Curriculum Development Form — New Course

Date of Proposal: 1-15-18

Course Contact: Jon Morgan

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://mctransfer.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)? MTT Right Skills Now (RSN) Cert. & Manufacturing — DARS search Production Cert.

What impact will this new course have on other program(s)? None

Describe the rationale for offering this new course: Advisory Recommendations

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 1-15-18

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 1/17/18

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):

______________________________  __________________________
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 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):

______________________________  __________________________
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.

______________________________  __________________________
Curriculum Committee Chair Signature  Date

______________________________  __________________________
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)

Date of Proposal: 1-15-18  Author: CMAE 1818

Course Contact: Jon Morgan  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://mctransfer.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)? MTT Right Skills Now (RSN) Cert. & Manufacturing

— DARS search

Production Cert.

What impact will this new course have on other program(s)? None

Describe the rationale for offering this new course: Advisory Recommendations

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Faculty Developer Signature  Date  1-15-18

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☐ 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  1-17-18
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):

☐ 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

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If Academic Dean/Director does not support the new course proposal, faculty developer can elevate proposal to AASC for resolution.

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Curriculum Committee Chair Signature  Date

______________________________  ____________________________  
Vice President of Student and Academic Affairs Signature  Date

New Course Form — 9/27/16 — Page 2