Appendix C

CURRICULUM COMMITTEE CHECKLIST

NAME OF PROGRAM: Office Administration & Technology

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

Date: 12/03/10

YES NO
Appendix A

New Course or Course Change Proposal Form

Date of Proposal:  April 8, 2011

Author: Lynda Ernst

Proposal Type: _____ New Course  X  Modify Course  _____ Delete Course

Contact for the Course: Office Administration and Technology Program

Course Designator, Number and Title:  OTEC2740 – Legal Proofreading and Editing

Number of Credits:  3

Prerequisites:  OTEC1725, OTEC2735

Course Description: This course covers transcription of dictated material into a variety of usable legal documents using word processing equipment/software. Emphasis will be on forms and materials, editing, proofreading, and correcting errors.

Grading Method:  X  Grade  _____ Pass/Fail

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

Instructional Type:  X  Lecture  _____ Lab  _____ Lecture/Lab  _____ Internship  _____ Seminar

Class Maximum:  30

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?  X  Yes  _____ No

If So, Which Program(s)?  Office Administration & Technology

Describe What is Changing/Being Added, and the Rationale.  Adding the following prerequisites to the ISRS system -- OTEC1725 and OTEC2735.

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

Attach Common Course Outline to this Form.