

## Curriculum Committee Procedure Appendix

The following procedures shall be followed to submit proposals to the curriculum committee:

- I. Prior to proposal submission, Division leadership shall seek input from faculty through the departmental Curriculum Resource Team (CRT) or an Advisory Committee (AC).
- II. After consultation with CRT or AC, a faculty member or divisional designee will enter the proposal as one of the following:
  1. A new course or program
  2. A change in course or program
  3. Deletion of course or program
- III. Components of a proposal:
  1. New and Change of Program
    - a. Department Owner
    - b. Title
    - c. Level(s) of award
    - d. CIP (Properly punctuated)
    - e. Program Category
      - i. Academic
      - ii. Workforce and Technical
    - f. Term Effective
    - g. Description
    - h. Reason for proposal
    - i. Program development questions
    - j. SACSCOC Liaison Substantive Change Determination
    - k. Curriculum
    - l. Program Needs Assessment
    - m. Program Resource Analysis
    - n. Program Learning Outcomes
    - o. Enrollment Management Plan
    - p. Evaluation Checklist
  2. Program Deletion
    - a. Department Owner
    - b. Title
    - c. Level(s) of award
    - d. CIP
    - e. Program Category
      - i. Academic
      - ii. Workforce and Technical
    - f. Term Effective
    - g. Description
    - h. Reasons for deletion
  3. New and Change of Course

- a. Department Owner
- b. Prefix (Rubric) and Course number
- c. Name of Course
- d. Course Degree or Program
- e. Term Effective
- f. Type of Course
  - i. ACGM
  - ii. Workforce and Technical
- g. CIP code – can be found in either the ACGM or WECM manual
- h. Course Description
- i. Reason for proposal
- j. Prerequisites, Corequisites, and Co-enrolled Courses
- k. Core Curriculum Designation
- l. Student Learning Outcomes
- m. Hours
- n. Fees and justification
- o. Additional information
- p. Estimation of students
- q. Syllabi Attachments
- r. Transfer Course Equivalency
- s. Library Resources

4. Course Deletion

- a. Department Owner
- b. Title
- c. Course program or degree
- d. Term Effective
- e. Type of course
- f. CIP
- g. Reasons for deletion
- h. Course replacement
- i. Impact of deletion

IV. After the proposal has been entered, the following approvers will approve or send back for revisions

1. New Program

- a. Originator (Faculty)
- b. Institutional Research and Effectiveness
- c. Instructional Dean
- d. Committee Chair
  - i. Approves to be on the agenda
  - ii. Approved when Curriculum Committee Votes
- e. Appropriate Vice Chancellor
- f. Chancellor
- g. Registrar

- h. Banner Entry (non-approver)
    - i. System Administrator (non-approver)
  - 2. Change or Deletion of Program
    - a. Originator (faculty)
    - b. Institutional Research and Effectiveness
    - c. Instructional Dean
    - d. Committee Chair
      - i. Approves to be on the agenda
      - ii. Approved when Curriculum Committee Votes
    - e. Appropriate Vice Chancellor
    - f. Registrar
    - g. Banner Entry (non-approver)
    - h. System Administrator (non-approver)
  - 3. New, deletion, and change of course
    - a. Originator (Faculty)
    - b. Library Liaison
    - c. Curriculum Resource Team
    - d. Program Coordinator or Department Head
    - e. Assistant Dean or Program Director
    - f. Instructional Dean
    - g. Committee Chair
      - i. Approves to be on the agenda
      - ii. Approves when Curriculum Committee Votes
    - h. Appropriate Vice Chancellor
    - i. Banner Entry (non-approver)
    - j. Registrar
    - k. System Administrator (non-approver)

### **Timelines for document submission and approval**

Items for consideration must be submitted at the Curriculum Committee Chair level in Curriculog no later than two weeks prior to the Curriculum Committee meeting for that month.

All course fees for the next academic year must be approved by the December Curriculum Committee meeting.

All Core Curriculum course changes must be approved by the Curriculum Committee no later than the February meeting for the next academic year.

All other items (not including course fees or curriculum changes) for the next academic semester must be approved at least 90 days prior to the start of registration.