Curriculum Development Form — Modify an Existing Course

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)
AST 1412 - Clutch and Driveline

Date of Proposal: 1-11-17  Author: Dick Stelten
Course Contact: Dick Stelten  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 Additional wording included to address updated industry/accreditation standards.
and the rationale:

Is this course a requirement/elective for a specific program or programs?  ■ Yes  □ No
If yes, which program(s)? Automotive Service Diploma and AAS Degree
— DARS search
What impact will this modified None
course have on other program(s)?

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 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)
□ 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)

Faculty Developer Signature 1/12/17

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):

Primary Department Chair Signature 1-12-17

Modify an Existing Course Form — 9/27/16 — Page 1
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

Modify an Existing Course Form — 9/27/16 — Page 2
Curriculum Development Form — Modify an Existing Course

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)
AST 1423 Manual Transmission/Transaxle and 4x4

Date of Proposal: 1-11-17

Author: Dick Stelten

Course Contact: Dick Stelten

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 Additional wording included to address updated industry/accreditation standards.

and the rationale:

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

If yes, which program(s)? Automotive Service Diploma and AAS Degree

— DARS search

What impact will this modified None

course have on other program(s)?

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
  • MnTC goal area — LAS courses

□ 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)

Faculty Developer Signature

Date

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):

Primary Department Chair Signature

Date

Modify an Existing Course Form — 9/27/16 — Page 1
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

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):
- [x] 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):

__________________________  __________________________
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

Modify an Existing Course Form — 9/27/16 — Page 2
Curriculum Development Form — Modify an Existing Course

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)
AST 1513 - Suspension/Steering/Alignment

Date of Proposal: 1-11-17
Author: Dick Stelten

Course Contact: Dick Stelten
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 Additional wording included to address updated industry/accreditation standards.

and the rationale:

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

If yes, which program(s)? Automotive Service Diploma and AAS Degree — DARS search

What impact will this modified course have on other program(s)? None

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
  □ MnTC goal area — LAS courses

□ 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)

Faculty Developer Signature
Date 11/11/17

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):

Primary Department Chair Signature
Date 1-12-17
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

Modify an Existing Course Form — 9/27/16 — Page 2
Curriculum Development Form — Modify an Existing Course

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)
AST 1613 - Brakes - 3 cr

Date of Proposal: 1-11-17

Author: Dick Stetten

Course Contact: Dick Stetten

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 Additional wording included to address updated industry/accreditation standards.

and the rationale:

Is this course a requirement/elective for a specific program or programs? [ ] Yes [ ] No

If yes, which program(s)? Automotive Service Diploma and AAS Degree

— DARS search

What impact will this modified None

course have on other program(s)?

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 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)
[ ] 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)

Faculty Developer Signature

Date 1/1/17

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):

Primary Department Chair Signature

Date 1-12-17
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):

__________________________  1-17-17
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.

__________________________  2/3/2017
Curriculum Committee Chair Signature  Date

__________________________  2-8-17
Vice President of Student and Academic Affairs Signature  Date
Curriculum Development Form — Modify an Existing Course

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)
AST 1622 - Advanced Brakes - 2 cr

Date of Proposal: 1-11-17

Author: Dick Stelten

Course Contact: Dick Stelten

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:

Additional wording included to address updated industry/accreditation standards.

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

If yes, which program(s)? Automotive Service Diploma and AAS Degree

— DARS search

What impact will this modified course have on other program(s)? None

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 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)

□ 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)

Faculty Developer Signature

Date 1/11/17

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):

Primary Department Chair Signature

1-12-17

Modify an Existing Course Form — 9/27/16 — Page 1
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):

________________________  1-17-17

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.

________________________  2/3/2017

Curriculum Committee Chair Signature  Date

________________________  2-5-17

Vice President of Student and Academic Affairs Signature  Date

Modif y an Existing Course Form — 9/27/16 — Page 2
Curriculum Development Form — Modify an Existing Course

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)
AST 2432 - Rear Axle/Differential - 2 cr

Date of Proposal: 1-11-17
Author: Dick Stelten
Course Contact: Dick Stelten
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
The course is being: □ Modified □ Deleted (complete Intention Form and obtain signatures)
Describe the modification Additional wording included to address updated industry/accreditation standards.
and the rationale:
Is this course a requirement/elective for a specific program or programs? □ Yes □ No
If yes, which program(s)? Automotive Service Diploma and AAS Degree
— DARS search
What impact will this modified course have on other program(s)? None

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 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
  • MnTC goal area — LAS courses
□ 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)

Faculty Developer Signature
Date

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):

Primary Department Chair Signature
Date
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
Curriculum Development Form — Modify an Existing Course

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)
AST 2462 - Automatic Transmission III - 2 cr

Date of Proposal: 11-11-17

Author: Dick Stelten

Course Contact: Dick Stelten

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 _Additional wording included to address updated industry/accreditation standards._

and the rationale:

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

If yes, which program(s)? _Automotive Service Diploma and AAS Degree_

— DARS search

What impact will this modified _None_ course have on other program(s)?

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 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)

□ 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)

[Signature]

Faculty Developer Signature / Date

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]

Primary Department Chair Signature / Date
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

1-17-17

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.


1-28-17

Vice President of Student and Academic Affairs Signature

Date

Modify an Existing Course Form — 9/27/16 — Page 2
Curriculum Development Form — Modify an Existing Course

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)
AST 2812 - Basic Air Conditioning - 2 cr

Date of Proposal:  1-11-17  Author: Dick Stelten
Course Contact:  Dick Stelten  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:

Additional wording included to address updated industry/accreditation standards.
Is this course a requirement/elective for a specific program or programs?  ☐ Yes  ☐ No
If yes, which program(s)?  Automotive Service Diploma and AAS Degree
— DARS search
What impact will this modified course have on other program(s)? None

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
  • MnTC goal area — LAS courses
☐ 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)

Faculty Developer Signature  1-11-17

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):

Primary Department Chair Signature  1-12-17
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 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

Modify an Existing Course Form — 9/27/16 — Page 2
Curriculum Development Form — Modify an Existing Course

Date of Proposal: 1-11-17

Author: Dick Stelten

Course Contact: Dick Stelten

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://mnte transfer.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 Additional wording included to address updated industry/accreditation standards.

and the rationale:

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

If yes, which program(s)? Automotive Service Diploma and AAS Degree

— DARS search

What impact will this modified course have on other program(s)?

None

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 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)

□ 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

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Faculty Developer Signature  1/11/17

Date

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□ 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  1-12-17

Date
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):

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

______________________________  _________________________
Academic Dean/Director Signature  Date

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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

Modify an Existing Course Form — 9/27/16 — Page 2