

# Curriculum Development Form — Modify an Existing Course

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)  
OTEC2800, Office Keyboarding, 3 credits



Date of Proposal: 11/6/2015 Author: Becky A. Miller

Course Contact: Becky A. Miller 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: \_\_\_\_\_

We are changing the course prerequisites because we are removing the OTEC1815 course from our programs and need

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

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

All Office Administration and Technology programs. +

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

Faculty Developer Signature

12-8-15

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):

Primary Department Chair Signature

12/16/15

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

\_\_\_\_\_  
12-16-15  
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.*

\_\_\_\_\_  
*Mali A. Bigbee*  
Curriculum Committee Chair Signature

\_\_\_\_\_  
2/12/2016  
Date

\_\_\_\_\_  
*[Signature]*  
Vice President of Student and Academic Affairs Signature

\_\_\_\_\_  
3-4-16  
Date

\* Endorsed 3/4/16 by CC