Curriculum Development Form -- New Course

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

**HSER 100: Introduction to Counseling (3 credits)**

Date of Proposal: 9/7/2017

Author: Wayne Whitmore & Deb Salmon

Course Contact: Wayne Whitmore

Grading Method: Grade

Scheduling: Fall

Is this course a Liberal Arts and Sciences course? Yes

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

1

Is this course a requirement/elective for a specific program or programs? Yes

If yes, which program(s)? FSS program and Social Work AA pathway

Search

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

Describe the rationale for offering this new course: CSS courses being phased out. HSER certificate in SWAA pathway and FSS students will take this instead. More applicable.

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

- Class Maximum Request Form completed (upload signed form in WIDS)

Faculty Developer Signature: [Signature]

Date: 9/7/2017

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):

[Signature]

Date: 9/13/2017
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):

☐ 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):

Mary Nelson  9-13-17

LAS Department Chair Signature
Date

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

RF Bleier  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
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,

☑ 11/8/2017
Curriculum Committee Chair Signature
Date

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

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Curriculum Development Form — New Course

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

HSER 200: First Experience

Date of Proposal: 9/27/2017

Author: Wayne Whitmore, Deb Solomon

Course Contact: Wayne W. + Deb S.

Grading Method: □ A 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

— DARS search

What impact will this new course have on other program(s)?  Not required by other programs — no impact.

Describe the rationale for offering this new course:

CSS courses being phased out. It also meets and matches language in the Social Work AA pathway.

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 prerequisites
- course name
- 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)

[Signature] 9/27/2017

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):

[Signature] 9/27/2017
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 final signatures.

Curriculum Committee Chair Signature
Date

Vice President of Student and Academic Affairs Signature
Date

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