CURRICULUM COMMITTEE CHECKLIST

NAME OF PROGRAM: Liberal Arts Studies  
Date: 10/23/13

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  Henri Hood

Step 3  Instructional Dean reviewed and indicated need for Curriculum Committee approval.  YES  NO

Instructional Dean’s signature  [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.  X

Step 6  Committee’s recommendations completed. (Skip if not applicable.)  X

Step 7  Curriculum Committee approved.  X

Curriculum Committee Chair’s signature  [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  [Signature]  12-19-13

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 A

New Course or Course Change Proposal Form

Date of Proposal: October 24, 2013

Author: Tracy Murphy

Proposal Type: _____ New Course  _____ Modify Course  _____ Delete Course

Contact for the Course: Tracy Murphy

Course Designator, Number and Title: COMM 110 Public Speaking (i.e.: ACCT 1800, Business Law)

Number of Credits: 3

Prerequisites: Score of 85.5 on the Sentence skills portion of Accuplacer or ENGL 0080 and ENGL 0090 with a C or higher.

Course Description: This course develops or improves effective performance in acquiring, evaluating, organizing, and communicating information. Learners develop and apply critical and creative thinking to structuring arguments, making presentations, using multimedia, and supporting each other in impromptu and extemporaneous speaking.

Course de-emphasizes competition and stresses personal and workplace effectiveness in communication skills.

Grading Method: _____ Grade  _____ Pass/Fail

Scheduling: _____ Fall  _____ Spring  _____ Summer  _____ Alternate Years  _____ Variable

_____ On Demand

Instructional Type: _____ Lecture  _____ Lab  _____ Lecture/Lab  _____ Internship  _____ Seminar

Class Maximum: 25

Is this Course Proposed as a Liberal Arts and Sciences Course: _____ Yes  _____ No

If Yes, Which MnTC Area/Areas (http://www.mntransfer.org) Will it Fulfill? _____ Already fulfills goal
area 1b; will fill goal 9 (and 1b)

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

If So, Which Program(s)? Do not have up-to-date list, but Agricultural programs (req), graphic (elect), computer careers (req), accounting (elect), office mangage, administrative assist, marketing, marketing, civil engineer (elect), etc.
Describe What is Changing/Being Added, and the Rationale. Adding goal area 9 (Ethical and Civic Responsibility) to course because public speaking is central to the rights and responsibilities associated with citizenship, namely free speech. Public Speaking should have included goal 9 all along. As a result of proposed change, competencies and objectives were changed and/or modified to fulfill the outcomes associated with goal 9.

What Impact Will This New Course or Change Have on Other Programs or Areas? The changes will assist students obtain requirements by adding flexibility to their schedule choices regardless of program or degree (two goal areas: one class).

Attach Common Course Outline to this Form. X