

Curriculum Development Form — Modify an Existing Course

2/3/17 ✓

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)
GIS 2843, GIS Practicum , 2-4 cr

Date of Proposal: 1/18/17 Author: Katie Hueper

Course Contact: Katie Hueper 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 Change the number of variable credits from 2-4 to 1-4
and the rationale: _____

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

If yes, which program(s)? GIS

— 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)

Katie Hueper
Faculty Developer Signature

11/18/17
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): _____

[Signature]
Primary Department Chair Signature

1-19-17
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):

Bob Embacher
Academic Dean/Director Signature

1-17-17
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.

Malea Bisher
Curriculum Committee Chair Signature

2/3/2017
Date

Vice President of Student and Academic Affairs Signature

2-8-17
Date

Curriculum Development Form — Modify an Existing Course

2/3/17
✓

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)
GIS 2844, GIS Internship, 2-4 cr

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Course Contact: Katie Hueper Grading Method: Grade Pass/Fail

Scheduling: Fall Spring Summer Alternate Years Variable On Demand

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Katie Hueper
Faculty Developer Signature

1/18/17
Date

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[Signature]
Primary Department Chair Signature

1-18-17
Date

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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

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LAS Department Chair Signature

Date

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1-17-17
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Male AtBisbee
Curriculum Committee Chair Signature

2/3/2017
Date

Vice President of Student and Academic Affairs Signature

2-8-17
Date