Curriculum Development Form
Modify an Existing Program (Academic Award)

Program Name (Academic Award):
Dental Assisting

CIP Code: 51.0601

Type of Academic Award: □ AA  □ AAS  □ AFA  □ AS  □ Diploma  □ Certificate

Current Location: □ Faribault  □ North Mankato
Proposed Location: □ Faribault  □ North Mankato

Current Credits: 52
Proposed Credits: 52

Date of Proposal: 3/19/2015
Proposed Implementation Date: 1/15/2016

Contact Person: Jenny Dumdei

What is the modification being proposed?
Combining 2 like courses into 1 streamline course to align with accreditation standards. DA1810 and DA1821.

What impact will the modification have?
Students will be prepared to utilize and implement EHR as well as dental software and office management skills.

Describe the rationale for this modification:
Current courses are teaching the same information using different formats. Combining courses will have a logical flow for.

Attach additional material if necessary

As Faculty Developer, by signing this Modify an Existing Program 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 program offerings to identify potential duplication
☑ Completed Intention Form

Continue the Curriculum Development Process
☑ Completed the comparison template outlining old program plan vs. new program plan, noting changes between the old and new
☑ Completed the WIDS Program Project, which includes outlining scope and sequence of program

Please Note: If courses do not already exist, the shell of each course must be created in WIDS before the WIDS Program Project can be completed

☑ Identified prerequisites (if any) for admission to the program
☑ Created measurable program student learning outcomes
☑ Proofread documentation for correct content
☑ Proofread documentation for grammatical and typographical errors
☑ Uploaded additional documentation to WIDS (comparison template, etc.)

Jenny Dumdei
Faculty Developer Signature

3/15/15
Date
As Primary Department Chair, by signing this *Modify an Existing Program* 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
☐ Proofread documentation for correct content and proper structure
☐ Proofread documentation for grammatical and typographical errors
☐ For LAS programs, signature of all LAS Department Chairs included
☐ For technical programs, the change was discussed at Advisory Committee meeting (provide meeting minutes)

☐ I support this program plan  ☐ I do not support this program plan — please provide reason(s):

[Signature]
Primary Department Chair Signature

[Date]
Date

For all modified programs, if Primary Department Chair does not support the modified program proposal, faculty developer can elevate the proposal to AASC for resolution.

For AA and AFA Degrees Only — As a LAS Department Chair, by signing this *Modify an Existing Program* 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

☐ I support this program plan  ☐ I do not support this program plan — please provide reason(s):

[Signature]
LAS Department Chair Signature

[Date]
Date

☐ I support this program plan  ☐ I do not support this program plan — please provide reason(s):

[Signature]
LAS Department Chair Signature

[Date]
Date

If all four LAS Department Chairs do not support the modified program proposal, faculty developer can elevate the proposal to AASC for resolution.
As Academic Dean/Director, by signing this Modify an Existing Program 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
☐ Provided supporting documentation to populate Program Navigator

☐ I support this program plan     ☐ I do not support this program plan — please provide reason(s):

__________________________   _________________
Academic Dean/Director Signature  Date

If Academic Dean/Director does not support the modified program 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. Place signed original forms in Curriculum Committee mailbox.

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

__________________________   _________________
President Signature  Date

The following steps are possible post-approval steps

Modify an Existing Program
— Credit length change
Upload to MnSCU Program Navigator
• Curriculum Committee Chair electronic approval
• Vice President of Student and Academic Affairs electronic approval
• President electronic approval
• Vice President of Student and Academic Affairs electronic approval (2nd)
• MnSCU reviews for final approval
• MnSCU grants approval

Student Affairs
• ISRS; DARS; eCatalog
Scope and Sequence for Perkins Programs of Study
Federal Dept. of Education review
Higher Learning Commissions (HLC) review

Modify an Existing Program
— No credit length change
Student Affairs (documentation posted on CC website)
• ISRS; DARS; eCatalog
Scope and Sequence for Perkins Programs of Study