Curriculum Development Form
New Program (Academic Award)

Program Name (Academic Award):
FBM AgSpark Certificate

Type of Academic Award: [ ] AA [ ] AAS [ ] AFA [ ] AS [ ] Diploma [ ] Certificate

Current Location: [ ] Faribault [ ] North Mankato

Proposed Location: [ ] Faribault [ ] North Mankato

Proposed Credits: 14

Date of Proposal: 9/7/2016
Proposed Implementation Date: 1/2/2017

What program is being proposed?

Farm Business Management

What impact will this new program have?

Provides opportunity for beginning or new farmers to earn a certificate.

Describe the rationale for this new program:

Minnesota legislature provided

Attach additional material if necessary

As Faculty Developer, by signing this New 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
[ ] Gathered Labor Market data
[ ] Completed Intention Form

MnSCU Notice of Intent (NOI) — Program Navigator

[ ] Program Plan brought to Curriculum Committee for information purposes
[ ] Articulation agreement included for AA, AS, AFA programs
[ ] Vice President of Student and Academic Affairs approval
[ ] President approval
[ ] MnSCU Program Navigator upload — New Notice of Intent (NOI) informing other MnSCU colleges/universities of the program
[ ] MnSCU initiates the intention stage for feedback; 60 days to complete official paperwork after MnSCU approval

Continue the Curriculum Development Process

[ ] 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.)

Facility Developer Signature

Date

9/12/2016

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As Primary Department Chair, by signing this *New 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):

[Signature]
Primary Department Chair Signature

[Date]

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

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For AA, AFA and AS Degrees Only — As a LAS Department Chair, by signing this *New 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):

[Signature]
LAS Department Chair Signature

[Date]

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

[Signature]
LAS Department Chair Signature

[Date]

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

[Signature]
LAS Department Chair Signature

[Date]

If all four LAS Department Chairs do not support the new program proposal, faculty developer can elevate the proposal to AASC for resolution.
As Academic Dean/Director, by signing this New 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):

Brad J. Schlosser  
Academic Dean/Director Signature  
September 19, 2016  
Date

If Academic Dean/Director does not support the new 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

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

Nader A. Bader  
Curriculum Committee Chair Signature  
10/7/2014  
Date

Monte Luhrs  
Vice President of Student and Academic Affairs Signature  
10-7-14  
Date

Amrita P Sethi  
President Signature  
10/12/16  
Date

The following steps are possible post-approval steps

New Program
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

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