

12/2/16



Curriculum Development Form

Modify an Existing Program (Academic Award)

Program Name (Academic Award): Geographic Information Systems CIP Code: CERT 3481

Type of Academic Award: AA AAS AFA AS Diploma Certificate

Current Location: Faribault North Mankato Proposed Location: Faribault North Mankato

Current Credits: 16 Proposed Credits: 16

Date of Proposal: 10/10/2016 Proposed Implementation Date: 1/9/2017

Contact Person: Katie Hueper

What is the modification being proposed? Change the elective courses removing CAP 250 and FYE 100 and adding GEOG 100 or GEOG 101. ~~Change variable internship credits from 2-4 to 1-4.~~

What impact will the modification have? Allow for more realistic internship standards and add core background knowledge in the form of Geography classes.

Describe the rationale for this modification: Students enrolled in the certificate are overwhelmingly CTLS students and therefore do not take CAP 250 or FYE 100. GEOG 100 and GEOG 101 are more practical options and are elective choices for the CTLS degree as well.

Attach additional material if necessary

As Faculty Developer, by signing this *Modify an Existing Program* 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 program offerings to identify potential duplication
- Completed Intention Form

Continue the Curriculum Development Process

- Completed the comparison template outlining old program plan vs. new program plan, noting changes between the old and new
- Completed the WIDS Program Project, which includes outlining scope and sequence of program
Please Note: If courses do not already exist, the shell of each course must be created in WIDS before the WIDS Program Project can be completed
- Identified prerequisites (if any) for admission to the program
- Created program description in WIDS
- Created measurable program student learning outcomes in WIDS
- Proofread documentation for correct content
- Proofread documentation for grammatical and typographical errors
- For technical programs, the change was discussed at Advisory Committee meeting (upload meeting minutes)
- Uploaded additional documentation to WIDS (comparison template, etc.)

Faculty Developer Signature 10/31/16 Date

As Primary Department Chair, by signing this *Modify an Existing Program* 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
- Proofread documentation for correct content and proper structure
- Proofread documentation for grammatical and typographical errors
- For LAS programs, signature of all LAS Department Chairs included

I support this program plan I do not support this program plan — please provide reason(s):

Ryan J. Cayle 11-01-14
Primary Department Chair Signature Date

For all modified program, if Primary Department Chair does not support the modified program proposal, faculty developer can elevate the proposal to AASC for resolution.

For AA, AFA and AS Degrees Only — As a LAS Department Chair, by signing this *Modify an Existing Program* 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

I support this program plan I do not support this program plan — please provide reason(s):

LAS Department Chair Signature Date

I support this program plan I do not support this program plan — please provide reason(s):

LAS Department Chair Signature Date

I support this program plan I do not support this program plan — please provide reason(s):

LAS Department Chair Signature Date

If all four LAS Department Chairs do not support the modified program proposal, faculty developer can elevate the proposal to AASC for resolution.

As Academic Dean/Director, by signing this *Modify an Existing Program* form, the Curriculum Committee is assured of the following (check marks required):

- Identified potential opportunities and impacts of the change on other programs/departments (request DARS search from Registrar's Office)
- Provided supporting documentation to populate Program Navigator
- I support this program plan I do not support this program plan — please provide reason(s):

Bart Embacher
Academic Dean/Director Signature

11/1/16
Date

If Academic Dean/Director does not support the modified program 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. Place signed original forms in Curriculum Committee mailbox.

Following Curriculum Committee support, this form is completed with final signatures.

Mark A. Bigbee
Curriculum Committee Chair Signature

12/2/2016
Date

[Signature]
Vice President of Student and Academic Affairs Signature

12-14-16
Date

President Signature

Date

The following steps are possible post-approval steps

Modify an Existing Program
— Credit length change

- Upload to MnSCU Program Navigator
 - Curriculum Committee Chair electronic approval
 - Vice President of Student and Academic Affairs electronic approval
 - President electronic approval
 - Vice President of Student and Academic Affairs electronic approval (2nd)
 - MnSCU reviews for final approval
 - MnSCU grants approval
- Student Affairs
 - ISRS; DARS; eCatalog
- Scope and Sequence for Perkins Programs of Study
- Federal Dept. of Education review
- Higher Learning Commissions (HLC) review

Modify an Existing Program
— No credit length change

- Student Affairs (documentation posted on CC website)
 - ISRS; DARS; eCatalog
- Scope and Sequence for Perkins Programs of Study