CURRICULUM COMMITTEE CHECKLIST

NAME OF PROGRAM: Writing of English II

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: 4-29-13
Author: Karen Snaey and 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 0090
Writing and English II

Number of Credits: 4
Prerequisites: None

Course Description:

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>Faculty Signature</th>
<th>Class Max</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Karen Snaey</td>
<td>[Signature]</td>
<td>25</td>
<td>4/29/13</td>
</tr>
<tr>
<td>Lori Hood</td>
<td>[Signature]</td>
<td>25</td>
<td>4/29/13</td>
</tr>
</tbody>
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Dean's Name: Anna Greshouse
Dean's Signature: [Signature]
Date: 4/30/13

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 competencies.

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

➢ Attach Common Course Outline to this Form.