Appendix C

CURRICULUM COMMITTEE CHECKLIST

NAME OF PROGRAM: Office Administration & Technology

Date: 9/21/11

YES NO

Step 1 Reviewed change at division meeting.  

☑ ☐

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

Betsy A. Miller

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 President's approval for all changes requiring MnSCU approval.

☑ ☐

President's signature

☑ ☐
Appendix B

**New Program or Program Change Proposal Form**

<table>
<thead>
<tr>
<th>Date of Proposal:</th>
<th>September 21, 2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author:</td>
<td>Diane Wergeland</td>
</tr>
<tr>
<td>Proposal Type:</td>
<td>New Program</td>
</tr>
<tr>
<td></td>
<td>Program redesign</td>
</tr>
<tr>
<td></td>
<td>Suspend Program</td>
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<tr>
<td></td>
<td>Reinstate Program</td>
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<tr>
<td></td>
<td>Add Emphasis</td>
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<tr>
<td>Delete Emphasis</td>
<td></td>
</tr>
<tr>
<td>Contact for the Program:</td>
<td>Diane Wergeland</td>
</tr>
<tr>
<td>Program Name:</td>
<td>Administrative Office Management</td>
</tr>
<tr>
<td>CIP Code:</td>
<td></td>
</tr>
<tr>
<td>Division in Which Program is Currently or Will Be Held:</td>
<td>Office Administration &amp; Technology</td>
</tr>
<tr>
<td>Proposal Start (Term/Year):</td>
<td>Spring 2012</td>
</tr>
</tbody>
</table>

**Program Description:** Students enrolled in the Administrative Office Management Associate in Science (AS) Degree are prepared to manage functions in the office environment. This degree option is recommended for experienced office professionals as well as entry-level administrative professionals who are looking to increase their potential for promotion. Graduates of this degree program receive training in a variety of office management functions including those in communications, information resources, and management. Student earn half of the required credits (30) in business-related courses and the other half (30) in business-related liberal arts and sciences classes. Students find learning convenient through a variety of face-to-face and online courses taught by South Central College’s knowledgeable and experienced faculty. Students may also choose to transfer this degree to Winona State University’s Bachelor of Science Degree in Business Education – Teaching to prepare as a business educator or as a corporate trainer.

**Degrees Offered:** AS ✓ AAS  AA  Diploma  Certificate

**Program Location:** Faribault Campus ✓ North Mankato Campus ✓ Online ✓

**Prerequisites:** None

**Number of Credits:** 60 Credits

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

In the 2011-2012 catalog, the program plan is quite prescriptive in that there are specific classes that were chosen for the initial AOM AS Degree. At the time, our faculty was guided to be very specific in courses – particularly in the LAS course selection. As the years passed, SCC classes that were included in this initial AS degree were no longer being offered for our program majors. This caused a lot of questions and concerns from the student and advisors.

Before our articulation/transfer agreement was approved, the transfer specialist at Winona State University reviewed courses at South Central College in relation to the Business Education – Teaching Bachelor of Science degree and approved which SCC classes would fit for articulation/transfer. The
courses were looked at by prefix, number, and content. We were pleased to see not only Office Administration and Technology courses were accepted, but also Accounting and Marketing/Management.

We are now designing the AS degree to have specific courses in the technical area along with six-to-seven elective credits. The LAS classes are ALL the classes that were approved by WSU for the general education area that South Central College offers. As you can see, there are parameters in some areas; i.e., Humanities: Select no more than six credits from this area. Again, this is to be in alignment with WSU’s requirements from the College of Education, Business Education Department.

### Rationale for Program Development or Program Change:

Our department faculty wants to give students more options to be able to meet the demands of this AS degree and would like to include all the approved transfer/articulation LAS courses approved by WSU for this degree option. There are no new classes – we are just adding the courses initially approved by WSU and asking the student to select their 30 LAS credits rather than prescribing specific courses. In the technical area, students have some choice as well for their 30 credits. Again, these are courses approved by WSU.

### What Impact Will this New Program or Change Have on Other Programs or Areas? None

### Are There Articulations With Other Colleges?

| | Yes – Winona State University |

➢ 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.
Appendix A

New Course or Course Change Proposal Form

<table>
<thead>
<tr>
<th>Date of Proposal:</th>
<th>09.29.11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author:</td>
<td>Jean Guerber</td>
</tr>
</tbody>
</table>

Proposal Type: NEW COURSE

Contact for the Course: Jean Guerber

Course Designator, Number and Title:
(i.e.: ACCT 1800, Business Law) OTEC 0100 Computer Basics

Number of Credits: 2

Prerequisites: None

Course Description: The Computer Basics course is designed for students with little or no computer experience. In a small group setting, students will learn the basics of using a computer. Students will apply the information learned through a lecture to a hands-on, in-class experience lead by a knowledgeable instructor.

Grading Method: Grade X

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

Instructional Type: Lecture X Lab Lecture/Lab Internship Seminar

Class Maximum: 15

Is this Course Proposed as a Liberal Arts and Sciences Course: Yes X No

If Yes, Which MnTC Area/Areas (http://www.mntransfer.org) Will it Fulfill?

Is This Course a Requirement/Elective for a Specific Program or Programs: Yes X No

If So, Which Program(s): Office Administration and Technology

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

Description and updated competencies…dropped Power Point and added D2L.

What Impact Will This New Course or Change Have on Other Programs or Areas: None

Attach Common Course Outline to this Form