Curriculum Development Form — Modify an Existing Course

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

CTLS 1805 Civil CAD, 3 cr

Date of Proposal: 09/19/2014

Author: Kathy Drummer

Course Contact: Kathy Drummer

Grading Method: ☑ Grade ☐ Pass/Fail

Scheduling: ☐ Fall ☑ Spring ☐ Summer ☐ Alternate Years ☐ Variable ☐ On Demand

Is this course proposed 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

Civil Engineering Technology

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

None

Describe what is changing/being added, and the rationale:

Modifying prerequisite

As Department Chair, by signing this Modify an Existing Course form, the Curriculum Committee is assured of the following:

☐ For LAS programs (specifically MnTC courses), signature of more than one Department Chairs may be required

☐ For technical programs, the change was discussed at Advisory Committee meeting

☐ Documentation through email and department meetings made available for other faculty and programs to provide feedback

☐ Proofread documentation for grammatical and typographical errors

☐ Proofread documentation for correct content and proper structure on CCOs (based on SCC example)


Department Chair Signature 9/19/14

Department Chair Signature (for MnTC courses) Date

Department Chair Signature (for MnTC courses) Date

As Academic Dean, by signing this Modify an Existing Course form, the Curriculum Committee is assured of the following:

☐ MnTC Goal Area is appropriate based on MnSCU guidelines — Transfer Specialist consulted

☑ Verify credentials for faculty teaching the course

☑ Identify potential opportunities and impacts of the change on other programs/departments — DARS search

☐ Address 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 proposal

If Academic Dean does NOT endorse the course proposal, the information will be elevated to AASC for resolution.

Academic Dean’s Signature

Date 9/23/14

Vice President of Student and Academic Affair’s Signature

Date 10/16/14

9/8/14
Curriculum Development Form — Modify an Existing Course

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

CTLS 1820 Materials Technology, 4 cr

Date of Proposal: 09/19/2014
Author: Jay Stencil

Course Contact: Jay Stencil
Grading Method: ☐ Grade ☐ Pass/Fail

Scheduling: ☐ Fall ☑ Spring ☐ Summer ☐ Alternate Years ☐ Variable ☐ On Demand

Is this course proposed a Liberal Arts and Sciences course? ☐ Yes ☐ No

If yes, which MnTC area(s) will it fulfill (http://mncolleges.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

Civil Engineering Technology

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

None

Describe what is changing/being added, and the rationale:

Modifying prerequisite

As Department Chair, by signing this Modify an Existing Course form, the Curriculum Committee is assured of the following:

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☐ Proofread documentation for grammatical and typographical errors
☐ Proofread documentation for correct content and proper structure on CCOs (based on SCC example)

Department Chair Signature 9.19.14
Department Chair Signature (for MnTC courses) Date

As Academic Dean, by signing this Modify an Existing Course form, the Curriculum Committee is assured of the following:

☑ MnTC Goal Area is appropriate based on MnSCU guidelines — Transfer Specialist consulted
☑ Verify credentials for faculty teaching the course
☑ Identify potential opportunities and impacts of the change on other programs/departments — DARS search
☐ Address 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 proposal

If Academic Dean does NOT endorse the course proposal, the information will be elevated to AASC for resolution.

Academic Dean’s Signature 9-23-14
Academic Dean’s Signature Date

Vice President of Student and Academic Affair’s Signature 10-10-14
Vice President of Student and Academic Affair’s Signature Date

9/8/14
Curriculum Development Form — Modify an Existing Course

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)
CTLS 2825 Civil Design, 4 cr

Date of Proposal: 09/19/2014  Author: Kathy Drummer

Course Contact: Kathy Drummer  Grading Method: □ Grade  □ Pass/Fail
Scheduling: □ Fall  □ Spring  □ Summer  □ Alternate Years  □ Variable  □ On Demand

Is this course proposed 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
Civil Engineering Technology

What impact will this modified course have on other program(s)?
None

Describe what is changing/being added, and the rationale:
Modifying prerequisite and competencies

As Department Chair, by signing this Modify an Existing Course form, the Curriculum Committee is assured of the following:
□ For LAS programs (specifically MnTC courses), signature of more than one Department Chairs may be required
□ For technical programs, the change was discussed at Advisory Committee meeting
□ Documentation through email and department meetings made available for other faculty and programs to provide feedback
□ Proofread documentation for grammatical and typographical errors
□ Proofread documentation for correct content and proper structure on CCOs (based on SCC example)

Department Chair Signature: 9.19.14  Date:  
Department Chair Signature (for MnTC courses):  Date:

Department Chair Signature (for MnTC courses):  Date: 
Department Chair Signature (for MnTC courses):  Date:

As Academic Dean, by signing this Modify an Existing Course form, the Curriculum Committee is assured of the following:
□ MnTC Goal Area is appropriate based on MnSCU guidelines — Transfer Specialist consulted
□ Verify credentials for faculty teaching the course
□ Identify potential opportunities and impacts of the change on other programs/departments — DARS search
□ Address 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 proposal

If Academic Dean does NOT endorse the course proposal, the information will be elevated to AASC for resolution.

Academic Dean's Signature: 9/23/14  Date:  
Academic Dean: 9/23/14  Date:

Vice President of Student and Academic Affair’s Signature: 10/11/14  Date:  
Vice President of Student and Academic Affair’s Signature: 10/11/14  Date:

9/8/14
Curriculum Development Form — Modify an Existing Course

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

CTLS 2830 Estimating and Inspections, 4 cr

Date of Proposal: 09/19/2014

Author: Jay Stencil

Course Contact: Jay Stencil

Grading Method: ☐ Grade ☐ Pass/Fail

☐ Fall ☑ Spring ☐ Summer ☐ Alternate Years ☐ Variable ☐ On Demand

Is this course proposed a Liberal Arts and Sciences course?

☑ Yes ☐ No

If yes, which MnTC area(s) will it fulfill (http://mtntransfer.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

Civil Engineering Technology

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

None

Describe what is changing/being added, and the rationale:

Modifying prerequisite and competencies

As Department Chair, by signing this Modify an Existing Course form, the Curriculum Committee is assured of the following:

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☐ Documentation through email and department meetings made available for other faculty and programs to provide feedback

☐ Proofread documentation for grammatical and typographical errors

☐ Proofread documentation for correct content and proper structure on CCOs (based on SCC example)

Department Chair Signature: [Signature]

Date: 9.19.14

Department Chair Signature (for MnTC courses): [Signature]

Date: 9.19.14

Department Chair Signature (for MnTC courses): [Signature]

Date: 9.19.14

As Academic Dean, by signing this Modify an Existing Course form, the Curriculum Committee is assured of the following:

☐ MnTC Goal Area is appropriate based on MnSCU guidelines — Transfer Specialist consulted

☑ Verify credentials for faculty teaching the course

☑ Identify potential opportunities and impacts of the change on other programs/departments — DARS search

☑ Address 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 proposal

If Academic Dean does NOT endorse the course proposal, the information will be elevated to AASC for resolution.

Academic Dean’s Signature: [Signature]

Date: 9/23/14

Vice President of Student and Academic Affair’s Signature: [Signature]

Date: [Signature]
Curriculum Development Form — Modify an Existing Course

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

CTLS 2835 Introduction to Land Surveying, 3 cr

Date of Proposal: 09/19/2014  Author: Jay Stencel

Course Contact: Jay Stencel  Grading Method: ☑ Grade  ☐ Pass/Fail

Scheduling:  ☐ Fall  ☑ Spring  ☐ Summer  ☐ Alternate Years  ☐ Variable  ☐ On Demand

Is this course proposed a Liberal Arts and Sciences course?  ☐ Yes  ☑ No

If yes, which MnTC area(s) will it fulfill (http://mntcno.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

Civil Engineering Technology

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

None

Describe what is changing/being added, and the rationale:

Modifying prerequisite and competencies

As Department Chair, by signing this Modify an Existing Course form, the Curriculum Committee is assured of the following:

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☐ Proofread documentation for correct content and proper structure on CCOs (based on SCC example)

Department Chair Signature  9/19/14

Department Chair Signature (for MnTC courses)  Date

As Academic Dean, by signing this Modify an Existing Course form, the Curriculum Committee is assured of the following:

☑ MnTC Goal Area is appropriate based on MnSCU guidelines — Transfer Specialist consulted

☑ Verify credentials for faculty teaching the course

☐ Identify potential opportunities and impacts of the change on other programs/departments — DARS search

☐ Address 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 proposal

If Academic Dean does NOT endorse the course proposal, the information will be elevated to AASC for resolution.

Academic Dean’s Signature  9/23/14

Date

Vice President of Student and Academic Affair’s Signature  10/16/14

Date
Curriculum Development Form — Modify an Existing Course

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)
CTLS 2846 Hydrology and Hydraulics, 3 cr

Date of Proposal: 09/19/2014  Author: Kathy Drummer

Course Contact: Kathy Drummer  Grading Method: ☑ Grade  ☐ Pass/Fail

Scheduling: ☐ Fall ☑ Spring ☐ Summer ☐ Alternate Years ☐ Variable ☐ On Demand

Is this course proposed 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
Civil Engineering Technology

What impact will this modified course have on other program(s)?
None

Describe what is changing/being added, and the rationale:
Modifying prerequisite

As Department Chair, by signing this Modify an Existing Course form, the Curriculum Committee is assured of the following:

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☐ Proofread documentation for correct content and proper structure on CCOs (based on SCC example)

Department Chair Signature  9/19/14

Department Chair Signature (for MnTC courses)  Date

Department Chair Signature (for MnTC courses)  Date

As Academic Dean, by signing this Modify an Existing Course form, the Curriculum Committee is assured of the following:

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☑ Verify credentials for faculty teaching the course
☑ Identify potential opportunities and impacts of the change on other programs/departments — DARS search
☐ Address 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 proposal

If Academic Dean does NOT endorse the course proposal, the information will be elevated to AASC for resolution.

Academic Dean’s Signature  9/23/14

Vice President of Student and Academic Affair’s Signature  10/16/14

9/8/14
<table>
<thead>
<tr>
<th>Date</th>
<th>Faculty Developer Name - First</th>
<th>Faculty Developer Name - Last</th>
<th>Academic Area</th>
<th>Department Chair</th>
<th>Academic Dean</th>
<th>Identify Project</th>
<th>General Overview</th>
<th>Date of Desired Implementation</th>
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<tbody>
<tr>
<td>Sep 17, 2014</td>
<td>Darci</td>
<td>Stanford</td>
<td>Child Development Careers</td>
<td>Peter Wruck</td>
<td>Brain Fors</td>
<td>Modifying an Existing Course</td>
<td>We no longer offer the courses listed as the pre-reqs and would like to change the pre-req to &quot;Instructor Approval&quot;. CDEV 2990 Practicum Project 1 credit</td>
<td>Spring Semester 2015</td>
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<tr>
<td>Sep 17, 2014</td>
<td>Tracy</td>
<td>Murphy</td>
<td>Communication Studies within Liberal Arts &amp; Sciences</td>
<td>Lori Hood</td>
<td>Brain Fors</td>
<td>Creating a New Course</td>
<td>The new course covers goals 5 and 7 of the MNTC. Named Food, Communication, and Diversity, the new course explores the communicative nature of food and consumption in multiple contexts. The course will include a variety of learning methods.</td>
<td>Spring Semester 2015</td>
</tr>
<tr>
<td>Sep 16, 2014</td>
<td>Jenny</td>
<td>Dumdel</td>
<td>Dental Assisting</td>
<td>Cristen Cox</td>
<td>Barb Embacher</td>
<td>Creating a New Course</td>
<td>I would like to combine DA 1810- Dental Technology (1 credit) and DA 1821 Dental Practice Management(2 credits) The new course will be a 3 credit course to reflect the current methods of dental business practices including electronic health records; the intent is to have this run as a hybrid course.</td>
<td>Spring Semester 2015</td>
</tr>
<tr>
<td>Sep 16, 2014</td>
<td>Pete</td>
<td>Neiebauer</td>
<td>Agriculture</td>
<td>Don Hermanson</td>
<td>Brad Schloesser</td>
<td>Creating a New Course</td>
<td>The development of new course, Introduction to U.S. Pork Industry. The course was created at the request of National Pork Industry form (NPB) National Pork Board. It is designed to be offered as a hybrid course and will be marketed to PSOE students in area high schools with students that may have an interest in working in a livestock industry.</td>
<td>Spring Semester 2015</td>
</tr>
<tr>
<td>Sep 08, 2014</td>
<td>Becky</td>
<td>Davis</td>
<td>ENGL</td>
<td>Lori Hood</td>
<td>Brain Fors</td>
<td>Creating a New Course</td>
<td>Creating a new course in Creative Writing: Screen Writing. MNTC Goal Area 6. This course content will force new creative writers to work in concrete form: scene, character, dialogue, etc., instead of writing abstractly in a creative writing course.</td>
<td>Spring Semester 2015</td>
</tr>
<tr>
<td>Date</td>
<td>Author</td>
<td>Role</td>
<td>Course Title</td>
<td>Instructor</td>
<td>Course Notes</td>
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<tr>
<td>Sep. 19, 2014</td>
<td>Kathy</td>
<td>Drummer</td>
<td>Civil Engineering Technology</td>
<td>Ryan Langemerier</td>
<td>Barb Embacher&lt;br&gt;Courses have been modified to better reflect the material being presented and modified prerequisites accordingly.&lt;br&gt;CTLS 1805 changed prerequisite&lt;br&gt;CTLS 1820 changed prerequisite&lt;br&gt;CTLS 2825 changed prerequisite and updated competencies&lt;br&gt;CTLS 2830 changed prerequisite and updated competencies&lt;br&gt;CTLS 2835 changed prerequisite and updated competencies&lt;br&gt;CTLS 2846 changed prerequisite</td>
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<td>Spring Semester 2015</td>
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