CURRICULUM COMMITTEE CHECKLIST

NAME OF PROGRAM: Reading + Critical Thinking

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.   YES  NO

Step 9  Vice President of Academic Affairs approved.   YES  NO

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.   YES  NO

President’s signature __________________________
Appendix B

New Course or Course Change Proposal Form

Date of Proposal: 4-29-13
Author: Deborah Selbach
Proposal Type: (*) New Course  Modify Course  Delete Course
Contact for the Course:
Course Designator, Number and Title (i.e.: ACCT 1800, Business Law): READ B090
Reading & Critical Thinking II
Number of Credits: 4
Prerequisites: None
Course Description:

Grading Method: Grade  Pass/Fail
Scheduling: Fall  Spring  Summer  Alternate Years  Variable  On Demand
Instructional Type: Lecture  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>Deborah Selbach</td>
<td>Deborah Selbach</td>
<td>25</td>
<td></td>
</tr>
</tbody>
</table>

Dean's Name: Jane Greathouse
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.