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: [Signature]

Course Contact: [Name] Morgan
Grading Method: [ ] Grade [ ] Pass/Fail [ ] Variable [ ] On Demand

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://mntctransfer.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 RN [ ] MTT Foundation Diploma

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
  • 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: [Signature] Date: 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 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 [ ] I do not support this course — please provide reason(s):

Primary Department Chair Signature: [Signature] Date: 2/3/18

New Course Form — 9/27/16 — Page 1
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.

Date

New Course Form — 9/27/16 — Page 2