

4/17/17 ✓

Curriculum Development Form — New Course

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)
HUCF1101 - Introduction to Health Unit Coordinating, 1 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://mntransfer.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

— DARS search

What impact will this new course have on other program(s)? None. This course is replacing a current HUC program only course to accommodate the credit change of another course in the program.

Describe the rationale for offering this new course: This course has been created to accommodate the credit load change of another course in the HUC program, keeping the HUC Certificate at 16-credits. A tuition differential will also be attached to this course for the NAHUC Certification Exam that students will take upon graduation from the program.

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)

Laura Attenberger

Faculty Developer Signature

11-15-16

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):

Esther Cox

11-15-16

Primary Department Chair Signature

Date

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):

Michelle Bulman
 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.

Malcolm Bigbee
 Curriculum Committee Chair Signature 4/17/2017
Date

[Signature]
 Vice President of Student and Academic Affairs Signature 4/20/17
Date