Curriculum Development Form — Modify an Existing Course

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)
NURS 2200, LPN to RN Transition

Date of Proposal: 3/18/2015  Author: Cheryl Clendenin

Course Contact: Cheryl Clendenin  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://mtransfer.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:

Describe the modification and the rationale:

1. Align course with QSEN and NCLEX industry standards
2. Align and level to 2nd semester nursing courses
3. 

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

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

Associate in Science Nursing

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

Denny Clendenin  3/17/15
Faculty Developer Signature  Date

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

Denny Clendenin  3/17/2015
Primary Department Chair Signature  Date
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 — 12/3/14 — Page 2
**Curriculum Development Form — New Course**

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)
NURS 2270 Semester 1 Pharmacology, 3 cr.

Date of Proposal: 3/10/2015  
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://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:

Program modification is to separate current first semester course NURS 2275 Skills and Pharmacology I into two

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
  - 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

Candence Mortenson-Klimpel  
Faculty Developer Signature  
3/10/2015

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

Candence Mortenson-Klimpel  
Primary Department Chair Signature  
3/10/2015
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
Curriculum Development Form — Modify an Existing Course

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)
NURS 2250 Semester 1 Clinical Practice, 2 credits

Date of Proposal: 3/17/2015  Author: 3/17/2015
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://mncolleges.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:
Competency and learning objectives changes to align with NCLEX concepts and Student Learning Outcomes
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

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
3/17/2015

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
3/17/2015
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 2275 - Skills Lab, 2 cr.

Date of Proposal: 3/11/2015  Author: Margaret Brewer

Course Contact: Margaret Brewer  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

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

Describe the modification and the rationale:

Program redesign - better alignment with program Student Learning Outcomes and NCLEX concepts.

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)? Program redesign - original 2275 Skills and Pharmacology will be divided into two separate.

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

Margaret Brewer  3/11/2015

Faculty Developer Signature  Date

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):

Candace Kempter  3/16/2015

Primary Department Chair Signature  Date
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):

_________________________  3/18/15
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.

_________________________  4/17/2015
Curriculum Committee Chair Signature  Date

_________________________  4/22/15
Vice President of Student and Academic Affairs Signature  Date
Curriculum Development Form — Modify an Existing Course

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

NURS 2320 3 credits NURS 2 and Surg Basic

Date of Proposal: 3/10/2015  Author: Sandra Kroeger

Contact: Sandra Kroeger  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)

Describe the modification and the rationale:

Credit hours are being reduced from 5 to 3. The 2nd semester course will cover only the basics of medical-surgical

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

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

Associate of Science — Nursing

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

[Signature]

Faculty Developer Signature

Date: 3/12/15

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):

[Signature]

Primary Department Chair Signature

Date: 3/12/2015

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

  LAS Department Chair Signature
  Date

  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 2350 Semester 2 Clinical Practice, 4 credits

Date of Proposal: 3/16/2015  
Author: Candence Mortensen-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://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:

Change in pre-requisite, NURS 2375 no longer relevant since is a 16 week course

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:  
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:  
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