Curriculum Development Form — New Course

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)
PHIL 115 - Global Philosophies

Date of Proposal: 4/20/2016                Author: Kurt Dershem
Course Contact: kurt.dershem@scc.edu          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
Is this course a requirement/elective for a specific program or programs?  ☐ Yes    ☑ No
If yes, which program(s)? — DARS search

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

Describe the rationale for offering this new course: SCC does not have an Intro to Philosophy course.

As Faculty Developer, by signing this New 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
☑ Explored existing course offerings to identify potential duplication
☑ Completed Online Intention Form

Continue the Curriculum Development Process
☑ Used online WIDS to create Common Course Outline (CCO)
☑ Identified:
   - concise 2-3 sentence course description
   - course prefix and number
   - course name
   - lecture/lab credits and hour breakdown
   - prerequisites
   - MnTC goal area — LAS courses
☑ Completed MnTC Goal Area Cross-walk Template (for LAS MnTC courses only)
☑ Created 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 on CCOs based on SCC example
☑ Proofread documentation for grammatical and typographical errors
Class Maximum Request Form completed (upload signed form in WIDS)

Faculty Developer Signature

Date  9/19/16

As Primary Department Chair, by signing this New 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  9/19/16
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):

☐ 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] 9-19-16

LAS Department Chair Signature Date

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

[Signature] 9-19-16

LAS Department Chair Signature Date

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

[Signature] 9/19/16

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):

☐ 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):

[Signature] 9/19/16

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] 10/7/2016

Curriculum Committee Chair Signature Date

[Signature] 10-7-16

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)
PHIL 100 Ethics in Society

Date of Proposal: 4/20/16
Author: Kurt Dershem

Course Contact: kurt.dershem@southcentral.edu
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)?

The course is being: ☑ Modified □ Deleted (complete Intention Form and obtain signatures)
Describe the modification and the rationale: Three competencies are being modified to reflect changes in how the course is taught, and it will be reassigned from GA 6 to GA 7.

Is this course a requirement/elective for a specific program or programs? ☑ Yes □ No
If yes, which program(s)? — DARS search CIM, Dental, Multimedia, OTEC

What impact will this modified course have on other program(s)? None - instructors have been informed of proposed changes and did not voice any concerns

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 prefix and number
  • course name
  • 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

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

Faculty Developer Signature 9/17/16

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 9/17/16
For LAS (MnTC courses) — As a LAS Department Chair, by signing this New 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]
LAS Department Chair Signature
[Date] 9-19-16

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

[Signature]
LAS Department Chair Signature
[Date] 9-19-16

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

[Signature]
LAS Department Chair Signature
[Date] 9-19-16

If all 4 LAS Department Chairs do not support the new course proposal, faculty developer can elevate the proposal to AASC for resolution.

As Academic Dean/Director, by signing this New 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
Class Maximum Request Form completed (upload signed form in WIDS)

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

[Signature]
Academic Dean/Director Signature
[Date] 9/19/16

If Academic Dean/Director does not support the new course proposal, faculty developer can elevate 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]
Curriculum Committee Chair Signature
[Date] 10-7-2016

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

New Course Form — 8/24/16 — 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)
PHIL 150

Date of Proposal: 4/20/16  Author: Kurt Dershem

Course Contact: kurt.dershem@southcentral.edu

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-transfer.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: Course competencies are being modified to reflect change in how the course is taught, and it will be reassigned from GA 6 to GA 2.

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

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

What impact will this modified course have on other program(s)?  None - instructors have been informed of proposed changes and did not voice any concerns

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 Crosswalk 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

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 Crosswalk 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
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):

LAS Department Chair Signature  Date

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

LAS Department Chair Signature  9-29-16  Date

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

LAS Department Chair Signature  9-19-16  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):

Academic Dean/Director Signature  9/19/16  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.

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

Curriculum Committee Chair Signature  10/7/2016  Date

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