

# Curriculum Development Form — New Course

5/6/16

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 LABAIKOW + KIRSTIN

Course Contact: K CROWN - MILLS

Grading Method:  Grade  Pass/Fail CROWN - MILLS

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

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 Attach additional paperwork if necessary RESEARCH COMPONENT - THIS CLASS FULFILLS RSH COMPONENT)

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 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)
- 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

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

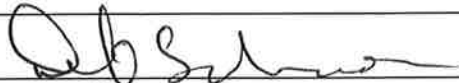
Date

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):

  
\_\_\_\_\_  
LAS Department Chair Signature

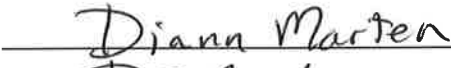

4/4/16  
\_\_\_\_\_  
Date

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

  
\_\_\_\_\_  
LAS Department Chair Signature

4/18/16  
\_\_\_\_\_  
Date

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

  
\_\_\_\_\_  
  
LAS Department Chair Signature

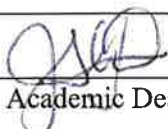
4/18/16  
\_\_\_\_\_  
Date

*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):

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

  
\_\_\_\_\_  
Curriculum Committee Chair Signature

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

  
\_\_\_\_\_  
Vice President of Student and Academic Affairs Signature

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