Curriculum Development Form — Modify an Existing Course

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)
DA 1811 Dental Science I

Date of Proposal: 1/15/2016  Author: Jenny Dundei
Course Contact: Jenny Dundei  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://mntc.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:

Adding college readiness to requirements. Student success- students who are not college ready frequently fail or

Is this course a requirement/elective for a specific program or programs?  ✔ Yes  ☐ No
If yes, which program(s)? — DARS search
Dental Assisting

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

Jenny Dundei  1/15/16
Faculty Developer Signature  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).

Date

Modify an Existing Course Form — 12/9/14 — Page 1
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):

________________________________________________________

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.

________________________________________________________

Curriculum Committee Chair Signature                          Date

________________________________________________________

Vice President of Student and Academic Affairs Signature                          Date

Modify an Existing Course Form — 12/5/14 — Page 2
Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)
DA 1812 Oral Anatomy

Date of Proposal: 1/15/2016  Author: Jenny Dumdei
Course Contact: Jenny Dumdei  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://mtransfer.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:

Adding college readiness scores to requirements, students who are not college ready frequently fail or withdraw with

Is this course a requirement/elective for a specific program or programs? ☑ Yes  ☐ No
If yes, which program(s)? — DARS search

Dental Assisting

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

Jenny Dumdei
Faculty Developer Signature  1/15/16

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):

Curt Co  1/15/16
Primary Department Chair Signature

Modify an Existing Course Form — 12/9/14 — Page 1
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
☐ 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):

________________________________________  1-29-2016
Michele Freimuth                              Date
Academic Dean/Director Signature

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.

________________________________________  3/4/2016
Curriculum Committee Chair Signature          Date

________________________________________  3/4/16
Vice President of Student and Academic Affairs Signature  Date

Modify an Existing Course Form — 12/9/14 — Page 2