CURRICULUM COMMITTEE CHECKLIST

NAME OF PROGRAM: CBI Welding

Date: 8/30/12

Step 1  Reviewed change at division meeting.  

YES  NO  

X  

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).

YES  NO  

X  

Division Chair’s signature

Step 3  Instructional Dean reviewed and indicated need for Curriculum Committee approval.

YES  NO  

X  

Instructional Dean’s signature

Step 4  Advisory Committee approval indicated in meeting minutes if necessary. Minutes provided to Curriculum Committee.

YES  NO  

n/a  

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

<table>
<thead>
<tr>
<th>Date of Proposal:</th>
<th>July 7, 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author:</td>
<td>Brian Knutson</td>
</tr>
<tr>
<td>Proposal Type:</td>
<td>(*)&amp;New Course</td>
</tr>
</tbody>
</table>

Contact for the Course:

Course Designator, Number and Title: (i.e.: ACCT 1800, Business Law): WELD 1010 OSHA 10 Hour and Welding Safety

Number of Credits: 1

Prerequisites: None

Course Description: This course is intended to provide entry level general industry workers information about their rights, employer responsibilities, and how to file a complaint as well as how to identify, abate, avoid, and prevent job-related hazards on a job site. The training covers a variety of general industry safety and health hazards which a worker may encounter. An emphasis is placed on safety issues that exist in the welding environment.

Grading Method:  | Grade | Pass/Fail X |
<table>
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<tr>
<td>Scheduling:</td>
<td>Fall</td>
<td>Spring</td>
</tr>
<tr>
<td>Instructional Type:</td>
<td>Lecture X</td>
<td>Lab</td>
</tr>
<tr>
<td>(*)Class Maximum:</td>
<td>(For New Courses Only)</td>
<td>All Unlimited faculty members of a program or discipline must sign.</td>
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Faculty Name | Faculty Signature | Class Max | Date
---|-------------------|-----------|--------
Brian Knutson | [Signature] | 15 | August 31, 2012 |

Dean's Name | Dean's Signature | Date
Marsha Danielson | [Signature] | September 3, 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:

What Impact Will This New Course or Change Have on Other Programs or Areas? Maybe be used for elective credits for 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 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.

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.

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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.

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