CURRICULUM COMMITTEE CHECKLIST

NAME OF PROGRAM: First Year Experience Course  Date: 3/1/13

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: 2/20/13
Author: Kate Brau & Susan Mucha
Proposal Type: New Course
(*Modify Course) Delete Course
Contact for the Course: Jane Greathouse, Interim Dean of Academic Affairs-Liberal Arts & Professional Careers
Course Designator, Number and Title (i.e.: ACCT 1800, Business Law): FYE 100, First Year Experience
Number of Credits: 1
Prerequisites: None

Course Description:
First Year Experience is a course created to support students making the transition to college, to empower students to take control of their educational lives, and to help students be successful. The course will promote the development of critical thinking skills and positive educational values. Students will enhance their understanding of communication and learning styles, and lifestyle risks; learn to identify and use appropriate resources both on campus and within the community; acquire skills needed to promote study, personal wellness, goal setting and achievement; develop strategies to manage money, time and stress wisely; and in general develop the necessary skills to be a successful college student.

Grading Method: Grade X Pass/Fail
Scheduling: Fall X Spring X Summer X 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.

Faculty Name Faculty Signature Class Max Date

Dean's Name Dean's Signature

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 X No

If Yes, Which Program(s)? AA, Pre-Nursing

Describe What is Changing/Being Added, and the Rationale: Included new Institutional Core Competencies of the college. Course competencies and learning objectives have been edited to create better descriptions and expectations needed to perform a role/task in the course. Numerous individuals and resources have collectively revised this common course outline including:
• Substantial work by Joseph B. Cuseo, Ph.D, who has contributed a great deal of scholarship to the field of First Year Experience.
• Course competencies and learning objectives developed by Susan Mucha in recent graduate course work.
• Collaborative efforts with Interim Dean Jane Greathouse, Faculty Development Specialist Lisa Lamor, and all committee members serving on the 2012-13 First Year Experience Committee.

What Impact Will This New Course or Change Have on Other Programs or Areas? None

➢ Attach Common Course Outline to this Form.