Curriculum Development Form — New Course

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)
PHLE 1400, Introduction to Phlebotomy, 4 cr

Date of Proposal: 1/18/2017
Author: Stacy Hohenstein

Course Contact: Stacy Hohenstein
Grading Method: [ ] Grade [ ] Pass/Fail

Scheduling: [ ] Fall [ ] Spring [ ] Summer [ ] Alternate Years [ ] Variable [ ] On Demand

Is this proposed course a Liberal Arts and Sciences course? [ ] Yes [ ] No

If yes, which MnTC area(s) will it fulfill (http://mntctransfer.org)?
[ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 5 [ ] 6 [ ] 7 [ ] 8 [ ] 9 [ ] 10

Is this course a requirement/elective for a specific program or programs? [ ] Yes [ ] No
If yes, which program(s)? Phlebotomy

— DARS search

What impact will this new course have on other program(s)?

Describe the rationale for offering this new course:
This change could increase the number of students who enroll in the program, make us more competitive with other phlebotomy programs and allow us to apply for national accreditation. Also provide employment opportunity after completing the new one semester Phlebotomy program.

As Faculty Developer, by signing this New Course form, the Curriculum Committee is assured of the following (check marks required):

Prior to Preparing Documentation
[ ] Initiation — idea was submitted to Department Chair(s) and Academic Dean/Director for discussion and support
[ ] Explored existing course offerings to identify potential duplication
[ ] Completed Online Intention Form

Continue the Curriculum Development Process
[ ] Used online WIDS to create Common Course Outline (CCO)
[ ] Identified:
  * concise 2-3 sentence course description
  * course name
  * lecture/lab credits and hour breakdown
  * course prefix and number
  * prerequisites
  * MnTC goal area — LAS courses
[ ] Completed MnTC Goal Area Cross-walk within WIDS (for LAS MnTC courses only)
[ ] Created measurable course competencies and learning objectives
[ ] Considered potential opportunities and impacts of the change on other programs/department — DARS Search
[ ] Proofread documentation for correct content on CCOs based on SCC example
[ ] Proofread documentation for grammatical and typographical errors

Class Maximum Request Form completed (upload signed form in WIDS)

[Signature]
Date: 1-18-17

As Primary Department Chair, by signing this New Course form, the Curriculum Committee is assured of the following (check marks required):

[ ] Documentation through email and department meetings made available for other faculty and programs to provide feedback, includes MnTC Goal Area Cross-walk Template(s)
[ ] Proofread documentation for correct content and proper structure on CCOs based on SCC example
[ ] Proofread documentation for grammatical and typographical errors
[ ] I support this course [ ] I do not support this course — please provide reason(s):

[Signature]
Date: 1-18-17

New Course Form — 9/27/16 — Page 1
For LAS (MnTC courses) — As a LAS Department Chair, by signing this New Course form, the Curriculum Committee is assured of the following (check marks required):

☐ LAS course (specifically MnTC courses), documentation through email and department meetings made available for other faculty and programs to provide feedback, includes MnTC Goal Area Cross-walk Template(s)

☐ I support this course  ☐ I do not support this course — please provide reason(s):

__________________________  ______________________________
LAS Department Chair Signature  Date

☐ I support this course  ☐ I do not support this course — please provide reason(s):

__________________________  ______________________________
LAS Department Chair Signature  Date

☐ I support this course  ☐ I do not support this course — please provide reason(s):

__________________________  ______________________________
LAS Department Chair Signature  Date

If all 4 LAS Department Chairs do not support the new course proposal, faculty developer can elevate the proposal to AASC for resolution.

As Academic Dean/Director, by signing this New Course form, the Curriculum Committee is assured of the following (check marks required):

☑ Identified potential opportunities and impacts of the change on other programs/departments — DARS search

☐ Reviewed MnTC Goal Area Cross-walk Template (for LAS MnTC courses only)

☑ MnTC Goal Area is appropriate based on MnSCU guidelines — Transfer Specialist consulted

☑ Verified credentials for faculty teaching the course

Class Maximum Request Form completed (upload signed form in WIDS)

☑ I support this course  ☐ I do not support this course — please provide reason(s):

__________________________  ______________________________
Academic Dean/Director Signature  Date

If Academic Dean/Director does not support the new course proposal, faculty developer can elevate proposal to AASC for resolution.

Upload this signed form as a PDF to WIDS Shared Document folder — Curriculum Committee.

Following Curriculum Committee support, this form is completed with final signatures.

__________________________  4/17/2017
Curriculum Committee Chair Signature  Date

__________________________  4/20/2017
Vice President of Student and Academic Affairs Signature  Date
Curriculum Development Form — New Course

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)
PHLE 1450, Phlebotomy Skills, 3 cr

Date of Proposal: 1/18/2017

Author: Stacy Hohenstein

Course Contact: Stacy Hohenstein

Grading Method: [ ] Grade [ ] Pass/Fail

Scheduling: [ ] Fall [ ] Spring [ ] Summer [ ] Alternate Years [ ] Variable [ ] On Demand

Is this proposed course a Liberal Arts and Sciences course? [ ] Yes [x] No

If yes, which MnTC area(s) will it fulfill (http://mntc.mntransfer.org)?
   [ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 5 [ ] 6 [ ] 7 [ ] 8 [ ] 9 [ ] 10

Is this course a requirement/elective for a specific program or programs? [ ] Yes [ ] No

If yes, which program(s)? Phlebotomy

— DARS search

What impact will this new course potentially have on other program(s)?

Describe the rationale for offering this new course:

This change could increase the number of students who enroll in the program, make us more competitive with other phlebotomy programs and allow us to apply for national accreditation. Also provide employment opportunity after completing the new one semester Phlebotomy program.

As Faculty Developer, by signing this New Course form, the Curriculum Committee is assured of the following (check marks required):
Prior to Preparing Documentation
   [ ] Initiation — idea was submitted to Department Chair(s) and Academic Dean/Director for discussion and support
   [ ] Explored existing course offerings to identify potential duplication
   [ ] Completed Online Intention Form

Continue the Curriculum Development Process
   [ ] Used online WIDS to create Common Course Outline (CCO)
   [ ] Identified:
      * concise 2-3 sentence course description
      * course name
      * lecture/lab credits and hour breakdown
      * course prefix and number
      * prerequisites
      * MnTC goal area — LAS courses
       
   [ ] Completed MnTC Goal Area Cross-walk within WIDS (for LAS MnTC courses only)
   [ ] Created measurable course competencies and learning objectives
   [ ] Considered potential opportunities and impacts of the change on other programs/departments — DARS Search
   [ ] Proofread documentation for correct content on CCOs based on SCC example
   [ ] Proofread documentation for grammatical and typographical errors

Class Maximum Request Form completed (upload signed form in WIDS)

Faculty Developer Signature

[Signature]

Date: 1-18-17

As Primary Department Chair, by signing this New Course form, the Curriculum Committee is assured of the following (check marks required):

   [ ] Documentation through email and department meetings made available for other faculty and programs to provide feedback, includes MnTC Goal Area Cross-walk Template(s)
   [ ] Proofread documentation for correct content and proper structure on CCOs based on SCC example
   [ ] Proofread documentation for grammatical and typographical errors

[X] I support this course
   [ ] I do not support this course — please provide reason(s):

Primary Department Chair Signature

[Signature]

Date: 1-18-17

New Course Form — 9/27/16 — Page 1
For LAS (MnTC courses) — As a LAS Department Chair, by signing this New Course form, the Curriculum Committee is assured of the following (check marks required):

☐ LAS course (specifically MnTC courses), documentation through email and department meetings made available for other faculty and programs to provide feedback, includes MnTC Goal Area Cross-walk Template(s)

☐ I support this course  ☐ I do not support this course — please provide reason(s):

______________________________________________________________

LAS Department Chair Signature  Date

☐ I support this course  ☐ I do not support this course — please provide reason(s):

______________________________________________________________

LAS Department Chair Signature  Date

☐ I support this course  ☐ I do not support this course — please provide reason(s):

______________________________________________________________

LAS Department Chair Signature  Date

If all 4 LAS Department Chairs do not support the new course proposal, faculty developer can elevate the proposal to AASC for resolution.

As Academic Dean/Director, by signing this New Course form, the Curriculum Committee is assured of the following (check marks required):

☐ Identified potential opportunities and impacts of the change on other programs/departments — DARS search

☐ Reviewed MnTC Goal Area Cross-walk Template (for LAS MnTC courses only)

☐ MnTC Goal Area is appropriate based on MnSCU guidelines — Transfer Specialist consulted

☐ Verified credentials for faculty teaching the course

Class Maximum Request Form completed (upload signed form in WIDS)

☐ I support this course  ☐ I do not support this course — please provide reason(s):

______________________________________________________________

Academic Dean/Director Signature  1-6-2017  Date

If Academic Dean/Director does not support the new course proposal, faculty developer can elevate proposal to AASC for resolution.

Upload this signed form as a PDF to WIDS Shared Document folder — Curriculum Committee.

Following Curriculum Committee support, this form is completed with final signatures.

______________________________________________________________

Curriculum Committee Chair Signature  4/17/2017  Date

______________________________________________________________

Vice President of Student and Academic Affairs Signature  4/28/17  Date
Curriculum Development Form — New Course

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)
PHLE 1500, Phlebotomy Internship, 3 cr

Date of Proposal: 1/18/2017  Author: Stacy Hohenstein

Course Contact: Stacy Hohenstein  Grading Method: [□] Grade  [□] Pass/Fail

Scheduling: [□] Fall  [□] Spring  [□] Summer  [□] Alternate Years  [□] Variable  [□] On Demand

Is this proposed course a Liberal Arts and Sciences course?  [□] Yes  [□] No

If yes, which MnTC area(s) will it fulfill (http://mntransfer.org)?

[□] 1  [□] 2  [□] 3  [□] 4  [□] 5  [□] 6  [□] 7  [□] 8  [□] 9  [□] 10

Is this course a requirement/elective for a specific program or programs?  [□] Yes  [□] No

If yes, which program(s)?  Phlebotomy

— DARS search

What impact will this new course have on other program(s)?

Describe the rationale for offering this new course:

This change could increase the number of students who enroll in the program, make us more competitive with other phlebotomy programs and allow us to apply for national accreditation. Also provide employment opportunity after completing the new one semester Phlebotomy program.

As Faculty Developer, by signing this New Course form, the Curriculum Committee is assured of the following (check marks required):

Prior to Preparing Documentation

[□] Initiation — idea was submitted to Department Chair(s) and Academic Dean/Director for discussion and support
[□] Explored existing course offerings to identify potential duplication
[□] Completed Online Intention Form

Continue the Curriculum Development Process

[□] Used online WIDS to create Common Course Outline (CCO)
[□] Identified:
  • concise 2-3 sentence course description
  • course name
  • lecture/lab credits and hour breakdown
  • course prefix and number
  • prerequisites
  • MnTC goal area — LAS courses
[□] Completed MnTC Goal Area Cross-walk within WIDS (for LAS MnTC courses only)
[□] Created measurable course competencies and learning objectives
[□] Considered potential opportunities and impacts of the change on other programs/departments — DARS Search
[□] Proofread documentation for correct content on CCOs based on SCC example
[□] Proofread documentation for grammatical and typographical errors

Class Maximum Request Form completed (upload signed form in WIDS)

Faculty Developer Signature

Date

As Primary Department Chair, by signing this New Course form, the Curriculum Committee is assured of the following (check marks required):

[□] Documentation through email and department meetings made available for other faculty and programs to provide feedback, includes MnTC Goal Area Cross-walk Template(s)
[□] Proofread documentation for correct content and proper structure on CCOs based on SCC example
[□] Proofread documentation for grammatical and typographical errors
[□] I support this course  [□] I do not support this course — please provide reason(s):

Primary Department Chair Signature

Date
For LAS (MnTC courses) — As a LAS Department Chair, by signing this New Course form, the Curriculum Committee is assured of the following (check marks required):

☐ LAS course (specifically MnTC courses), documentation through email and department meetings made available for other faculty and programs to provide feedback, includes MnTC Goal Area Cross-walk Template(s)

☐ I support this course ☐ I do not support this course — please provide reason(s):

LAS Department Chair Signature Date

☐ I support this course ☐ I do not support this course — please provide reason(s):

LAS Department Chair Signature Date

☐ I support this course ☐ I do not support this course — please provide reason(s):

LAS Department Chair Signature Date

If all 4 LAS Department Chairs do not support the new course proposal, faculty developer can elevate the proposal to AASC for resolution.

As Academic Dean/Director, by signing this New Course form, the Curriculum Committee is assured of the following (check marks required):

☐ Identified potential opportunities and impacts of the change on other programs/departments — DARS search
☐ Reviewed MnTC Goal Area Cross-walk Template (for LAS MnTC courses only)
☐ MnTC Goal Area is appropriate based on MnSCU guidelines — Transfer Specialist consulted
☐ Verified credentials for faculty teaching the course

Class Maximum Request Form completed (upload signed form in WIDS)

☐ I support this course ☐ I do not support this course — please provide reason(s):

Academic Dean/Director Signature 1-18-2017 Date

If Academic Dean/Director does not support the new course proposal, faculty developer can elevate proposal to AASC for resolution.

Upload this signed form as a PDF to WIDS Shared Document folder — Curriculum Committee.

Following Curriculum Committee support, this form is completed with final signatures.

Curriculum Committee Chair Signature Date

Vice President of Student and Academic Affairs Signature Date

New Course Form — 9/27/16 — Page 2