

Curriculum Development Form — New Course

5/6/16 ✓



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

WELD 1007 Blueprint Reading for Welding

Date of Proposal: 5/6/2016 Author: John Smith

Course Contact: John Smith 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 _____

Welding Certificate and Diploma +

What impact will this new course have on other program(s)?
none

Describe the rationale for offering this new course: _____

Increased course credits +

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

John J. Smith
Faculty Developer Signature

5/15/16
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): _____

Debra Coe
Primary Department Chair Signature

5.10.16
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):

Barb Embach
 Academic Dean/Director Signature *5/7/16*
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

Gale A. Krusee
 Curriculum Committee Chair Signature *5/13/2016*
Date

[Signature]
 Vice President of Student and Academic Affairs Signature *5-17-16*
Date

5/6/16 ✓
Curriculum

Curriculum Development Form — Modify an Existing Course

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

WELD 1075, Advanced Welding, 4 cr

Date of Proposal: 2/26/2016 Author: John Smith

Course Contact: John Smith 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: removing pipe welding content (3%) all other content remains the same.

Course content does not align with outline content - adjusting to represent what is being done in class.

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

John Smith
Faculty Developer Signature

3/3/2016

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):

Dylan Bayless
Primary Department Chair Signature

3-20-16

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):

Bub Embacher
Academic Dean/Director Signature

4/20/16
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.

Gale A. H. Begher
Curriculum Committee Chair Signature

5/6/2014
Date

[Signature]
Vice President of Student and Academic Affairs Signature

5-6-2014
Date

Curriculum Development Form — Modify an Existing Course

5/26/16 ✓



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

WELD 1085 - Welding Capstone, 2 credits (96 HRS)

Date of Proposal: 2/26/2016 Author: John Smith

Course Contact: John Smith 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:

Changing the course title to reflect a change in student completion options (class lab time or external internship)

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

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

Welding Diploma

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

None

Attach additional paperwork if necessary

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 Proofread documentation for grammatical and typographical errors

Faculty Developer Signature

4/14/16
Date

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

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

Primary Department Chair Signature

4/20/16
Date

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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.

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Curriculum Committee Chair Signature

Date

Vice President of Student and Academic Affairs Signature

Date