

Curriculum Development Form — New Course

4/17/17
✓

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)
PHLE 1400, Introduction to Phlebotomy, 4 cr

Date of Proposal: 1/18/2017 Author: Stacy Hohenstein

Course Contact: Stacy Hohenstein 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)? Phlebotomy

— DARS search

What impact will this new course Potentially a growth for enrollment in the MLT program have on other program(s)?

Describe the rationale for offering this new course: This change could increase the number of students who enroll in the program, make us more competitive with other phlebotomy programs and allow us to apply for national accreditation. Also provide employment opportunity after completing the new one semester Phlebotomy 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)

Stacy Hohenstein
Faculty Developer Signature

1-18-17
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):

Christen Cox
Primary Department Chair Signature

1-18-17
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):

Michael S. Brulman
Academic Dean/Director Signature

1-18-2017

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.

Gale A. Sigler
Curriculum Committee Chair Signature

4/17/2017

Date

[Signature]
Vice President of Student and Academic Affairs Signature

4/20/17

Date

4/17/17
✓

Curriculum Development Form — New Course

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

PHLE 1450, Phlebotomy Skills, 3 cr

Date of Proposal: 1/18/2017 Author: Stacy Hohenstein

Course Contact: Stacy Hohenstein 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)? Phlebotomy

— DARS search

What impact will this new course have on other program(s)? Potentially a growth for enrollment in the MLT program.

Describe the rationale for offering this new course: This change could increase the number of students who enroll in the program, make us more competitive with other phlebotomy programs and allow us to apply for national accreditation. Also provide employment opportunity after completing the new one semester Phlebotomy program.

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[Signature] Faculty Developer Signature 1-18-17 Date

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[Signature] Primary Department Chair Signature 1-18-17 Date

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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

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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):

Michele Bonelman
Academic Dean/Director Signature

1-10-2017

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.

Sal A. Bisser
Curriculum Committee Chair Signature

4/17/2017

Date

[Signature]
Vice President of Student and Academic Affairs Signature

4/20/17

Date

4/17/17



Curriculum Development Form — New Course

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)
PHLE 1500, Phlebotomy Internship, 3 cr

Date of Proposal: 1/18/2017 Author: Stacy Hohenstein

Course Contact: Stacy Hohenstein 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>)?

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

If yes, which program(s)? Phlebotomy

— DARS search

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have on other program(s)?

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[Signature]
Faculty Developer Signature

1-18-17
Date

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[Signature]
Primary Department Chair Signature

1-18-17
Date

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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

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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):

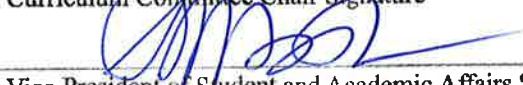

 Academic Dean/Director Signature 1-18-2017
Date

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 Curriculum Committee Chair Signature 4/17/2017
Date


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