Curriculum Development Form — Modify an Existing Course

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)
NURS 1110 Foundation of Nursing, 2 credits

Date of Proposal: 3/14/2016  Author: Candence Mortenson-Klimpel

Course Contact: Candence Mortenson-Klimpel  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:

Pre-requisite change from BIOL 225 A&P I to Admission to Practical Nursing Program, BIOL 220 Human Anatomy,

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

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

Diploma of Practical Nursing - Occupational Proficiency

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

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

[Signature]

Faculty Developer Signature  3-14-16

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]  3-14-16

Primary Department Chair Signature
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
☐ Addressed the need for Class Maximum Change Request form

☐ No change in class maximum OR
☐ Change in class maximum — Class Maximum Change Request form completed with all necessary signatures

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

__________________________  3/21/16
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.

__________________________  7/17/2014
Curriculum Committee Chair Signature  Date

__________________________  7/20/14
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)**

NURS 1150 Clinical Foundation, 3 credits

<table>
<thead>
<tr>
<th>Date of Proposal:</th>
<th>5/4/2016</th>
<th>Author:</th>
<th>Candence Mortenson-Klimpel</th>
</tr>
</thead>
</table>

**Course Contact:** candy.mortenson@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.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:

Changes in pre-requisites, some word changes will be done to description, competencies, and objectives for clarity.

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

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

- Practical Nursing - Diploma of Occupational Proficiency

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

**Faculty Developer Signature:**  
Candence Mortenson-Klimpel  
5/4/2016

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:**  
Candence Mortenson-Klimpel  
5/4/2016

*Modify an Existing Course Form — 12/9/14 — 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)

☒ MnTC Goal Area is appropriate based on MnSCU guidelines — Transfer Specialist consulted

☒ Verified credentials for faculty teaching the course

☒ Addressed the need for Class Maximum Change Request form

☐ No change in class maximum

☐ Change in class maximum — Class Maximum Change Request form completed with all necessary signatures

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

Michelle Brumman  7/21/16
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.

July A. Binger  7/21/2016
Curriculum Committee Chair Signature  Date

Vice President of Student and Academic Affairs Signature  7/21/2016

Modify an Existing Course Form — 12/9/14 — 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)
NURS 1175 Nursing Interventions, 3 credits

Date of Proposal: 5/4/2016
Author: Candence Mortenson-Klimpel

Course Contact: Candence Mortenson-Klimpel
Grading Method: ☑ Grade  ☐ Pass/Fail

☑ 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.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:

Change Prerequisites to include: Admission to Practical Nursing Program, BIOL 220, ENGL 100, HCTC 1886

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

Practical Nursing - Diploma of Occupational Proficiency

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 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

Date 5/4/2016
Candence Mortenson-Klimpel

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):

Date 5/4/2016
Candence Mortenson-Klimpel
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
☐ Addressed the need for Class Maximum Change Request form
  ☑ No change in class maximum OR
  ☐ Change in class maximum — Class Maximum Change Request form completed with all necessary signatures

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

____________________________  5/4/16
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.

7/12/2016  7/20/16
Curriculum Committee Chair Signature  Vice President of Student and Academic Affairs Signature

Modify an Existing Course Form — 12/9/14 — 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)
NURS 1220 Pharmacology for Practical Nurses, 2 credits

Date of Proposal: 5/4/2016 Author: Candence Mortenson-Klimpel

Course Contact: Candence Mortenson-Klimpel 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:

Change Prerequisites to included: Admission to Practical Nursing Program, BIOL 220, ENGL 100, HCTC 1886

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

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

Practical Nursing - Diploma of Occupational Proficiency

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

Faculty Developer Signature 5/4/2016

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 5/4/16
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)
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  ☐ No change in class maximum OR
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☐ 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.

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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)
NURS 1275 Medication Administration, 1 credits

Date of Proposal: 5/4/2016  Author: Candence Mortensen-Klimpel

Course Contact: Candence Mortensen-Klimpel  Grading Method: Yes Grade □ Pass/Fail

☐ 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: Yes Modified □ Deleted (complete Intention Form and obtain signatures)
Describe the modification and the rationale:
Change Prerequisites to include: Admission to Practical Nursing Program, BIOL 220, ENGL 100, HCTC 1886

Is this course a requirement/elective for a specific program or programs?  □ Yes  □ No
If yes, which program(s)? — DARS search
Practical Nursing - Diploma of Occupational Proficiency

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

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

Primary Department Chair Signature  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):

☐ Identifying 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
☐ Addressed the need for Class Maximum Change Request form
  ☐ No change in class maximum OR
  ☐ Change in class maximum — Class Maximum Change Request form completed with all necessary signatures

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

______________________________
Academic Dean/Director Signature

5.4.16

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

7/12/2016

______________________________
Vice President of Student and Academic Affairs Signature

7-20-16