NEW CURRICULUM PROPOSALS
ADMINISTRATIVE RULE NUMBER: D009B
LAST APPROVED: May 28, 2019
RELATED TO POLICY SERIES NUMBER: 400

OVERVIEW: D009B.1

Tillamook Bay Community College has specific approval processes for all proposed courses and programs. These local procedures are guided by accreditation requirements, board policies, and state approval processes.

A. Course Approval

 a. Course approval typically starts with college faculty who determines the need for the course and becomes the sponsoring faculty member.

 b. The sponsoring faculty member completes the "New Course Proposals-Credit" form located in the Curriculum SharePoint drive and submits (as appropriate) to the Vice President of Instruction and Student Services who routes (as appropriate) to the Library and Dean.

 c. The Vice President of Instruction and Student Services will bring the "New Course Proposals- Credit" form forward to the Curriculum Committee (CC).

 d. Curriculum Committee is the body responsible for approval of "New Course Proposals- Credit."

 e. If approved, the sponsoring faculty will complete a Course Content and Outline Guide (CCOG) using the approved template following the Writing Outcomes and Assessment Guides and Checklist for New Courses located in the Curriculum SharePoint drive. All courses must include at minimum; title, number, credits, and expected learning outcomes. Assistance for this will be provided by the Office of Instruction. The completed CCOG will be shared with Curriculum Committee.

 f. The New Course Proposal will be submitted to the Community College Workforce Development (CCWD) department of the Higher Education Coordinating Commission (HECC) via WebForms by the Office of Instruction.

 g. Once approved, it is added to the Curriculum Change spreadsheet for communication across campus and beyond as required. At this point the Registrar will add the class to Jenzabar, Instruction will add to the RFI database and the college catalog.

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    h. New courses will also be reviewed by the College Council and Board of Education in the annual curriculum changes review meeting held in late Spring.

B. Program Approval for certificates and AAS degrees (CTE)

New certificates and AAS degrees must demonstrate that there is a need for the program, that they are designed in collaboration with multiple partners, that alignment occurs within k-20 and workforce, and that the program is designed in a way that provides students with the instruction and curriculum needed to be successful in careers. Programs vary in length from short term certificates of 12 credit Career Pathway Certificates through two year Applied Associate degrees. For assistance, please reference the Higher Education Coordinating Commission Program Approval Guide located at http://handbook.ccwdwebforms.net and speak with the Vice President of Instruction and Student Services prior to starting the process.

    a. New programs typically start with college faculty, or other staff member, who becomes the sponsoring member for the duration of the curriculum development process.

    b. Sponsoring member(s) start a proposal for new curriculum by completing the "New Certificate and AAS Program Application Development" form located in the Curriculum SharePoint. This form must be signed by the Department Chair, appropriate Dean, Library, and Vice President of Academic and Student Services. This form requires the development of; need/justification for program in cooperation with multiple partners, and a curricular map that links program learning outcomes to the program being designed.

    c. If supported, the "New Certificate and AAS Program Application Development" will be taken to the Leadership Team by the Vice President of Instruction and Student Services for approval.

    d. Once approved by the Leadership Team, the proposal will be submitted to the CCWD as a Letter of Intent by the Office of Instruction.

    e. Faculty then develops curriculum including course outlines as necessary. Each new course must have a new Course Outline following the process outlined above.

    f. Once the course and applications are approved by CC, they will be submitted to the Community College Workforce Development (CCWD) department of

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the Higher Education Coordinating Commission (HECC) via WebForms by the Office of Instruction.

g. At this point the new program proposals will be taken to College Council and the Board of Education for approval.

h. Following College Council approval, Board approval and CCWD approval, the Accreditation Liaison Officer (ALO), Director of Financial Aid, and Veteran's Coordinator will receive a completed proposal in order to begin the coordination and approval process through their respective entities.

i. An email will then be sent to the Curriculum Updates email group and the newly approved program will added to the TBCC catalog/publications once approved.

j. New programs will also be reviewed by the College Council and Board of Education in the annual curriculum changes review meeting held in late Spring.

C. Associates Degree Approval

The Oregon Legislature and the Higher Education Coordinating Commission (HECC) have approved Oregon community colleges to offer associate degrees. While the state has established basic criteria for associate degrees, additional requirements may be applied via the degree approval process. Any additional requirements must be in accordance with the Oregon Higher Education Coordinating Commission rules, policy and standards and the accreditation requirements of the Northwest Commission on Colleges and Universities (NWCCU). Students may use elective courses within the transfer degrees to focus on specific undergraduate program requirements necessary for entrance into a particular postsecondary institution. General education requirements should be collaboratively developed by the Curriculum Committee (CC) and the expected student learning outcomes should be related to the institution's vision, mission and goals.

Standards for course approval include: a) Course offers content present or acceptable in the first two years of instruction at four-year higher education institutions; and, courses are designed to assure satisfactory articulation and transferability to Oregon public 4-year institutions. General Education requirements will be clearly explained in the TBCC catalog via the Office of Instruction.

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a. New programs are typically started with college and/or university articulation agreements/desires.

b. Sponsoring faculty member(s) start a proposal for new curriculum by completing the "New Transfer Degree Rationale" form located in the Curriculum SharePoint and submitting this form to the Vice President of Instruction and Student Services for their support.

c. If supported, the "New Transfer Degree Rationale" will be taken to the Leadership Team by the Vice President of Instruction and Student Services for approval.

d. Faculty will then develop curriculum including course outlines as necessary. Each new course must have a new Course Outline following the process outlined above.

e. Faculty will also develop Program Learning Outcomes with the transferring university and/or the Vice President of Instruction and Student Services through the program mapping process.

f. Once the course and program maps are approved by CC, they will be submitted to College Council and the Board of Education as an action item.

g. Following College Council and Board approval, the Accreditation Liaison Officer (ALO), Director of Financial Aid, and Veteran's Coordinator will receive a copy of the completed application in order to begin the coordination and approval process through their respective entities.

h. An email (or degree comparison) will then be sent to the Curriculum Updates email group and the new program added to the catalog and Jenzabar by the Registrar.

i. New programs and degrees will also be reviewed by College Council and the Board of Education in the annual curriculum changes review meeting held in late Spring.

D. Non-Credit Certificate Approval

Non-credit certificates are a form of recognition awarded by Tillamook Bay Community College. They may be made up of a single course, or series of courses that do not offer college credit for completion, but that provide documentation of skill attainment useful for career entry and/or career advancement. To qualify for a non-credit certificate, the courses must be

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rigorous and include an assessment of measurable outcomes or mastery of learning/knowledge. Assessments include, but are not limited to, quizzes, exams, and written assignments, demonstration of skills, projects, and activities. Rigor must be modeled on national education and industry training benchmarks.

a. Non-credit certificates are typically brought forward by the Director of Continuing Education, or another staff member, and start with the "Non-Credit Certificate Approval Request" form located in the Curriculum SharePoint drive and brought to the Vice President of Academic and Student Services.

b. The Office of Instruction will assist in the course numbering and Classification of Instructional Programs (CIP) Code identification.

c. Certificates must be a minimum of eighteen (18) hours of instruction up to a maximum of 210 hours. Contact hours for ALL courses cannot exceed a total of two hundred-ten (210) hours. A single course or series of courses must be completed within the 210-hour limitation. Course(s) must be non-credit and must include at least one (1) assessment of measurable outcomes or mastery of learning and knowledge. Certificate must include at least one (1) program learning outcome.

d. Once the Request form is completed, the Leadership Team is notified by the Vice President of Academic and Student Services.

e. The request is next taken to the Curriculum Committee for review and approval.

f. Once approved, the approval is shared with Leadership, College Council and the Board of Education as information items.

g. The certificate is then entered into WebForms by the Office of Instruction for CCWD/HECC approval.

h. As a courtesy, the Accreditation Liaison and Curriculum Updates group is notified of new, and terminated, non-credit certificates.

i. Non-Credit Certificates are not subject to annual review and are not typically included in the catalog. Completion does not qualify the recipient for graduation. However, if discontinued, the Office of Instruction must be notified so that a termination letter can be submitted to CCWD/HECC.