CURRICULUM COMMITTEE CHECKLIST

NAME OF PROGRAM: Anthropology 121

Date: 1/21/2014

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  Peter Wach

YES ☑ NO ☐

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

Instructional Dean’s signature  Brandon Dean

YES ☑ NO ☐

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.

Curriculum Committee Chair’s signature  Amy Larson

YES ☑ NO ☐

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

YES ☐ NO ☐

Step 9  Vice President of Academic Affairs approved.

Vice President of Academic Affairs’ signature

YES ☑ NO ☐

Step 10 New Course Maximum Enrollment to Shared Governance.

YES ☐ NO ☐

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

President’s signature

YES ☐ NO ☐
**Appendix B**

**New Course or Course Change Proposal Form**

<table>
<thead>
<tr>
<th>Date of Proposal:</th>
<th>1/21/2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author:</td>
<td>Daniel Zielske</td>
</tr>
<tr>
<td>Proposal Type:</td>
<td>(*)New Course</td>
</tr>
<tr>
<td>Contact for the Course:</td>
<td>Daniel Zielske</td>
</tr>
<tr>
<td>Course Designator, Number and Title (i.e.: ACCT 1800, Business Law):</td>
<td>Daniel Zielske, ANTH 121 – Four Cultures</td>
</tr>
<tr>
<td>Number of Credits:</td>
<td>4</td>
</tr>
<tr>
<td>Prerequisites:</td>
<td>Reading 90 / 'C' or higher or an Accuplacer score of 78 are prerequisites for the class.</td>
</tr>
<tr>
<td>Course Description:</td>
<td>This course will take an in-depth look into four different cultures. We will look at cultures from Band, Tribe, Chiefdom and State levels of political-social organization. The theoretical focus of anthropological thought in the class will be include: functionalism, structuralism, configurationism, neo-evolutionism and cultural materialism</td>
</tr>
<tr>
<td>Grading Method:</td>
<td>Grade</td>
</tr>
<tr>
<td>Scheduling:</td>
<td>Fall</td>
</tr>
<tr>
<td>Instructional Type:</td>
<td>Lecture</td>
</tr>
<tr>
<td>(*)Class Maximum: (For New Courses Only) / All Unlimited faculty members of a program or discipline must sign.</td>
<td></td>
</tr>
</tbody>
</table>

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

*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.mntc-transfer.org)?
This course will fulfill MnTC goal area 5 and 7
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:
We are changing the name of the class to Cultural Anthropology. This is being done because I have seen many references on students forms that suggest taking a Cultural Anthropology class. Our Four Cultures class is our Cultural Anthropology Class, but students do not recognize it because the name is different. Thus, the need for a name change.
What Impact Will This New Course or Change Have on Other Programs or Areas?  None.

➢ Attach Common Course Outline to this Form.