

## 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://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: 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)

Becky A. Miller

Faculty Developer Signature

9/15/16

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):

Sharon Nove

Primary Department Chair Signature

9/21/16

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):

\_\_\_\_\_  
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):


  
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

## Curriculum Development Form — Modify an Existing Course

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

OTEC2850 - 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 rationale: 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)

Becky A. Miller  
Faculty Developer Signature

Date

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 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):

Sharon N...  
Primary Department Chair Signature

Date

7/30/16

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):

- ☐ 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)  
☒ 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):

*Barbara Embacher*  
\_\_\_\_\_  
Academic Dean/Director Signature

*10/4/16*  
\_\_\_\_\_  
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.*

*Gale A. Bigler*  
\_\_\_\_\_  
Curriculum Committee Chair Signature

*12/2/2016*  
\_\_\_\_\_  
Date

*[Signature]*  
\_\_\_\_\_  
Vice President of Student and Academic Affairs Signature

*1-3-17*  
\_\_\_\_\_  
Date