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

Jenny Dumdei  DA 1845  Clinical Affiliations  8 Credits

Date of Proposal:  
Course Contact: Jenny Dumdei  
Grading Method: Grade  
Scheduling:  
Short Description:  
Is this proposed course a Liberal Arts and Sciences course? Yes  No  
If yes, which MnTC area(s) will it fulfill (http://mncert.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)?  
DARS search  
What impact will this new course have on other programs? No impact on other 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)

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  
Date  

Curriculum Development Form — New Course

Jenny Dumdei

2/8/17

Faculty Developer Signature  
Date  

2/8/17

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):

☐ 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):

__________________________________________  2-8-17
Academic Dean/Director Signature                  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.

__________________________________________  3/3/2017
Curriculum Committee Chair Signature                  Date

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