Curriculum Development Form — Modify an Existing Course

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

_____

Date of Proposal: _____ Author: _____

Course Contact: _____ 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: _____

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)?_____

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 within WIDS (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

If change in class maximum, Class Maximum Request Form completed (upload signed form in WIDS)

_____

Faculty Developer Signature   Date

As Primary Department Chair, by signing this *Modify an Existing Course* form, the Curriculum Committee is assured of the following (check marks required):

☐ Documentation through email and department meetings made available for other faculty and programs to provide feedback, includes MnTC Goal Area Cross-walk Template(s)
☐ Proofread documentation for correct content and proper structure on CCOs based on SCC example
☐ Proofread documentation for grammatical and typographical errors

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

_____

_____

Primary Department Chair Signature   Date

For LAS (MnTC courses) — As a LAS Department Chair, by signing this *Modify an Existing Course* form, the Curriculum Committee is assured of the following (check marks required):

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

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

_____

_____
LAS Department Chair Signature   Date

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

_____

_____
LAS Department Chair Signature   Date

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

_____

_____
LAS Department Chair Signature   Date

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

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

☐ Identified potential opportunities and impacts of the change on other programs/departments — DARS search
☐ Reviewed MnTC Goal Area Cross-walk Template (for LAS MnTC courses only)
☐ MnTC Goal Area is appropriate based on MnSCU guidelines — Transfer Specialist consulted
☐ Verified credentials for faculty teaching the course
If change in class maximum, Class Maximum Request Form completed (upload signed form in WIDS)

☐ 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