Curriculum Development Form – Modify an Existing Course

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)
PLSC 1400 Agronomy If 3 credits

Date of Proposal: 4/19/17

Author: Don Hermanson

Grading Method:  □ Grade  □ Pass/Fail

Course Contact: Don Hermanson

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://mncourseload.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 (complete organization of competencies and objectives)

and the rationale:

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

If yes, which program(s)?  Agribusiness Production, Service & Management, Chemical Applicator

— 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: in class maximum, Class Maximum Request Form completed (upload signed form in WIDS)

Date: 4-19-17

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):

Date: 4-19-17

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):

☐ 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 3 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
☐ M&L course is appropriate based on MnSCU guidelines --- Transfer Specialist consulted
☐ H&L course is appropriate based on MnSCU guidelines --- Transfer Specialist consulted

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  4/19/2017

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  5/5/2017

Vice President of Student and Academic Affairs Signature  5/11/2017