Curriculum Development Form — Modify an Existing Course

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)
BIOL 220

Date of Proposal: 8/15/2016  Author: Susan Stack
Course Contact: Susan Stack  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://imtransfer.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:

CCO now reflects the 3 hour lab component that is part of the course curriculum. The wording for pre-requisite courses
Is this course a requirement/elective for a specific program or programs? ☑ Yes  ☐ No
If yes, which program(s)? — DARS search
Nursing and Health Sciences Broad Field
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 Template (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

Faculty Developer Signature  8/15/2016

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  8/30/16
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):

- [X] 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):

[Signature]  8/31/16

LAS Department Chair Signature  Date

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

[Signature]  9/9/16

LAS Department Chair Signature  Date

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

[Signature]  9/8/16

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):

- [X] Identified potential opportunities and impacts of the change on other programs/departments — DARS search
- [X] Reviewed MnTC Goal Area Cross-walk Template (for LAS MnTC courses only)
- [X] MnTC Goal Area is appropriate based on MnSCU guidelines — Transfer Specialist consulted
- [X] Verified credentials for faculty teaching the course
- [X] Addressed the need for Class Maximum Change Request form
  - [X] No change in class maximum OR
  - [X] Change in class maximum — Class Maximum Change Request form completed with all necessary signatures

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

[Signature]  12/1/16

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]  10/25/2015

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)
BIOL 230, Human Physiology

Date of Proposal: 8/15/2016  Author: Susan Stock
Course Contact: Susan Stock  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:

CCO now reflects the 3 hour lab component that is part of the course curriculum and CHEM 110 has been added as an
Is this course a requirement/elective for a specific program or programs? Yes  No
If yes, which program(s)? — DARS search
Nursing and Health Sciences Broad Field

What impact will this modified course have on other program(s)?
Students will have an additional course that they can choose from for their chemistry pre-requisite for the course.

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 Template (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

Faculty Developer Signature  Date  8/15/2016

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  8/30/16

Modify an Existing Course Form — 12/9/14 — Page 1
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):

[Signature]
Date: 9/6/16

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

[Signature]
Date: 9/12/16

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

[Signature]
Date: 9/18/16

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

[Signature]
Date: 9/24/16

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
☐ Addressed the need for Class Maximum Change Request form
  ☐ No change in class maximum OR
  ☐ Change in class maximum — Class Maximum Change Request form completed with all necessary signatures

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

[Signature]
Date: 9/12/16

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]
Date: 10/25/2014

[Signature]
Date: 12/16/16

Modify an Existing Course Form — 12/9/14 — 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)
BIOI270 Microbiology, 4 credits

Date of Proposal: 1/12/2015

Author: Renee J Guyer

Course Contact: Renee J Guyer

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:

A new prerequisite option was added at the request of the Chemistry department. Content was clarified and a

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

If yes, which program(s)? — DARS search

Biology AS, Nursing AS, Broed Field Health Science AS

What impact will this modified course have on other program(s)?

It will allow students an additional option of a prerequisite course and will clarify course outcomes to assist in transfer.

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
  - course prefix and number
  - lecture/lab credits and hour breakdown
  - prerequisites
  - MnTC goal area — LAS courses

☑ Completed MnTC Goal Area Cross-walk Template (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

Renee J Guyer

Faculty Developer Signature  
1/16/2015

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):

Diana Martz

Primary Department Chair Signature  
1/20/15
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):

[Signature]  1/17/15

LAS Department Chair Signature  Date

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

[Signature]  1/20/15

LAS Department Chair Signature  Date

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

[Signature]  1/21/15

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 Templates (for LAS MnTC courses only)

☐ MnTC Goal Area is appropriate based on MnSCU guidelines — Transfer Specialist consulted

☐ Verified credentials for faculty teaching the course

☐ Addressed the need for Class Maximum Change Request form

☐ No change in class maximum OR

☐ Change in class maximum — Class Maximum Change Request form completed with all necessary signatures

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

[Signature]  1/26/15

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]  1/25/2016

Curriculum Committee Chair Signature  Date

[Signature]  12-14-16

Vice President of Student and Academic Affairs Signature  Date