Curriculum Development Form — Modify an Existing Course

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)
OTEC1860 - Microsoft Word

Date of Proposal: 09/15/16
Author: Becky A. Miller

Course Contact: Becky A. Miller
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://mtntransfer.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 and objectives have been rewritten to align with the new Microsoft Office 2016 software.

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

If yes, which program(s)? — DARS search
All Office Administration and Technology programs.

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)

[Signature]
Faculty Developer Signature
Date 9/15/16

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):

[Signature]
Primary Department Chair Signature
Date 9/21/16

Modify an Existing Course Form — 8/24/16 — 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):


LAS Department Chair Signature Date

☐ 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 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)

☐ MgTC 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 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.


Curriculum Committee Chair Signature Date


Vice President of Student and Academic Affairs Signature Date

Modify an Existing 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)
OTE2850 - Integrated Information Systems 3 credits

Date of Proposal: 09/28/16  Author: Becky A. Miller
Course Contact: Becky A. Miller  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 rationales: Course competencies and objectives have been rewritten to align
with the new design of the online course.
Is this course a requirement/elective for a specific program or programs? □ Yes □ No
If yes, which program(s)? — DARS search Administrative Office Specialist - AAS, Administrative Office Specialist - Legal AAS,
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)

Date
Faculty Developer Signature
9/28/16

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):

Date
Primary Department Chair Signature
7/30/16

Modify an Existing Course Form — 8/24/16 — 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):

LAS Department Chair Signature  Date

☐ 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  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):

[Signature]  10/4/16

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]  12/2/2016

Curriculum Committee Chair Signature  Date

[Signature]  1-3-17

Vice President of Student and Academic Affairs Signature  Date