Curriculum Development Form — New Course

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)
CARP 1110 - Carpentry Tools & Safety

Date of Proposal: 3/6/2015

Author: Mark Paddock / Ryan Langemeier

Course Contact: Mark P / Ryan L

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

Carpentry programs

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

None

Describe the rationale for offering this new course:

Reconfiguring program and course content to better address student needs

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

Facility Developer Signature

3/6/15

Date

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

3/6/15

Date
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)
CARP 1123 - Residential Principles I

Date of Proposal: 3/6/2015  Author: Mark Paddock / Ryan Langemeier

Course Contact: Mark P / Ryan L  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://mctransfer.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:

Changing course focus and desired outcomes

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

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

Carpentry Programs

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 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  [3/31/15]

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):

Primary Department Chair Signature  [3/31/15]
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):

______________________________  3/31/15
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.

______________________________  4/13/15
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)
CARP 1130 - Residential Principles II

Date of Proposal: 3/6/2015

Author: Mark Paddock / Ryan Langemeier

Course Contact: Mark P / Ryan L

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

Carpentry programs

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

None

Describe the rationale for offering this new course:
Reconfiguring program and course content to better address student needs

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  3/31/15

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  3/31/15
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):

__________________________  3/31/15
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.

__________________________  4/13/2015
Curriculum Committee Chair Signature  Date

__________________________  1/14/15
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)
CARP 1226 - Stairway Technology

Date of Proposal: 3/6/2015

Author: Mark Paddock / Ryan Langemeier

Course Contact: Mark Paddock / Ryan L.

Grading Method: ☑ Grade □ Pass/Fail

☐ 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 competencies and focus, and a reduction of credits.

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

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

Carpentry programs

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 Crosswalk 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: Ryan Langemeier 3/6/15

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 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):

Primary Department Chair Signature: Ryan Langemeier 3/6/15
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)
CARP 1227 - Interior Finish 1

Date of Proposal: 3/6/2015  Author: Mark Paddock / Ryan Langemeier

Course Contact: Mark Paddock / Ryan L.  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:

Change in name (previously Insulation, Ventilation, & Enveloping), competencies and focus, and a reduction of credits.

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

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

Carpentry programs

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 prefix and number
  • prerequisite
  • 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  3/31/15

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):

Primary Department Chair Signature  3/31/15
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):

_________________________  3/31/15
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.

_________________________  4/3/2015
Curriculum Committee Chair Signature  Date

_________________________  4/14/15
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)
CARP 1228 - Interior Finish II

Date of Proposal: 3/6/2015  Author: Mark Paddock / Ryan Langemeier
Course Contact: Mark Paddock / Ryan L.  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 name (previously Interior Finish I), competencies and focus, and a reduction of credits.
Is this course a requirement/elective for a specific program or programs?  □ Yes  ☑ No
If yes, which program(s)? — DARS search
Carpentry programs

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

Ryan Langemeier  3/31/15  Faculty Developer Signature

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):

Ryan Langemeier  3/31/15  Primary Department Chair Signature
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):
   __________________________

Barb Embsacher  3/31/15

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.

Date

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)
CARP 1229 - Exterior Finish

Date of Proposal: 3/6/2015

Author: Mark Paddock / Ryan Langemeier

Course Contact: Mark Paddock / Ryan L. 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://mctransfer.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 competencies and focus.

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

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

Carpentry programs

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 3/3/15

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):

Primary Department Chair Signature 3/3/15
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

4/3/2015

__________________________________________
Vice President of Student and Academic Affairs Signature  Date

4/14/15