

Curriculum Development Form

Modify an Existing Program (Academic Award)



3/3/17

Program Name (Academic Award):

Dental Assisting CIP Code: _____

Type of Academic Award: AA AAS AFA AS Diploma Certificate

Current Location: Faribault North Mankato Proposed Location: Faribault North Mankato

Current Credits: AAS = 63 Diploma = 52 Proposed Credits: AAS = 63 Diploma = 52

Date of Proposal: _____ Proposed Implementation Date: Spring 2018

Contact Person: Jenny Dumdei

What is the modification being proposed? Combine DA 1831 Internship I & DA 1841 Internship II into a new course - Clinical Affiliations - 8 credits

What impact will the modification have? only to Dental Assisting students, all course work now in 4 semesters, eliminate summer session

Describe the rationale for this modification: Students will have full time credits, beneficial for financial aid as well as student success/completion rates.
Attach additional material if necessary

As Faculty Developer, by signing this *Modify an Existing Program* 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 program offerings to identify potential duplication
- Completed Intention Form

Continue the Curriculum Development Process

- Completed the comparison template outlining old program plan vs. new program plan, noting changes between the old and new
- Completed the WIDS Program Project, which includes outlining scope and sequence of program
Please Note: If courses do not already exist, the shell of each course must be created in WIDS before the WIDS Program Project can be completed
- Identified prerequisites (if any) for admission to the program
- Created program description in WIDS
- Created measurable program student learning outcomes in WIDS
- Proofread documentation for correct content
- Proofread documentation for grammatical and typographical errors
- For technical programs, the change was discussed at Advisory Committee meeting (upload meeting minutes)
- Uploaded additional documentation to WIDS (comparison template, etc.)

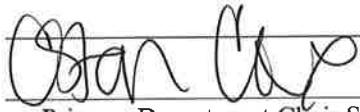
Jenny Dumdei
Faculty Developer Signature

1/24/2017
Date

As Primary Department Chair, by signing this *Modify an Existing Program* 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
- Proofread documentation for correct content and proper structure
- Proofread documentation for grammatical and typographical errors
- For LAS programs, signature of all LAS Department Chairs included

I support this program plan I do not support this program plan — please provide reason(s):



Primary Department Chair Signature

1-27-17

Date

For all modified program, if Primary Department Chair does not support the modified program proposal, faculty developer can elevate the proposal to AASC for resolution.

For AA, AFA and AS Degrees Only — As a LAS Department Chair, by signing this *Modify an Existing Program* 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

I support this program plan I do not support this program plan — please provide reason(s):

LAS Department Chair Signature Date

I support this program plan I do not support this program plan — please provide reason(s):

LAS Department Chair Signature Date

I support this program plan I do not support this program plan — please provide reason(s):

LAS Department Chair Signature Date

If all four LAS Department Chairs do not support the modified program proposal, faculty developer can elevate the proposal to AASC for resolution.

As Academic Dean/Director, by signing this *Modify an Existing Program* form, the Curriculum Committee is assured of the following (check marks required):

- Identified potential opportunities and impacts of the change on other programs/departments (request DARS search from Registrar's Office)
- Provided supporting documentation to populate Program Navigator

- I support this program plan I do not support this program plan — please provide reason(s):

Nicholas Brulmaier 01-27-2017
Academic Dean/Director Signature Date

If Academic Dean/Director does not support the modified program 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. Place signed original forms in Curriculum Committee mailbox.

Following Curriculum Committee support, this form is completed with final signatures.

Paul Atkinson 3/3/2017
Curriculum Committee Chair Signature Date

[Signature] 3-3-17
Vice President of Student and Academic Affairs Signature Date

President Signature Date

The following steps are possible post-approval steps

Modify an Existing Program

— Credit length change

- Upload to MnSCU Program Navigator
 - Curriculum Committee Chair electronic approval
 - Vice President of Student and Academic Affairs electronic approval
 - President electronic approval
 - Vice President of Student and Academic Affairs electronic approval (2nd)
 - MnSCU reviews for final approval
 - MnSCU grants approval
- Student Affairs
 - ISRS; DARS; eCatalog
- Scope and Sequence for Perkins Programs of Study
- Federal Dept. of Education review
- Higher Learning Commissions (HLC) review

Modify an Existing Program

— No credit length change

- Student Affairs (documentation posted on CC website)
 - ISRS; DARS; eCatalog
- Scope and Sequence for Perkins Programs of Study