Curriculum Development Form — New Course

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

Date of Proposal: 3/23/18

Author: Connie Miller

Course Contact: Connie Miller

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

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

If yes, which program(s)? required for all college-level coursework

DARS search

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

Course will allow students to expedite entry into college-level coursework by shortening time of completion of English 90.

Describe the rationale for offering this new course:

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 Crosswalk 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 ECC example

☐ Proofread documentation for grammatical and typographical errors

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

Faculty Developer Signature 3/23/18

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 Crosswalk Template(s)

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

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

Primary Department Chair Signature 3-29-18

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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
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 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
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
Date

[Signature]
Vice President of Student and Academic Affairs Signature
Date

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