

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)
Deborah Selbach, READ 0090, Reading and Critical Thinking II, 4 credits

Date of Proposal: 02/10/2017 Author: Deborah Selbach

Course Contact: Deborah Selbach 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 and the rationale: The course has been modified to reflect Minnesota State's Common Core Standards for the teaching of reading.

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

If yes, which program(s)? Yes, this course is required for all programs if students' Accuplacer reading tests results are between 63 and 77.
— DARS search _____

What impact will this modified course have on other program(s)? None, except that students will be better prepared to take collegiate courses than they were with the prior Read 0090 course.

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)

Deborah Selbach 2/7/2017
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):

[Signature] 3/20/17
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):

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
- 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

3/20/17
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.



Curriculum Committee Chair Signature

5/5/2017
Date



Vice President of Student and Academic Affairs Signature

5/11/17
Date