Curriculum Development Form — New Course

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

CULN 1200 Garde Manger 1-3 credits

Date of Proposal: 3/15/2015  Author: Mike Broughten

Course Contact: Chef Mike  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

What impact will this new course have on other program(s)?
none

Describe the rationale for offering this new course:

the advisory committee and the faculty identified the need for these revisions

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 prefix and number
  • course name
  • prerequisites
  • lecture/lab credits and hour breakdown
  • 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  Date  3-18-15

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  2/4/15
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):

_________________________  3/15/15
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

_________________________  4/14/15
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)

CULN 1201 Garde Manger 2- 3 credits

Date of Proposal: 3/15/2015  Author: Mike Broughten

Course Contact: Chef Mike  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

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

none

Describe the rationale for offering this new course:

the advisory committee and the faculty identified the need for these revisions

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  3-18-15

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  3-22-15
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):

_________________________  3/15/15
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

_________________________  4-14-15
Vice President of Student and Academic Affairs Signature                  Date
Curriculum Development Form — New Course

CULN 1202 Ala Cart Cooking & Production- 4 credits

Date of Proposal: 3/15/2015  Author: Mike Broughten
Course Contact: Chef Mike  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://mtntransfer.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

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

none

Describe the rationale for offering this new course:
the advisory committee and the faculty identified the need for these revisions

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: [Signature]  Date: 3-15-15

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: [Signature]  Date: 3-15-15
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):

______________________________
Academic Dean/Director Signature

3/15/15

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

4/3/2015

Date

______________________________
Vice President of Student and Academic Affairs Signature

4/14/15

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)

CULN 1203 Baking 1-2 credits

Date of Proposal: 3/15/2015

Author: Mike Broughten

Course Contact: Chef Mike

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://mntc.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

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

none

Describe the rationale for offering this new course:

The advisory committee and the faculty identified the need for these revisions

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 prefix and number
  • prerequisites
  • MnTC goal area — LAS courses
  • lecture/lab credits and hour breakdown

☐ 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

Signatures and Dates

Faculty Developer Signature 3/18/15

Primary Department Chair Signature 3/18/15

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):
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):

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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):

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[Signature]  3/15/15

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.

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[Signature]  4/3/2015

Curriculum Committee Chair Signature  Date

-------------

[Signature]  11/14/15

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)
CULN 1204 - Baking II

Date of Proposal: 3/23/2015          Author: Mike Broughten

Course Contact: Chef Mike          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://mntc.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

Culinary Arts AAS & Diploma

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

None

Describe the rationale for offering this new course:
Advisory committee and faculty identified the need (part of a complete program redesign)

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 prefix and number
  • course name
  • lecture/lab credits and hour breakdown
  • 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

3-23-15

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

3/23/15

New Course Form — 12/9/14 — 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

☐ 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):

__________________________________________  3/30/15
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

__________________________________________  4/14/15
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)

CULN 1205 Hospitality Nutrition-2 credits

Date of Proposal: 3/15/2015  Author: Mike Broughten

Course Contact: Chef Mike  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

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

none

Describe the rationale for offering this new course:

the advisory committee and the faculty identified the need for these revisions

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 Crosswalk 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

3-18-15

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 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):

3/14/14

Primary Department Chair Signature  Date

New Course Form — 12/9/14 — 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
- [X] I do not support this course — please provide reason(s):

```
LAS Department Chair Signature  Date
```

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

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LAS Department Chair Signature  Date
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- [ ] I support this course
- [X] I do not support this course — please provide reason(s):

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

```
Academic Dean/Director Signature  3/15/15
```

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.

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Curriculum Committee Chair Signature  4/3/2015
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Vice President of Student and Academic Affairs Signature  4/14/15
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*New Course Form — 12/9/14 — Page 2*