Curriculum Development Form — Modify an Existing Course

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)
NURS 1310 Application of Nursing, 4 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://mncolleges.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 no longer required BIOL 235 A&P II, however, PSYC 110 will be required by for second semester. A few

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)?

BIOL 235 no longer required; biology staff aware and approve. Chemistry 108 or 110 no longer required for diploma.

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
  • course prefix and number
  • 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

Facility Developer Signature: Candence Mortenson-Klimpel
Date: 3-21-16

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: Candence Mortenson-Klimpel
Date: 3-21-16
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
☐ 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.

______________________________  7/12/2016
Curriculum Committee Chair Signature  Date

______________________________  7-20-16
Vice President of Student and Academic Affairs Signature  Date

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 1350 Clinical Application, 4 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://mntctransfer.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:

Add NURS 1175 to current prerequisites
If 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  Date: 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  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):

_____________________________ Date
LAS Department Chair Signature

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

_____________________________ Date
LAS Department Chair Signature

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

_____________________________ Date
LAS Department Chair Signature

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

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
Curriculum Committee Chair Signature

_____________________________ 7/20/16
Vice President of Student and Academic Affairs Signature
**Curriculum Development Form — Modify an Existing Course**

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)
NURS 1375 Laboratory Application, 2 credits

<table>
<thead>
<tr>
<th>Date of Proposal: 5/4/2016</th>
<th>Author: Candence Mortenson-Klimpel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Contact:</td>
<td>Candence Mortenson-Klimpel</td>
</tr>
<tr>
<td>Course Contact:</td>
<td>Grade</td>
</tr>
<tr>
<td>Scheduling:</td>
<td>Fall</td>
</tr>
<tr>
<td>Is this proposed course a Liberal Arts and Sciences course? Yes No</td>
<td></td>
</tr>
<tr>
<td>If yes, which MnTC area(s) will it fulfill (<a href="http://mntransfer.org">http://mntransfer.org</a>)? 1 2 3 4 5 6 7 8 9 10</td>
<td></td>
</tr>
<tr>
<td>The course is being:</td>
<td>Modified</td>
</tr>
<tr>
<td>Add NURS 1175 to current prerequisites</td>
<td></td>
</tr>
<tr>
<td>Is this course a requirement/elective for a specific program or programs? Yes No</td>
<td></td>
</tr>
<tr>
<td>Practical Nursing - Diploma of Occupational Proficiency</td>
<td></td>
</tr>
<tr>
<td>What impact will this modified course have on other program(s)? NONE</td>
<td></td>
</tr>
</tbody>
</table>

**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

---

**Faculty Developer Signature**

---

**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):
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):

________________________________________
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)
NURS 1410 Maternal Child Nursing, 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:

Add NURS 1175 to current prerequisites

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

[Signature]
Faculty Developer Signature  5/4/2016
Date

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[ ] 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  5/4/16
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)
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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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________________________________________________________________________

Curriculum Committee Chair Signature __________________________ Date __________

________________________________________________________________________

Vice President of Student Affairs Academic Affairs Signature __________________________ Date __________

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 1610 Psychosocial Nursing, 2 credits

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

- **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:**

- **Add NURS 1175 to current prerequisites**

- **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)
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- [ ] Proofread documentation for grammatical and typographical errors

---

**Candence Mortenson-Klimpel**  
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):**

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- [ ] Proofread documentation for grammatical and typographical errors

- [ ] I support this course  
- [ ] I do not support this course — please provide reason(s):

---

**Candence Mortenson-Klimpel**  
Primary Department Chair Signature  
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):

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☐ 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.

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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):

______________________________  ______________________
[Signature]  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.

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______________________________  7/12/2016
[Signature]  Date
Curriculum Committee Chair Signature

______________________________  7-20-16
[Signature]  Date
Vice President of Student and Academic Affairs Signature