CURRICULUM COMMITTEE CHECKLIST

NAME OF PROGRAM: CARP 61126 - 61127

DATE: 9/14/11

Step 1 Reviewed change at division meeting.

YES [x] 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.

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.

Step 9 Vice President of Academic Affairs approved.

Vice President of Academic Affairs' signature

Step 10 New Course Maximum Enrollment to Shared Governance.

Step 11 President's approval for all changes requiring MinSCU approval.

President's signature

Date: 10/7/11
Appendix C

New Program or Program Change Proposal Form

<table>
<thead>
<tr>
<th>Date of Proposal:</th>
<th>10-7-2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author:</td>
<td>Marc Pilcher</td>
</tr>
</tbody>
</table>

**Proposal Type:**

- New Program
- *Program Redesign*
- Suspend Program
- Reinstate Program
- Add Emphasis
- Delete Emphasis

**Contact for the Program:** Marc Pilcher – 507-332-5859

**Program Name:** Carpentry / Cabinetmaking  
**CIP Code:** 46.020100

**Division in Which Program is Currently or Will Be Held:** Science, Technology, Engineering & Math (Building Division)

**Proposal Start (Term/Year):** Fall 2012

**Program Description:** This program provides opportunity to practice safe work habits, solve carpentry math functions, design, draw, estimate, read prints, understand and accomplish interior and exterior finishing and practice all types of exterior concrete work along with other skills. All this will be controlled in a classroom atmosphere while constructing a construction project. Students should possess an interest in working with wood and tools. They should like to work outdoors and endure weather conditions and heights. Students will need to prepare themselves to work hard every day and develop good work ethics. Manual dexterity and ability to solve problems are necessary; previous courses in drafting, math, and industrial technology are helpful.

**Degrees Offered:**

- AS
- AAS
- AA
- *Diploma
- Certificate

**Program Location:**

- *Faribault Campus
- North Mankato Campus
- Online

**Prerequisites:**

Declared Carpentry as Major.

**Number of Credits:** 32

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

Redesigning diploma program from 66 credits (two year program) down to a 32 credit one year diploma program.

**Rationale for Program Development or Program Change:** To dev

Develop a program that may enhance students to come to South Central for their education.

**What Impact Will this New Program or Change Have on Other Programs or Areas?** There should be no impact to other courses or programs with in South Central.

**Are There Articulations With Other Colleges? List College(s):** The old program had articulation agreements but I’m uncertain how they will work with the change.
Appendix B

New Course or Course Change Proposal Form

Date of Proposal: 10-7-11

Author: Marc Pilcher

Proposal Type: New Course

*Modify Course

Delete Course

Contact for the Course: Marc Pilcher – 332-5859

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

CARP1120 Carpentry Safety

Number of Credits:

1

Prerequisites:

Declared Carpentry as Major

Course Description:
This course covers general safety both on the project site and in the shop. Also covered is the use of hand, portable power, and stationary shop tools. If you have a disability and need accommodations to participate in the course activities, please contact your instructor as soon as possible.

Grading Method:

*Grade

Pass/Fail

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.

Faculty Name: Marc Pilcher

Faculty Signature

Class Max: 24

Date: 10-711

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

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)? Carpentry / Cabinetmaking

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

Carpentry / Cabinetmaking program is being redesigned and this course is being changed by deleting out introduction to drafting and basic estimating making it purely a shop and job site safety course.

What Impact Will This New Course or Change Have on Other Programs or Areas? Will not affect others.

Attach Common Course Outline to this Form.
Appendix B

New Course or Course Change Proposal Form

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<td>Contact for the Course:</td>
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<table>
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<tr>
<th>Course Designator, Number and Title:</th>
<th>CARP1121 Print Reading</th>
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</thead>
<tbody>
<tr>
<td>Number of Credits:</td>
<td>2</td>
</tr>
<tr>
<td>Prerequisites:</td>
<td>Declared carpentry as major</td>
</tr>
</tbody>
</table>

Course Description:
The course will be an introduction to Residential Blue Print reading as well as Light Commercial Blue Print reading. Symbols, Plans, details and diagrams will be addresses along with other trades and their connections to the carpentry field. Each student will be required to read text assignments, answer questions from workbook and participate in classroom discussion and presentations. Different print types will be used in the instruction of materials and as students look for specific details and answers to real life problems that arise on the job site. If you have a disability and need accommodations to participate in the course activities, please contact your instructor as soon as possible.

<table>
<thead>
<tr>
<th>Grading Method:</th>
<th>*Grade</th>
<th>Pass/Fail</th>
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<tbody>
<tr>
<td>Scheduling:</td>
<td>*Fall</td>
<td>Spring</td>
</tr>
<tr>
<td>Instructional Type:</td>
<td>*Lecture</td>
<td>Lab</td>
</tr>
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*Class Maximum: (For New Courses Only) / All Unlimited faculty members of a program or discipline must sign.*

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<tr>
<th>Dean's Name</th>
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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)? Carpentry / Cabinetmaking

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

This course will be a blend of two offered courses in the past. Bringing Residential and Commercial blue print reading in to one course form and instruction. The blending of the courses will bring out the high points of each course and keeping the new course at 2 credits. This will allow instruction to take place without the illumination of either course.

What Impact Will This New Course or Change Have on Other Programs or Areas? Will not affect others.
# Appendix B

## New Course or Course Change Proposal Form

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<tr>
<td><strong>Proposal Type:</strong></td>
<td>New Course</td>
</tr>
<tr>
<td><strong>Contact for the Course:</strong></td>
<td>Marc Pilcher – 332-5859</td>
</tr>
</tbody>
</table>

**Course Designator, Number and Title:**
(i.e.: ACCT 1800, Business Law):
CARP1122 – Carpentry Theory

**Number of Credits:**
2

**Prerequisites:**
Declared Carpentry as Major

**Course Description:**
This lecture course covers trade theories relating to all construction practices, procedures and process throughout the construction of residential building. If you have a disability and need accommodations to participate in the course activities, please contact your instructor as soon as possible.

**Grading Method:**
*Grade* | Pass/Fail
---|---

**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.*

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**Dean's Name**

**Dean's Signature**

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):**
Carpentry / Cabinetmaking

**Describe What is Changing/Being Added, and the Rationale:**
This is an existing course that will require no changes and will remain in tack as in the past instructionally. There will be a name change from Advanced Theory to Carpentry Theory because of only one course offering.

**What Impact Will This New Course or Change Have on Other Programs or Areas:**
Will not affect others.

> Attach Common Course Outline to this Form.
Appendix B

New Course or Course Change Proposal Form

Date of Proposal: 10-7-11

Author: Marc Pilcher

Proposal Type: New Course | *Modify Course | Delete Course

Contact for the Course: Marc Pilcher – 332-5859

Course Designator, Number and Title: CARP1123 – Job Site Experience 1a

(i.e.: ACCT 1800, Business Law):

Number of Credits: 5

Prerequisites:
Declared Carpentry as Major

Course Description:
This course covers site preparation with leveling instruments, elevation readings, footings and foundation types and construction, floor framing with various materials and methods culminating with the cap secured to the foundation on the job site. This course is primarily a hands on course. 4 credits of your time will be designated to on site applications and learning. 1 credit of your time will be for specific classroom discussion of site plans and problems dealing with day to day issues in the trade. If you have a disability and need accommodations to participate in the course activities, please contact your instructor as soon as possible.

Grading Method: *Grade | Pass/Fail

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.

Faculty Name: Marc Pilcher
Faculty Signature

Class Max: 24
Date: 10-7-11

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

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)? Carpentry / Cabinetmaking

Describe What is Changing/Being Added, and the Rationale:
This course will become a blend of two previous courses. 2855 and 2811 will become one course streamlining the instruction process as a more sequential method of instruction. The name will also be changed from Advanced Job Experience 1a to Job Site Experience 1a because of offering it once.

What Impact Will This New Course or Change Have on Other Programs or Areas? Will not affect others.
Appendix B

New Course or Course Change Proposal Form

Date of Proposal: 10-7-11

Author: Marc Pilcher

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<th>Proposal Type:</th>
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<th>*Modify Course</th>
<th>Delete Course</th>
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</thead>
</table>

Contact for the Course: Marc Pilcher – 332-5859

Course Designator, Number and Title:
(i.e.: ACCT 1800, Business Law): CARP1124 – Job Site Experience 1b

Number of Credits: 4

Prerequisites:

Declared Carpentry as Major

Course Description:
This course will cover areas of instruction starting with plate layout and wall framing for interior and exterior applications. All methods of framing will be addressed from balloon to Western styles, codes applications Estimating of materials and fastening procedures. Installation of exterior doors and windows and the application of flashing procedures. Code requirements will be addressed and practiced as a capstone project. This course will designate 3 credits of time to on site applications. I credit of time will be handled in the classroom to deal with specific theory applications and discussion of onsite problems and conformities. If you have a disability and need accommodations to participate in the course activities, please contact your instructor as soon as possible.

Grading Method: *Grade Pass/Fail

<table>
<thead>
<tr>
<th>Scheduling:</th>
<th>*Fall</th>
<th>Spring</th>
<th>Summer</th>
<th>Alternate Years</th>
<th>Variable</th>
<th>On Demand</th>
</tr>
</thead>
</table>

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.

Faculty Name: Marc Pilcher

Faculty Signature

Class Max 24

Date 10-7-11

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

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)? Carpentry / Cabinetmaking

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

This course is being modified by removing the roof framing aspect of instruction and making it a pure wall framing course with its special details of construction and instruction. With the change comes the reduction of credits from the previous offered course going from 5 credits down to 4.

What Impact Will This New Course or Change Have on Other Programs or Areas? Will not affect others.
### Appendix B

**New Course or Course Change Proposal Form**

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<td><strong>Proposal Type:</strong></td>
<td>New Course</td>
</tr>
<tr>
<td><strong>Contact for the Course:</strong></td>
<td>Marc Pilcher – 332-5859</td>
</tr>
<tr>
<td><strong>Course Designator, Number and Title:</strong></td>
<td>CARP1125 – Framing Square Technology</td>
</tr>
<tr>
<td>(i.e.: ACCT 1800, Business Law):</td>
<td></td>
</tr>
<tr>
<td><strong>Number of Credits:</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>Prerequisites:</strong></td>
<td>Declared Carpentry as Major</td>
</tr>
<tr>
<td><strong>Course Description:</strong></td>
<td>This course will cover all aspects of roof framing from basic common rafter calculations and layout to complicated hip and gambrel roof systems. Each student will be expected to perform many math functions and develop an eye for visual construction and layout of roof systems. The framing square will be used and taught as an instrument used in the calculation of roof and rafter layout. Other scales on the framing square will also be addressed and tested upon. We will also apply all aspects of the cornice in soffits and fascia as well as roofing in this course of study. If you have disabilities and need accommodations to participate in the course activities, please contact your instructor as soon as possible. 1 credit of time will be set aside for classroom instruction of the framing square and all its uses and 2 credits will be designated for onsite applications of building a roof to meet the needs of the project. If you have a disability and need accommodations to participate in the course activities, please contact your instructor as soon as possible.</td>
</tr>
<tr>
<td><strong>Grading Method:</strong></td>
<td>*Grade</td>
</tr>
<tr>
<td><strong>Scheduling:</strong></td>
<td>*Fall</td>
</tr>
<tr>
<td><strong>Instructional Type:</strong></td>
<td>Lecture</td>
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<tr>
<td><strong>Class Maximum:</strong></td>
<td>(For New Courses Only) / All Unlimited faculty members of a program or discipline must sign.</td>
</tr>
<tr>
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<td>Marc Pilcher</td>
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<td><strong>Is this Course Proposed as a Liberal Arts Course:</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>If Yes, Which MnTC Area/Areas Will it Fulfill (<a href="http://www.mntransfer.org">http://www.mntransfer.org</a>)?</strong></td>
<td></td>
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<td><strong>Is This Course a Requirement/Elective for a Specific Program or Programs?</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>If Yes, Which Program(s)?</strong></td>
<td>Carpentry / Cabinetmaking</td>
</tr>
<tr>
<td><strong>Describe What is Changing/Being Added, and the Rationale:</strong></td>
<td>This course will be a blend of 2830 and a portion of 2812. We will be taking all cornice and roofing components out of 2812 and applying them to 2830 increasing the credit load form previously offered 2830 of 2 to 3 credits. This will make the framing square course a more pure and streamlined course of</td>
</tr>
</tbody>
</table>
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New Program or Program Change Proposal Form

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Author: Marc Pilcher

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<th>Suspend Program</th>
<th>Reinstate Program</th>
<th>Add Emphasis</th>
<th>Delete Emphasis</th>
</tr>
</thead>
</table>

Contact for the Program: Marc Pilcher – 332-5859

Program Name: Carpentry / Cabinetmaking

Division in Which Program is Currently or Will Be Held:

Proposal Start (Term/Year): Fall 2012

Program Description: This program provides opportunity to practice safe work habits, solve carpentry math functions, design, draw, and estimate, read prints, understand and accomplish interior and exterior finishing, and practice all types of exterior concrete work along with other skills. All this will be controlled in a classroom atmosphere while constructing a construction project.

Students should possess an interest in working with wood and tools. They should like to work outdoors and endure weather conditions and heights. Students will need to prepare themselves to work hard every day and develop good work ethics. Manual dexterity and ability to solve problems are necessary; previous courses in drafting, math, and industrial technology are helpful.

P.S.E.O students will be considered based upon availability.

Degrees Offered: AS AAS AA Diploma Certificate

Program Location: Faribault Campus North Mankato Campus Online

Prerequisites:
Declared carpentry / cabinetmaking as major.

Number of Credits: 32

If There is a Program Change, Summarize Changes to the Program: Redesigning diploma program from 66 credits (two year program) down to 32 credit one year program.

Rationale for Program Development or Program Change:

What Impact Will this New Program or Change Have on Other Programs or Areas?
Appendix B

New Course or Course Change Proposal Form

Date of Proposal: 10-7-11

Author: Marc Pilcher

Proposal Type: New Course  *Modify Course  Delete Course

Contact for the Course: Marc Pilcher – 332-5859

Course Designator, Number and Title: CARP1226 – Stairway Technology
(i.e.: ACCT 1800, Business Law):

Number of Credits: 3

Prerequisites:
Declared Carpentry as Major

Course Description:
In this course all forms of stairs will be covered and discussed. This course will cover code requirements, stairway calculation and layout, identification of all stairway parts and components. Each student will be required to build a model staircase as a project. Each student must provide their own set of tools for this project. Tools can be checked off the needed tool list for the course. The project is a very hands on project. No power tools will be allowed during the construction of the project. This helps to develop the craftsmanship needed to accomplish good finish work. Basic math functions and understanding is a must for this course. This course will take the student to the house project and beyond to prepare them for layout, building and installation of the stairwell, staircase and millwork applications associated with stair building. If you have a disability and need accommodations to participate in the course activities, please contact your instructor as soon as possible.

Grading Method:  *Grade  Pass/Fail

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.

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Dean's Name

Dean's Signature

Date

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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)? Carpentry / Cabinetmaking

Describe What is Changing/Being Added, and the Rationale:
In the past this course was team taught. Future presentation will be single instruction. With that change I feel the course can be streamlined and in so doing reduce the credit load from 4 credits down to 3. The course content and information presented in the past will remain untouched. The main emphasis is the
project and I feel I can present the content of lecture in 1 credit of time and allow 2 credits of time for the project and outside applications.

What Impact Will This New Course or Change Have on Other Programs or Areas? Will not affect others.

▶ Attach Common Course Outline to this Form.

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<th>Program Name:</th>
<th>Carpentry / Cabinetmaking</th>
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<td>CIP Code:</td>
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<th>Proposal Start (Term/Year):</th>
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<th>Program Description:</th>
<th>This program provides opportunity to practice safe work habits, solve carpentry math functions, design, draw, and estimate, read prints, understand and accomplish interior and exterior finishing, and practice all types of exterior concrete work along with other skills. All this will be controlled in a classroom atmosphere while constructing a construction project. Students should possess an interest in working with wood and tools. They should like to work outdoors and endure weather conditions and heights. Students will need to prepare themselves to work hard every day and develop good work ethics. Manual dexterity and ability to solve problems are necessary; previous courses in drafting, math, and industrial technology are helpful. P.S.E.O students will be considered based upon availability.</th>
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<th>Certificate</th>
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<td>Program Location:</td>
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<td>North Mankato Campus</td>
<td>Online</td>
<td></td>
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</tr>
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</table>

<table>
<thead>
<tr>
<th>Prerequisites:</th>
<th>Declared carpentry / cabinetmaking as major.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Number of Credits:</th>
<th>32</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>If There is a Program Change, Summarize Changes to the Program:</th>
<th>Redesigning diploma program from 66 credits (two year program) down to 32 credit one year program.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Rationale for Program Development or Program Change:</th>
<th></th>
</tr>
</thead>
</table>
Appendix B

New Course or Course Change Proposal Form

Date of Proposal: 10-7-11

Author: Marc Pilcher

Proposal Type: | New Course | *Modify Course | Delete Course
---|---|---|---

Contact for the Course: Marc Pilcher – 332-5859

Course Designator, Number and Title: CARP1227 – Interior Finish 1a

(i.e.: ACCT 1800, Business Law):

Number of Credits: 3

Prerequisites:
Declared Carpentry as Major

Course Description:
This course will cover the basics of interior finish in relationship to sound and thermal insulation, R and U values, energy codes, vapor barriers and sealing, energy requirements in doors and windows, By-pass, blower door and thermal imaging, and interior wall and floor materials and their finish. If you have a disability and need accommodations to participate in the course activities, please contact your instructor as soon as possible.

Grading Method: | *Grade | Pass/Fail
---|---|---

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.

| Faculty Name | Faculty Signature | Class Max | Date |
---|---|---|---|
Marc Pilcher | 24 | 10-7-11 |

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

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)? Carpentry / Cabinetmaking

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

This course for the most part will remain the same. In the past I was always under pressure to complete the required instructional content as needed. So I am leaving everything as is with the exception of removing the installation of window trim and special millwork associated with that application and moving it to CPCB2836 to make the course content more consistent and uniform for application and instructional purposes. I am also changing the name from Advanced Interior Finish 1a to Interior Finish 1a because the course will only be offered once.

What Impact Will This New Course or Change Have on Other Programs or Areas? Will not affect others.
Appendix B

New Course or Course Change Proposal Form

<table>
<thead>
<tr>
<th>Date of Proposal:</th>
<th>10-7-11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author:</td>
<td>Marc Pilcher</td>
</tr>
<tr>
<td>Proposal Type:</td>
<td>New Course</td>
</tr>
<tr>
<td>Contact for the Course:</td>
<td>Marc Pilcher – 332-5859</td>
</tr>
<tr>
<td>Course Designator, Number and Title:</td>
<td>CARP1228 – Interior Finish 1b</td>
</tr>
<tr>
<td>Number of Credits:</td>
<td>4</td>
</tr>
<tr>
<td>Prerequisites:</td>
<td>Declared Carpentry as Major</td>
</tr>
</tbody>
</table>

Course Description:
This course covers the theory and practical application of interior finishing. Each student will be responsible for the finish trim work on the door and window assigned to them at the beginning of the project. Other interior finish millwork will be assigned based upon the style and design of the project. Other areas of instruction will include fireplace mantel design and construction, and ceramic tile work. Special millwork for stairs, windows, floors and moldings will be address and demonstrated. Closet design and material installation as well as towel bars, paper holders, and cabinet installation. If you have a disability and need accommodations to participate in the course activities, please contact your instructor as soon as possible.

Grading Method: *Grade | Pass/Fail
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>Marc Pilcher</td>
<td></td>
<td>24</td>
<td>10-7-11</td>
</tr>
</tbody>
</table>

Dean's Name | Dean's Signature

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)? Carpentry / Cabinetmaking

Describe What is Changing/Being Added, and the Rationale:
The credit load has increased in this course do to the fact we now need to have addition Lab time to install cabinets that were once installed by our freshman students. I also moved a portion of course 2835 into this course to make the content more streamlined and consistent for the students. Previously this course was 2 credits, now it will become 4 credits. Name was changed to Interior Finish 1b to reflect one time offering.
What Impact Will This New Course or Change Have on Other Programs or Areas? **Will not affect others.**

Attach Common Course Outline to this Form.

**Appendix C**

**New Program or Program Change Proposal Form**

<table>
<thead>
<tr>
<th>Date of Proposal:</th>
<th>10-7-11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author:</td>
<td>Marc Pilcher</td>
</tr>
<tr>
<td>Proposal Type:</td>
<td>New Program, Program Redesign, Suspend Program, Reinstate Program, Add Emphasis, Delete Emphasis</td>
</tr>
<tr>
<td>Contact for the Program:</td>
<td>Marc Pilcher – 332-5859</td>
</tr>
<tr>
<td>Program Name:</td>
<td>Carpentry / Cabinetmaking</td>
</tr>
<tr>
<td>CIP Code:</td>
<td></td>
</tr>
<tr>
<td>Division in Which Program is Currently or Will Be Held:</td>
<td></td>
</tr>
<tr>
<td>Proposal Start (Term/Year):</td>
<td>Fall 2012</td>
</tr>
<tr>
<td>Program Description:</td>
<td>This program provides opportunity to practice safe work habits, solve carpentry math functions, design, draw, and estimate, read prints, understand and accomplish interior and exterior finishing, and practice all types of exterior concrete work along with other skills. All this will be controlled in a classroom atmosphere while constructing a construction project. Students should possess an interest in working with wood and tools. They should like to work outdoors and endure weather conditions and heights. Students will need to prepare themselves to work hard every day and develop good work ethics. Manual dexterity and ability to solve problems are necessary; previous courses in drafting, math, and industrial technology are helpful. P.S.E.O students will be considered based upon availability.</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>Declared carpentry / cabinetmaking as major.</td>
</tr>
<tr>
<td>Number of Credits:</td>
<td>32</td>
</tr>
<tr>
<td>If There is a Program Change, Summarize Changes to the Program:</td>
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<td>Rationale for Program Development or Program Change:</td>
<td></td>
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<td>What Impact Will this New Program or Change Have on Other Programs or Areas?</td>
<td></td>
</tr>
</tbody>
</table>
Appendix B

New Course or Course Change Proposal Form

Date of Proposal: 10-7-11

Author: Marc Pilcher

Proposal Type: New Course

Modify Course

Delete Course

*No Change

Contact for the Course: Marc Pilcher – 332-5859

Course Designator, Number and Title: CARP1229 – Exterior Finish

(i.e.: ACCT 1800, Business Law):

Number of Credits: 3

Prerequisites:
Declared Carpentry as Major

Course Description:
This course covers exterior finishing with various materials and their applications. Decks, patios and other exterior finishes will be addressed such as gazebos, trellises and fences. If you have a disability and need accommodations to participate in the course, please contact your instructor as soon as possible.

Grading Method: *Grade

Pass/Fail

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.

Faculty Name Faculty Signature

Marc Pilcher

24

10-7-11

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

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)? Carpentry / Cabinetmaking

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

No changes were made to this course.

What Impact Will This New Course or Change Have on Other Programs or Areas? Will not affect others.

Attach Common Course Outline to this Form.

Appendix C
Appendix B

New Course or Course Change Proposal Form

<table>
<thead>
<tr>
<th>Date of Proposal:</th>
<th>10-7-11</th>
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<tbody>
<tr>
<td>Author:</td>
<td>Marc Pilcher</td>
</tr>
<tr>
<td>Proposal Type:</td>
<td>New Course</td>
</tr>
<tr>
<td>Contact for the Course:</td>
<td>Marc Pilcher – 332-5859</td>
</tr>
<tr>
<td>Course Designator, Number and Title:</td>
<td>CARP1230 – Estimating and Cad</td>
</tr>
<tr>
<td>(i.e.: ACCT 1800, Business Law):</td>
<td></td>
</tr>
<tr>
<td>Number of Credits:</td>
<td>2</td>
</tr>
<tr>
<td>Prerequisites:</td>
<td>Declared Carpentry as Major</td>
</tr>
<tr>
<td>Course Description:</td>
<td>This course will cover the design, drafting and estimating of materials for the project to be constructed the upcoming fall semester and lastly, writing the specification. Design will include building and energy codes, green building, and interior use of area, trends and styles, and flow of traffic. Drafting will include being trained on a CAD program such as Chief Architect (a residential CAD program) on how to draw up a plan and what goes into a working set of prints. Estimating will involve taking the project we just drew and estimating every stick and piece of material to be used in that project. Once complete we will send the project to print and package the drawing and then start writing the specification for the sub-contractors to bid on. If you have a disability and need accommodations to participate in the course activities, please contact your instructor as soon as possible.</td>
</tr>
<tr>
<td>Grading Method:</td>
<td>*Grade</td>
</tr>
<tr>
<td>Scheduling:</td>
<td>Fall</td>
</tr>
<tr>
<td>Instructional Type:</td>
<td>Lecture</td>
</tr>
<tr>
<td>*Class Maximum:</td>
<td>(For New Courses Only) / All Unlimited faculty members of a program or discipline must sign.</td>
</tr>
<tr>
<td>Faculty Name</td>
<td>Marc Pilcher</td>
</tr>
<tr>
<td>Dean's Name</td>
<td></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 (http://www.mntransfer.org)?

Is This Course a Requirement/Elective for a Specific Program or Programs? | Yes | No |

If Yes, Which Program(s)? | Carpentry / Cabinetmaking |

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

This course will stay the same with the exception of credits taught and method of teaching. Prior to present time this course was team taught. I think I will be able to streamline the content by combining content goals so not to overlap teaching materials. I will be reducing the credit load from 3 credits down to 2 credits. This is a lab class were we will be doing most everything on the computer at one sitting rather than