New Courses and Course Changes are sent for approval through ECAS (Electronic Course Authorization System). The previous Form NC, Form RC and TC have been replaced by the Course Proposal Form for Morris Campus and on-line entry and approval. Contact Nancy Helsper in the Dean's Office (ext. 6012) for the course number for any new courses being proposed.

MCR – Multiple Course Revisions (use only in catalog revision years)
Form A—Summary of Changes (use only in catalog revision years)
Form B—Discipline Objectives and Requirements (use only in catalog revision years; make changes in the catalog sections of introduction; objectives; major, minor, and teacher prep requirements)

ECAS for New Courses and Course Revisions

All new course information and/or course changes should be sent electronically to your Division contact person for entry on-line. Please use the Course Proposal Form for Morris Campus at http://www.morris.umn.edu/committees/Curriculum/
Current courses and courses in process can be viewed at https://onestop2.umn.edu/ecas/login.do

<table>
<thead>
<tr>
<th>Division/Unit</th>
<th>Contact Person</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuing Education</td>
<td>Karen Ellis</td>
<td>elliskj</td>
<td>589-6463</td>
</tr>
<tr>
<td>Education</td>
<td>Jana Koehler</td>
<td>koehlerj</td>
<td>589-6404</td>
</tr>
<tr>
<td>IS</td>
<td>Darla Peterson</td>
<td>petersdk</td>
<td>589-6015</td>
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<tr>
<td>Humanities</td>
<td>Jayne Hacker</td>
<td>hackerje</td>
<td>589-6250</td>
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<td>Social Science</td>
<td>Terri Hawkinson</td>
<td>hawksje</td>
<td>589-6199</td>
</tr>
<tr>
<td>Science &amp; Math</td>
<td>Carol Ford</td>
<td>fordcj</td>
<td>589-6300</td>
</tr>
</tbody>
</table>

Approval Processes:
All new courses and course changes must receive approval. New courses can go for regular or provisional approval, described below. Course changes must go for regular approval, no course changes can receive provisional approval. All new courses should be sent through the regular approval process however, if the course will be taught on an experimental basis then provisional approval can be requested. If the course is intended to be a long-term course but time does not allow for the regular process before the first offering, then send the course through BOTH approval processes simultaneously. Notify your department’s designated person, who will enter the course information in ECAS, what type of approval you are requesting.

Regular Approval: This process includes Division, Curriculum Committee, and Campus Assembly approval. It could take up to two months to go through all of the steps. New courses become effective immediately following Campus Assembly approval.

Provisional Approval: This allows for the Vice Chancellor for Academic Affairs, with the concurrence of the Division Chairs, to approve only new courses for offering during the current catalog. Provisionally approved courses will appear in the online Morris Courses list and in the Class Schedule. They will not be put into the UMM Catalog.
Instructions for completing the 
ECAS form for Morris Campus

**Effective Term:** Indicate by term when the course will be effective or the first term the course will be taught. (i.e., Fall 2004, August 30, 2004)

**Subject:** Indicate the designator for the course, two to four character abbreviation of the designator (i.e. HIST)

**Course Number:** A four-digit number that can only be obtained by contacting Nancy Helsper in the Dean’s office at 589-6012 or helsper@morris.umn.edu

**Department/Discipline:** Indicate the Division the course is housed in (i.e. Social Science)

**Effective Status:** Either Active or Inactive

**Course Title Abbr:** (limited to 30 characters, including spaces) - Will appear on students' transcripts

**Course Title Long:** (limited to 100 characters, including spaces)
Complete title of the course that will appear in the catalog

**Cluster Course:** Formerly Topics Courses, now courses are clustered, please indicate if it is a cluster course and the cluster heading.

**Min-Max Credits for Course:** The minimum and maximum credit amount for the course
Variable credit courses will have different minimum/maximum amounts
Non-variable credit courses will have the same minimum/maximum amounts

**Catalog Description:** (limited to 350 characters, including spaces)
This is the complete description of the course without the GER, pre-req or anything that would be in parenthesis in the catalog; include lecture and lab hours and any additional meetings outside of the regular scheduled time

**Grading Basis:** Select from the drop-down menu the grading basis for the course (i.e., student option, S/N only, A-F only). It is expected that nearly all courses at UMM will be “student option.”

**Honors Course:** Indicate yes or no if this course is an honors course

**Delivery Mode(s):** Select from the drop-down menu what type of delivery mode will be used for this course (i.e., classroom, independent study, ITV, internet delivered).

**Years most frequently offered:** Select from the drop-down menu which year the course will be most frequently offered (i.e., even years, odd years, every year).

**Terms most frequently offered:** Select from the drop-down menu which term(s) the course will be most frequently offered (i.e., fall, spring, fall and spring).

**Component 1:** Select from the drop-down menu the course component (Lecture, Case Study, Directed Research, Practicum Discussion, Studio, Independent Study, Field Work, Seminar, Laboratory, Individual Instruction, Physical Education, Colloquium, Directed Study, Intern/Externship, Workshop)

**Component has Final Exam:** Y/N Will there be a final Exam for this component?
**Component 2**: Select from drop-down menu a second component if this course has two components. This applies to lecture courses with a lab or discussion group (i.e., Chem 1101 or Psy 1051). All other courses have only one component.

**Component has Final Exam**: Y/N Will there be a final Exam for this component?

**Component 3**: DOES NOT APPLY TO MORRIS

**Component has Final Exam**: DOES NOT APPLY TO MORRIS

**Auto-Enroll Course**: "No" should be selected for this field if the course has only one component. If a course has two components (i.e., lec/lab), this field should ONLY be "no" if students have the option of registering for the class components separately. In other words, a "yes" answer here will automatically enroll students in all listed components when they register for one component; a "no" answer will allow/require students to enroll in each component separately. Thus far, Morris only has one course that allows/requires student to enroll in each component separately (Chem 1101, fall semester).

**Graded Component**: Select from the drop-down menu which component will be graded. If the course has two components, the lab is always the graded component.

**Academic Progress Units**: Default should be the same number as Units Minimum. Enter an equivalent credit amount for courses that carry no degree credits but should be counted in the determination of the student's academic load (e.g., fulltime). Most courses should carry some number of units toward academic progress.

**Financial Aid Progress Units**: Default should be the same number as Units Minimum. Enter an equivalent credit amount for courses that carry no degree credits but should be counted in the determination of the student's financial aid load (e.g., fulltime). Most courses should carry some number of units toward financial progress.

**Repetition of Course**:

**Allow repetition of course**: Y/N is this course repeatable?

**Maximum Completions**: If the course can be repeated for credit, how many times?

**Maximum Combined Credits**: If the course can be repeated for credit, how many credits total?

**Allow Multiple Enroll**: This would apply to directed studies courses.

**Auto-Enroll**: "No" should be selected for this field if the course has only one component. If a course has two components (i.e., lec/lab), this field should ONLY be "no" if students have the option of registering for the class components separately. In other words, a "yes" answer here will automatically enroll students in all listed components when they register for one component; a "no" answer will allow/require students to enroll in each component separately. Thus far, Morris only has one course that allows/requires student to enroll in each component separately (Chem 1101, fall semester).

**Prerequisites for Catalog**: (limited to 250 characters, including spaces)
Pre-requisites, co-requisites, concurrent registration, instructor and/or department consent information
Additional Course Information: Any additional course information that is not a pre-requisite, co-requisite or GER. (i.e. fee requirements, limited or no elective credit for majors and/or minors, restrictions such as no credit if another course has been successfully completed).

Course Equivalency: If this course is equivalent to (same as) another course, list that course.

Consent Requirement: If this course requires consent, indicate what type of consent required.

Enforced Prerequisites: You may enforce restricted access to a course based on prerequisite courses, or student standing, or both (e.g., "Mus 1101, sophomore music major"). If any prerequisite is entered into this field, PeopleSoft will ALWAYS restrict access to the course for those students who do not meet the requirements of the prerequisite.

Note of Caution: PeopleSoft only recognizes UMM courses. Students who transfer in prerequisite courses will not be allowed to register without instructor consent.

Editor Comments: Enter any other necessary information not covered in the above fields. This information will only stay with the course during the approval process.

Proposal Changes: Specific information about course changes can be explained in this area.

History Information: Enter any ongoing information. This will stay with the course for the life of the course.

Rationale: THIS IS A REQUIRED FIELD. CURRICULUM COMMITTEE WILL NOT LOOK AT OR APPROVE COURSES SUBMITTED WITHOUT THIS INFORMATION.

The members of the discipline should provide the Curriculum Committee with the sorts of information they themselves weighed in approving the course or changes to an existing course (e.g., What course(s) does this replace? What major, minor or other requirements does it satisfy? What discipline objectives does the course meet?). The rationale might indicate the way the course is expected to be structured, the students it may attract, more details about content than are in the catalog description, and so forth.

Include Honors Rationale in this section: If this course is to be an honors course, there should be an "H" immediately following the course number and in this section there should be a rationale explaining how the course meets the Honors Program guidelines and criteria.

Include GER Exception
There should be a General Education Requirement (GER) category designated for every course chosen from the list below. If no GER designator is given, a rationale must be provided for requesting an exception for this course.

Faculty Sponsor Name: Faculty member proposing this course or course change.

Information for Morris General Education Curriculum
(Complete only if course proposed will satisfy one of the General Education Requirements)
GER: Select from the drop down list of Morris GER categories

I. FYS First Year Seminar.

II. Skills for the Liberal Arts.
   CW College Writing.
   FL Foreign Language.
### Form A

Form A--Summary of Changes: This form contains a statistical summary for the use of the Division Chair, Curriculum Committee, and Campus Assembly concerning the discipline's current and proposed curriculum. This information does not go into the UMM Catalog. "Present" counts are made from the old catalog and "Proposed" counts are made from the proposed new catalog copy. Submit this form along with any curricular changes each biennium when the next catalog is being prepared.

### Form B

Form B--Discipline Objectives and Requirements: This form is used to show changes in any of the following areas, most of which are found at the beginning of the catalog section for the discipline. Show the complete text of any section being changed with additions underlined and deletions in strikethrough font. If no changes are being proposed in a section, indicate “no change” in that section.

1. **Introductory Statement.** See first paragraph(s) in the catalog section for this discipline.
2. **Objectives.** See catalog section by this name. What should students learn in this discipline?
3. **Assessment.** How does one measure the extent to which student learning meets the goals and objectives of the major? How do the proposed Curricular changes affect the assessment of the goals and objectives of the major?
4. **Requirements for a Major.** See catalog section by this name.
5. **Requirements for a Minor.** See catalog section by this name.
6. **Requirements for Teacher Preparation.** See catalog section by this name.
7. **Cluster Headings.** Introductory paragraphs for sets of clustered courses.
8. **Other heading.** See catalog. Example: in Spanish, there is a heading called "Required Proficiency/Placement Examination" which would be revised under VII. Be sure to include the specific heading title.

### Multiple Course Revisions Form

Form MCR –Multiple Course Revisions: This form is used to present multiple course revisions to Curriculum Committee and Campus Assembly during a catalog year. If there are minor changes for multiple courses they can be entered on this form instead of the ECAS Course Proposal Form. These course changes will still need to be entered into the ECAS system and follow the approval process. This form is only used for presentation to Curriculum Committee and Campus Assembly.

### Update Online Catalog
In years when the catalog is not in production, approved curriculum changes may be updated in the online version of the catalog by Division contacts by following these steps:

After Campus Assembly approval has been received, go to the following web site:
http://www.catalogs.umn.edu/morris/index.html

1. Click on the "Request a change to the Morris Catalog" link (right column, bottom of the screen).
2. On the "Request for Changes for University Catalogs" page, enter the web address for the page from the online catalog that needs to be changed.
3. Copy and paste the chunk of information from the current catalog that needs to be changed into the box provided.
4. Enter the replacement information in the box provided.
5. Enter the effective date for the change.
6. Enter the name of the person submitting the change.
7. Enter the email address of the person submitting the change.
8. Click on the "Submit" button.

Changes submitted in this manner will be sent to the Dean's Office for approval and then entered into the online catalog by the Twin Cities catalog editors. For questions, contact the UMM catalog coordinator at ext. 6012.

*If you have questions or comments about these instructions, please contact Darla Peterson in the Dean's Office (phone: ext. 6015; email: petersdk@morris.umn.edu).*

Rev. 11/2005