CURRICULUM COMMITTEE CHECKLIST

NAME OF PROGRAM: Computer Integrated Machining

Date: 11-29-12

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

12/14/12
Appendix B

New Course or Course Change Proposal Form

Date of Proposal: 12/18/2012

Author: Jon Morgan

Proposal Type: New Course X Modify Course Delete Course

Contact for the Course: Jon Morgan

Course Designator, Number and Title (i.e.: ACCT 1800, Business Law): CIM 2225, Concept Engineering IV

Number of Credits: 4

Prerequisites: Must complete CIM2125, Concept Engineering

Course Description: See CCO

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<th>Pass/Fail</th>
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<td>Scheduling:</td>
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(*)Class Maximum: (For New Courses Only) / All Unlimited faculty members of a program or discipline must sign.

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<th>Faculty Name</th>
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<tbody>
<tr>
<td>Jon Morgan</td>
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<td>12/18/2012</td>
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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 X 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)? Computer Integrated Machining

Describe What is Changing/Being Added, and the Rationale: Changing the name.

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

➢ Attach Common Course Outline to this Form.