Curriculum Development Form -- New Course

Course Designator, Number, Title and Number of Credits (i.e., ACCT 1800, Business Law, 3 cr)

HSER 101: Disabilities and Person-centered Planning (4 credits)

Date of Proposal: 9/17/2017
Author: Wayne Whitmore + Deb Solomon
Course Contact: Wayne N. + Deb S.
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
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)?
Not required by other programs and will only be replacing CSS courses that are going away.

Describe the rationale for offering this new course:
CSS courses being phased out; HSER + SWA AA students will take this instead as it is more applicable and will transfer.

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 pre-requisites
  • course prerequisites
  • lecture/lab credits and hour breakdown
  • 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 9/17/2017

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 9/17/2017
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 formal signatures,

☒ [Signature]

Date

[Signature]

Date

[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)

HSER 103: Behavioral Interventions (4 crs)

Date of Proposal: 9/17/2017

Author: Wayne Whitmore / Deb Salmon

Course Contact: Wayne Whitmore / Deb Salmon

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://mnte.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)?

Not required by other programs and will only replace CSS courses that are going away.

Describe the rationale for offering this new course:

CSS courses being replaced are HSER and SW AA pathway

Will take this instead as it is more applicable and will transfer.

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
  - prerequisites
  - lecture/lab credits and hour breakdown
  - 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

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Faculty Developer Signature 9/17/2017

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[ ] 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 9/13/17
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):

[Signature]
9-13-17

LAS Department Chair Signature
Date

☐ I support this course
☐ I do not support this course — please provide reason(s):

[Signature]
9/14/17

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

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☐ I support this course
☐ I do not support this course — please provide reason(s):

[Signature]
9/15/17

Academic Dean/Director Signature
Date

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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.

[Signature]
12/1/2017

Curriculum Committee Chair Signature
Date

[Signature]
12/1/2017

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)

HSER 103: Poverty (3 credits)

Date of Proposal: 9/17/2017
Author: Haphe Whitmore & Deb. Salon

Course Contact: Wayne H & Deb S.
Grading Method: Factor 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)? FSS Program and Social Work AA Pathway

What impact will this new course have on other program(s)? Not required by other courses, and will only be replacing CSS courses that are going away.

Describe the rationale for offering this new course: CSS courses are being phased out; HSER and SW AA students will take this instead as it is more applicable and will transfer.

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Faculty Developer Signature 9/17/17

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Primary Department Chair Signature 9/17/17
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☐ I support this course  ☐ I do not support this course — please provide reason(s):

[Signature]

LAS Department Chair Signature  Date

☐ I support this course  ☐ I do not support this course — please provide reason(s):

[Signature]  9/13/17

LAS Department Chair Signature  Date

☐ I support this course  ☐ I do not support this course — please provide reason(s):

[Signature]  9/14/17

LAS Department Chair Signature  Date

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☐ 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):

[Signature]  9/15/17

Academic Dean/Director Signature  Date

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Following Curriculum Committee support, this form is completed with nal signatures.

[Signature]  12/1/2017

Curriculum Committee Chair Signature  Date

[Signature]  12/1/2017

Vice President of Student and Academic Affairs Signature  Date