CURRICULUM COMMITTEE CHECKLIST

NAME OF PROGRAM: A

Date: 13 Nov '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.

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 E
New Course or Course Change Proposal Form

Date of Proposal: 13 November 2012  (for 7 December 2012 meeting)

Author: Kirstin Cronn-Mills

Proposal Type:  New Course  Modify Course  XXX  Delete Course

Contact for the Course:  Kirstin Cronn-Mills

Course Designator, Number and Title (i.e.: ACCT 1800, Business Law):
Humanities 100, Critical Thinking

Number of Credits:  3

Prerequisites:
READ 90, or a score above 78 in the Reading Comprehension portion of the Accuplacer.

Course Description:
This course introduces students to the importance of critical thinking in our culture today. Students will be provided with methods of critical thinking as well as relevant topics on which to practice their skills.

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<tr>
<th>Grading Method</th>
<th>Grade XX</th>
<th>Pass/Fail</th>
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<tbody>
<tr>
<td>Scheduling:</td>
<td>Fall XX</td>
<td>Spring XX</td>
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<td>Summer XX</td>
<td>Alternate Years</td>
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<td>Variable</td>
<td>On Demand</td>
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<td>Instructional Type:</td>
<td>Lecture XX</td>
<td>Lab</td>
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<td>Lecture/Lab</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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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)?  Goal Area 2

Is This Course a Requirement/Elective for a Specific Program or Programs?  Yes  No

If Yes, Which Program(s)? AA degree

Describe What is Changing/Being Added, and the Rationale:  Course description is being changed to more accurately reflect the content of the course; prerequisites are being stated more clearly (they are unchanged).

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

None

➢ Attach Common Course Outline to this Form.