Curriculum Development Form — New Course

Course Designator, Number, Title and Number of Credits (i.e., ACCT 1800, Business Law, 3 cr)
BDET 1230 - Materials and Methods II

Date of Proposal: 2/7/2017
Author: Ryan Langemeier

Course Contact: Ryan Langemeier
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)?
Architectural Drafting & Design AAS Degree and Diploma

— DARS search

What impact will this new course have on other program(s)?
Impact only on Architectural Drafting & Design programs

Describe the rationale for offering this new course:

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)

Faculty Developer Signature 2-7-17

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):

Primary Department Chair Signature 2-7-17

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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):

[Signature and date]

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

[Signature and date]

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

[Signature and date]

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

[Signature and 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):

[Signature: Academic Dean/Director]  2-7-17

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.

[Signature: Curriculum Committee Chair]  4/17/2017

[Signature: Vice President of Student and Academic Affairs]  2/17/2017

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