer Ongie-Jindra

Course Contact: Jennifer Ongie-Jindra  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://mnntransfer.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: Change in a few competency and learning objectives; This was requested by MN Board of Nursing during the October accreditation visit in which a MNBON representative was present

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

If yes, which program(s)?  Practical Nursing diploma

— 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 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  3/19/18

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  3/19/18
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):

______________________________  9-19-18
Candace Mosser Kumpf                                      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:

______________________________  5/4/2018
Curriculum Committee Chair Signature                                      Date

______________________________  5/4/18
Vice President of Student and Academic Affairs Signature                                      Date
Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)
NURS 1150 Clinical Foundation, 3 credits

Date of Proposal: 3/16/2018

Author: Jennifer Ongie-Jindra

Course Contact: Jennifer Ongie-Jindra

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 and the rationale: Change in a few competency and learning objectives; This was requested by MN Board of Nursing during the October accreditation visit in which a MNJNBON representative was present

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

If yes, which program(s)? Practical Nursing diploma

— 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 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 3/19/18

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

Date 3/19/18

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):

☐ 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

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 3-19-18

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 5/4/2018

Vice President of Student and Academic Affairs Signature 5/4/18

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)
NURS 1310 Application of Nursing, 4 credits

Date of Proposal: 3/16/2018
Author: Jennifer Ongie-Jindra

Course Contact: Jennifer Ongie-Jindra
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 and the rationale:
Change in a few competency and learning objectives; This was requested by MN Board of Nursing during the October accreditation visit in which a MNBON representative was present

Is this course a requirement/elective for a specific program or programs? □ Yes □ No
If yes, which program(s)? Practical Nursing diploma

— 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 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 3/19/18

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□ 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 3/19/18

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):


Catherine Montigny               3/19/18
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.


Date Armstrong               5/4/2018
Curriculum Committee Chair Signature      Date

Bodil Emshoff               5/4/2018
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)
NURS 1350 Clinical Application, 4 credits

Date of Proposal: 3/16/2018       Author: Jennifer Ongie-Jindra

Course Contact: Jennifer Ongie-Jindra       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 and the rationale:
Change in a few competency and learning objectives; This was requested by MN Board of Nursing
during the October accreditation visit in which a MNBON representative was present

Is this course a requirement/elective for a specific program or programs? ■ Yes □ No
If yes, which program(s)? Practical Nursing diploma

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

Faculty Developer Signature  3/19/18

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□ 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  3/19/18
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)
NURS 1610 Psychosocial Nursing, 2 credits

Date of Proposal: 3/16/2018
Author: Jennifer Ongie-Jindra

Course Contact: Jennifer Ongie-Jindra
Grading Method: Grade

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://mtransfer.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:
Change in a few competency and learning objectives; This was requested by MN Board of Nursing during the October accreditation visit in which a MN Board of Nursing representative was present

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

If yes, which program(s)? Practical Nursing diploma

— 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 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 3/9/18

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
Date 3/9/18
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):

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☐ 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

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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