

3/3/17



# Curriculum Development Form

## Modify an Existing Program (Academic Award)

Program Name (Academic Award): Architectural Drafting and Design CIP Code: 04.0902

Type of Academic Award:  AA  AAS  AFA  AS  Diploma  Certificate

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

Current Credits: 60 Proposed Credits: 60

Date of Proposal: 2/7/2017 Proposed Implementation Date: \_\_\_\_\_

Contact Person: Ryan Langemeier

What is the modification TO REMOVE A COURSE THAT NO LONGER RELATES TO THE  
being proposed? PROGRAM. ADD A COURSE THAT WILL EXPAND THE STUDENT'S KNOWLEDGE  
What impact will OF BUILDING MATERIALS

the modification have? NO IMPACT WITH OTHER PROGRAMS

Describe the rationale TO EXPAND UPON THE BUILDING/MATERIALS KNOWLEDGE  
for this modification: WITHIN THE INDUSTRY.  
*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.)

Ryan Langemeier 2-7-17  
Faculty Developer Signature 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):

*[Handwritten Signature]*  
Primary Department Chair Signature

2-7-17  
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.*

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**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):

Paul Embacher      2-7-17  
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.

Gale Abigler      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