CURRICULUM COMMITTEE CHECKLIST

NAME OF PROGRAM: MECHATRONICS ENGINEERING TECHNOLOGY

Date: 11/15/2013

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). YES  NO

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: 11/15/2013

Author: David Ewel

Proposal Type: | New Course | Modify Course (*) | Delete Course

Contact for the Course: David Ewel/Jerry Soost/Doug Laven

Course Designator, Number and Title (i.e.: ACCT 1800, Business Law):
MECA 1223 Mechanical Systems 1

Number of Credits: 3

Prerequisites: None

Course Description: This course includes an introduction to mechanical drawings, Geometric Dimensioning & Tolerancing and simple machines. The student will study the application and kinematic motion of simple machines elements. In addition, lab work will emphasize the safe use of hand tools, portable power tools and mechanical measuring tools and instruments. Troubleshooting of mechanical systems will be emphasized. Technical writing skills and safety procedures will be implemented throughout the course.

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.

<table>
<thead>
<tr>
<th>Faculty Name</th>
<th>Faculty Signature</th>
<th>Class Max</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAVID EWEL</td>
<td></td>
<td>48/24</td>
<td>11/15/2013</td>
</tr>
<tr>
<td>DOUG LAVEN</td>
<td></td>
<td>48/24</td>
<td>11/15/2013</td>
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<tr>
<td>JERRY SOOST</td>
<td></td>
<td>48/24</td>
<td>11/15/2013</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Dean's Name</th>
<th>Dean's Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Berta Emrich</td>
<td></td>
<td>48/24</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)?

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

If Yes, Which Program(s)? Mechatronics Engineering Technology (MET)

Describe What is Changing/Being Added, and the Rationale: Removing the PHYS 101 prerequisite because it is no longer needed with the changes made to the MET Program. Note that we are adding the PHYS 101 prerequisite to MECA 2120 Mechanical Systems 2.

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

Attach Common Course Outline to this Form.
# Appendix B

## New Course or Course Change Proposal Form

**Date of Proposal:** 11/15/2013

**Author:** David Ewel

<table>
<thead>
<tr>
<th>Proposal Type:</th>
<th>New Course</th>
<th>Modify Course (*)</th>
<th>Delete Course</th>
</tr>
</thead>
</table>

**Contact for the Course:** David Ewel/Jerry Soost/Doug Lazen

**Course Designator, Number and Title (i.e.: ACCT 1800, Business Law):**
MECA 2123 Mechanical Systems 2

**Number of Credits:** 3

**Prerequisites:** MECA 1223 and PHYS 101 or equivalent.

**Course Description:** This course includes an introduction to mechanical drives, bearing mechanisms, shaft alignment, shaft coupling, clutches and brakes. Also included is an introduction to industrial rigging using slings, hoists, cranes, scaffolds and ladders. Troubleshooting of mechanical systems will be emphasized. Technical writing skills and safety procedures will be implemented throughout the course. (Prerequisite: MECA 1223 and PHYS 101 or equivalent.)

**Grading Method:** Grade

<table>
<thead>
<tr>
<th>Scheduling:</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
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</table>

| 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**
- **DAVID EWEL**
- **DUG LAVEN**
- **JERRY SOOST**

**Faculty Signature**
- David Ewel
- Jerry Soost

**Class Max**
- 48/24
- 48/24
- 48/24

**Date**
- 11/15/2013
- 11/15/2013
- 11-15-2013

**Dean’s Name**
- Barb Embacher

**Dean’s Signature**
- Barb Embacher

**Date**
- 11-15-13

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 [link](http://www.mntransfer.org)?**

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

**If Yes, Which Program(s)?** Mechatronics Engineering Technology (MET)

**Describe What is Changing/Being Added, and the Rationale:** Adding the PHYS 101 prerequisite because understanding of inertia, forces, vectors, and moments is required for this course.

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

> Attach Common Course Outline to this Form.