CURRICULUM COMMITTEE CHECKLIST

NAME OF PROGRAM: Accounting  Date: 10/7/11

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.

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 ______________________

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: 9/20/11

Author: Harold Chromy

Proposal Type:  *New Course  Modify Course  X  Delete Course

Contact for the Course: Harold Chromy

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

Acct 1814  Payroll Accounting

Number of Credits: 3 (From 2 credits)

Prerequisites: None

Course Description:

Grading Method: [Grade  Pass/Fail]

Scheduling: Fall  Spring  X Summer  Alternate Years  Variable  On Demand

Instructional Type: Lecture  X  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>
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</table>

Dean's Name

Dean's Signature

Date

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  X  No

If Yes, Which Program(s)? Accounting  AAS; Accounting Diploma  Payroll Certificate

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

We are adding a computerized payroll segment whereby the student creates, maintains, and payroll system in Quickbooks.

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

No other areas are impacted

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

NAME OF PROGRAM: Accounting

Date: 10/7/11

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

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.

Step 6  Committee’s recommendations completed. (Skip if not applicable.)

YES ☒ NO ☐

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.

YES ☒ NO ☐

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: 9/20/2011

Author: Al Bronnenberg

Proposal Type:  *New Course  Modify Course  X  Delete Course

Contact for the Course:  Al Bronnenberg

Course Designator, Number and Title (i.e.: ACCT 1800, Business Law):  ACCT2847 Fraud, Auditing and Internal Controls

Number of Credits:  4

Course Description:  In this course students will learn about occupational fraud. Covered topics include how and why fraud is committed, fraud detection, establishing and evaluating internal controls, and using internal auditing techniques to verify account balances.

Grading Method:  Grade  X  Pass/Fail

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

Instructional Type:  Lecture  X  Lab  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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If Yes, Which Program(s)? Accounting AAS degrees & Accounting Diplomas

Describe What is Changing/Being Added, and the Rationale: In April 2011, our program review team recommended we add auditing techniques to our curriculum. This course is adding an auditing component to the Accounting department’s curriculum. Previously, the course focused mainly on identifying and detecting fraud whereas the new course will provide the same features along with auditing tools to establish appropriate internal controls and account balance verification.

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

No other areas are impacted

➢ Attach Common Course Outline to this Form.