**MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE**

## NEW COURSE PROPOSAL

**\*A course outline must be submitted with this form**

**\*Remove all instructions that are in red prior to submitting**

|  |  |  |  |
| --- | --- | --- | --- |
| Submitted By: | Click to enter your name | Date: | Click arrow for date picker |
| Campus: | Select your Campus | Phone: | Click to enter phone # |
| Course Discipline: | Choose a Subject. | Course Number Consult with Academic Affairs Coordinator for course number to be assigned. | Click here to enter course number. |
| Course Title: | Click or tap here to enter text. |
| Division: | Choose a Division. |

**Proposed Effective Date:** Choose a term.

**Rationale: Why is this request being made?**

Click or tap here to enter text.

**Has this course been considered or offered as a Special Topics Course:**

[ ]  **Yes** [ ]  **No**

 **Please fill out completely and remove instructions**

**Course credits or length of course :**

**Lecture:** Choose an item. **Lab:**Choose an item. **Clinical:** Choose an item. **Total Credits:** Choose an item.

**Course Title:**

Click or tap here to enter text.

**Course Description:**

Should begin with the course name followed by an action verb. /contains only class content. This will be published in catalog and published on website **EXACTLY** as written here:

Click or tap here to enter text.

**Prerequisite(s): (ie. STSK 0090 or placement by multiple measures)**

Click or tap here to enter text.

**FULFILLS MN TRANSFER CURRICULUM AREA(S)**

**Remove Goal Areas that are not applicable and make sure to select each competency that the course meets**

**You must type in each competency not just list a number or letter.**

**Proposed Goal Areas:**

[ ] Goal 1: Communication: By meeting the following competencies:

 Type in the competencies.

[ ] Goal 2: Critical Thinking: By meeting the following competencies:

Type in the competencies.

[ ] Goal 3: Natural Sciences: By meeting the following competencies:

Type in the competencies.

[ ] Goal 4: Mathematics/Logical Reasoning: By meeting the following competencies:

Type in the competencies.

[ ] Goal 5: History and the Social and Behavioral Sciences: By meeting the following competencies:

Type in the competencies.

[ ] Goal 6: The Humanities and Fine Arts: By meeting the following competencies:

Type in the competencies.

[ ] Goal 7: Human Diversity: By meeting the following competencies:

Type in the competencies.

[ ] Goal 8: Global Perspective: By meeting the following competencies:

Type in the competencies.

[ ] Goal 9: Ethical and Civic Responsibility: By meeting the following competencies:

Type in the competencies.

[ ] Goal 10: People and the Environment: By meeting the following competencies:

Type in the competencies.

**Grading Method:**

**Letter Grade:** [ ]  **Pass/Fail:** [ ]  **Audit:** [ ]

**Registration Edits:**

**Major, Program or Cohort requirements for this course?** Click or tap here to enter text.

**Class Max Size?** Click or tap here to enter text.

**What Semesters will this course be offered?**

[ ]  **Fall** [ ]  **Spring** [ ] **Summer**

**Explain how this new course offering will affect other departments/programs.**

Submit Program Modification paperwork if necessary.

Click or tap here to enter text.

**Explain how this new course offering will affect existing articulation agreements.**

Click or tap here to enter text.

Submission Checklist:

[ ]  New Course outline

[ ]  Course description meets required college format/contains only course content

[ ]  I have researched the effect of the on other programs and articulation agreements

**Signatures:**

**Please send to the Academic Affairs Coordinator to route thru DocuSign for signatures**

|  |  |  |
| --- | --- | --- |
| **Personnel** | **Signature** | **Date** |
| Faculty: |  |  |
| Department Head: (if TPT faculty) |  |  |
| Academic Affairs Coordinator: |  |  |
| Academic Dean: |  |  |
| Division Chair: |  |  |
| Advisory Committee: (if applicable)Liberal Arts Transfer Pathway Committee Chair: (If applicable)Provost (only TPT need this step |  |  |
| Academic Affairs & Standards Council Chair: |  |  |

Comments: Click or tap here to enter text.

Submission Date: Click or tap to enter a date.