Curriculum Development Form — New Course

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

**WELD 1101** Welding Fundamentals

Date of Proposal: 9/13/17

Course Contact: **Craig Smith**

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

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)?

Could count as a technical elective

Describe the rationale for offering this new course:

Many students have asked to take a welding course, but can't get in, if they aren't a welding major.

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 SCC example

☐ Proofread documentation for grammatical and typographical errors

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

Faculty Developer Signature

9/13/17

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

☐ Proofread documentation for grammatical and typographical errors

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

Primary Department Chair Signature

9/19/17
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):

Barb Embacher 9/13/17

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] 2/9/2018

Curriculum Committee Chair Signature Date

Barb Embacher 2/9/18

Vice President of Student and Academic Affairs Signature Date