Curriculum Development Form — Modify an Existing Course

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)
OTEC2814 -- Office Procedures -- 4 Credits

Date of Proposal: 11/15/17

Author: Becky Miller

Course Contact: Becky Miller

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://mntctransfer.org)?

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10

The course is being: 
- Modified
- Deleted (complete Intention Form and obtain signatures)

Describe the modification: With the review of our curriculum, we have decided that the competencies from the OTEC2814 course were being covered in other courses. Those that are not covered will be incorporated into other courses.

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 modified course have on other program(s)?

Attach additional paperwork if necessary

As Faculty Developer, by signing this Modify an Existing 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
- Completed Intention Form

Continue the Curriculum Development Process
- COPY of existing CCO was used to make changes
- Double-checked:
  - 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)
- Verified 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 and proper structure on CCOs based on SCC example
- Proofread documentation for grammatical and typographical errors

If change in class maximum, Class Maximum Request Form completed (upload signed form in WIDS)

Becky A. Miller 11/15/17

Faculty Developer Signature

As Primary Department Chair, by signing this Modify an Existing 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

1. I support this course
   □ I do not support this course — please provide reason(s).

Primary Department Chair Signature 16 Nov 17

Date
For LAS (MnTC courses) — As a LAS Department Chair, by signing this Modify an Existing 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 modified course proposal, faculty developer can elevate the proposal to AASC for resolution.

As Academic Dean/Director, by signing this Modify an Existing 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

If change in class maximum, 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 modified course proposal, faculty developer can elevate the 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

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