Curriculum Development Form — Modify an Existing Course

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

AGBS 2150

Date of Proposal: 1-10-17 | Author: Denise Reeser

Course Contact: Denise Reeser | 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

The course is being: ☑ Modified ☐ Deleted (complete Intention Form and obtain signatures)

Describe the modification and the rationale: Updating course competencies to reflect industry standards and reflect other courses and their competencies.

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

If yes, which program(s)? ☑ Agribusiness

What impact will this modified course have on other program(s)? none — only Agribusiness

Attach additional paperwork if necessary

As Faculty Developer, by signing this Modify an Existing 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

☑ Completed Intention Form

Continue the Curriculum Development Process

☑ COPY of existing CCO was used to make changes

☐ Double-checked:

• concise 2-3 sentence course description

• course prefix and number

• course name

• lecture/lab credits and hour breakdown

• prerequisites

☑ Completed MnTC Goal Area Cross-walk within WIDS (for LAS MnTC courses only)

☐ Verified 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 and proper structure on CCOs based on SCC example

☐ Proofread documentation for grammatical and typographical errors

If change in class maximum, Class Maximum Request Form completed (upload signed form in WIDS)

Facility Developer Signature: [Signature] | Date: 1-10-2017

As Primary Department Chair, by signing this Modify an Existing 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): [Signature] | Date: 1-11-17

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For LAS (MnTC courses) — As a LAS Department Chair, by signing this Modify an Existing 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 modified course proposal, faculty developer can elevate the proposal to AASC for resolution.

As Academic Dean/Director, by signing this Modify an Existing 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

If change in class maximum, 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
Date

If Academic Dean/Director does not support the modified course 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.

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

________________________________________

Curriculum Committee Chair Signature
Date

________________________________________

Vice President of Student and Academic Affairs Signature
Date

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