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

Course Contact: Jon Morgan

Grading Method: ☐ Grade ☑ Pass/Fail

Scheduling: ☐ Fall ☑ Spring ☐ Summer ☐ Alternate Years

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)? MTT AAS, MTT Diploma, MTT RSN, MTT Foundation Diploma

— DARS search

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 prefix and number

☐ course name ☐ lecture/lab credits and hour breakdown

☐ 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

1/18/18
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):

☐ 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.

_________________________ 2/2/2015
date
Curriculum Committee Chair Signature

_________________________ ________________________
Vice President of Student and Academic Affairs Signature Date

New Course Form — 9/27/16 — Page 2