CURRICULUM COMMITTEE CHECKLIST

NAME OF PROGRAM: Writing and English I Date: 4-29-13

Step 1 Reviewed change at division meeting.  

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: April 1, 2013

Author: Karen Snay, Lori Hood, Lucinda Wells

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

Contact for the Course:

Course Designator, Number and Title (i.e.: ACCT 1800, Business Law): ENGL 0080 Writing & English I

Number of Credits: 4

Prerequisites: None

Course Description: This course offers a review in the use and basic study of the Standard English language and an introduction to writing paragraphs. The course emphasizes correct English usage, sentence structure, punctuation, grammar, and spelling as they are applied throughout the writing process.

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.

<table>
<thead>
<tr>
<th>Faculty Name</th>
<th>Class Max</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Karen Snay</td>
<td>25</td>
<td>4-1-13</td>
</tr>
<tr>
<td>Lori Hood</td>
<td>25</td>
<td>4-1-13</td>
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<tr>
<td>Lucinda Wells</td>
<td>25</td>
<td>4-1-13</td>
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<tr>
<td>Dean's Name</td>
<td>25</td>
<td>4-30-13</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 X

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 No X

If Yes, Which Program(s)?

Describe What is Changing/Being Added, and the Rationale: Updated course competencies and learning objectives.

What Impact Will This New Course or Change Have on Other Programs or Areas? No

➢ Attach Common Course Outline to this Form.