CURRICULUM COMMITTEE CHECKLIST

NAME OF PROGRAM: Associate of Arts  Date: 2/25/14

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  ____________________________
New Course or Course Change Proposal Form

Date of Proposal: 2/25/14

Author: Kurt Dershem and Capstone Working Group

Proposal Type: (□) New Course ☑ Modify Course ☑ Delete Course

Contact for the Course: Kurt Dershem

Course Designator, Number and Title (i.e.: ACCT 1800, Business Law): CAP 250: Associates of Arts Capstone

Number of Credits: 1

Prerequisites: Must have a score of 78 or higher on Accuplacer reading comprehension test or completion of READ 0090

Course Description: This course should be taken by students seeking the Associates of Arts degree during their final semester at SCC. It assesses fulfillment of the program's Learning Outcomes (Communication, Critical Thinking, Research Proficiency, Global Perspective and Social Responsibility), and allows students to demonstrate their readiness to take junior-level classes at a four-year institution. (Prerequisite: Unless instructor grants special permission, students must be in their last semester of the Associate in Arts program at SCC)

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.

Faculty Name ☑ Faculty Signature ☑ Class Max ☑ Date

Dean's Name ☑ Dean's Signature ☑ Date

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.mntctransfer.org)? 2 – Critical Thinking

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

If Yes, Which Program(s)? A.A.

Describe What is Changing/Being Added, and the Rationale: Changes reflect new assessment strategy

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

> Attach Common Course Outline to this Form.