CURRICULUM COMMITTEE CHECKLIST

NAME OF PROGRAM: ABC

DATE: 8/29/17

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 _______________________

YES ☒ NO ☐

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.

YES ☒ NO ☐

Step 9 Vice President of Academic Affairs approved.

Vice President of Academic Affairs’ signature _______________________

10/15/17

Step 10 NEW Course Maximum Enrollment to Shared Governance.

YES ☒ NO ☐

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: 8/29/12

Author: Amy Magnus

Proposal Type: [X] New Course  [ ] Modify Course  [ ] Delete Course

Contact for the Course: Amy Magnus

Course Designator, Number and Title (i.e.: ACCT 1800, Business Law): ETHN 110: The Immigrant Experience

Number of Credits: 3

Prerequisites: Accuplacer Reading Score of 78+ or completion of READ 1070

Course Description: This course is devoted to controversial issues around immigration to the U.S.

Grading Method: [ ] Grade  [X] Pass/Fail

Scheduling: Fall  [X] Spring  [ ] Summer  [ ] Alternate Years  [X] Variable  [ ] On Demand

Instructional Type: [ ] Lecture  [ ] Lab  [X] Lecture/Lab  [X] Internship  [ ] Seminar

(*) Class Maximum: (For New Courses Only) All Unlimited faculty members of a program or discipline must sign.

<table>
<thead>
<tr>
<th>Faculty Name</th>
<th>Faculty Signature</th>
<th>Class Max</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amy Magnus</td>
<td>Amy Magnus</td>
<td>30</td>
<td>8/29/12</td>
</tr>
</tbody>
</table>

Dean's Name: Amy Magnus

Dean's Signature: [Signature]

Date: 8/29/12

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: [X] Yes  [ ] No

If Yes, Which MnTC Area/Areas Will it Fulfill (http://www.mntransfer.org)? 5 + 7

Is This Course a Requirement/Elective for a Specific Program or Programs: [X] Yes  [ ] No

If Yes, Which Program(s)? Culinary Arts

Describe What is Changing/Being Added, and the Rationale: This is to expand our offerings in Ethnic Studies. Many programs at MTC are students are hoping to enter require an ETHN course. Right now Racism Minder is our only ETHN course.

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

Attach Common Course Outline to this Form.