DIN: 3030-2-02
Name of Process: Developing or Revising Master Course Outlines

Purpose

The purpose of this process is to ensure that all Northwest Technical College master course outlines have been developed or revised and approved in accordance with college requirements and quality expectations. All outlines will include specific sections to communicate to the students the content and performance expectations for each course.

Scope

This process will guide the development and approval of all master course outlines in the Northwest Technical College database.

Definitions

The following is a list of key definitions:

Term/Phrase	Definition
Master Course Outline	This is the master outline that has been agreed upon by faculty in the program to which the course belongs. All faculty teach from this master outline.
Course Manager	The person assigned responsibility for creating and modifying the official Course Outline for a specific course. Each course has a Course Manager.
Course Outline sections MN Transfer curriculum goals revision histories.	These include Course Number (assigned by Curriculum Office); Course Title; Course Credits, including credit configuration; Course Description; Course Pre or Co-requisites; Exit Learning Outcomes addressed in the course, including Program or General Education Outcomes and Core Abilities; Course Competencies to be learned; Performance Standards, including conditions and criteria; and Learning Objectives; and the Accommodations Statement.
Syllabus	Minnesota State policy defines a syllabus as the individualized course outline that includes information specific to an individual instructor; meeting dates/times, and locations; instructor contact information and office hours; required course materials; course requirements; course goals and objectives and instructional plan; grading policies, assessment and evaluation standards; student responsibilities; and pertinent policies. As addressed in Minnesota State Policy 3.36.1, Syllabi will also address content hour policy expectations and the number of hours the course will meet each week and the number of hours students are expected to complete academic course work outside of class. Also included are text and grade information and often includes a calendar of course sessions.

Curriculum Modification Form	Certain changes require action by the Division Chair and/or Academic Affairs and Standards Council and these are submitted via a completed Curriculum Modification Form. Changes requiring this form are: o new courses and programs; o student learning outcomes; o deleted courses and programs; o changes to course number, title, description, prerequisites, credits; o changes to program title, award, length, course requirements
Approvals from other programs	Changes to courses utilized by more than one program require the review of all Divisions.
AASC	Academic Affairs and Standards Council. The approval body for course and program changes that require a Curriculum Modification Form.

Process

The table below describes responsibilities for this process:

Stage	Who	Description
1	Division Chair	Name Course Manager to every course in the division's course inventory, informing Academic Dean. Identify courses that are used by programs in other divisions and assure that Course Manager knows he/she is responsible for communicating with faculty in those other programs to assure agreement with the content in the Course Outline.
2	Registrar	Send course outline to the assigned Course Manager, implementing Policy 3030-2-01. This includes keeping records of the status of the course outline and posting approved files to the college's course database.
3	Faculty	Develop the course content. Communicate with appropriate faculty who teach the course and seek consensus on the content prior to submitting to the Division Chair. Send completed course outline to Division Chair for review to ensure outline meets Course Outline requirements.
4	Division Chair	Upon receipt of course outline, review for compliance with requirements and send course outline to Academic Dean. Complete a Curriculum Modification Form with the help of the creator of the Course Outline.

The most current documentation is electronic; therefore, please discard printed copy after 24 hours. This does not apply to completed forms which are records.		Print Date: 07/23/09 5:01 AM	
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		IF this course does not require consensus or consensus has been reached,	THEN submit Curriculum Development/ Modification Form to Academic Dean.
		IF this is a course needing consensus that hasn't been achieved,	THEN convene meeting for consensus, if needed, and work to achieve consensus. If consensus is reached, send course outline to Academic Dean.
			If consensus is not reached, continue with this process by submitting Curriculum Modification Form to Academic Dean, along with the course outline but inform dissenters that they may attend AASC review if they wish.
5.	AASC	Act on Curriculum Modification requests. Course Managers will be asked to attend the AASC meeting at which their Modification requests will be considered. Faculty who want to comment may also attend the meeting.	
6.	Registrar	Implement remaining steps of Managing Curriculum Database procedure. Keep electronic spreadsheet documenting the status of each course. Ensure that all approved Course Outlines are posted in the college's curriculum database.	

Supporting references
Listed below are college documents that support this process:

3030-1-01 Curriculum Integrity
3030-2-01 Making Curriculum Changes
Minnesota State Policy 3.36.1