

5/5/17

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 II 3 credits

Date of Proposal: 4/19/17

Author: Don Hermanson

Course Contact: Don Hermanson

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 Change and re-organization of competences 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 change in class maximum, Class Maximum Request Form completed (upload signed form in WIDS)


Faculty Developer Signature

4-19-17
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

4-19-17
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):

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 - *NA*
- 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):

Brad G. Schlessner

Academic Dean/Director Signature

4/19/2017

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.

Gale Attridge

Curriculum Committee Chair Signature

5/5/2017

Date

Vice President of Student and Academic Affairs Signature

Date

5/11/17