Curriculum Development Form — Modify an Existing Course

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)
SOC 101, Introduction to Sociology, currently 4 credits

Date of Proposal: 2/22/2018
Author: Mark Friedman, Department Chair

Course Contact: Mark Friedman
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 and the rationale:
Change from 4 credits to 3 credits. This is to conform with the practice of most other institutions regarding this class, and to fit this class into the social work transfer pathway curriculum.

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

If yes, which program(s)? Not currently, but will be required for the proposed Family Service Specialist AAS, [ ]

— DARS search [ ]

What impact will this modified course have on other program(s)? This will enable FSS students to take the required SOC 101 within the credit requirements of the program, and facilitate their transfer to other institutions after they graduate. Also will fit in

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)

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

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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 Crosswalk Template(s)

☑ I support this course

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

[Signature]
Las Department Chair Signature 2/23/18

☑ I support this course

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

[Signature]
Las Department Chair Signature 2/26/18

☑ I support this course

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

[Signature]
Las Department Chair Signature 3/21/18

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 Crosswalk 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 3/21/18

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.

☑ [Signature]
Curriculum Committee Chair Signature 4/6/2018

☑ [Signature]
Vice President of Student and Academic Affairs Signature 4/11/2018