CURRICULUM COMMITTEE CHECKLIST

NAME OF PROGRAM: AA

Date: 2-28-19

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 4-7-14

Step 10 New Course Maximum Enrollment to Shared Governance.

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

President’s signature

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Appendix B

New Course or Course Change Proposal Form

Date of Proposal: 2.25.2014

Author: MICHELLE JOHNSON, KURSTIN CROWN-MILLS

Proposal Type: *New Course X Modify Course Delete Course

Contact for the Course:

Course Designator, Number and Title (i.e.: ACCT 1800, Business Law):

ART 155 VISUAL NARRATIVE

Number of Credits: 3

Prerequisites:
READ COID OR ACCUPLACER SCORE OF 78

Course Description:
SEE COO

Grading Method: Grade X Pass/Fail

Scheduling: Fall X Spring Summer Alternate Years Variable On Demand

Instructional Type: Lecture X Lab Lecture/Lab Internship Seminar

*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>
</tr>
</thead>
<tbody>
<tr>
<td>MICHELLE JOHNSON</td>
<td></td>
<td>20</td>
<td>2-25-14</td>
</tr>
<tr>
<td>KURSTIN CROWN-MILLS</td>
<td></td>
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<td>2-25-14</td>
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<tr>
<th>Dean's Name</th>
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<tbody>
<tr>
<td>Brian Foss</td>
<td></td>
<td>2-25-14</td>
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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 X No

If Yes, Which MnTC Area/Areas Will it Fulfill (http://www.mntransfer.org)? 6 + 7

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

If Yes, Which Program(s)? AA, MULTIMEDIA

Describe What is Changing/Being Added, and the Rationale:

What Impact Will This New Course or Change Have on Other Programs or Areas? THIS COURSE WILL COMPLEMENT MANY DESIGN COURSES

➢ Attach Common Course Outline to this Form.