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

Author: John Smith, Craig Smith

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://mntransfer.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:

☐ course prefix and number

☒ concise 2-3 sentence course description  ☒ 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)

John Smith

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 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

☒ Support this course  ☐ Do not support this course — please provide reason(s):

Primary Department Chair Signature 9/19/17

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):

______________________________  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.

______________________________  2/9/2018
Curriculum Committee Chair Signature  Date

______________________________  2/9/18
Vice President of Student and Academic Affairs Signature  Date