Curriculum Development Form — Modify an Existing Course

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)
CARP 1130 - Residential Principles II

Date of Proposal: 12/15/2016   Author: Mark Paddock
Course Contact: Mark Paddock   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: Modifying content in the course outline due to program redesign
and the rationale:

Is this course a requirement/elective for a specific program or programs? ■ Yes □ No
If yes, which program(s)?  ■ Carpentry programs only
— 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)

Mark Paddock  12/15/16
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]  1-9-17
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

1-10-17

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.

__________________________________________
Vice President of Student and Academic Affairs Signature

Date

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

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)
CARP 1210 - Introduction to Cabinetmaking

<table>
<thead>
<tr>
<th>Date of Proposal: 12/15/2016</th>
<th>Author: Mark Paddock</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Contact: Mark Paddock</td>
<td>Grading Method: [ ] Grade [ ] Pass/Fail</td>
</tr>
<tr>
<td>Scheduling: [ ] Fall [ ] Spring [ ] Summer [ ] Alternate Years [ ] Variable [ ] On Demand</td>
<td></td>
</tr>
<tr>
<td>Is this proposed course a Liberal Arts and Sciences course? [ ] Yes [ ] No</td>
<td></td>
</tr>
<tr>
<td>If yes, which MnTC area(s) will it fulfill (<a href="http://mntransfer.org">http://mntransfer.org</a>)? [ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 5 [ ] 6 [ ] 7 [ ] 8 [ ] 9 [ ] 10</td>
<td></td>
</tr>
<tr>
<td>Is this course a requirement/ elective for a specific program or programs? [ ] Yes [ ] No</td>
<td></td>
</tr>
<tr>
<td>If yes, which program(s)? [ ] Carpentry programs only</td>
<td></td>
</tr>
<tr>
<td>— DARS search</td>
<td></td>
</tr>
<tr>
<td>What impact will this new course have on other program(s)? None</td>
<td></td>
</tr>
<tr>
<td>Describe the rationale for offering this new course: Redesign of Carpentry program required additional courses be created</td>
<td></td>
</tr>
</tbody>
</table>

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 prefix and number
  - prerequisites
  - course name
  - lecture/lab credits and hour breakdown
  - 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)

Faculty Developer Signature: Mark Paddock
Date: 12/16/16

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: 1-9-17
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):

☐ 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 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):

________________________________________________________

Academic Dean/Director Signature  Date  1-10-17

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.

________________________________________________________

Curriculum Committee Chair Signature  Date  2/3/2017

________________________________________________________

Vice President of Student and Academic Affairs Signature  Date  2-8-17
Curriculum Development Form — New Course

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)
CARP 1221 - Commercial Print Reading

Date of Proposal: 12/15/2016  Author: Mark Paddock

Course Contact: Mark Paddock  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://mntc.umn.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)? Carpentry programs only  — DARS search

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

Describe the rationale for Redesign of Carpentry program required additional courses be created 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)

Faculty Developer Signature  12/15/16

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  1-9-17

Date  

New Course Form — 9/27/16 — Page 1
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):

- [ ] 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

______________________________________________________________________________________________

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):

______________________________________________________________________________________________

Academic Dean/Director Signature  
1-10-17

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.*

______________________________________________________________________________________________

Curriculum Committee Chair Signature  
Date  
2/3/2017

______________________________________________________________________________________________

Vice President of Student and Academic Affairs Signature  
Date  
2-8-17

*New 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)
CARP 1226 - Stairway Technology

Date of Proposal: 12/15/2016
Course Contact: Mark Paddock

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://mtntransfer.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:

Is this course a requirement/elective for a specific program or programs? □ Yes □ No
If yes, which program(s)? Carpenter programs only

— 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)

Mark Paddock
12/15/16

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
9/17
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 3 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):

______________________________  1-10-17
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 — New Course

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)
CARP 1239 - Interior Finish

Date of Proposal: 12/15/2016

Author: Mark Paddock

Mark Paddock

Grading Method: ☐ Grade ☐ Pass/Fail

Course Contact: Mark Paddock

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

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

If yes, which program(s)? Carpentry programs only

— DARS search

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

Describe the rationale for offering this new course: Redesign of Carpentry program required additional courses be created

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 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)
☑ 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)

Mark Paddock 12/15/16

Faculty Developer Signature

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

1/9/17

Date

New Course Form — 9/27/16 — Page 1
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):

☐ 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 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):

______________________________
Academic Dean/Director Signature  Date  1-10-17

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.

______________________________  2/3/2017
Curriculum Committee Chair Signature  Date

______________________________  2/5/2017
Vice President of Student and Academic Affairs Signature  Date
Curriculum Development Form — New Course

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)
CARP 2023 - Advanced Principles I

Date of Proposal: 12/15/2016  Author: Mark Paddock
Course Contact: Mark Paddock  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

Is this course a requirement/elective for a specific program or programs? ☐ Yes  ☐ No
If yes, which program(s)? Carpenter programs only
— DARS Search

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

Describe the rationale for offering this new course:
Redesign of Carpentry program required additional courses be created

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)

[Signature]
[Date] 12/15/16

Faculty Developer Signature

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):

[Signature]
[Date] 1/9/17

Primary Department Chair Signature

New Course Form — 9/27/16 — Page 1
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):

☐ 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 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):

________________________________________________________________________________________________________

Academic Dean/Director Signature  1-10-17  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.

________________________________________________________________________________________________________

Curriculum Committee Chair Signature  2/3/2017  Date

Vice President of Student and Academic Affairs Signature  2-8-17  Date

New Course Form — 9/27/16 — Page 2
Curriculum Development Form — New Course

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)
CARP 2030 - Advanced Principles II

Date of Proposal: 12/15/2016  Author: Mark Paddock

Course Contact: Mark Paddock  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://mntc.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)?  Carpenter programs only

— DARS search

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

Describe the rationale for offering this new course:

Redesign of Carpenter program required additional courses be created

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
  - concisely state course purpose
  - course prefix and number
  - prerequisites
  - MnTC goal area — LAS courses
☒ Completed MnTC Goal Area Crosswalk 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)

[Signature]  12/16/16

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 Crosswalk 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]  1-9-17
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):

☐ 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 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):

__________________________  1-10-17
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.

__________________________  2/3/2017
Curriculum Committee Chair Signature  Date

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

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)
CARP 2032 - OSHA 30 - Construction

Date of Proposal: 12/15/2016  
Author: Mark Paddock  
Mark Paddock

Course Contact: Mark Paddock  
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://mtransfer.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)?  Carpentry programs only

— DARS search

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

Describe the rationale for offering this new course:

Redesign of Carpenter program required additional courses be created

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 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)

☑ 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)

Faculty Developer Signature: Mark Paddock  
Date: 12/15/16

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: 1-9-17

New Course Form — 9/27/16 — Page 1
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):

☐ 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 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):

__________________________   ______________________________
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.

__________________________   ______________________________
Curriculum Committee Chair Signature   Date

__________________________   ______________________________
Vice President of Student and Academic Affairs Signature   Date
Curriculum Development Form — Modify an Existing Course

Date of Proposal: 12/15/2016

Course Contact: Mark Paddock

Grading Method: Grade

Scheduling: Spring

Is this proposed course a Liberal Arts and Sciences course? Yes

If yes, which MnTC area(s) will it fulfill? (/http://mntctransfer.org/)

The course is being: Modified

Describe the modification and the rationale:
Modifying content in the course outline due to program redesign

Is this course a requirement/elective for a specific program or programs? Yes

If yes, which program(s)? Carpentry programs only

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)

Mark Paddock 12/15/16
Faculty Developer Signature

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] 1-9-17
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

☐ 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):

_____________________________________________  1-10-17
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)
CARP 2103 - Residential Roof Framing, 2 credits

Date of Proposal: 12/15/16  
Author: Mark Paddock

Course Contact: Mark Paddock  
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: Modifying lecture and lab hour breakdown of course to allow for more hands-on/lab learning opportunities and the rationale:

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

If yes, which program(s)?  Carpentry Diploma

— 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  \text{Mark Paddock}  1/19/17

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  \text{Rgonzalez}  1/23/17

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):

☐ 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 1-18-17

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.

______________________________________________________________

Curriculum Committee Chair Signature Date 2/3/2017

______________________________________________________________

Vice President of Student and Academic Affairs Signature Date 3-5-17

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

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)
CARP 2105 - Job Site Experience

Date of Proposal: 12/15/2016  Author: Mark Paddock
Course Contact: Mark Paddock  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

Is this course a requirement/ elective for a specific program or programs?  ☐ Yes  ☐ No
If yes, which program(s)?  Carpentry programs only

— DARS search

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

Describe the rationale for offering this new course: Redesign of Carpentry program required additional courses be created.

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)

Mark Paddock  12/15/16
Faculty Developer Signature

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  1-9-17

New Course Form — 9/27/16 — Page 1
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):

□ 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 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):

_________________________                      1-10-17
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:

☐ 1-10-17
_________________________                      __________________________
Curriculum Committee Chair Signature                Date

☐ 2-8-17
_________________________                      __________________________
Vice President of Student and Academic Affairs Signature Date
Curriculum Development Form — New Course

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)
CARP 2129 - Advanced Exterior Finish

Date of Proposal: 12/15/2016
Author: Mark Paddock

Course Contact: Mark Paddock
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

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

If yes, which program(s)? Carpenter programs only

— DARS search

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

None

Describe the rationale for offering this new course:

Redesign of Carpenter program required additional courses be created

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)

[ ] Faculty Developer Signature 12/15/16

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 1-9-17

New Course Form — 9/27/16 — Page 1
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):

- 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):

<table>
<thead>
<tr>
<th>LAS Department Chair Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>LAS Department Chair Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>LAS Department Chair Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

If all 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):

<table>
<thead>
<tr>
<th>Barb Embrocher</th>
<th>1-10-17</th>
</tr>
</thead>
</table>

Academic Dean/Director Signature

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.

<table>
<thead>
<tr>
<th>Curriculum Committee Chair Signature</th>
<th>2/3/2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>2-8-17</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vice President of Student and Academic Affairs Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

New Course Form — 9/27/16 — Page 2
Curriculum Development Form — New Course

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)
CARP 2139 - Advanced Interior Finish

Date of Proposal: 12/15/2016  Author: Mark Paddock

Course Contact: Mark Paddock  Grading Method: 

Scheduling: 

- Spring  
- Summer  
- Alternate Years  

☐ Fall  ☐ 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

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

If yes, which program(s)? Carpentry programs only

— DARS search

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

Describe the rationale for Redesign of Carpentry program required additional courses be created

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)

Mark Paddock  12/15/16

Faculty Developer Signature  Date

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  1-9-17  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):

☐ 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 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):

______________________________   ____________________________
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.

______________________________   ____________________________
Curriculum Committee Chair Signature   Date

______________________________   ____________________________
Vice President of Student and Academic Affairs Signature   Date

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