CURRICULUM COMMITTEE CHECKLIST

NAME OF PROGRAM: Math 85  Date: 7/10/14

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.  

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

Step 7 Curriculum Committee approved.  
Curriculum Committee Chair’s signature

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

Step 9 Vice President of Academic Affairs approved.  
Vice President of Academic Affairs’ signature

Step 10 New Course Maximum Enrollment to Shared Governance.  

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

President’s signature _____________________________
Appendix B

New Course or Course Change Proposal Form

Date of Proposal:  **July 9, 2014**

Author:  **Arlene Eliason, JR Haney, Diann Marten**

<table>
<thead>
<tr>
<th>Proposal Type</th>
<th>New Course</th>
<th>(X)Modify Course</th>
<th>Delete Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact for the Course</td>
<td>Arlene Eliason</td>
<td></td>
<td></td>
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</tbody>
</table>

Course Designator, Number and Title (i.e.: ACCT 1800, Business Law):
**MATH 0085 Intermediate Algebra**

Number of Credits:  **4 credits** (unchanged)

Prerequisites:
MATH 0075 or a score of at least 56 on the Arithmetic portion of the Accuplacer test. (unchanged)

Course Description:
This course is function - based. It starts with a general overview of equations and inequalities. It then proceeds to cover linear functions, polynomial and rational functions, quadratic functions, equations involving radicals, and absolute values. (unchanged)

<table>
<thead>
<tr>
<th>Grading Method</th>
<th>Grade X</th>
<th>Pass/Fail</th>
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</thead>
<tbody>
<tr>
<td>Scheduling:</td>
<td>Fall X</td>
<td>Spring X</td>
</tr>
<tr>
<td>Instructional Type:</td>
<td>Lecture X</td>
<td>Lab</td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Faculty Name</th>
<th>Faculty Signature</th>
<th>Class Max</th>
<th>Date</th>
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<table>
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<tr>
<th>Dean's Name</th>
<th>Dean's Signature</th>
<th>Date</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**  **X**

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**  **X**  **No**

If Yes, Which Program(s)?  **Chem 108 unless Accuplacer score was adequate.**

Describe What is Changing/Being Added, and the Rationale:
The phrasing of the CCO has been modified to align with the Minnesota Math Standards. Section numbers from the Minnesota Standards have been added to the CCO to ensure that the course will withstand an audit for financial aid. The name of the course has been changed from Essentials of Algebra to Intermediate Algebra. This also should provide security in case of a financial aid audit.

What Impact Will This New Course or Change Have on Other Programs or Areas?  **None**

➢ Attach Common Course Outline to this Form.