CURRICULUM COMMITTEE CHECKLIST

NAME OF PROGRAM: Biology, Capstone B I O L - 2 5 0

Date: 1/25/14

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. YES NO

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

Curriculum Committee Chair’s signature

Step 8  Minutes and necessary materials provided to VP of Academic Affairs. YES NO

Step 9  Vice President of Academic Affairs approved. YES NO

Vice President of Academic Affairs’ signature

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 ____________________________
# New Course or Course Change Proposal Form

**Date of Proposal:** 02/07/14  
**Author:** Susan Steck

**Proposal Type:**  
- (*)New Course  
- Modify Course  
- X Delete Course

**Contact for the Course:** Susan Steck

**Course Designator, Number and Title** (i.e.: ACCT 1800, Business Law):  
**BIOL 250, Biology Capstone**

**Number of Credits:** 2

**Prerequisites:** Instructor Permission

**Course Description:** Biology Capstone is a course that is required before completion of an AS degree in Biology. It is a project based course in which students will demonstrate a culmination of the skills developed while at South Central College. The student enrolled in this course will complete a scientific research project and present the findings by writing a research paper and giving a poster presentation. In addition, students may be required to participate in all assessment activities as directed by the instructor and the Biology program. This course should be taken during the last semester before completion of an AS degree in Biology. (Instructor permission)

**Grading Method:**  
- Grade X  
- Pass/Fail

**Scheduling:**  
- Fall  
- Spring X  
- 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.

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**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)?  
- NONE

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

**If Yes, Which Program(s)? Biology**

Describe What is Changing/Being Added, and the Rationale: Since this course is program specific and the student enrolled in the course will have already fulfilled MNTC goal areas 1 and 3 in previous courses for the program, we have eliminated the goal areas. Also, when reviewing the CCO, it was discovered that the institutional core competencies were not in the CCO so those have been added as well.

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

- Attach Common Course Outline to this Form.