Curriculum Development Form — New Course

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)
HC1525, Health Care Core Foundations, 1-4 variable credit

Date of Proposal: 11/14/2016  Author: Laura Attenberger
Course Contact: Laura Attenberger  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://mntctransfer.org)?
[ ] 1  [ ] 2  [ ] 3  [ ] 4  [ ] 5  [ ] 6  [ ] 7  [ ] 8  [ ] 9  [ ] 10

Is this course a requirement/ elective for a specific program or programs?  [ ] Yes  [ ] No
If yes, which program(s)?  Health Unit Coordinator (4 credits) & Administrative Office Specialist (Medical) (2 credits)

— DARS search

What impact will this new course have on other program(s)?
Both the HUC and AOS programs will need to update their program plans. This course is replacing a 3-credit course in the HUC program, but the program will remain a 16-credit Certificate. There are no course credit changes for the AOS (Medical) program.

Describe the rationale for offering this new course: This course was created to accommodate a deliverable for a grant received by HealthForceMN. This course will provide updated, relevant information to students who will be entering various healthcare fields.

As Faculty Developer, by signing this New 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
[ ] Explored existing course offerings to identify potential duplication
[ ] Completed Online Intention Form

Continue the Curriculum Development Process
[ ] Used online WIDS to create Common Course Outline (CCO)
[ ] Identified:
  • 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)
[ ] Created 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 on CCOs based on SCC example
[ ] Proofread documentation for grammatical and typographical errors

Class Maximum Request Form completed (upload signed form in WIDS)  11-15-16

Faculty Developer Signature  Date

As Primary Department Chair, by signing this New 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):  11-15-16

Primary Department Chair Signature  Date

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For LAS (MnTC courses) — As a LAS Department Chair, by signing this New 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 new course proposal, faculty developer can elevate the proposal to AASC for resolution.

As Academic Dean/Director, by signing this New 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

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  (11-15-2016)  Date

If Academic Dean/Director does not support the new course proposal, faculty developer can elevate 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  4/17/2017  Date

Vice President of Student and Academic Affairs Signature  4/20/2017  Date

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