



**Answer the following questions regarding the modification or proposal. If you answer 'yes' to any of the questions, attach appropriate documentation and memos of reaction:**

	Yes	No
1. Does this proposal affect another program/course? IF YES, provide documentation of support.		
2. Does this proposal require additional resources (equipment, personnel, etc.)? IF YES, provide evidence that the resources will be available.		
3. Does this proposal affect an articulation agreement? IF YES, specify agreement and provide documentation of the updating of the agreement(s).		
4. Does this proposal include changes in the tasks performed by the graduate that will require a change to the program's learning outcomes? IF YES, document changes to program's learning outcomes.		

**General Education Analysis --** Respond to these questions if this request is to ADD or REVISE (major) a General Education course.

Link to College definition of General Education: <a href="http://www.ntcmn.edu/programs/general_education_information.pdf">http://www.ntcmn.edu/programs/general_education_information.pdf</a> Link to Minnesota Transfer Curriculum: <a href="http://www.mntransfer.org/mntc/mntc.htm">http://www.mntransfer.org/mntc/mntc.htm</a> Link to Guidelines for the Review and Design of a Minnesota Transfer Curriculum. <a href="http://www.mntransfer.org/MnTC/Guidelines.pdf">http://www.mntransfer.org/MnTC/Guidelines.pdf</a> <b>ANSWER EACH OF THE FOLLOWING QUESTIONS:</b>	Yes	No
Does this course satisfy the <a href="#">institution's philosophy and definition of general education</a> ? If yes, proceed. If NO, do not complete the rest of this table.		
Is this course intended to transfer? If yes, proceed. If NO, underline which of the following most accurately identifies the course type: 1) College Readiness or 2) Applied General Education (i.e., not intended to transfer) and do not complete the rest of this table.		
Is this course consistent with the <a href="#">Guidelines for the Review and Design of a Minnesota Transfer Curriculum</a> ? If yes, proceed. If NO, revise to be consistent with the guidelines before submitting request to AASC.		
Is this course designed to have significant focus on one or more of the ten goals of the Minnesota Transfer Curriculum by meeting the following requirements? If yes, proceed. If NO, revise to meet these requirements before submitting to AASC. <ol style="list-style-type: none"> <li>Course must address a majority of the competencies for a goal area (51%).</li> <li>These competencies must be a significant focus of the course.</li> <li>The accompanying documentation (course outline, learning outcomes, sample assignments, etc) must clearly address a majority of the specific competencies for this particular goal area. Goal area must be specified on course outline.</li> <li>If you are requesting approval of this course in a second goal area, you must provide evidence that the course meets both a) and b) above for both goal areas. A single course can address no more than two areas.</li> </ol>		
Specify which <a href="#">MnTC goal(s)</a> this course is designed to meet, per the requirements above, and provide the necessary documentation to demonstrate that the course meets these requirements. <ul style="list-style-type: none"> <li><input type="checkbox"/> Oral and Written Communication</li> <li><input type="checkbox"/> Critical Thinking</li> <li><input type="checkbox"/> Natural Sciences</li> <li><input type="checkbox"/> Mathematics/Logical Reasoning</li> <li><input type="checkbox"/> History/Social and Behavioral Sciences</li> <li><input type="checkbox"/> Humanities and Fine Arts</li> <li><input type="checkbox"/> Human Diversity</li> <li><input type="checkbox"/> Global Perspective</li> <li><input type="checkbox"/> Ethical and Civic Responsibility</li> <li><input type="checkbox"/> People and the Environment</li> </ul>		

## Explanation Sheet for Curriculum Modifications

### Major Modifications: (require AASC action)

The Curriculum Modification Form is designed to address Major Modifications. These include:

- Adding courses to the college course inventory. Syllabus draft must be submitted along with the Curriculum Modification form. Absent that, AASC can conditionally approve the course offering, with final approval not received until the syllabus is received and reviewed.
- Deleting courses from the college course inventory
- Adding a new program – AASC recommends submission of Program Intent.
  - If approval is received to proceed with a New Program Application, when new program application is ready to submit, Dean posts the app for the AASC members, notifying them of the posting.
  - They have 5 days to review and comment. Absent any request for AASC review by any AASC member, the application is sent to MnSCU.
  - When the syllabi and program plan for the new program are ready, AASC reviews the syllabi and program plans through this Curriculum Modification Form.
- Changing the requirements for a program IF
  - The change impacts other programs or divisions; e.g., any changes to **general education** course requirements of a program impact the program and also the general education division; changes to **cored** courses (including gen ed courses) impact all programs that use that course; **courses offered online** that are taken by learners at sister colleges (i.e., by changing the course, it would no longer meet the needs of learners who might otherwise have taken the course online); changes to courses that are part of Advanced Standing agreements or articulation agreements with other institutions that would require updating the agreements.
  - Changes are more than 10% of the program (i.e., increase or decrease in number of credits) and or 10% of the course content. These changes would most likely require a change in the program's learning outcomes.
  - Changes would require a Program Redesign application.

### Minor Modifications: (require FYI to AASC unless specific action is requested)

These modifications impact only one program (or related programs in one division) that are made with the faculty, division chair and dean. All faculty must be in agreement with the proposal or any faculty member can request AASC review. If all faculty are in agreement, the changes are brought as an FYI for the AASC.

- Change in course requirements within the program:
  - Adding and/or deleting and/or changing the credits/credit configuration for a course (taken only by that program) for no net credit change in program length, or less than 10% change.
- Changing a course syllabus by 10% or less
- Changing course number, title, description, pre/co reqs – as long as that course is not gen ed, cored, or an online course taken by others at other colleges (see above).

In addition, an FYI will be sent from the Dean to AASC when programs are being closed or suspended.

### Curriculum modification process forms:

**3030-4-01 Curriculum Modification Form** = Internal form for presenting major curriculum changes (see above) to the **AASC** for recommendation -- Form completed by faculty, with support of other program faculty, division chair, dean.

**3065-4-01 New Program/Program Redesign Initial Proposal Form** = internal form to present ideas for new programs or major redesigns to **AASC** for recommendation (e.g., changing from diploma to AAS, adding an award, increasing or decreasing the program by more than 10%). Form completed by New Program Development Sub-committee appointed by AASC). If AASC recommends the new program, next step is a **New Program Intent Form**.

**New Program Intent Form** = MnSCU form required before a new program application can be submitted (submission based on recommendation by AASC and approval by Dean/Provost). This is posted for 21 days, during which time other colleges can register objections. If there are none, the program development may proceed.

**New Program Application Form** = MnSCU form required to secure approval for a new program. This must be submitted within 60 days of receiving approval after the 21-day posting of the Intent. Dean's office

**Program Redesign Form** = MnSCU form required to change an approved program (e.g., change in credit length and/or award)

NTC's General Education requirements for the different awards (and different lengths of diploma programs) are shown below.

GENERAL EDUCATION CREDIT REQUIREMENTS			
Total Program Credits	Minimum Requirement Liberal Arts Gen Ed MN Transfer Curriculum	Minimum Requirement Applied Gen Ed	Minimum Category Requirement
AS Degree	30 credits		6 categories
AAS Degree	25% of credits		4 categories
Diploma (55-72 or more)		9	3 categories
Diploma (37-54)		6	2 categories
Diploma (30-36)		3	1 category
Certificate (16-30)		3	1 category
Certificate (15 or fewer)		0	

The most current documentation is electronic, therefore please discard printed copy after 24 hours.			Print Date: 01/23/08 12:44 PM
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