Curriculum Development Form — Modify an Existing Course

•	ment form Mounty an E	
Course Designator, Number, Title and Numbe OTEC1860 - Microsoft Word	er of Credits (i.e. ACCT 1800, Business La	aw, 3 cr)
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 Sci	ences course? Yes No	
If yes, which MnTC area(s) will it fulfill (http		0
		4
	Ocleted (complete Intention Form and obta	
Describe the modification and the rationale:	Course competencies and objectives have	e been rewritten to align
with the new Microsoft Office 2016 software.		
Is this course a requirement/elective for a specific spec		es 🗆 No rograms.
What impact will this modified course have o	n other program(s)? None	
As Faculty Developer, by signing this Modificollowing (check marks required): Prior to Preparing Documentation Initiation — idea was submitted to Depared to Completed Intention Form Continue the Curriculum Development Pro COPY of existing CCO was used to male Double-checked; concise 2-3 sentence course description course prefix and number Completed MnTC Goal Area Cross-wall Verified measurable course competencies Considered potential opportunities and in Proofread documentation for correct comprehenses and in Proofread documentation for grammatic If change in class maximum, Class Maximum	rtment Chair(s) and Academic Dean/Direct cess ke changes n • course name • lecture/lab o • prerequisites • MnTC goal k Template (for LAS MnTC courses only) as and learning objectives mpacts of the change on other programs/d intent and proper structure on CCOs based of the change on the programs and typographical errors um Request Form completed (upload sign	credits and hour breakdown area — LAS courses departments — DARS Search on SCC example
Faculty Developer Signature	1	9/15/16 Date
As Primary Department Chair, by signing assured of the following (check marks req Documentation through email and depart feedback, includes MnTC Goal Area Cro Proofread documentation for correct con Proofread documentation for grammatical	ulred): tment meetings made available for other fa ss-walk Template(s) tent and proper structure on CCOs based o al and typographical errors	aculty and programs to provide
☐ I support this course □	I do not support this course — please prov	vide reason(s):
Slaga Nova		9/21/16
Primary Department Chair Signature		Date

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oth	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):		
124	LAS Department Chair Signature	Date		
	I support this course	☐ I do not support this course — please provide reason(s):		
Aca	al to AASC for resolution. demic Dean/Director, by signing to following (check marks required)			
Aca the f Ide Re Mr	LAS Department Chairs do not sual to AASC for resolution. demic Dean/Director, by signing to following (check marks required) entified potential opportunities and eviewed MnTC Goal Area Cross-wapTC Goal Area is appropriate based orified credentials for faculty teaching	pport the modified course proposal, faculty developer can elevate the his Modify an Existing Course form, the Curriculum Committee is assure impacts of the change on other programs/departments — DARS search ilk Template (for LAS MnTC courses only) on MnSCU guidelines — Transfer Specialist consulted ig the course		
Aca the f Ide Re My Ve	LAS Department Chairs do not sual to AASC for resolution. demic Dean/Director, by signing to following (check marks required) entified potential opportunities and eviewed MnTC Goal Area Cross-wapTC Goal Area is appropriate based orified credentials for faculty teaching	pport the modified course proposal, faculty developer can elevate the his Modify an Existing Course form, the Curriculum Committee is assure impacts of the change on other programs/departments — DARS search ilk Template (for LAS MnTC courses only) on MnSCU guidelines — Transfer Specialist consulted		
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Curriculum Development Form — Modify an Existing Course

the state of the s
Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr) OTEC2850 - Integrated Information Systems , 3 CVed(+5)
Date of Proposal: 09/28/16 Author: Becky A. Miller
Course Contact: Becky A. Miller Grading Method: Grading Method: Grade Pass/Fail
icheduling:
s this proposed course a Liberal Arts and Sciences course? Yes
f 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: Course competencies and objectives have been rewritten to align
with the new design of the online course.
s this course a requirement/elective for a specific program or programs?
f yes, which program(s)? — DARS search Administrative Office Specialist - AAS, Administrative Office Specialist - Legal AAS,
tyes, which program(s): — DARS search
What impact will this modified course have on other program(s)? None
viat impact will this modified course have on other program(s)?
(w., b., 119)
Ittach 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)
Q 1 G 100 1/2
Buch 4. 47 hum) 9/28/16
Faculty Developer Signature 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 do not support this course — please provide reason(s):
1 10
3 heres 120/16
Primary Department Chair Signature Date

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For LAS (MnTC courses) — As a LAS Department Chair, by signing this <i>Modify an Existing Course</i> 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	☐ 1 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 LAS Department Chairs do not sup sal to AASC for resolution.	port the modified course proposal, faculty developer can elevate the		
of the	following (check marks required): lentified potential opportunities and in	nis Modify an Existing Course form, the Curriculum Committee is assured mpacts of the change on other programs/departments — DARS search k Template (for LAS MnTC courses only)		
ME M	InTC Goal Area is appropriate based	on MnSCU guidelines — Transfer Specialist consulted		
	erified credentials for faculty teaching	g the course sum Request Form completed (upload signed form in WIDS)		
4		☐ I do not support this course — please provide reason(s):		
_(Bob Enabora Academic Dean/Director Signature	10/4/16		
	emic Dean/Director does not support for resolution.	the modified course proposal, faculty developer can elevate the proposal to		
Upload	this signed form as a PDF to WIDS	Shared Document folder — Curriculum Committee.		
Follow	Curriculum Committee support, Curriculum Committee Chair Signat Vice President of Student and Acade	1-3-17		

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