Core Curriculum Program

Form FOR MODIFIED COURSE SUBMISSIONS

# This form should be completed if a course is currently in the University Catalog and modifications to the course are desired. Modifications may include addition or deletion of a goal area or student learning outcomes/competencies within a goal area; change to the department prefix and number; title change; and, alteration of a course description, prerequisites, credits, and frequency of offering. A goal area-specific COURSE SUBMISSION FORM may also be required; please see I and III below.

# If you have questions about these forms or the curriculum review process for Core Curriculum courses, contact the Core Curriculum Director or a Core Curriculum Committee member. A current committee member list is available at <http://www.bemidjistate.edu/faculty_staff/faculty_association/>. (Click on “Senate and Committees,” then “Faculty Committee Roster,” and then scroll down to Core Curriculum Committee.)

**I. Summary of Modification(s).**

In the middle column please provide information on the course as it is currently described in the University Catalog. In the right column, please provide all proposed modifications. If there is no proposed change to an item (e.g., department prefix and number), the cell in the right column may remain blank.

|  |  |  |
| --- | --- | --- |
| **Type(s) of Course Modification** | **Current-- Complete all cells** | **Proposed--**  **Complete all cells that apply** |
| **Core Goal Area(s)**  (Changes require completion of a Course Submission Form for the appropriate goal area(s)—see III below) |  |  |
| **Department Prefix & Number** |  |  |
| **Title** |  |  |
| **Description**  (Changes require completion of a Course Submission Form for the appropriate goal area(s) if the changes also affect the student learning outcomes/competences—see III below) |  |  |
| **Prerequisite(s)** |  |  |
| **Credits** |  |  |
| **Frequency of offering** |  |  |

**II. Explanation for proposed modification(s). Please use the space below for the explanation.**

**III. Competencies Checklist**

If a Core Curriculum goal area is being added or deleted, OR if the course description is being changed in such a way that the student learning outcomes/competencies covered are affected, complete a COURSE SUBMISSION FORM for the appropriate goal area. The goal area forms can be found at <http://www.bemidjistate.edu/faculty_staff/faculty_association/forms/>. Each course submission form describes the student learning outcomes/competencies for that goal area (e.g., Goal Area 1: Communication) and the student learning outcomes/competencies for Goal Area 2: Critical Thinking.

# IV. Signatures and Contact Person

**Originator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_**

Name Typed Signature Date

**Department Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_**

Name Typed Signature Date

**Dean: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_**

Name Typed Signature Date

**Person to be contacted for further information:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# V. Submission Process Information

# The completed form, including signatures, follows the same process as a curriculum proposal. Core Curriculum forms may be submitted concurrently with curriculum proposals for new or modified courses. To begin the process, submit your proposal to your department chair. See the chart below for routing.

|  |  |  |  |
| --- | --- | --- | --- |
| **Routing Steps for Core Curriculum Review** | **New Courses (not in the catalog)** | **Courses in Catalog but New to Core** | **Modification of Courses already in Core** |
| Department Chair | X | X | X |
| Dean | X | X | X |
| Academic Affairs (for tracking) | X | X | X |
| Curriculum Coordinator (Records Office) | X | X | X |
| Curriculum, Graduate, Teacher Education Committees, as appropriate | X |  | X |
| Core Curriculum Committee | X | X | X |
| Curriculum Report | X | X | X |
| Faculty Senate | X | X | X |
| Academic Affairs | X | X | X |