CURRICULUM COMMITTEE CHECKLIST

NAME OF PROGRAM: Community Social Services  Date: 4/10/13

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  

4/10/13
Appendix C

New Program or Program Change Proposal Form

<table>
<thead>
<tr>
<th>Date of Proposal:</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author:</td>
<td>Dib Salmon (Wayne Wh. Fraser)</td>
</tr>
<tr>
<td>Proposal Type:</td>
<td>New Program, Program Redesign, Suspend Program, Reinstatement Program, Add Emphasis, Delete Emphasis</td>
</tr>
<tr>
<td>Contact for the Program:</td>
<td>Dib Salmon</td>
</tr>
<tr>
<td>Program Name:</td>
<td>Community Social Service</td>
</tr>
<tr>
<td>CIP Code:</td>
<td>44</td>
</tr>
<tr>
<td>Division in Which Program is Currently or Will Be Held:</td>
<td>Health</td>
</tr>
<tr>
<td>Proposal Start (Term/Year):</td>
<td>Fall 2012</td>
</tr>
<tr>
<td>Program Description:</td>
<td>See current catalog page 159</td>
</tr>
<tr>
<td>Degrees Offered:</td>
<td>AS, AAS, AA, Diploma, Certificate</td>
</tr>
<tr>
<td>Program Location:</td>
<td>Faribault Campus, North Mankato Campus, Online</td>
</tr>
<tr>
<td>Prerequisites:</td>
<td>College Readiness Reading and Writing</td>
</tr>
<tr>
<td>Number of Credits:</td>
<td>AS - 70, Diploma - 44, Certificate - 17</td>
</tr>
</tbody>
</table>

If There is a Program Change, Summarize Changes to the Program:

1. LAS credits needed increased to 70 credits from 50 due to AS degree changing to LAS course in the AAS degree. Diploma - LAS Elective credits (b) Change language to read u students must complete 3 courses.

Rationale for Program Development or Program Change:

- Courses must be selected in consultation with advisor. Please choose from the following courses: "BIOLOGY 200, 210, 215, 220, MATH 110, 115, 120, POLI 110, 200, 210, POLI 110"

What Impact Will this New Program or Change Have on Other Programs or Areas? No impact

Are There Articulations With Other Colleges? List College(s):

- MSU - Mankato

Attach Program Design to this Form. Below are Some Recommended Items:

a. List of program requirements (i.e., what the catalog page shows for each program).
b. Cross walk from previous program curriculum to new (how students already started in the old program can finish after this new program begins).
c. All required course numbers and titles.
d. Additional supporting information, such as minutes documenting recommendation for proposal.