

Curriculum Development Form — Modify an Existing Course

12/2/16



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

DA 1814 Preclinical Dental Assisting 2 Credits

Date of Proposal: 11/2/16 Author: Jenny Dumdei

Course Contact: Jenny Dumdei 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 In response to accreditation recommendations, will align course objectives with CODA standards
and the rationale: _____

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

If yes, which program(s)? Requirement for Dental Assisting

— 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)

Jenny Dumdei
Faculty Developer Signature

11/2/16
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): _____

Cheryl Corp
Primary Department Chair Signature

11/2/16
Date

Curriculum Development Form — Modify an Existing Course

12/2/16
✓

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

DA 1815 Dental Materials 3 Credits

Date of Proposal: 11/2/16

Author: Stephanie Culhane

Course Contact: Stephanie Culhane

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 In response to accreditation recommendations, will align course objectives with CODA standards and the rationale:

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

If yes, which program(s)? Requirement for Dental Assisting

— 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

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- 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

11/2/16
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

11/2/16
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):

Michele Boumanis
Academic Dean/Director Signature

11-3-2016
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.

Cheryl A. Beyer
Curriculum Committee Chair Signature

12/2/2016
Date

Vice President of Student and Academic Affairs Signature

12-14-16
Date

Curriculum Development Form — Modify an Existing Course

12/2/16


Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)
DA 1816 Radiology I 3 Credits

Date of Proposal: 11/2/16 Author: Stephanie Culhane

Course Contact: Stephanie Culhane 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 In response to accreditation recommendations, will align course objectives with CODA standards
and the rationale: _____

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

If yes, which program(s)? Requirement for Dental Assisting

— DARS search _____

What impact will this modified NONE

course have on other program(s)? _____

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- Proofread documentation for grammatical and typographical errors

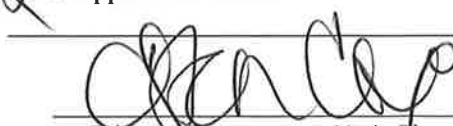
If change in class maximum, Class Maximum Request Form completed (upload signed form in WIDS)


Faculty Developer Signature

11/2/16
Date

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- Proofread documentation for correct content and proper structure on CCOs based on SCC example
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- I support this course I do not support this course — please provide reason(s): _____


Primary Department Chair Signature

11/2/16
Date

Curriculum Development Form — Modify an Existing Course

12/2/16



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

DA 1826 Radiology II 3 Credits

Date of Proposal: 11/2/16

Author: Stephanie Culhane

Course Contact: Stephanie Culhane

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 In response to accreditation recommendations, will align course objectives with CODA standards

and the rationale: _____

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

If yes, which program(s)? Requirement for Dental Assisting

— DARS search _____

What impact will this modified NONE

course have on other program(s)? _____

Attach additional paperwork if necessary

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- Considered potential opportunities and impacts of the change on other programs/departments — DARS Search
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- 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

11/2/16

Date

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- 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

11/2/16

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
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- 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):

Michele S. Buelmaier
Academic Dean/Director Signature

11-3-2016
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.

Gale A. Bigler
Curriculum Committee Chair Signature

12/2/2016
Date

[Signature]
Vice President of Student and Academic Affairs Signature

12-14-16
Date

Curriculum Development Form — Modify an Existing Course

12/2/16
✓

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

DA 1830 Chairside II 4 Credits

Date of Proposal: 11/2/16

Author: Stephanie Culhane

Course Contact: Stephanie Culhane

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>)?

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

If yes, which program(s)? Requirement for Dental Assisting

— DARS search _____

What impact will this modified NONE

course have on other program(s)? _____

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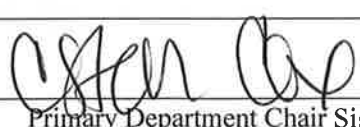


Faculty Developer Signature

11/2/16
Date

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Primary Department Chair Signature

11/2/16
Date

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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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- 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):

Yuchele & Brillman
Academic Dean/Director Signature

11-3-2014
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.

Gale A. Bigsee
Curriculum Committee Chair Signature

12/2/2014
Date

[Signature]
Vice President of Student and Academic Affairs Signature

12-14-14
Date