Curriculum Development Form — Modify an Existing Course

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)
PSYC100, Introduction to Psychology, 4 cr

Date of Proposal: 9/28/2017  Author: Jane Greathouse
Course Contact: Jane Greathouse  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: Updating course competencies to be measurable. Revised learning outcomes to measurable and more comprehensive. Preparing courses for QM certification and measurable competencies are important.
and the rationale:__________________________________________________________
Is this course a requirement/elective for a specific program or programs?   ■ Yes  □ No
If yes, which program(s)?  AA; Accounting; Agribusiness; Auto Body; Auto Service; Child Development; CIIM; Civil Eng; CSS; Culinary; Dental Ass; Graphics Comm; Marketing; Nursing; ICP; Med Asst
— DARS search______________________________________________________________
What impact will this modified course have on other program(s)?
□ No impact on other programs

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)

Jane Greathouse  9/28/2017
Faculty Developer Signature  Date

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):

Wendy Freme  10/6/17
Primary Department Chair Signature  Date

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):

[Signature]  10/5/17

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

[Signature]  10/5/17

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

[Signature]  10/5/17

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

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

[Signature]  10/5/17

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.

[Signature]  11/8/2017

[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)
PSYC110, Lifespan Psychology, 3 cr

Date of Proposal: 9/28/2017
Author: Jane Greathouse

Course Contact: Jane Greathouse
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.transfer.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:
Updating course competencies to be measurable. Revised learning outcomes to measurable and more comprehensive. Preparing courses for QM certification and measurable competencies are important.

Is this course a requirement/ elective for a specific program or programs? ■ Yes □ No
If yes, which program(s)? AA; Accounting; Agribusiness; Auto Body; Auto Service; Child Development; CIM; Civil Eng; CSS; Culinary; Dental Ass; Graphics Comm; Marketing; Nursing; ICP; Med Asst

—DARS search

What impact will this modified course have on other program(s)? No impact on other programs.

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
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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
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  • 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)

_________________________  ____________________________
Jane Greathouse  9/28/2017
Faculty Developer Signature  Date

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
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):

[Signature]
LAS Department Chair Signature
[Date] 10/5/17

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

[Signature]
LAS Department Chair Signature
[Date] 10/5/17

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

[Signature]
LAS Department Chair Signature
[Date] 10/5/17

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):

[Signature]
Academic Dean/Director Signature
[Date] 10/5/17

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.

[Signature]
Curriculum Committee Chair Signature
[Date] 11/8/2017

[Signature]
Vice President of Student and Academic Affairs Signature
[Date] 11/14/17