

Curriculum Development Form — Modify an Existing Course

5/5/17
✓

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

BIOL 162, Human Biology, 4 cr

Date of Proposal: 02/03/2017

Author: Susan ~~Steck~~ Emily Flynn (Sue Steck)

Course Contact: Sue Steck

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 Remove math prerequisite

and the rationale: No longer needs math prerequisite

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

If yes, which program(s)? MLT

DARS search

What impact will this modified It will make it easier for students interested in the MLT

course have on other program(s)? Program to enter the program earlier

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

02/03/2017

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

2-6-17

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 2-7-17
Date

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

 _____
LAS Department Chair Signature 2-13-17
Date

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

 _____
LAS Department Chair Signature 2-13-17
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)

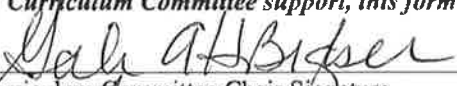
I support this course I do not support this course — please provide reason(s):

 _____
Academic Dean/Director Signature 2/13/17
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.

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Curriculum Committee Chair Signature 5/5/2017
Date

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Vice President of Student and Academic Affairs Signature 5/11/17
Date