CURRICULUM COMMITTEE CHECKLIST

NAME OF PROGRAM: English for Academic Purposes Date: 3/21/13

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: 2/22/13

Author: Pam Becker, Lucinda Wells, Mary Milbert

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

Contact for the Course: Pam Becker

Course Designator, Number and Title (i.e. ACCT 1800, Business Law):
EAP 80 - English for Academic Purposes: Reading & Oral Lang. Skills

Number of Credits:
6

Prerequisites:
None

Course Description:
Increase proficiency in English reading, speaking, listening

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.

Faculty Name | Faculty Signature | Class Max | Date
-------------|-------------------|-----------|-----
Pamela Becker | Pamela Becker     | 25        | 2/21/13
Mary Milbert  | Mary Milbert      | 25        | 2/21/13

Dean's Name | Dean's Signature | Date
------------|------------------|-----
           | Jake Greenlaw    | 25  | 2/28/13

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

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

If Yes, Which Program(s)?

Describe What is Changing/Being Added, and the Rationale:
Modifying course competencies to reflect the course content.

What Impact Will This New Course or Change Have on Other Programs or Areas?
Reading 90 will need to change prerequisites

☐ Attach Common Course Outline to this Form.
CURRICULUM COMMITTEE CHECKLIST

NAME OF PROGRAM: English for Academic Purposes  

Date: 2/21/13

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

<table>
<thead>
<tr>
<th>Date of Proposal:</th>
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<tbody>
<tr>
<td>Author:</td>
<td>Pam Becker, Lucinda Wells, Mary Milbert</td>
</tr>
<tr>
<td>Proposal Type:</td>
<td>(**) New Course Modify Course Delete Course</td>
</tr>
<tr>
<td>Contact for the Course:</td>
<td>Pam Becker</td>
</tr>
<tr>
<td>Course Designator, Number and Title (i.e.: ACCT 1800, Business Law):</td>
<td>EAP 85 - English for Academic Purposes: Writing &amp; Grammar</td>
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<tr>
<td>Number of Credits:</td>
<td>1</td>
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<td>Prerequisites:</td>
<td>none</td>
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<tr>
<td>Course Description:</td>
<td>Increase proficiency in English writing and grammar</td>
</tr>
<tr>
<td>Grading Method:</td>
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<tbody>
<tr>
<td>Pam Becker</td>
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<td>Mary Milbert</td>
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English 90 will need to change prerequisites.

➢ Attach Common Course Outline to this Form.