Curriculum Development Form — Modify an Existing Course

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

COMM 110 Public Speaking

Date of Proposal: 3/28/2018
Author: Tracy Murphy

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://mntc.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: Update language of CCO so it aligns pathway language 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
  ■ 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

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

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):

[Signature]
LAS Department Chair Signature

Date

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

[Signature]
LAS Department Chair Signature

Date

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

[Signature]
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):

[Signature]
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.

[Signature]
Curriculum Committee Chair Signature

Date

[Signature]
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)
COMM 120 Small Group Communication

Date of Proposal: 3/28/2018
Author: Tracy Murphy
Course Contact: Tracy Murphy
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

The course is being: ■ Modified □ Deleted (complete Intention Form and obtain signatures)
Describe the modification: Update language of CCO so it aligns pathway language
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)?
None — language, not curriculum is modified

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
• 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)

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):

Faculty Developer Signature
Date

Primary Department Chair Signature
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):

[Signature]
LAS Department Chair Signature
4/11/18
Date

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

[Signature]
LAS Department Chair Signature
4/11/18
Date

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

[Signature]
LAS Department Chair Signature
4/11/18
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):

[Signature]
Academic Dean/Director Signature
4/12/18
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.

[Signature]
Curriculum Committee Chair Signature
5/4/2018
Date

[Signature]
Vice President of Student and Academic Affairs Signature
5/4/2018
Date
Curriculum Development Form — Modify an Existing Course

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

COMM 130 Intercultural Communication

Date of Proposal: 4/4/18  Author: Dave Edwards

Course Contact: Dave Edwards  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://mnnen.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: Changes made to language of CCO to align with other colleges for pathway purposes
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)

___ Dave Edwards ___
Faculty Developer Signature  4/4/18

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):

___ Dave Murphy ___
Primary Department Chair Signature  4/11/18

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):

[Signature]
LAS Department Chair Signature
Date

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

[Signature]
LAS Department Chair Signature
Date

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

[Signature]
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):

[Signature]
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.

[Signature]
Curriculum Committee Chair Signature
Date

[Signature]
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)
COMM 140 Interpersonal Communication

Date of Proposal: 4/4/18
Author: Dave Edwards

Course Contact: Dave Edwards
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 ☐ 9 ☐ 10

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

Describe the modification:
Changes made to language of CCO to align with other colleges for pathway purposes

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)?

None — language, not curriculum, is changing.

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)

Facility Developer Signature 4/4/18

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 4/11/18
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):

[Signature] 4/11/18
LAS Department Chair Signature  Date

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

[Signature] 4/11/18
LAS Department Chair Signature  Date

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

[Signature] 4/11/18
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):

[Signature] 4/12/18
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.

[Signature] 5/4/2018
Curriculum Committee Chair Signature  Date

[Signature] 5/4/18
Vice President of Student and Academic Affairs Signature  Date
Curriculum Development Form — New Course

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

COMM 150, Introduction to Mass Communication, 4 cr

Date of Proposal: 4/3/2018  Author: Dave Edwards

Course Contact: Dave Edwards  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)?

Could be used as an elective in AA degree or any other program requiring GenEd course.

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

None. It is not required in any program and there are no goal area changes, so it could be used as an elective in AA degree or any other program requiring GenEd course.

Describe the rationale for offering this new course:

This is an existing course that is having its prefix and number changed from MASS 110 to COMM 150. Title, description, and MnTC goal areas unchanged. Course comps and learning objectives tweaked to ensure measurable verbs. Full rationale attached on separate page. (Short version of rationale: 1) to include mass comm course with all comm courses; and 2) align with other two year colleges.)

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 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)

☐ 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: Nave Edwards  Date: 4/3/18

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  Date
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):

[Signature]  4/11/18

LAS Department Chair Signature  Date

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

[Signature]  4/11/18

LAS Department Chair Signature  Date

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

[Signature]  4/11/18

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):

[Signature]  4/11/18

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.

[Signature]  5/4/2018

Curriculum Committee Chair Signature  Date

[Signature]  5/4/18

Vice President of Student and Academic Affairs Signature  Date

New Course Form — 9/27/16 — Page 2
Curriculum Development Form — New Course

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)
COMM 190 Special Topics in Communication Studies

Date of Proposal: 4/4/2018  Author: Tracy Murphy

Course Contact: Tracy Murphy  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://mncourses.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

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

Describe the rationale for offering this new course:

Providing students an option to explore additional topics in communication not regularly offered AND provide students an option for one-credit coursework.

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
- 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)
[ ] 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

[ ] Date

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

[ ] Date

New Course Form — 9/27/16 — Page 1
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):

[Signature]
LAS Department Chair Signature

4/11/18
Date

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

[Signature]
LAS Department Chair Signature

4/11/18
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):

[Signature]
Academic Dean/Director Signature

5/3/18
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:

[Signature]
Curriculum Committee Chair Signature

5/4/2018
Date

[Signature]
Vice President of Student and Academic Affairs Signature

5/4/2018
Date