CURRICULUM COMMITTEE CHECKLIST

NAME OF PROGRAM: SOC 101 Credit Change

Date: 3/7/14

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.

YES  NO

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.)

YES  NO

Step 7 Curriculum Committee approved.

YES  NO

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

YES  NO

Step 9 Vice President of Academic Affairs approved.

YES  NO

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
Appendix B

New Course or Course Change Proposal Form

Date of Proposal: 12/20/13

Author: Wruck Peter J

Proposal Type: | New Course | Modify Course X | Delete Course

Contact for the Course: Wruck Peter J

Course Designator, Number and Title (i.e.: ACCT 1800, Business Law):
SOC 101 Introduction to Sociology

Number of Credits: 4 (note change)

Prerequisites: Completion of READ 0900 with a grade of C or higher or a score of 78 or above in Reading comprehension on the Accuplacer

Course Description: The world is a far more diverse place than you might think! This course is a broad survey of sociology and its practical uses for all of us. In this course, students are introduced to a variety of topics, emphasizing breadth rather than depth. After learning about the basic theories and methods of sociology, students will cover topics such as race, gender, education, religion, social class, work, family, the environment, government and politics, organizations and bureaucracy, and other topics. Students will learn about the nature of all of these areas and their effects on individuals and their broader implications for society. In the end, students will leave with a far greater understanding of how society is organized and what that means for where we have been, where we are, and where we are going as a people. (Prerequisite: Completion of READ 0900 with a grade of C or higher or a score of 78 or above in Reading comprehension on the Accuplacer; MNTC Goal Areas 5 & 8; History and Social Sciences, Global Perspective)

Grading Method: | Grade X | Pass/Fail

Scheduling: Fall X Spring X Summer X 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.

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 X No

If Yes, Which MnTC Area/Areas Will it Fulfill (http://www.mntransfer.org)? 5 & 8

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

If Yes, Which Program(s)? elective for Liberal Arts AA program

Describe What is Changing/Being Added, and the Rationale: Course credits changed from 3 to 4 so as to better align with other institutions and more accurately reflect the work required in the course

What Impact Will This New Course or Change Have on Other Programs or Areas? None as course is not a specific requirement for other programs