Curriculum Development Form — New Course

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

Carpentry Lab

Course Contact: Mark P / Ryan L

Date of Proposal: 3/6/2015

Author: Mark Paddock / Ryan Langemeyer

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:

Part of a comprehensive program redesign, including changing course content to better address student/industry 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 prefix and number
  • course name
  • prerequisites
  • lecture/lab credits and hour breakdown
  • 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

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  3/31/15

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  4/13/2015

__________________________________________________________

Vice President of Student and Academic Affairs Signature  4/14/15

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)

CARP 2000 - Carpentry Internship

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 Program

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

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 prefix and number

• course name

• prerequisites

• lecture/lab credits and hour breakdown

• MnTC goal area — LAS courses

☐ Completed MnTC Goal Area Cross-walk Template (for LAS MnTC courses only)

☐ Created measurable course competencies and learning objectives

☐ Considered potential opportunities and impacts of the change on other programs/departments — DARS Search

☐ Proofread documentation for correct content on CCOs based on SCC example

☐ Proofread documentation for grammatical and typographical errors

Faculty Developer Signature  Date

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
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):

__________________________  4/3/15
Academic Dean/Director Signature  Date

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

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

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

__________________________  4/3/2015
Curriculum Committee Chair Signature  Date

__________________________  4/14/15
Vice President of Student and Academic Affairs Signature  Date

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

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)
CARP 2100 - Foundations and Footings

Date of Proposal: 3/6/2015  Author: Mark Paddock / Ryan Langemeier
Course Contact: Mark P / Ryan L格  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
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:
Part of a comprehensive program redesign, including changing course content to better address student/industry 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
  - course prefix and number
  - prerequisite
  - lecture/lab credits and hour breakdown
  - 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):

Academic Dean/Director Signature  3/31/15

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 WITS Shared Document folder — Curriculum Committee.

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

Curriculum Committee Chair Signature  4/1/15

Date

Vice President of Student and Academic Affairs Signature  4-1-15

Date
# Curriculum Development Form — New Course

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

**CARP 2101 - Commercial Construction Concepts**

<table>
<thead>
<tr>
<th>Date of Proposal:</th>
<th>3/6/2015</th>
<th>Author:</th>
<th>Mark Paddock / Ryan Langemeier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Contact:</td>
<td>Mark P / Ryan L</td>
<td>Grading Method:</td>
<td>☑ Grade ☐ Pass/Fail</td>
</tr>
<tr>
<td>Scheduling:</td>
<td>☑ Fall ☐ Spring ☐ Summer ☐ Alternate Years ☐ Variable ☐ On Demand</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is this proposed course a Liberal Arts and Sciences course?</td>
<td>☑ Yes ☐ No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If yes, which MnTC area(s) will it fulfill [<a href="http://mntransfer.org">http://mntransfer.org</a>]?</td>
<td>☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is this course a requirement/elective for a specific program or programs?</td>
<td>☑ Yes ☐ No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If yes, which program(s)?</td>
<td>— DARS search — Carpenter programs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>What impact will this new course have on other program(s)?</td>
<td>None</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Describe the rationale for offering this new course:

Part of a comprehensive program redesign, including changing course content to better address student/industry 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 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

---

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)

---

*New Course Form — 12/9/14 — Page 1*
For LAS (MnTC courses) — As a LAS Department Chair, by signing this New Course form, the Curriculum Committee is assured of the following (check marks required):

☐ LAS course (specifically MnTC courses), documentation through email and department meetings made available for other faculty and programs to provide feedback, includes MnTC Goal Area Cross-walk Template(s)

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

______________________________  __________________________
LAS Department Chair Signature  Date

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

______________________________  __________________________
LAS Department Chair Signature  Date

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

______________________________  __________________________
LAS Department Chair Signature  Date

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

As Academic Dean/Director, by signing this New Course form, the Curriculum Committee is assured of the following (check marks required):

☑ Identified potential opportunities and impacts of the change on other programs/departments — DARS search
☑ Reviewed MnTC Goal Area Cross-walk Template (for LAS MnTC courses only)
☑ MnTC Goal Area is appropriate based on MnSCU guidelines — Transfer Specialist consulted
☑ Verified credentials for faculty teaching the course
☑ Addressed the need for Class Maximum Change Request form

☐ No change in class maximum OR
☐ Change in class maximum — Class Maximum Change Request form completed with all necessary signatures

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

______________________________  3/31/15
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.

______________________________  4/3/2015
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 2102 - Construction Site Experience 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://mntctransfer.org)?
☐ 1  ☐ 2  ☐ 3  ☐ 4  ☐ 5  ☐ 6  ☐ 7  ☐ 8  ☐ 9  ☐ 10
If 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:
Part of a comprehensive program redesign, including changing course content to better address student/industry 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

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

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
☑ 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
______________________________
3/31/15

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
______________________________
4/13/15

Date

______________________________
Vice President of Student and Academic Affairs Signature
______________________________
4/14/15

Date
Curriculum Development Form — New Course

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)
CARP 2103 - Residential Roof Framing

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:
Part of a comprehensive program redesign, including changing course content to better address student/industry 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
  - 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

[Signature]
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):

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

New Course Form — 12/9/14 — Page 1
For LAS (MnTC courses) — As a LAS Department Chair, by signing this New Course form, the Curriculum Committee is assured of the following (check marks required):

☐ LAS course (specifically MnTC courses), documentation through email and department meetings made available for other faculty and programs to provide feedback, includes MnTC Goal Area Cross-walk Template(s)

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

________________________________________________________________________

LAS Department Chair Signature  Date

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

________________________________________________________________________

LAS Department Chair Signature  Date

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

________________________________________________________________________

LAS Department Chair Signature  Date

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

As Academic Dean/Director, by signing this New Course form, the Curriculum Committee is assured of the following (check marks required):

☐ Identified potential opportunities and impacts of the change on other programs/departments — DARS search

☐ Reviewed MnTC Goal Area Cross-walk Template (for LAS MnTC courses only)

☐ MnTC Goal Area is appropriate based on MnSCU guidelines — Transfer Specialist consulted

☐ Verified credentials for faculty teaching the course

☐ Addressed the need for Class Maximum Change Request form

☐ No change in class maximum OR

☐ Change in class maximum — Class Maximum Change Request form completed with all necessary signatures

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

________________________________________________________________________

Academic Dean/Director Signature  3/31/15

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  4/3/2015

Vice President of Student and Academic Affairs Signature  4/14/15

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)
CARP 2202 - Construction Site Experience 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://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:
Part of a comprehensive program redesign, including changing course content to better address student/industry 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

[Signature]  3.31.15
Faculty Developer Signature  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):

[Signature]  3.31.15
Primary Department Chair Signature  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):

________________________________  3/30/15
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

________________________________  4/14/15
Vice President of Student and Academic Affairs Signature  Date