# Appendix B

## New Course or Course Change Proposal Form

**Date of Proposal:** 8-28-12

**Author:** Becky Davis

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

**Contact for the Course:** Becky Davis 7360 becky.davis@southcentral.edu

**Course Designator, Number and Title (i.e.: ACCT 1800, Business Law):**

ENG 220 Creative Writing: Fiction

**Number of Credits:** 4

**Prerequisites:**

ENG 100 and ENG 210 or Instructor Permission

**Course Description:** Creative Writing - development of fiction writing skills beyond that developed in Intro to Creative Writing

**Grading Method:** Grade

**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.

<table>
<thead>
<tr>
<th>Faculty Name</th>
<th>Faculty Signature</th>
<th>Class Max</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rebecca Davis</td>
<td>Rebecc Davis</td>
<td>25</td>
<td>8-28-12</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dean's Name</th>
<th>Dean's Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane Greenshine</td>
<td>Jane Greenshine</td>
<td>8-30-12</td>
</tr>
</tbody>
</table>

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 [ ]

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

If Yes, Which Program(s)? English Emphasis - LAS

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

Request from students who have completed Intro to Creative Writing Eng 210 for further developing Creative Writing skills

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

Another Creative option in Goal Area 6

> Attach Common Course Outline to this Form.
CURRICULUM COMMITTEE CHECKLIST

NAME OF PROGRAM: LAPC
Date: 8-29-12

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 _______________________________________________