

Curriculum Development Form — Modify an Existing Course

10/7/16


Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)
GCC1210 Drawing for Graphic Communications (title change from Drawing for Graphic Designers)

Date of Proposal: 9/16/16 Author: Kevin McLaughlin

Course Contact: Kevin McLaughlin 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: _____

Place more emphasis on basic skills and less on advanced skills. Planning and digital illustration skills will be the main focus.

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

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

Graphic Communications.

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

If change in class maximum, Class Maximum Request Form completed (upload signed form in WIDS)


Faculty Developer Signature

9/19/16
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

9/19/16
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):

 9/21/16
LAS Department Chair Signature Date

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

 9/21/16
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):

 9/20/16
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.

 10/7/2016
Curriculum Committee Chair Signature Date

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