Curriculum Development Form — Modify an Existing Course

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)
ACCT 1810

Date of Proposal: 3/6/15  Author:  Jodi Olson

Grading Method: □ Grade  □ Pass/Fail

□ 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

The course is being: □ Modified  □ Deleted (complete Intention Form and obtain signatures)

Describe the modification and the rationale:

Updating for content covered in the course.

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

If yes, which program(s)? — DARS search

Accountant AAS, Accounting Technician AAS, Accounting Diplomas, Payroll Certificate, Business Management AAS,

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

No impact - content change only

Attach additional paperwork if necessary

As Faculty Developer, by signing this Modify an Existing 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

□ Completed Intention Form

Continue the Curriculum Development Process

□ COPY of existing CCO was used to make changes

□ Double-checked:

• 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 Template (for LAS MnTC courses only)

□ Verified 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 and proper structure on CCOs based on SCC example

□ Proofread documentation for grammatical and typographical errors

Jodi Olson

Faculty Developer Signature  2/13/15

As Primary Department Chair, by signing this Modify an Existing 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):

Shawn Olson

Primary Department Chair Signature  2/17/15

Modify an Existing Course Form — 12/9/14 — Page 1
For LAS (MnTC courses) — As a LAS Department Chair, by signing this Modify an Existing 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

☐ 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 modified course proposal, faculty developer can elevate the proposal to AASC for resolution.

As Academic Dean/Director, by signing this Modify an Existing 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
☐ Addressed the need for Class Maximum Change Request form
   ☐ No change in class maximum OR
   ☐ Change in class maximum — Class Maximum Change Request form completed with all necessary signatures

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

Academic Dean/Director Signature                3/7/15

If Academic Dean/Director does not support the modified course proposal, faculty developer can elevate the 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 4/13/15

Vice President of Student and Academic Affairs Signature                Date 4/14/15
Curriculum Development Form — Modify an Existing Course

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

ACCT 1811

Date of Proposal: 3/6/15
Author: Jodi Olson

Course Contact: Jodi Olson
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

The course is being: ☒ Modified ☐ Deleted (complete Intention Form and obtain signatures)

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Updating for content covered in the course.

Is this course a requirement/elective for a specific program or programs? ☒ Yes ☐ No

If yes, which program(s) — DARS search
Accountant AAS, Accounting Technician AAS, Accounting Diplomas, Payroll Certificate, Business Management AAS,

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

No impact - content change only

Attach additional paperwork if necessary

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Prior to Preparing Documentation

☐ Initiation — idea was submitted to Department Chair(s) and Academic Dean/Director for discussion and support
☐ Completed Intention Form

Continue the Curriculum Development Process

☐ COPY of existing CCO was used to make changes
☐ Double-checked:
  • 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 Crosswalk Template (for LAS MnTC courses only)
☐ Verified 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 and proper structure on CCOs based on SCC example
☐ Proofread documentation for grammatical and typographical errors

Faculty Developer Signature: Jodi Olson
Date: 2/13/15

As Primary Department Chair, by signing this Modify an Existing 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 Crosswalk 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: [Signature]
Date: 2/13/15

Modify an Existing Course Form — 12/9/14 — Page 1
For LAS (MnTC courses) — As a LAS Department Chair, by signing this Modify an Existing 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 modified course proposal, faculty developer can elevate the proposal to AASC for resolution.

As Academic Dean/Director, by signing this Modify an Existing 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

- Addressed the need for Class Maximum Change Request form

- No change in class maximum OR

- Change in class maximum — Class Maximum Change Request form completed with all necessary signatures

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

- Academic Dean/Director Signature

- 3/16/15

If Academic Dean/Director does not support the modified course proposal, faculty developer can elevate the 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.

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

- Curriculum Committee Chair Signature

- Date

- 4/3/2015

- Vice President of Student and Academic Affairs Signature

- Date

- 4/14/15

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