Curriculum Development Form — Modify an Existing Course

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

S012 100-3 credits

Date of Proposal: 9/6/17

Author: Debra Salmon

Course Contact: Debra 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://mtntransfer.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:

No longer in MnTC and course outcomes updated to match requirements of AA in Pre-Social Work pathway.

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

If yes, which program(s)? Proposal social work pathway, will no longer be required for AA degree.

— DARS search

What impact will this modified course have on other program(s)?

Requirement for AA in Pre-Social Work pathway.

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)

Debra Salmon

Faculty Developer Signature

9/6/17

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):
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):

Mary Monge  9/13/17

LAS Department Chair Signature  Date

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

RF Beachmore  9/14/17

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):

☐ 9/14/17

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:

☒ 10/4/2017

Curriculum Committee Chair Signature  Date

☒ 10/20/17

Vice President of Student and Academic Affairs Signature  Date
Curriculum Development Form — Modify an Existing Course

Date of Proposal: 9-6-17  Author: Debra Salmon
Course Contact: Debra Salmon  Grading Method: Pass/Fail
Scheduling: Fall  Spring  Summer  Alternate Years  Variable  On Demand
Is this proposed course a Liberal Arts and Science course? Yes  No
If yes, which MnTC area(s) will it fulfill (http://mntransfer.org)?

The course is being: Modified  Deleted (complete Intention Form and obtain signatures)
Describe the modification and the rationale:
Course outcomes updated and credit increased from 3 to 4
This course transfers to MSU-Mankato Social Work as writing intensive so increase needed for increased writing requirements.
Is this course a requirement/elective for a specific program or programs? Yes  No
If yes, which program(s)? Family Service Specialist MAS Degree and proposed AAS in Pre-Social Work transfer pathway.
What impact will this modified course have on other program(s)? FSS Degree is being modified see attachment.

Attach additional paperwork if necessary

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Continue the Curriculum Development Process
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☐ 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
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Debra Salmon  9-6-17
Faculty Developer Signature

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☒ 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):

Mark [Last Name]  9-6-17
Primary Department Chair 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):

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☐ 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

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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.

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

☑ Gale AHlsiefe  Date

Curriculum Committee Chair Signature  10/6/2017

☑ 10 - 20 - 17  Date

Vice President of Student and Academic Affairs Signature

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