Curriculum Development Form — New Course

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

ENGL 199 INDEPENDENT STUDY: RESEARCH & WRITING

Date of Proposal: 4/18/16

Author: CASSANDRA LAMAIOW + KURST

Course Contact: CROWN MILL

Grading Method: □ Grade □ Pass/Fail □ On Demand

Is this proposed course a Liberal Arts and Sciences course? ☑ Yes ☐ No

If yes, which MnTC area(s) will it fulfill (http://mtntransfer.org)?

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10

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 new course have on other program(s)? —

Describe the rationale for offering this new course:
COURSE WILL BE FOR STUDENTS WHO HAVE TAKEN COMPOSITION AT ANOTHER SCHOOL + WISH TO TRANSFER IT IN W/O THE RESEARCH COMPONENT. THIS CLASS FULFILS RSH COMP.

Attach additional paperwork if necessary

As Faculty Developer, by signing this New 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

☑ Explored existing course offerings to identify potential duplication

☑ Completed Intention Form

Continue the Curriculum Development Process

☑ Used online WIDS to create Common Course Outline (CCO)

☑ Identified:

• 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)

☑ Created 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 on CCOs based on SCC example

☑ Proofread documentation for grammatical and typographical errors

Faculty Developer Signature: /s/L. S. Date: 4/18/16

As Primary Department Chair, by signing this New 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: /s/L. S. Date: 4/18/16
For LAS (MnTC courses) — As a LAS Department Chair, by signing this New 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):

[Signature]
LAS Department Chair Signature
4/14/16 Date

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

[Signature]
LAS Department Chair Signature
4/18/16 Date

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

[Signature]
LAS Department Chair Signature
4/18/16 Date

If all 4 LAS Department Chairs do not support the new course proposal, faculty developer can elevate the proposal to AASC for resolution.

As Academic Dean/Director, by signing this New 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):

[Signature]
Academic Dean/Director Signature
4/20/16 Date

If Academic Dean/Director does not support the new course proposal, faculty developer can elevate 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.

[Signature]
Curriculum Committee Chair Signature
5/6/2016 Date

[Signature]
Vice President of Student and Academic Affairs Signature
5-6-2016 Date