Appendix C

CURRICULUM COMMITTEE CHECKLIST

NAME OF PROGRAM: Acting

Date: 4/27/11

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

[Signature]

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

Instructional Dean's signature

[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.)

[Signature]

Step 7 Curriculum Committee approved.

[Signature]

Step 8 Minutes and necessary materials provided to VP of Academic Affairs.

[Signature]

Step 9 Vice President of Academic Affairs approved.

[Signature]

Step 10 President's approval for all changes requiring MnSCU approval.

President's signature

[Signature]
Appendix C

CURRICULUM COMMITTEE CHECKLIST

NAME OF PROGRAM: Accounting

Date: 4/27/11

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

______________________________

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

______________________________
### New Course or Course Change Proposal Form

<table>
<thead>
<tr>
<th>Date of Proposal:</th>
<th>April 26, 2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author:</td>
<td>Douglas Yentsch</td>
</tr>
<tr>
<td>Proposal Type:</td>
<td>New Course</td>
</tr>
<tr>
<td></td>
<td>Modify Course</td>
</tr>
<tr>
<td>Contact for the</td>
<td>Douglas Yentsch</td>
</tr>
<tr>
<td>Course:</td>
<td></td>
</tr>
<tr>
<td>Course Designator, Number and Title:</td>
<td>ACCT1814 Payroll Accounting</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>ACCT1810 or simultaneous</td>
</tr>
<tr>
<td>Course Description:</td>
<td>See Handbook (no change)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grading Method:</th>
<th>Grade</th>
<th>Pass/Fail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scheduling:</td>
<td>Fall</td>
<td>Spring</td>
</tr>
<tr>
<td>Instructional</td>
<td>Lecture</td>
<td>Lab</td>
</tr>
<tr>
<td>Type:</td>
<td></td>
<td>Summer</td>
</tr>
<tr>
<td>Class Maximum:</td>
<td>35</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

If So, Which Program(s)?

Describe What is Changing/Being Added, and the Rationale:
Removing the pre-requisites as listed above. With the defaults set by the current ISRS, new
students cannot sign up for ACCT1810 without one of the accounting instructors requesting rights to access the class and then over-ride the codes set forth by ISRS management. The majority of new students enrolling in the accounting program will be affected by the current settings of ISRS and will cause even more frustration for a new student trying to register for a required class. Removing the current ISRS coding structure will allow a student to register immediately without any undue frustration of waiting for an accounting instructor to receive “rights” to the class, then over-ride for the applicable student, then email the student indicating that he/she is now able to register for the class. The new student can register for the class during the normal registration days at the college, instead of going back home and waiting for another email allowing them to register for a class.

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

➢ Attach Common Course Outline to this Form