

# Curriculum Development Form

## Modify an Existing Program (Academic Award)



Program Name (Academic Award): \_\_\_\_\_

CIP Code: \_\_\_\_\_

Type of Academic Award:  AA  AAS  AFA  AS  Diploma  Certificate

Current Location:  Faribault  North Mankato Proposed Location:  Faribault  North Mankato

Current Credits: \_\_\_\_\_ Proposed Credits: \_\_\_\_\_

Date of Proposal: \_\_\_\_\_ Proposed Implementation Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_

What is the modification \_\_\_\_\_

being proposed? \_\_\_\_\_

What impact will \_\_\_\_\_

the modification have? \_\_\_\_\_

Describe the rationale \_\_\_\_\_

for this modification: \_\_\_\_\_

***Attach additional material if necessary***

**As Faculty Developer, by signing this *Modify an Existing Program* 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 program offerings to identify potential duplication
- Completed Intention Form

### ***Continue the Curriculum Development Process***

- Completed the comparison template outlining old program plan vs. new program plan, noting changes between the old and new
- Completed the WIDS Program Project, which includes outlining scope and sequence of program  
**Please Note:** If courses do not already exist, the shell of each course must be created in WIDS before the WIDS Program Project can be completed
- Identified prerequisites (if any) for admission to the program
- Created program description in WIDS
- Created measurable program student learning outcomes in WIDS
- Proofread documentation for correct content
- Proofread documentation for grammatical and typographical errors
- For technical programs, the change was discussed at Advisory Committee meeting (upload meeting minutes)
- Uploaded additional documentation to WIDS (comparison template, etc.)

\_\_\_\_\_  
Faculty Developer Signature

\_\_\_\_\_  
Date

**As Primary Department Chair, by signing this *Modify an Existing Program* 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
- Proofread documentation for correct content and proper structure
- Proofread documentation for grammatical and typographical errors
- For LAS programs, signature of all LAS Department Chairs included

I support this program plan                       I do not support this program plan — please provide reason(s):

\_\_\_\_\_

\_\_\_\_\_  
Primary Department Chair Signature

\_\_\_\_\_  
Date

*For all modified program, if Primary Department Chair does not support the modified program proposal, faculty developer can elevate the proposal to AASC for resolution.*

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**For AA, AFA and AS Degrees Only — As a LAS Department Chair, by signing this *Modify an Existing Program* 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

I support this program plan                       I do not support this program plan — please provide reason(s):

\_\_\_\_\_

\_\_\_\_\_  
LAS Department Chair Signature

\_\_\_\_\_  
Date

I support this program plan                       I do not support this program plan — please provide reason(s):

\_\_\_\_\_

\_\_\_\_\_  
LAS Department Chair Signature

\_\_\_\_\_  
Date

I support this program plan                       I do not support this program plan — please provide reason(s):

\_\_\_\_\_

\_\_\_\_\_  
LAS Department Chair Signature

\_\_\_\_\_  
Date

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

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

- Identified potential opportunities and impacts of the change on other programs/departments (request DARS search from Registrar's Office)
- Provided supporting documentation to populate Program Navigator

I support this program plan                       I do not support this program plan — please provide reason(s):

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Academic Dean/Director Signature Date

*If Academic Dean/Director does not support the modified program 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. Place signed original forms in Curriculum Committee mailbox.***

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

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Curriculum Committee Chair Signature Date

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Vice President of Student and Academic Affairs Signature Date

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President Signature Date

***The following steps are possible post-approval steps***

**Modify an Existing Program**

— Credit length change

Upload to MnSCU Program Navigator

- Curriculum Committee Chair electronic approval
- Vice President of Student and Academic Affairs electronic approval
- President electronic approval
- Vice President of Student and Academic Affairs electronic approval (2nd)
- MnSCU reviews for final approval
- MnSCU grants approval

Student Affairs

- ISRS; DARS; eCatalog

Scope and Sequence for Perkins Programs of Study

Federal Dept. of Education review

Higher Learning Commissions (HLC) review

**Modify an Existing Program**

— No credit length change

Student Affairs (documentation posted on CC website)

- ISRS; DARS; eCatalog

Scope and Sequence for Perkins Programs of Study