Curriculum Development Form — Modify an Existing Course

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)
OTEC1840 -- Microsoft PowerPoint -- 3 credits

Date of Proposal: September 1, 2017
Author: Becky Miller

Course Contact: Becky Miller
Graduation 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

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

Describe the modification and the rationale:
This course is being updated to the Microsoft 2016 software. We have decided to change the name of the course and the competencies to increase student knowledge of this application.

Is this course a requirement/elective for a specific program or programs? □ Yes □ No

If yes, which program(s)? Administrative Office Specialist, all AAS emphasis areas, and the Business Software Certificate — DARS search

What impact will this modified course have on other program(s)? None

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:
  □ 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)
□ 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)

Faculty Developer Signature: Becky A. Miller 9/1/17

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

Primary Department Chair Signature: 1306/17
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
☐ Verifed 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):

__________________________________________  10/13/17
Barbara Ensminger  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.

__________________________________________  11/8/2017
Yuli A. Bidee  Date
Curriculum Committee Chair Signature

__________________________________________  11-14-17
Vice President of Student and Academic Affairs Signature  Date
Curriculum Development Form — Modify an Existing Course

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)
OTEC2800 -- Office Keyboarding -- 3 credits

Date of Proposal: September 1, 2017  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://mntc.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: The prerequisite of OTEC1790 - Keyboarding for College is being removed and replaced with a minimum keyboarding speed of 40 wpm or advisor approval.
Is this course a requirement/elective for a specific program or programs?  Yes  No
If yes, which program(s)?  All Administrative Office Specialist AAS and Certificate options
   — DARS search
What impact will this modified course have on other program(s)?  None

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:
      • concise 2-3 sentence course description  • course name  • lecture/lab credits and hour breakdown
      • course prefix and number  • 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)

Facility Developer Signature: Becky Miller  Date: 09/1/17

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

Primary Department Chair Signature:  Date: 10/3/17

Modify an Existing Course Form — 9/27/16 — Page 1
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):

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

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

☐ 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 10-13-17

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 11/8/2017

Vice President of Student and Academic Affairs Signature 11-14-17

modify an Existing Course Form — 9/27/16 — Page 2
Curriculum Development Form — Modify an Existing Course

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)
OTECS2815 — Employment Portfolio — 3 credits

Date of Proposal: September 1, 2017  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://mntransfer.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 and the rationale:
The prerequisites of OTEC1822, OTEC2810, and OTEC2814 are being removed. Skills from OTEC1822 and OTEC2810 are not needed for this course. We are no longer offering the OTEC2814 course. Course competencies and objectives have also been changed and updated.

Is this course a requirement/elective for a specific program or programs? [ ] Yes [ ] No

If yes, which program(s)? All Administrative Office Specialist AAS options

— 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:
  [ ] concise 2-3 sentence course description  [ ] course name  [ ] lecture/lab credits and hour breakdown
  [ ] course prefix and number  [ ] 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)

Faculty Developer Signature  9/1/17

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

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

Primary Department Chair Signature  9/13/17

Modify an Existing Course Form — 9/27/16 — Page 1
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):

__________________________________________  Date

LAS Department Chair Signature

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

__________________________________________  Date

LAS Department Chair Signature

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

__________________________________________  Date

LAS Department Chair Signature

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):

__________________________________________  10-13-17

Academic Dean/Director Signature

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.

__________________________________________  11/8/2017

Curriculum Committee Chair Signature

__________________________________________  11-14-17

Vice President of Student and Academic Affairs Signature

Modify an Existing Course Form — 9/27/16 — Page 2
Curriculum Development Form — Modify an Existing Course

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)
OTEC2850 -- Integrated Information Systems -- 3 credits

Date of Proposal: September 1, 2017  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://mntransfer.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
The prerequisite of OTEC1840 is being added to this course as the competencies from this course are needed to be successful in this course.
and the rationale:
Is this course a requirement/elective for a specific program or programs? Yes  No
If yes, which program(s)? All Administrative Office Specialist AAS options
— 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:
   • concise 2-3 sentence course description
   • course name
   • course prefix and number
   • 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)


Faculty Developer Signature  9/1/17

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

Primary Department Chair Signature  1304/17
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   10-13-17

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   11/8/2017

__________________________
Vice President of Student and Academic Affairs Signature   11-14-17
Curriculum Development Form — Modify an Existing Course

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)
OTEC2870 -- Information Resource Management -- 3 credits

Date of Proposal: September 1, 2017

Author: Becky Miller

Course Contact: Becky Miller

Grading Method: Grade

Scheduling: Fall

Is this proposed course a Liberal Arts and Sciences course? Yes No

If yes, which MnTC area(s) will it fulfill (http://mntc2010.org)?

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

Describe the modification: The Microsoft Outlook competencies from the removed OTEC2814 course have been added to this CCO.

Is this course a requirement/elective for a specific program or programs? Yes No

If yes, which program(s)? All Administrative Office Specialist AAS options and the Business Software Certificate

— DARS search

What impact will this modified course have on other program(s)? None

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:

• concise 2-3 sentence course description
• course name
• lecture/lab credits and hour breakdown
• course prefix and number
• 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)

Faculty Developer Signature

Date

9/1/17

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

I support this course

Date

1300-17

Modify an Existing Course Form — 9/27/16 — Page 1
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

Modify an Existing Course Form — 9/27/16 — Page 2
Curriculum Development Form — Modify an Existing Course

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)
OTEC2855 -- Internship -- 2 credits

Date of Proposal: September 1, 2017
Author: Becky Miller

Course Contact: Becky Miller
Grading Method: Grade

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

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

Describe the modification:
The OTEC2814 course was removed from the curriculum so we are adding stress & time mgmt. and customer service competencies to this course. We are also removing the OTEC2810 & 2814 prereqs.

and the rationale:

Is this course a requirement/elective for a specific program or programs? □ Yes □ No

If yes, which program(s)? All Administrative Office Specialist AAS options
— 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:
  • 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)
□ 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)

[Signature]
Faculty Developer Signature
[Date]: 9/1/17

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

[Signature]
Primary Department Chair Signature
[Date]: [Signature]
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  10-13-17

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  11/18/2017

______________________________________________
Vice President of Student and Academic Affairs Signature  11-14-17