CURRICULUM COMMITTEE CHECKLIST

NAME OF PROGRAM: ENGL 0080

Date: July 11, 2014

Step 1  Reviewed change at division meeting.  

YES  NO

Step 2  Presented as informational item at Division Chair Meeting(s) and checked if it affects other departments. Like programs must meet with Division Chairs on all affected campuses (North Mankato and Faribault).  

Division Chair’s signature  

Step 3  Instructional Dean reviewed and indicated need for Curriculum Committee approval.  

Instructional Dean’s signature

Step 4  Advisory Committee approval indicated in meeting minutes if necessary. Minutes provided to Curriculum Committee.  

Step 5  Curriculum Committee made recommendations (changes, additional approvals, etc.). If no, skip to Step 7.  

YES  NO

Step 6  Committee’s recommendations completed. (Skip if not applicable.)  

Step 7  Curriculum Committee approved.  

YES  NO

Curriculum Committee Chair’s signature

Step 8  Minutes and necessary materials provided to VP of Academic Affairs.  

YES  NO

Step 9  Vice President of Academic Affairs approved.  

YES  NO

Vice President of Academic Affairs’ signature

Step 10  New Course Maximum Enrollment to Shared Governance.  

YES  NO

Step 11  President’s approval for all changes requiring MnSCU approval.  

YES  NO

President’s signature
New Course or Course Change Proposal Form

Date of Proposal: July 11, 2014

Author: Karen Snay & Lori Hood

Proposal Type: New Course  Modify Course  Delete Course

Contact for the Course: Karen Snay & Lori Hood

Course Designator, Number and Title (i.e.: ACCT 1800, Business Law): ENGL 0080 – English and Writing I

Number of Credits: 4

Prerequisites: None

Course Description: This course offers a review in the use, basic study, and review of the Standard English language and an introduction to writing paragraphs. The course emphasizes correct English usage, sentence structure, punctuation, grammar, and spelling as they are applied throughout the writing process. (Prerequisite: None)

Grading Method: Grade  Pass/Fail

Scheduling: Fall  Spring  Summer  Alternate Years  Variable  On Demand

Instructional Type: Lecture  Lab  Lecture/Lab  Internship  Seminar

(*)Class Maximum: (For New Courses Only) / All Unlimited faculty members of a program or discipline must sign.

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<th>Faculty Name</th>
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<tr>
<th>Dean's Name</th>
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If there is not enough space provided, please use the back of this form for additional signatures or click on a row with the right button of the mouse, select insert and then select insert rows below to add rows to the table.

Is this Course Proposed as a Liberal Arts Course: Yes  No

If Yes, Which MnTC Area/Areas Will it Fulfill (http://www.mntransfer.org)?

Is This Course a Requirement/Elective for a Specific Program or Programs? Yes  No

If Yes, Which Program(s)?

Describe What is Changing/Being Added, and the Rationale: The course title has been changed and the content has been aligned with the MN K-12 Academic Standards in Writing.

What Impact Will This New Course or Change Have on Other Programs or Areas?

- Attach Common Course Outline to this Form.