Curriculum Development Form — Modify an Existing Course

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1500, Business Law, 3 cr)
Nurs 3375, Semester: Fall, Skills Lab and Pharmacology, 3 cr

Date of Proposal: 3/16/15
Course Contact: Juanita Schueler
Grade: X
Pass/Fail: 
On Demand: 
Alternate Years: 
Variable: 

Is this proposed course a Liberal Arts and Sciences course? □ Yes □ No
If yes, which MnTC 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:

medications to curriculum. Adding more in-depth Pharmacology

Is this 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)?

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

Juanita Schueler
Faculty Developer Signature Date: 3/16/15

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)

Cecelia Moden
Primary Department Chair Signature Date: 3-16-2015

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 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.

☐ 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
☐ Retrieved MnTC Goal Area Crosswalk Template (for LAS MnTC courses only)
☐ MnTC Goal Area is appropriate based on MnTC guidelines — Transfer Specialist evaluation
☐ Verification agreements 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 signature:

Curriculum Committee Chair Signature

Vice President of Student and Academic Affairs Signature

Modify an Existing 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)
2420 Semester 3 Maternal - Child Health

Date of Proposal: 3/2/15
Author: Sandy Bosel

Course Contact: Sandy Bosel
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)?

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: Due to program modification. This a new course split from the 2410 Theory into 2 separate specialty courses

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 3/2/15

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

Primary Department Chair Signature

Date 3/16/2015

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):


Academic Dean/Director Signature  3.18.15

If Academic Dean/Director does not support the new course proposal, faculty developer can elevate proposal to AASC for resolution.

Upload this signed form as a PDF to WIDS Shared Document folder — Curriculum Committee.

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

Curriculum Committee Chair Signature  4/17/2015

Vice President of Student and Academic Affairs Signature  2/22/15

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)
NURS 2430 Semester 3 Mental Health Theory 2 credits

Date of Proposal: 3/10/2015

Author: Sarah Minnick/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://mentransfer.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:

Dividing the original course of NURS 2410 Semester 3 Theory into separate Mental Health and Maternal Child courses.

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

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

New Course Form — 12/3/14 — 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):

__________________________________________________________
Academic Dean/Director Signature                      Date

If Academic Dean/Director does not support the new course proposal, faculty developer can elevate proposal to AASC for resolution.
Upload this signed form as a PDF to WIDS Shared Document folder — Curriculum Committee.

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

__________________________________________________________
Curriculum Committee Chair Signature                    Date

__________________________________________________________
Vice President of Student and Academic Affairs Signature Date

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

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)
NURS 2450 Semester 3 Clinical Practice, 4 credit

Date of Proposal: 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://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:

Pre-requisite changes

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

Candence Mortenson-Klimpel
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):

Candence Mortenson-Klimpel
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  3.18.15

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  4/17/2015

___________________________________________________________

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

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)
NURS 2550 Semester 4 Clinical Practice, 4 credits

Date of Proposal: 3/16/2015  Author: Sandra Kroeger

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

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

Describe the modification and the rationale:

Change in course description, competencies, and learning objectives to align better with NCLEX concepts and SLOs

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

Sandra Kroeger
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):

Sandra Kroeger
Primary Department Chair Signature  3/16/2015

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

☐ 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*