Curriculum Development Form — New Course

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

VITI 1111- Introduction to Viticulture and Vineyard Establishment

Date of Proposal: 3/16/2015

Course Contact: Don Hermanson

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)? — DARS search

Viticulture Certificate

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

None

Describe the rationale for offering this new course:

Required class in the Viticulture certificate program

Attach additional paperwork if necessary

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 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
  • course prefix and number
  • prerequisites
  • MnTC goal area — LAS courses

☑ Completed MnTC Goal Area Cross-walk Template (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 document for correct content on CCOs based on SCC example

☑ Proofread documentation for grammatical and typographical errors

Faculty Developer Signature

Date 3-16-15

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 3-16-15
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):
☑ 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                        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 — 12/9/14 — Page 2
Curriculum Development Form — New Course

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

VITI 1112- Botanical Viticulture

Date of Proposal: 3/16/2015 Author: Don Hermanson

Course Contact: Don Hermanson 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)? — DARS search

Viticulture Certificate

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

None

Describe the rationale for offering this new course:

Required class in the Viticulture certificate program

Attach additional paperwork if necessary

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 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 Template (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

Faculty Developer Signature 3-16-15 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 3-16-15 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
☐ 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                  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 — 12/9/14 — Page 2
Curriculum Development Form — New Course

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

VITI 1113- Winter Viticulture Technology

Date of Proposal: 3/16/2015  Author: Don Hermanson

Course Contact: Don Hermanson  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)? — DARS search

Viticulture Certificate

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

None

Describe the rationale for offering this new course:

Required class in the Viticulture certificate program

Attach additional paperwork if necessary

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 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 Template (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

[Signature]
Faculty Developer Signature  3-16-15

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]
Primary Department Chair Signature  3-16-15
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

________________________
LAS Department Chair Signature  
Date

________________________
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):

- [x] 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

- [x] 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 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 — 12/9/14 — Page 2
Curriculum Development Form — New Course

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

VITI 1114- Spring Viticulture Technology

Date of Proposal: 3/16/2015

Author: Don Hermanson

Grading Method: ☑ Grade

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)? — DARS search

Viticulture Certificate

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

None

Describe the rationale for offering this new course:

Required class in the Viticulture certificate program

Attach additional paperwork if necessary

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 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 Template (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


Faculty Developer Signature

3-14-15

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

3-16-15

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
☐ 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                          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 — 12/9/14 — Page 2
Curriculum Development Form — New Course

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

VITI 1115- Summer/Fall Viticulture Technology

Date of Proposal: 3/16/2015

Don Hermanson

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)? — DARS search

Viticulture Certificate

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

None

Describe the rationale for offering this new course:

Required class in the Viticulture certificate program

Attach additional paperwork if necessary

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 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 Template (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

Faculty Developer Signature

3-16-15

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

3-16-15
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
☐ 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):

______________________________________________  3-16-15
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.

______________________________________________  4/3/2015
Curriculum Committee Chair Signature                      Date

______________________________________________  2/14/15
Vice President of Student and Academic Affairs Signature                      Date

New Course Form — 12/9/14 — Page 2