

# Curriculum Development Form — Modify an Existing Course

5/6/16  


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

HEMS 1220 - EMT Refresher Emergency Medical Technician

Date of Proposal: 4-13-16 Author: ERIC WELER

Course Contact: ERIC WELER 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: REVISE COURSE BASED ON NEW REQUIREMENTS BY NATIONAL REGISTRY OF EMT'S & MN EMS REGULATORY BOARD

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

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

What impact will this modified course have on other program(s)? NONE

*Attach additional paperwork if necessary*

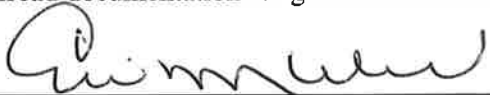
**As Faculty Developer, by signing this *Modify an Existing Course* form, the Curriculum Committee is assured of the following (check marks required):**

***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

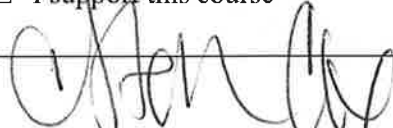
4/13/16

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):



Primary Department Chair Signature

4-13-16

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
- 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):

\_\_\_\_\_  
*Michelle Brueman*  
Academic Dean/Director Signature

\_\_\_\_\_  
4.13.2014  
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.***

\_\_\_\_\_  
*Sally H. Bixbee*  
Curriculum Committee Chair Signature

\_\_\_\_\_  
5/6/2016  
Date

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

\_\_\_\_\_  
5-6-2016  
Date