Curriculum Development Form — New Course

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

CULN 1300 Culinary Management - 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://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  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  3/10/15

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):

______________________________  3/15/15
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

______________________________  4/11/15
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 1301 Advanced Culinary- 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://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

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):

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Continue the Curriculum Development Process

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☑ 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 M. Broughten 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 M. Broughten 3/1/15
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):

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LAS Department Chair Signature  
Date

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LAS Department Chair Signature  
Date

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LAS Department Chair Signature  
Date

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

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

---

[Signature]

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.

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

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[Signature]

Curriculum Committee Chair Signature  
4/3/2015  
Date

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[Signature]

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

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

CULN 1302 Sustainable Foods & Organic Cooking: 1 credit

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://mncareer.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:

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[Signature]

3/15/15

Faculty Developer Signature Date

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

[Signature]

3/10/15

Primary Department Chair Signature Date

New Course Form — 12/9/14 — Page 1
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  - [ ] 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

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  - [ ] 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.

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__________________________
Curriculum Committee Chair Signature
__________________________
Date

__________________________
Vice President of Student and Academic Affairs Signature
__________________________
Date

New Course Form — 12/9/14 — Page 2