

Appendix B

New Course or Course Change Proposal Form

Date of Proposal: 2/22/13						
Author: Pam Becker, Lucinda Wells, Mary Milbert						
Proposal Type: (*)New Course <input checked="" type="checkbox"/>		Modify Course <input type="checkbox"/>		Delete Course <input type="checkbox"/>		
Contact for the Course: Pam Becker						
Course Designator, Number and Title (i.e.: ACCT 1800, Business Law): EAP 80 - English for Academic Purposes: Reading & Oral Lang. Skills						
Number of Credits: 6						
Prerequisites: None						
Course Description: Increase proficiency in English reading, speaking, listening						
Grading Method: Grade <input checked="" type="checkbox"/>		Pass/Fail <input type="checkbox"/>				
Scheduling:	Fall <input checked="" type="checkbox"/>	Spring <input checked="" type="checkbox"/>	Summer <input type="checkbox"/>	Alternate Years <input type="checkbox"/>	Variable <input type="checkbox"/>	On Demand <input type="checkbox"/>
Instructional Type:	Lecture <input type="checkbox"/>	Lab <input type="checkbox"/>	Lecture/Lab <input checked="" type="checkbox"/>	Internship <input type="checkbox"/>	Seminar <input type="checkbox"/>	
(*)Class Maximum: (For New Courses Only), All Unlimited faculty members of a program or discipline must sign.						
Faculty Name		Faculty Signature		Class Max	Date	
Pamela Becker		Pamela Becker		25	2/21/13	
Mary Milbert						
Dean's Name		Dean's Signature		Class Max	Date	
[Signature]		Jane Greathouse		25	2/28/13	
If there is not enough space provided, please use the back of this form for additional signatures or click on a row with the right button of the mouse, select insert and then select insert rows below to add rows to the table.						
Is this Course Proposed as a Liberal Arts Course:					Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If Yes, Which MnTC Area/Area Will it Fulfill (http://www.mntransfer.org)?						
Is This Course a Requirement/Elective for a Specific Program or Programs?					Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If Yes, Which Program(s)?						
Describe What is Changing/Being Added, and the Rationale: Modifying course competencies to reflect the course content.						
What Impact Will This New Course or Change Have on Other Programs or Areas? Reading 90 will need to change prerequisites						

➤ Attach Common Course Outline to this Form.

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Date of Proposal: 2/22/13						
Author: Pam Becker, Lucinda Wells, Mary Milbert						
Proposal Type:		(*)New Course <input checked="" type="checkbox"/>		Modify Course <input type="checkbox"/>		Delete Course <input type="checkbox"/>
Contact for the Course: Pam Becker						
Course Designator, Number and Title (i.e.: ACCT 1800, Business Law): EAP 95 - English for Academic Purposes: Writing & Grammar						
Number of Credits: 6						
Prerequisites: none						
Course Description: Increase proficiency in English writing and grammar						
Grading Method:		Grade <input checked="" type="checkbox"/>			Pass/Fail <input type="checkbox"/>	
Scheduling:	Fall <input checked="" type="checkbox"/>	Spring <input checked="" type="checkbox"/>	Summer <input type="checkbox"/>	Alternate Years <input type="checkbox"/>	Variable <input type="checkbox"/>	On Demand <input type="checkbox"/>
Instructional Type:	Lecture <input type="checkbox"/>	Lab <input type="checkbox"/>	Lecture/Lab <input checked="" type="checkbox"/>	Internship <input type="checkbox"/>	Seminar <input type="checkbox"/>	
(*)Class Maximum: (For New Courses Only) / All Unlimited faculty members of a program or discipline must sign.						
Faculty Name		Faculty Signature		Class Max	Date	
Pamela Becker		Pamela Becker		25	2/21/13	
Mary Milbert						
Dean's Name		Dean's Signature		Class Max	Date	
Jane Greenwood		[Signature]		25	2/28/13	
If there is not enough space provided, please use the back of this form for additional signatures or click on a row with the right button of the mouse, select insert and then select insert rows below to add rows to the table.						
Is this Course Proposed as a Liberal Arts Course:					Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If Yes, Which MnTC Area/Area Will it Fulfill (http://www.mntransfer.org)?						
Is This Course a Requirement/Elective for a Specific Program or Programs?					Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If Yes, Which Program(s)?						
Describe What is Changing/Being Added, and the Rationale: Modify course competencies to reflect the course content						
What Impact Will This New Course or Change Have on Other Programs or Areas? English 90 will need to change prerequisites						

➤ Attach Common Course Outline to this Form.