

WINONA STATE UNIVERSITY REQUIRED CHECKLIST FOR ALL CURRICULAR PROPOSALS

Course or Program MATH 271

This checklist enables A2C2 representatives to endorse that their departments have accurately followed the Process for Accomplishing Curricular Change. For each course or program proposal submitted to A2C2, this checklist must be completed, signed by the submitting department's A2C2 representative, and included with the proposal when forwarded for approval. Peer review of proposals is also strongly advised, e.g., departments should discuss and vote on the proposals *as submitted to A2C2*, rather than on just the ideas proposed or drafts of proposals.

If a proposal fails to follow or complete any aspect of the process, the Course and Program Proposal Subcommittee will postpone consideration of the proposal and return it to the department's A2C2 representative for completion and resubmission. Resubmitted proposals have the same status as newly submitted proposals.

Note: This form need not be completed for notifications.

1. The appropriate forms and the "Approval Form" have been completed in full for this proposal. All necessary or relevant descriptions, rationales, and notifications have been provided.
 _____ Completed

- 2a. The "Financial and Staffing Data Sheet" has been completed and is enclosed in this proposal, if applicable.
 _____ Completed _____ NA

- 2b. For departments that have claimed that "existing staff" would be teaching the course proposed, an explanation has been enclosed in this proposal as to how existing staff will do this, e.g., what enrollment limits can be accommodated by existing staff. If no such explanation is enclosed, the department's representative is prepared to address A2C2's questions on this matter.
 _____ Completed _____ NA

3. Arrangements have been made so that a department representative knowledgeable of this proposal will be attending both the Course and Program Proposal Subcommittee meeting and the full A2C2 meeting at which this proposal is considered.
 _____ Completed
 Name and office phone number of proposal's representative: _____

4. Reasonable attempts have been made to notify and reach agreements with all university units affected by this proposal. Units still opposing a proposal must submit their objections in writing before or during the Course and Program Proposal Subcommittee meeting at which this proposal is considered.
 _____ Completed _____ NA

5. The course name and number is listed for each prerequisite involved in this proposal.
 _____ Completed _____ NA

6. In this proposal for a new or revised program (major, minor, concentration, etc.), the list of prerequisites provided includes all the prerequisites of any proposed prerequisites. All such prerequisites of prerequisites are included in the total credit hour calculations. _____ Completed _____ NA

7. In this proposal for a new or revised program, the following information for each required or elective course is provided:
 - a. The course name and number.
 - b. A brief course description.
 - c. A brief statement explaining why the program should include the course.
 _____ Completed _____ NA

8. This course or program revision proposal:
 - a. Clearly identifies each proposed change.
 - b. Displays the current requirements next to the proposed new requirements, for clear, easy comparison.
 _____ Completed _____ NA

9. This course proposal provides publication dates for all works listed as course textbooks or references using a standard form of citation. Accessibility of the cited publications for use in this proposed course has been confirmed.
 _____ Completed _____ NA

_____ Department's A2C2 Representative or Alternate

_____ Date

WINONA STATE UNIVERSITY
NEW AND REVISED COURSE AND PROGRAM APPROVAL FORM

Routing form for new and revised courses and programs.

Course or Program MATH 271

Department Recommendation		
<hr/>	<hr/>	<hr/>
Department Chair	Date	e-mail address
Dean's Recommendation <input type="checkbox"/> Yes <input type="checkbox"/> No*		
<hr/>	<hr/>	
Dean of College	Date	
*The dean shall forward their recommendation to the chair of the department, the chair of A2C2, and the Vice President for Academic Affairs.		
A2C2 Recommendation <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
<hr/>	<hr/>	
Chair of A2C2	Date	
Graduate Council Recommendation <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved (if applicable)		
<hr/>	<hr/>	
Chair of Graduate Council	Date	
<hr/>	<hr/>	
Director of Graduate Studies	Date	
Faculty Senate Recommendation <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
<hr/>	<hr/>	
President of Faculty Senate	Date	
Academic Vice President Recommendation <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
<hr/>	<hr/>	
Academic Vice President	Date	
Decision of President <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
<hr/>	<hr/>	
President	Date	
Please forward to Registrar.		
Registrar	<hr/>	Please notify department chair via e-mail that curricular change has been recorded.
	Date entered	

WINONA STATE UNIVERSITY PROPOSAL FOR NEW COURSES

Department Mathematics and Statistics

Date 2/5/2011

Refer to Regulation 3-4, **Policy for Changing the Curriculum**, for complete information on submitting proposals for curricular changes.

MATH 271 Course No. Linear Algebra for Differential Equations Course Title 1 S.H. Credits

This proposal is for a(n) Undergraduate Course Graduate Course

Applies to: Major Minor University Studies* Not for USP
 Required Required
 Elective Elective

Prerequisites Concurrent Enrollment in MATH 270

Grading method Grade only P/NC only Grade and P/NC Option

Frequency of offering Each semester

*For University Studies Program course approval, the form **Proposal for University Studies Courses** must also be completed and submitted according to the instructions on that form.

Provide the following information: (SEE ATTACHED)

A. Course Description

1. Catalog description.
2. Course outline of the major topics and subtopics (minimum of two-level outline).
- 3.a Instructional delivery methods utilized: (Please check all that apply).

Lecture: Auditorium	<input checked="" type="checkbox"/> ITV	<input type="checkbox"/> Online	<input checked="" type="checkbox"/> Web Enhanced	<input checked="" type="checkbox"/> Web Supplemented
Lecture: <input checked="" type="checkbox"/> Classroom	<input type="checkbox"/> Service Learning	<input type="checkbox"/> Travel Study	<input type="checkbox"/> Laboratory	<input type="checkbox"/> Internship/Practicum
Other: (Please indicate)				

3.b. MnSCU Course media codes: (Please check all that apply).

<input type="checkbox"/> None:	<input type="checkbox"/> 3. Internet	<input type="checkbox"/> 6. Independent Study	<input checked="" type="checkbox"/> 9. Web Enhanced
<input type="checkbox"/> 1. Satellite	<input checked="" type="checkbox"/> 4. ITV Sending	<input type="checkbox"/> 7. Taped	<input checked="" type="checkbox"/> 10. Web Supplemented
<input type="checkbox"/> 2. CD Rom	<input type="checkbox"/> 5. Broadcast TV	<input type="checkbox"/> 8. ITV Receiving	

4. Course requirements (papers, lab work, projects, etc.) and means of evaluation.
5. Course materials (textbook(s), articles, etc.).
6. Assessment of Outcomes
7. List of references.

B. Rationale

1. Statement of the major focus and objectives of the course.
2. Specify how this new course contributes to the departmental curriculum.
3. Indicate any course(s) which may be dropped if this course is approved.

C. Impact of this Course on other Departments, Programs, Majors, or Minors

1. Does this course increase or decrease the total credits required by a major or minor of any other department? If so, which department(s)?
2. Attach letter(s) of understanding from impacted department(s).

Definitions:

01-Satellite:

02- CD Rom:

03- Internet: Predominately = where all, or nearly all, course activity occurs in an online environment. One to two activities may occur face-to-face in a classroom, with the maximum being two activities.

04 – ITV Sending: a course in which students are in the classroom with the instructor, other students join via interactive television technology from other geographically separate locations

05 – Broadcast TV:

06 – Independent Study: a course in which the teacher develops specialized curriculum for the student(s) based on department guidelines in the University course catalog

07 – Taped: a course in which the teacher records the lessons for playback at a later date

08 – ITV Receiving: a course in which students are not in the classroom with the teacher, other students join via interactive television technology from other geographically separate locations

09 – Web Enhanced- Limited Seat Time: For a course in which students are geographically separate from the teacher and other students for a majority of required activities. However, some on-site attendance is required. The course includes synchronous and/or asynchronous instruction.

10 – Web Supplemented- No Reduced Seat Time: For a course utilizing the web for instructional activities. Use of this code may assist your college/university in tracking courses for “smart classrooms” and/or facility usage.

Attach a ***Financial and Staffing Data Sheet***.

Attach an ***Approval Form*** with appropriate signatures.

Department Contact Person for this Proposal:

Barry A. Peratt
Name (please print)

457-5567
Phone

bperatt@winona.edu
e-mail address

WINONA STATE UNIVERSITY
FINANCIAL AND STAFFING DATA SHEET

Course or Program MATH 271

Include a Financial and Staffing Data Sheet with any proposal for a new course, new program, or revised program.

Please answer the following questions completely. Provide supporting data.

1. Would this course or program be taught with existing staff or with new or additional staff? If this course would be taught by adjunct faculty, include a rationale.

This course would be taught by existing faculty.

2. What impact would approval of this course/program have on current course offerings? Please discuss number of sections of current offerings, dropping of courses, etc.

As described in the proposal, this new MATH 270 (1 S.H.) course, along with the proposed new offering MATH 270 (3 S.H.), would replace in content and faculty load our current MATH 270 (4 S.H.) course.

3. What effect would approval of this course/program have on the department supplies? Include data to support expenditures for staffing, equipment, supplies, instructional resources, etc.

The demand for these resources would not change.