Curriculum Development Form — Modify an Existing Course

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)
NURS 1110 Foundation of Nursing, 2 credits

Date of Proposal: 3/16/2015
Author: Candence Mortenson-Klimpel

Course Contact: Candence Mortenson-Klimpel
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://mtntransfert.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:

Course credit reduction (3 to 2 cr) and 1 competency moved to NURS 1175 Interventions (infection control concept)

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

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

NONE

What impact will this modified course have on other program(s)?
NONE

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

Faculty Developer Signature: Candence Mortenson-Klimpel
Date: 3/16/2015

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):

Primary Department Chair Signature: Candence Mortenson-Klimpel
Date: 3/16/2015
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 Date

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

Vice President of Student and Academic Affairs Signature Date

Modify an Existing Course Form — 12/9/14 — Page 2
Curriculum Development Form — Modify an Existing Course

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr.
NURS 1150 Clinical Foundation, 3 credits

Date of Proposal: 3/16/2015  Author: Jennifer Ongie-Jindra

Course Contact: Candence Mortenson-Klimpel  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

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

Describe the modification and the rationale:

Addition of 1 course competency with learning objectives to include all four student learning outcomes for the Practical Nursing Program.

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

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

None

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

None

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
  - 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


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):


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 Crosswalk 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 Crosswalk 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 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

__________________________________________
Vice President of Student and Academic Affairs Signature           Date

Modify an Existing Course Form — 12/9/14 — Page 2
Curriculum Development Form — Modify an Existing Course

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)
NURS 1175 Nursing Interventions, 3 credits

Date of Proposal: 3/16/2015  Author: Jennifer Ongie-Jindra

Course Contact: Candence Mortenson-Klimpel  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.transfer.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:

Added course competencies with learning objectives to include all four student learning outcomes for the practical

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

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

None

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

None

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

Faculty Developer Signature  3/16/2015

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).

Primary Department Chair Signature  3/16/2015
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 Crosswalk 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 Crosswalk 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 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

__________________________
Vice President of Student and Academic Affairs Signature  
Date

*Modify an Existing Course Form — 12/9/14 — Page 2*
Curriculum Development Form — Modify an Existing Course

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)
NURS 1310, Application of Nursing, 4 credits

Date of Proposal: 3/16/2015  Author: Jennifer Prochaska

Course Contact: Candy Mortenson-Klimpel  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 MnTransfer area(s) will it fulfill (http://mentransfer.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:

Added course competencies with learning objectives to include all four Student Learning Outcomes for the Practical

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 modified course have on other program(s)?

none

Attach additional paperwork if necessary

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☑ Double-checked:
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  - course prefix and number  - lecture/lab credits and hour breakdown
  - course goals and objectives  - prerequisites
  - MnTransfer goal area — LAS courses

☑ Completed MnTransfer Goal Area Crosswalk Template (for LAS MnTransfer courses only)

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Faculty Developer Signature

3/16/2015

Date

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☑ 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

3/16/2015

Date
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☐ 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.

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☐ 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):

Michelle & Brunner, Director of Allied Health & Nursing  3.16.2015

Academic Dean/Director Signature  Date

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.

Date

Date

Date

Modify an Existing Course Form — 12/9/14 — Page 2