CURRICULUM COMMITTEE CHECKLIST

NAME OF PROGRAM: CBI Welding

Date: 8/30/12

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
Appendix B

New Course or Course Change Proposal Form

Date of Proposal: July 7, 2012

Author: Brian Knutson

Proposal Type: (*) New Course  Modify Course  Delete Course

Contact for the Course: Brian Knutson

Course Designator, Number and Title (i.e.: ACCT 1800, Business Law):
WELD 1020 Introduction to Stick Welding

Number of Credits: 1

Prerequisites: None

Course Description: This course will cover shielded metal arc welding on carbon steel in various positions.

<table>
<thead>
<tr>
<th>Grading Method</th>
<th>Grade</th>
<th>Pass/Fail X</th>
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<tbody>
<tr>
<td>Scheduling:</td>
<td>Fall</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Spring</td>
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<td></td>
<td>Summer</td>
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<td></td>
<td>Alternate Years</td>
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<tr>
<td></td>
<td>Variable</td>
<td></td>
</tr>
<tr>
<td></td>
<td>On Demand</td>
<td>X</td>
</tr>
</tbody>
</table>

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

**Faculty Name**  **Faculty Signature**  **Class Max**  **Date**
Brian Knutson  

**Dean's Name**  **Dean's Signature**  **Date**
Marsha Danielson  

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  No  

If Yes, Which Program(s)?

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

What Impact Will This New Course or Change Have on Other Programs or Areas? Maybe be allowed as elective credits in applicable programs.

➢ Attach Common Course Outline to this Form.
Appendix B

New Course or Course Change Proposal Form

Date of Proposal: July 7, 2012

Author: Brian Knutson

Proposal Type: | (*)New Course | Modify Course | Delete Course
Contact for the Course: Brian Knutson

Course Designator, Number and Title (i.e.: ACCT 1800, Business Law):
WELD 1030 Introduction to MIG Welding

Number of Credits: 1

Prerequisites: None

Course Description: This course will cover gas metal arc welding process using short circuit transfer on carbon steel in various positions.

Grading Method: | Grade | Pass/Fail X
Scheduling: | Fall | Spring | Summer | Alternate Years | Variable | On Demand X
Instructional Type: | Lecture | Lab X | Lecture/Lab | 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>
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</thead>
<tbody>
<tr>
<td>Brian Knutson</td>
<td></td>
<td>15</td>
<td>August 31, 2012</td>
</tr>
</tbody>
</table>

Dean's Name

Marsha Danielson

Dean's Signature

Date

September 4, 2012

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 | X

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 | No | X

If Yes, Which Program(s)?

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

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➤ Attach Common Course Outline to this Form.