CURRICULUM COMMITTEE CHECKLIST

NAME OF PROGRAM: Writing - English I & II Modular  Date: 4-29-13

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

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.  NO  YES

Step 9  Vice President of Academic Affairs approved.  NO  YES

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.  NO  YES

President’s signature
## Appendix B

### New Course or Course Change Proposal Form

**Date of Proposal:** 4-29-13  
**Author:** Karen Slay + Lori Hood  
**Proposal Type:** (*) New Course ✓ Modify Course Delete Course  
**Contact for the Course:**  
**Course Designator, Number and Title (i.e.: ACCT 1800, Business Law):** ENGL 0085 Writing and English I + II Modular  
**Number of Credits:** 6  
**Prerequisites:** Accuplacer Score 50 - 62  
**Course Description:**  

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<tr>
<th>Grading Method</th>
<th>Grade</th>
<th>Pass/Fail</th>
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<tbody>
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<tr>
<th>Scheduling:</th>
<th>Fall ✓</th>
<th>Spring</th>
<th>Summer</th>
<th>Alternate Years</th>
<th>Variable</th>
<th>On Demand</th>
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<th>Instructional Type:</th>
<th>Lecture ✓</th>
<th>Lab</th>
<th>Lecture/Lab</th>
<th>Internship</th>
<th>Seminar</th>
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(*) Class Maximum: (For New Courses Only) / All Unlimited faculty members of a program or discipline must sign.

<table>
<thead>
<tr>
<th>Faculty Name</th>
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<th>Date</th>
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<tbody>
<tr>
<td>Karen Slay</td>
<td>Slay</td>
<td>24</td>
<td>4/29/13</td>
</tr>
<tr>
<td>Lori Hood</td>
<td>Hood</td>
<td>24</td>
<td>4/29/13</td>
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<tr>
<th>Dean's Name</th>
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<tbody>
<tr>
<td>Verna Greathouse</td>
<td></td>
<td>1/30/13</td>
</tr>
</tbody>
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If there is not enough space provided, please use the back of this form for additional signatures. 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:  
**Created modular combo of Writing + English I + II plus computer-based my foundations diagnostic program to address specific needs of certain Accuplacer score range for a grant.**

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

➢ Attach Common Course Outline to this Form.