Curriculum Development Form — Modify an Existing Course

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)
NURS 2510 Leadership & Advanced/Medsurg 2 credits lab

Date of Proposal: 4/21/2015
Author: Cheryl Clendenin/Michele Briemler

Course Contact: Cheryl Clendenin
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://mncollege.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 from 2 credit classroom to 2 credit lab. Change will allow stronger alignment with QSEN and NLCEX Industry

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

Associate In Science Nursing

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 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

Cheryl Clendenin 4/21/2015
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):

Cardena J. 4/21/2015
Primary Department Chair Signature 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):

______________________________________________  4/21/2015
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.

______________________________________________  5/1/2015
Curriculum Committee Chair Signature                  Date

______________________________________________  5-4-15
Vice President of Student and Academic Affairs Signature  Date
Curriculum Development Form — Modify an Existing Course

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)
NURS 2520 Leadership 1 credit lab

Date of Proposal: 4/21/2015  Author: Cheryl Clendenin/Michele Brielmaier
Course Contact: Cheryl Clendenin  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://mnenvironment.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 from 2 credit lab to 1 credit classroom as Med Surge Acute content is moved to a stand alone semester will
Is this course a requirement/elective for a specific program or programs?  ☑ Yes  ☐ No
If yes, which program(s)? — DARS search
Associate In Science Nursing

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
  • course prefix and number
  • prerequisites
  • lecture/lab credits and hour breakdown
  • 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

Cheryl Clendenin  4/21/15
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):

Karen Ross  4/21/2015
Primary Department Chair Signature  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):

______________________________ 4/21/2015
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.

______________________________ 5/1/2015
Curriculum Committee Chair Signature Date

______________________________ 5-1-15
Vice President of Student and Academic Affairs Signature Date
Curriculum Development Form — New Course

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

NURS 2530 Semester 4 Med Surg Acute 4 credits

Date of Proposal: 4/21/2015

Author: Cheryl Clendenin/ Michele Briemlaier

Course Contact: Cheryl Clendenin

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://mntctransfer.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

Associate in Science Nursing

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

None

Describe the rationale for offering this new course:

With credit and content movement in NURS 2310 5 credits (med surg mix) to NURS 2320 3 credits (med surg basic).

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: Cheryl Clendenin Date: 4/21/15

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: Michele Briemlaier Date: 4/21/2015

New Course Form — 12/3/14 — Page 1
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):

☐ 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):

__________________________________________________________

Academic Dean/Director Signature  Date

If Academic Dean/Director does not support the new course proposal, faculty developer can elevate proposal to AASC for resolution.

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__________________________________________________________

Curriculum Committee Chair Signature  Date

5-4-15

Vice President of Student and Academic Affairs Signature  Date

5/1/2015
Curriculum Development Form — New Course

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)
NURS 2540 Semester 4 Med Surg Acute 3 credits

Date of Proposal: 4/21/2015

Author: Cheryl Clendenin/ Michele Briemlaier

Course Contact: Cheryl Clendenin

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.transfer.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

Associate in Science Nursing

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

None

Describe the rationale for offering this new course:

With credit and content movement in NURS 2210 2 credits to NURS 2220 1 credit and NURS 2310 5 credits (med surg)

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
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Cheryl Clendenin
Faculty Developer Signature 4/21/2015

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☑ 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 4/21/2015
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):

☐ 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.

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☑ 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)
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☑ 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
04. 21. 2015

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,

________________________________________________________________________________________

Curriculum Committee Chair Signature
Date

________________________________________________________________________________________

Vice President of Student and Academic Affairs Signature
Date