

Policy and Procedure

Policy Number: 225REV2

Date: February 27, 2006

Revision Date: March 28, 2007; May 7, 2014

Division/Department: Academic Affairs

Authors: Mary Jo Mettler and Rita Youngbauer

Revision: Ann Boldt and Joan Bloemendaal-Gruett

Subject: Minnesota Transfer Course Development Process

Authorities: MnSCU Transfer Oversight Committee

Purpose: To ensure courses offered in the liberal arts and sciences meet the criteria for inclusion in the Minnesota Transfer Curriculum (MnTC) where applicable.

Policy: Faculty, Academic Affairs and Standards Council, and the Chief Academic Officer (CAO) will work together to create and maintain liberal arts and science courses that meet the MnTC using the evaluation criteria approved by the Transfer Oversight Committee.

The developer of the course will follow these Procedures:

1. Check that the course meets the institution's definition of general education.
2. Check that the course is consistent with the Guidelines for the Review and Design of a Minnesota Transfer Curriculum. (Appendix A: Guidelines for the Review and Design of Minnesota Transfer Curriculum; for additional information regarding MnTC, see www.mntransfer.org).
3. Review the course outcomes to ensure the course proposal has significant focus on one or more of the ten goals of the MnTC and meets a minimum of 51% of the competencies outlined in the MnTC Goal Area (Appendix B: The Minnesota Transfer Curriculum: Goals and Student Competencies)
4. Analyze the course in comparison to similar MnTC courses offered by other Minnesota State Colleges and Universities, and neighboring states.
5. Complete the Minnesota Transfer section on the College's curriculum forms if the course proposal meets MnTC criteria. Then the developer will review the information with the Curriculum Coordinator. After consultation, the course is brought forward to the Academic Affairs and Standards Council for review and approval.

6. Be prepared to address any questions raised when the MnSCU System Office conducts a review of the College's MnTC.

Dissemination: This policy is distributed to all faculty and staff via the campus intranet.

Reviewed by Leadership Team: 12-12-05

Reviewed by Faculty Shared Governance: 1-17-06

Approved: 2-24-06

Robert L. Musgrove, Ph.D., President

Revision Reviewed by Leadership Team: 3-19-07

Revision Reviewed by Faculty Shared Governance: 3-28-07

Revisions Approved: 3-28-2007

Robert L. Musgrove, Ph.D., President

Revisions Reviewed by Faculty Shared Governance: 5-7-14

Revisions Approved: _____

Robert L. Musgrove, Ph.D., President