

# Curriculum Development Form New Program (Academic Award)

10/7/16



Program Name (Academic Award):

FBM AgSpark Certificate

CIP Code:

Type of Academic Award:  AA  AAS  AFA  AS  Diploma  Certificate

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

Contact Person: Pete Neigebauer 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.)

Faculty Developer Signature

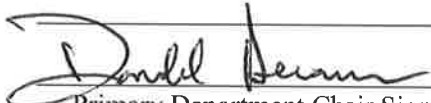
9/12/2016

Date

**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):

  
\_\_\_\_\_  
Primary Department Chair Signature

9-14-16  
\_\_\_\_\_  
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):

\_\_\_\_\_  
\_\_\_\_\_  
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 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 14, 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**

Salvatore Bispo      10/7/2016  
Curriculum Committee Chair Signature      Date

[Signature]      10-7-16  
Vice President of Student and Academic Affairs Signature      Date

[Signature]      10/12/16  
President Signature      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