## CURRICULUM COMMITTEE CHECKLIST

### NAME OF PROGRAM: CBI/Welding 1005, 1025, 1035

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Reviewed change at division meeting.</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>2</td>
<td>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).</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>3</td>
<td>Instructional Dean reviewed and indicated need for Curriculum Committee approval.</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Advisory Committee approval indicated in meeting minutes if necessary. Minutes provided to Curriculum Committee.</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>5</td>
<td>Curriculum Committee made recommendations (changes, additional approvals, etc.). If no, skip to Step 7.</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Committee’s recommendations completed. (Skip if not applicable.)</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Curriculum Committee approved.</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>8</td>
<td>Minutes and necessary materials provided to VP of Academic Affairs.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Vice President of Academic Affairs approved.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td><strong>New</strong> Course Maximum Enrollment to Shared Governance.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>President’s approval for all changes requiring MnSCU approval.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Division Chair’s signature:** N/A

**Instructional Dean’s signature:**

**Curriculum Committee Chair’s signature:**

**Vice President of Academic Affairs’ signature:**

**President’s signature:**

*Date: May 1, 2013*
Appendix B

New Course or Course Change Proposal Form

Date of Proposal: April 25, 2013

Author: Brian Knutson

Proposal Type: | New Course | Modify Course | Delete Course
Contact for the Course: Brian Knutson

Course Designator, Number and Title (i.e.: ACCT 1800, Business Law): WELD 1005 Blueprint Reading

Number of Credits: 1

Prerequisites:
None

Course Description: This course provides an understanding of blueprints used within welding technology settings. Skills for reading, understanding, and interpreting welding symbols with be developed

Grading Method: | Grade | A-F | Pass/Fail
Scheduling: | Fall X | Spring X | Summer X | Alternate Years | Variable | On Demand X
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.

<table>
<thead>
<tr>
<th>Faculty Name</th>
<th>Faculty Signature</th>
<th>Class Max</th>
<th>Date</th>
</tr>
</thead>
</table>

Dean's Name
Marsha Danielson

Dean's Signature

Date
April 26, 2013

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.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

Describe What is Changing/Being Added, and the Rationale:
These credits are being introduced as a FastTrac welding program developed to meet the need of local demand for welders.

The credits may become part of a certificate program being developed by the Mechatronics Engineering Technology program.

What Impact Will This New Course or Change Have on Other Programs or Areas?
Credits may be accepted by other programs as elective credits.

➢ Attach Common Course Outline to this Form.
## Appendix B

### New Course or Course Change Proposal Form

**Date of Proposal:** April 25, 2013

**Author:** Brian Knutson

**Proposal Type:** (*) New Course

**Contact for the Course:** Brian Knutson

**Course Designator, Number and Title** (i.e.: ACCT 1800, Business Law):
WELD 1025 Introduction to Shielded metal arc welding (SMAW)

**Number of Credits:** 2

**Prerequisites:** None

**Course Description:** This course will cover shielded metal arc welding on carbon steel in various positions

**Grading Method:** Grade A-F  Pass/Fail

**Scheduling:** Fall X Spring X Summer X Alternate Years Variable On Demand X

**Instructional Type:** Lecture Lab Lecture/Lab X Internship Seminar

(*) Class Maximum: (For New Courses Only) All Unlimited faculty members of a program or discipline must sign.

<table>
<thead>
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<th>Faculty Signature</th>
<th>Class Max</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marsha Danielson</td>
<td>[Signature]</td>
<td></td>
<td>April 26, 2013</td>
</tr>
</tbody>
</table>

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*Is this Course Proposed as a Liberal Arts Course:*

*Yes X No*

*If Yes, Which MnTC Area/Areas Will it Fulfill* ([http://www.mntctransfer.org](http://www.mntctransfer.org)]?

*Yes X No*

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

*Describe What is Changing/Being Added, and the Rationale:*

These credits are being introduced as a FastTrac welding program developed to meet the need of local demand for welders.

The credits may become part of a certificate program being developed by the Mechatronics Engineering Technology program.

*What Impact Will This New Course or Change Have on Other Programs or Areas?*

*Credits may be accepted by other programs as elective credits.*

- Attach Common Course Outline to this Form.
Appendix B

New Course or Course Change Proposal Form

Date of Proposal: April 25, 2013

Author: Brian Knutson

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

Contact for the Course: Brian Knutson

Course Designator, Number and Title (i.e.: ACCT 1800, Business Law): WELD 1035 Introduction to Gas metal arc welding (GMAW)

Number of Credits: 2

Prerequisites: None

Course Description: The course will cover gas metal arc welding process using short circuit and spray methods on carbon

Grading Method: Grade A-F | Pass/Fail

Scheduling: Fall X | Spring X | Summer X | Alternate Years | Variable | On Demand X

Instructional Type: Lecture | Lab | Lecture/Lab X | Internship | Seminar

(*) Class Maximum: (For New Courses Only) / All Unlimited faculty members of a program or discipline must sign.

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</table>

Dean's Name

Marsha Danielson

Dean's Signature

class signature

Date

April 26, 2013

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 X

If Yes, Which MnTC Area/Areas Will it Fulfill (http://www.mntc.org)?

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

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

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