Curriculum Development Form — Modify an Existing Course

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

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 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)

Jenny Dumdei  
Faculty Developer Signature  11/2/16

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):

Galen Corp  
Primary Department Chair Signature  11/2/16
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):

__________________________  11/3/2016
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.

__________________________  12/2/2016
Curriculum Committee Chair Signature  Date

__________________________  12-14-16
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)
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://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 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 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: 11/2/16

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

Date: 11/2/16
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):

______________________________  11-3-2016
 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.

______________________________  12/2/2016
Curriculum Committee Chair Signature  Date

______________________________  12-14-16
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)
DA 1816 Radiology I 3 Credits

Date of Proposal: 11/2/16

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://mntc.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: In response to accreditation recommendations, will align course objectives with CODA standards

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 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

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):

__________________________  __________________________
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)
DA 1826 Radiology II 3 Credits

Date of Proposal: 11/2/16
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 and the rationale:

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

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 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 11/2/11e 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

11/2/14 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):

Michael [Signature] ___________________ 11-3-2014 ____________

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.

[Signature] ___________________ 12/9/2016 ______

Curriculum Committee Chair Signature ___________________ Date ____________

[Signature] ___________________ 12/14/16 ______

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)

DA 1830 Chairside II 4 Credits

Date of Proposal: 11/2/16

Author: 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://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 and the rationale:

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

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 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)

Facility Developer Signature 11/2/16

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 11/2/16
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
☐ 1-3-2014

*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.*

☐ Date

☐ Curriculum Committee Chair Signature
☐ 12/2/2016

☐ Date

☐ Vice President of Student and Academic Affairs Signature
☐ 2/14/16