CURRICULUM COMMITTEE CHECKLIST

NAME OF PROGRAM: Computer Careers  Date: 9/30/2013

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).

Division Chair’s signature

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

Instructional Dean’s signature

Step 4 Advisory Committee approval indicated in meeting minutes if necessary. Minutes provided to Curriculum Committee.

Step 5 Curriculum Committee made recommendations (changes, additional approvals, etc.). If no, skip to Step 7.

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

Step 7 Curriculum Committee approved.

Curriculum Committee Chair’s signature

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

Step 9 Vice President of Academic Affairs approved.

Vice President of Academic Affairs’ signature

Step 10 New Course Maximum Enrollment to Shared Governance.

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

President’s signature
Appendix B

New Course or Course Change Proposal Form

Date of Proposal: October 4, 2013

Author: Peter Johnson

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

Contact for the Course: Peter Johnson

Course Designator, Number and Title (i.e.: ACCT 1800, Business Law):
COMP1140 Web for Business (Web4Biz)

Number of Credits: 3 credits

Prerequisites: None

Course Description: This course focuses on using XHTML to create attractive web presentations. Students will use basic XHTML page markup, good graphical design, planning a web presence, hyperlinks, FTP, using color and images, CSS, tables, multimedia, forms.

Grading Method: Grade X | Pass/Fail

Scheduling: Fall X | 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.

Faculty Name | Faculty Signature | Class Max | Date

Dean's Name | Dean's Signature | Date

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)? (13-14 Catalog)

| Information Systems – AAS & Diploma | Accounting Technician - AAS |
| Networking Services – AAS & Diploma | Office Systems Specialist - AAS |
| Web Programming - Certificate | Graphic Communication – AAS & Diploma |
| Computer Assistant - Certificate |

Describe What is Changing/Being Added, and the Rationale:
The name will change from Web Development to Web For Business (Web4Biz).
The number of credits will change from 4 credits to 3 credits.

What Impact Will This New Course or Change Have on Other Programs or Areas?
They would need to find 1 more credit to meet the total required credits for the program.

➢ Attach Common Course Outline to this Form.