Curriculum Development Form — Modify an Existing Course

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)
HC 1934 Trained Medication Aide, 2 credits

Date of Proposal: 2/14/2018
Course Contact: Laurie Kodet
Author: Laurie Kodet
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://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: Correcting credit to contact hours and streamlining course competencies and learning objectives;
and the rationale: Course is over 8-10 weeks
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 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)

Laurie Kodet
2/14/18
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):

[Signature]
2/14/18
Primary Department Chair Signature
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 ___________________________