Appendix D

**CURRICULUM COMMITTEE CHECKLIST**

**NAME OF PROGRAM:** STEM - BIOL, OLY

**Date:** 10.24.12

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Reviewed change at division meeting.</td>
<td></td>
<td></td>
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<tr>
<td>2</td>
<td>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).</td>
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<tr>
<td></td>
<td>Division Chair’s signature</td>
<td>N.A.</td>
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<tr>
<td>3</td>
<td>Instructional Dean reviewed and indicated need for Curriculum Committee approval.</td>
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<td>Instructional Dean’s signature</td>
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<tr>
<td>4</td>
<td>Advisory Committee approval indicated in meeting minutes if necessary. Minutes provided to Curriculum Committee.</td>
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<tr>
<td>5</td>
<td>Curriculum Committee made recommendations (changes, additional approvals, etc.). If no, skip to Step 7.</td>
<td></td>
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<tr>
<td>6</td>
<td>Committee’s recommendations completed. (Skip if not applicable.)</td>
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<tr>
<td>7</td>
<td>Curriculum Committee approved.</td>
<td></td>
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<td></td>
<td>Curriculum Committee Chair’s signature</td>
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<tr>
<td>8</td>
<td>Minutes and necessary materials provided to VP of Academic Affairs.</td>
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<tr>
<td>9</td>
<td>Vice President of Academic Affairs approved.</td>
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<td></td>
<td>Vice President of Academic Affairs’ signature</td>
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<tr>
<td>10</td>
<td><strong>New Course</strong> Maximum Enrollment to Shared Governance.</td>
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<tr>
<td>11</td>
<td>President’s approval for all changes requiring MnSCU approval.</td>
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<td></td>
<td>President’s signature</td>
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</tbody>
</table>
Appendix B

New Course or Course Change Proposal Form

Date of Proposal: 10/23/12

Author: SHAWN SCHROEDER

Proposal Type: *New Course  
Modify Course  
Delete Course

Contact for the Course: SHAWN SCHROEDER OR KURT DORSHM

Course Designator, Number and Title (i.e.: ACCT 1800, Business Law):
BION 152, TROPICAL RAINFOREST ECOLOGY

Number of Credits: 4

Prerequisites: READ 90

Course Description: (SEE CCO ATTACHED)

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

Dean's Name  
Dean's Signature  
Date

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)? 3, 10

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: BION 150 & BION 151 CONSOLIDATED INTO ONE CLASS = BION 152, DUE TO CHANGES IN REQUIREMENTS FOR GOAL AREA 3 (MUST NOW HAVE A LAB COMPONENT)

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

➢ Attach Common Course Outline to this Form.