

# Curriculum Development Form — New Course

5/6/16



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

CIM 1209 - Surface Grinding

Date of Proposal: 5/6/2016 Author: Chris DeVries

Course Contact: Chris DeVries 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

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

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

CIM AAS and Diploma

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

none

Describe the rationale for offering this new course:

Combined Surface Grinding I & II into a single course - Surface Grinding (result of adding the Manufacturing Core)

**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 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

5-4-16  
Date

**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

5-4-16  
Date

**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 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 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):

*Bob Embacher*  
 Academic Dean/Director Signature Date *5/5/16*

*form will be submitted*

*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.**

*Gale R. Biggen*  
 Curriculum Committee Chair Signature Date *5/6/2016*

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