

3/4/16 ✓

Curriculum Development Form — Modify an Existing Course

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

ENGL 111: Introduction to Film

Date of Proposal: 1-13-15 Author: Amy Magnus

Course Contact: Amy Magnus 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: The prefix of the course is switching from an HCCM (prefix) to ENGL. The class was originally ENGL 4

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

If yes, which program(s)? — DARS search It is an elective course for the AA degree

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

Amy Magnus
Faculty Developer Signature

1-10-16
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):

[Signature]
Primary Department Chair Signature

1-15-16
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):
C. G. Schuman ABS Dept Chair _____
LAS Department Chair Signature Date

I support this course I do not support this course — please provide reason(s):
[Signature] _____ 1/19/16
LAS Department Chair Signature Date

I support this course I do not support this course -- please provide reason(s):
D. Martin _____ 1/19/16
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):
[Signature] _____ 1/19/16
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.

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. Bigler _____ 3/4/2016
Curriculum Committee Chair Signature Date
[Signature] _____ 3-22-16
Vice President of Student and Academic Affairs Signature Date