

CURRICULUM REVIEWS

ADMINISTRATIVE RULE NUMBER: D010

LAST APPROVED: May 07, 2013, December 15, 2015, May 29, 2019

RELATED TO POLICY SERIES NUMBER: 400

OVERVIEW

Course outlines must be reviewed and approved, at minimum, every three years by the Curriculum Committee (CC).

- A. The list of course outlines needing review, in the next academic year, will be sent by the Office of Instruction office in June along with the CC calendar.
- B. Faculty must review the calendar to be sure the date will work and that they will come prepared to present their expiring course outlines and annual CC reviews for each certificate and degree in response to stakeholder feedback and student performance on assessment measures as determined by departments. The CC date is negotiable, but attendance/representation is not.
- C. The faculty should review the course outlines, assessment of course learning outcomes and update courses as appropriate. Starting early allows for valuable departmental discussion surrounding assessment and adjustments based upon student performance on outcomes.
- D. Courses that are no longer relevant, or needed, should be removed from the catalog/list by notifying the Vice President of Instruction and Student Services and the Curriculum Committee.
- E. One month prior to the department CC date, the faculty should discuss proposed changes with the Vice President of Instruction and Student Services at a 1:1 meeting in preparation for the CC meeting.
- F. Edited and/or reviewed course outlines are to be uploaded to the SharePoint meeting drive one week prior to the department's assigned CC date. They will then be available for members to read, review and formulate questions in preparation for the CC meeting.
- G. Faculty are expected to present their course outlines at the CC meeting where they will be reviewed and approved, modified, tabled or denied.
- H. Once approved the Office of Instruction will move the approved outlines to the APPROVED CCOG/PROGRAM MAP folders where they can no longer be modified (until the next curriculum review).
- I. All course changes will be submitted to the College Council and Board of Education for review at the end of the CC season (Spring).

CURRICULUM REVIEWS

ADMINISTRATIVE RULE NUMBER: D010

LAST APPROVED: May 07, 2013, December 15, 2015, May 29, 2019

RELATED TO POLICY SERIES NUMBER: 400

- J. The Office of Instruction maintains and tracks all official course outlines in folders that may not be modified (working copies should not be maintained).
- K. Programs and degrees, including Pathways certificates, must be reviewed annually and approved at CC, and then College Council.
- L. The CC calendar will be distributed in June. In addition to course outlines, faculty are expected to bring all programs (including pathways certificates, certificates, degrees, and emphasis areas) for annual review.
- M. Program learning outcomes must be on these documents and reviewed annually for accuracy and relevancy (as determined by department assessment process).
- N. The faculty, should review the Program Maps and Worksheets and be planning needed updates in advance. Starting early allows for valuable departmental discussion surrounding programs and adjustments based upon student performance on program learning outcomes.
- O. Programs can only be discontinued via the Institutional Teach-Out Procedure.
- P. Faculty are asked to fix and highlight all proposed changes on the Program Maps and Worksheets. Alternatively, track changes can be used if preferred.
- Q. Program Maps and Worksheets are due back with proposed changes one week prior to the department's assigned CC date. They will then be placed on the SharePoint meeting folder for CC members to read, review and formulate questions in preparation for the CC meeting.
- R. Faculty are expected to present their Program Maps and Worksheets at the CC meeting where they will be reviewed and approved.
- S. Once approved the Office of Instruction will move the approved outlines to the APPROVED CCOG/PROGRAM MAP/PROGRAM WORKSHEETS folders where they can no longer be modified (until the next curriculum review).
- T. All Program Maps and Worksheets will be submitted to the College Council and Board of Education for review at the end of the CC season (Spring).
- U. The Office of Instruction maintains and tracks all official Program Maps and Worksheets in folders that may not be modified (working copies should not be maintained).