

Curriculum Development Form — New Course

4/3/15
✓

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

HC Special Topics in Healthcare HC 1510 1-3 cr.

Date of Proposal: 3/4/2015 Author: Laura Attenberger

Course Contact: Laura Attenberger 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

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

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

Health Unit Coordinator Certificate and potential for elective in other Allied Health programs

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

Additional option for students with remaining credit degree requirements

Describe the rationale for offering this new course:

When students transfer in, sometimes they are missing a credit for their DARS... also has CPL possibilities for degree.

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

Laura Attenberger
Faculty Developer Signature

3-10-15
Date

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):

John Clark
Primary Department Chair Signature

3-5-15
Date

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):

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 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):

Michelle E. Brudman, Director of Allied Health & Nursing

Academic Dean/Director Signature

3.16.15

Date

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.

Mary A. Bisser

Curriculum Committee Chair Signature

4/3/2015

Date

[Signature]

Vice President of Student and Academic Affairs Signature

4-14-15

Date