

**EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
REGULATION NO. – AR-3.7**

**Title: Curriculum Design and Recommendation Regulation**

**DEFINITION:** The Curriculum Design and Recommendation Regulation defines a comprehensive process to plan, develop, revise, and implement academic programs, skill sets and courses. This regulation assures effective curriculum development and revision practices involving faculty, advisory committees and appropriate academic and institutional stakeholders. This regulation also outlines curriculum proposal submission guidelines.

**EFFECTIVE DATE:** 6/6/16; REPLACES 1/12/2016 AND 3/31/2005 VERSIONS

Faculty, Division Chairs and Associate Dean of Workforce Education under the direction of Dean of Teaching and Learning and/or Dean of Community Engagement and Partnerships or designee and in consultation with content experts develop or revise the curriculum in accordance with district needs and in support of the institution's mission. Additionally, these same academic professionals, in consultation with the program advisory committees, routinely assess the need for curriculum revision to improve student learning, maintain occupational/industry or accreditation standards or to expand educational options.

**Process Overview**

**1. Curriculum Proposal Development**

The Division Chair/Associate Dean of Workforce Education along with selected content experts facilitates the development of the curriculum content (i.e. new degree program, new certificate program, new skill set, new course, and revisions of approved curriculum) and completes proposal form (Attachment A). New program proposals must also comply with BP 3.3. Proposal development must include input from appropriate discipline faculty to assure content aligns with current discipline and occupational trends and adheres to sound academic practices. The proposal is forwarded to the appropriate program advisory committee for review and comment.

Development of new programs must be approved by the appropriate dean prior to onset of development activities.

Tasks at this stage include:

- Validate need for new course, new programs or curriculum changes
- Translate occupational profiles into academic programs and courses addressing identified learner outcomes which support industry needs
- Draft catalog descriptions for courses, course and program learner outcomes; prepare program outcomes matrix and appropriate program materials for inclusion in program proposals
- Identify appropriate delivery modalities for proposed program/courses
- Identify essential resources for proposal implementation including staffing and instructor's credentials, technology, equipment, library/media resources, and facilities
- Recommend implementation plan

- Recommend assessment activities to ensure academic program integrity and prepare appropriate assessment documents
- Prepare clear, concise curriculum proposals in accordance with institutional regulations and policies
- Determine if proposed curriculum supports Eastern's mission and values

## **2. Curriculum Committee Review/Recommendation**

Upon completion of proposal, the Division Chair will forward completed materials to the Curriculum Committee Chairperson who reviews proposal for completeness and compliance with institutional, state and accreditation policies/regulations. The Curriculum Committee Chairperson will schedule the Curriculum Committee meeting for faculty review regarding content, learner outcomes, assessment, implementation issues, and impact of changes across curriculum. If recommended by the Curriculum Committee, the proposal is forwarded by the Curriculum Committee Chairperson to LOT. The Curriculum Committee Chairperson will notify the appropriate dean of the Curriculum Committee's recommendation. If not recommended, the proposal is returned to the appropriate Division Chair/Associate Dean for revisions as noted.

Curriculum Committee Membership:

- Curriculum Committee Facilitator: Appointed by Dean of Teaching and Learning
- Full-Time Faculty Business Division (Recommended by Curriculum Committee Facilitator and approved by Faculty Assembly)
- Full-Time Faculty General Studies Division (Recommended by Curriculum Committee Facilitator and approved by Faculty Assembly)

Tasks at this stage include:

- Review proposals prior to submission to Learner Outcomes Team (LOT) to ensure appropriate academic content, accuracy of proposals and adherence to state and institutional guidelines
- Evaluate proposal and rationale to discern support of College mission and strategic initiatives
- Identify course or program duplication
- Review student learning outcomes in regard to resource requirements including technology, staffing and facility requirements
- Ensure compliance with general education policy and regulation (AR 3.10 and AR 3.17)
- Ensure compliance with BP 3.3 as appropriate
- Ensure compliance with WVCCTCE Rules as appropriate
- Assess adequacy of planning to effectively implement proposal at the departmental level
- Recommend need for articulation with baccalaureate programs
- Determine if proposal is supported by assessment activities and is in compliance with institutional guidelines
  - Determine if assessment plans are in compliance with institutional guidelines
- Consult with other department faculty as appropriate

## **3. Proposal Submission to LOT**

Upon recommendation at step 2, the Curriculum Committee Chairperson submits the proposal to the Dean for Teaching and Learning for LOT review. The Dean for Teaching and Learning will

determine if the proposal will be added to the LOT meeting agenda for review in accordance with institutional policies and regulations. If the Dean for Teaching and Learning does not recommend the proposal, the appropriate Division Chair/Associate Dean will be notified and provided the rationale for proposal rejection.

Tasks at this stage include:

- Ensure proposal reflects academic and institutional priorities per College mission and strategic initiatives
- Consider evidence to determine if sufficient student need is present and evaluate if there are adequate resources
- Assess proposal impact across the institution and on all stakeholders
- Ensure mobilization of appropriate institutional units for implementation
- Reinforce adherence to institutional policies and regulations
- Ensure proposed schedules and implementation plans are workable and efficient
- Determine if proposal can be supported through the institution's budgeting process
- Ensures academic proposals and policies are appropriate for student population served
- Validate accuracy of proposal contents

#### **4. Approval and Implementation**

- a) The Division Chair/Associate Dean for Workforce Education presents the recommended proposal to LOT for review, comment and recommendation. Approved proposals are submitted to the President, as appropriate, for review and approval. New program proposals and program terminations are presented to the Board of Governors for final approval.
- b) Upon approval by the President or Board of Governors when appropriate, the Dean of Teaching and Learning or designee announces the proposal's approval to appropriate institutional units for implementation. Notification of appropriate units ensures preparation of course materials, identification of instructional faculty, effective set up of Student Registration System, update of BANNER catalog information, effective schedule preparation, revision of Eastern's catalog, publications, and advising materials as well as appropriate orientation of staff. The President's Office notifies the Chancellor's office of new programs and program terminations to update the Degree Inventory.
- c) Official curriculum documents (Master Course Record Form, Program Catalog Program Description/format, Program Outcomes Matrix, Course Syllabi, and other appropriate documents) are to be retained in the office of the Dean of Teaching and Learning or an office designated as such by the Dean of Teaching and Learning.

Note: Curriculum proposal justifications must address issues relevant to the proposal. Such issues may include but are not limited to recommendations of advisory committee, results of assessment activities, attainment of program/course outcomes, impact on other courses or programs, list of influenced programs and input from appropriate Division Chairs/Associate Dean of Workforce Education, impact on institutional resources and on students, input from other Division Chairs/Associate Dean for Workforce Education or faculty, transferability, and national/regional association standards.

#### **Proposal Levels:**

The level of review may vary according to the degree to which a proposal impacts learner outcomes and the College. Substantive changes are required to complete the entire review process. Proposed curriculum revisions or corrections not identified as substantive changes may undergo a partial review. The following level definitions are intended as general guidelines. Proposal levels may shift as deemed appropriate by Dean of Teaching and Learning, LOT or the President and are outlined below.

**Level I: Minor Revisions or Corrections**

- a) Minor revisions or corrections that do not significantly influence curriculum, course learning or program outcomes, catalog descriptions, or other course or program requirements, rephrasing course description, correction of misprinted information, clarification of information.
- b) Procedure: Proposal initiator submits Curriculum Proposal Form, Master Course Record and a brief written justification to the appropriate Division Chair/Associate Dean for Workforce Education for review and approval. If approved, the Division Chair/Associate Dean for Workforce Education forwards to the appropriate Dean or designee for information and endorsement. If approved, the proposal is submitted to the LOT for information and endorsement. If not approved by the Dean (or designee), the Division Chair/Associate Dean for Workforce Education will follow procedure for Level II.
- c) Changes at this level require action by LOT.

**Level II – New Courses and New or Revised Area of Emphasis/Skill Set**

- a) New course proposals or proposals which have a significant impact on the individual course, such as a change in course title, prerequisites, course learning outcomes, catalog descriptions, curriculum layout, and development of new skill sets/area of emphasis or changes to existing skill sets/ area of emphasis are reviewed as Level II proposals.
- b) Procedure: Proposal materials are completed by the Division Chair/Associate Dean for Workforce Education or program faculty. The proposed materials must include Curriculum Proposal Cover Sheet and a written justification for proposed change. The proposal will also include as appropriate a revised Master Course Record Form, original Master Course Record Form, General Education Criteria Checklist and/or revised catalog layout. The Division Chair/Associate Dean for Workforce Education /program faculty forwards to the Dean of Teaching and Learning or designee for endorsement. If accepted by the Academic Dean, the Division Chair/Associate Dean for Workforce Education / program faculty forwards the proposal to the Curriculum Committee Chairperson for the Curriculum Committee interdepartmental review and approval. Upon approval, the proposal will be submitted to LOT. Changes at this level may require more than one reading by LOT.
- c) Changes at this level require action by LOT.

**Level III: Full Curriculum Proposal Process (Associate degree and certificate programs)**

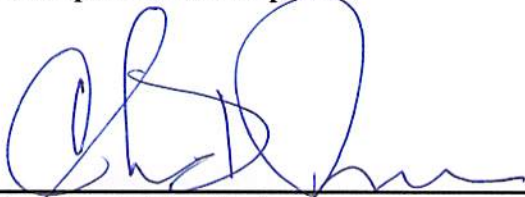
- a) Eastern's Board of Governors (BOG) shall approve all new programs and program terminations as well as all Level III curriculum changes.
- b) All new program proposals and substantive curriculum changes must undergo the complete curriculum review process. Substantive curriculum changes are those which have a significant impact on degree offerings, learner outcomes, or the College.
- c) Substantive changes include:
  - New degree or certificate program proposals (All new program and certificate proposals must comply with BP 3.3 and Series 11)

- Consolidation of existing degree programs or certificates
- Changes in learner outcomes (program level) or program requirements
- Changes in general education core curriculum (AR 3.17)
- Program terminations (All program and certificate program terminations must comply with Series 11)

### **The Curriculum Timeline**

The curriculum development process is closely aligned with schedule development and catalog production timelines. To be included in the upcoming college catalog, all phases of the approval process must be completed by early December. Course proposals (new courses or revisions) must complete the entire review process prior to January to be included in the upcoming fall schedule or by August for the upcoming spring schedule.

**Note: No changes are made to any catalog curriculum copy or other promotional materials until the approval process is completed.**



06/08/16

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Dr. Charles Terrell, President

Date

Attachment A: Curriculum Proposal Cover Sheet

<b>Eastern WV Community &amp; Technical College Curriculum Proposal</b>	
<b>Proposal Title: (Include name of program or course(s), Ex: Electromechanical, AAS new program proposal)</b>	
<b>Nature of Proposal (Check one)</b> Course Proposal: <input type="checkbox"/> New Course <input type="checkbox"/> Course Modification <input type="checkbox"/> Course Withdrawal Skill Set Proposal: <input type="checkbox"/> New Skill Set <input type="checkbox"/> Skill Set Modification <input type="checkbox"/> Skill Set Termination Program Proposal: <input type="checkbox"/> New Program <input type="checkbox"/> Program Modification <input type="checkbox"/> Program Termination	
<b>Proposed Implementation Date:</b>	
<b>Rationale</b> Attach a statement summarizing the nature of the proposed change and justification for the proposal. The statement of justification must address issues relevant to impact on learner outcomes, mission, strategic plan, institutional resources, and data supporting need for proposal. Additional supporting information may include recommendation of advisory committee, results of assessment activities and data; impact on other courses or programs; input from appropriate faculty, Division Chair/Associate Dean, or advisory committee; transferability; and national/regional association standards.	
<b>Required Documentation:</b>	
<b>Course Proposal:</b>	
<ul style="list-style-type: none"> <li>• Rationale</li> <li>• Master Course Record Form (Proposed change)</li> <li>• Master Course Record Form (Current approved version, not required for new courses)</li> <li>• Sample Syllabus</li> <li>• General Education Criteria Checklist (when appropriate)</li> </ul>	
<b>Skill Set Proposal:</b>	
<ul style="list-style-type: none"> <li>• Rationale</li> <li>• Skill Set Requirements including catalog layout</li> <li>• Skill Set Outcomes</li> </ul>	
<b>Program Proposal:</b>	
<ul style="list-style-type: none"> <li>• New Programs must submit required documentation as per Board of Governors BP 3.3 <i>Submission of Proposals for New Academic Programs (Must submit all Master Course Record Forms for <u>all</u> courses in program including previously approved courses and general education courses.)</i></li> </ul>	
<b>Program Modification:</b>	
<ul style="list-style-type: none"> <li>• Rationale</li> <li>• Master Course Record Forms (All courses impacted by proposed changes including new, revised or terminated courses)</li> <li>• Catalog Program Format</li> <li>• Program Outcome Matrix</li> </ul>	
<b>Proposal Initiator:</b>	
<b>Date of Submission</b>	
<b>Curriculum Committee Review/Recommendation for Submission to LOT</b>	
<b>Date:</b>	
<b>LOT Approval Recorded in Minutes</b>	
<b>Date of Approval:</b>	
<b>President's Approval (Signature required only for new Baccalaureate Transfer Programs)</b>	
<b>Date:</b>	
<b>Board of Governors Approval Recorded in Minutes (Signature required only for new Baccalaureate Transfer Programs)</b>	
<b>Date:</b>	

Proposal Title:  
 Proposal Prepared by:  
 Proposal Revised by:  
 Approved by LOT: