EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
REGULATION AR 3.22

TITLE: MASTER COURSE RECORD (MCR) REGULATION

DEFINITION: The Master Course (MCR) Regulation defines the requirements and process for the development, approval, revision, and distribution of Master Course Records for all Eastern courses. The MCR assures that all sections of a course adhere to an approved standard description, outcomes, and scope. The College intends to offer courses of high quality and consistent standards across all programs and methods of delivery (live, on-line, hybrid, early entrance, dual-enrolled). The regulation is designed to ensure that any changes made to courses, once approved as a part of curriculum development, are reviewed and approved by the Curriculum Committee and the Learner Outcomes Team (LOT).

RELATED REGULATIONS: AR 3.7 Curriculum Design and Recommendations, AR 3.8 Course Syllabus Regulation, AR 3.10 General Education Course Designation.

EFFECTIVE DATE: 2-16-21

REGULATION DEFINITIONS:

Catalog Description: The description of what will appear in the College catalog.

Course Fees: Indicate Yes or No. The amount of the fee does not have to be indicated as it may change over time.

Course Prefix and Number: New course numbers are assigned after verification in BANNER by the Academic Services Program Coordinator.

Course Outcomes: Statements of intended student learning, proficiency, and skills resulting from successfully completing the course. Outcomes must be measurable and define the student competency.

Course Syllabus: A template of course requirements that includes course description, course outcomes, grading criteria, assignments, and other criteria as approved in the Master Course Record.

Course Title: The official title for the course. An abbreviation must be provided if the title is over 40 characters. The full title will appear in the College Catalog; the abbreviation will appear on the student transcripts.

Credit Hours: Must be assigned following Federal Regulation 34 CFR-PART 600 AND BP 3.21 Awarding of Credit hours.

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Expanded Course Description: Provide an expanded description of major course concepts, targeted audiences, and any additional requirements.

Grading Mode: See AR 4.3 Grading and Grade Point Average Regulation.

Implementation Cycle: Following the Program Layout approved and published in the College Catalog, indicate during what semester of a program the course will be offered at a minimum.

Master Course Record (MCR): The official document denoting the Course Number and Title, assigned credit hours, prerequisite, corequisites and/or pre/corequisite, grading mode, catalog description, course outcomes, implementation cycle, role in the college curriculum, course fees, instructor's qualifications and expanded course descriptions.

Master Course Record Form: The required format for a master course record that outline requirements of courses adopted for all Eastern originated courses (Appendix A)

Instructor's Qualification: The minimum qualifications for faculty teaching the course. For A.A. and A.S. degree courses and general education courses, the faculty member must have a Master's degree in the field or a Master's degree with 18 hours in the field of study. For A.A.S. degrees, the instructor must have a minimum of a Bachelor's degree with expertise in the field of study or industry certifications.

Prerequisite, Corequisite, pre/corequisite, including any exam or placement requirement: If enrollment is restricted, indicate the specific requirements.

Role in College Curriculum: AR 3.7 Curriculum Design Recommendations

PROCESS:

All new courses or revisions to existing courses must be submitted to the Curriculum Committee for approval. The submission must include a Curriculum Cover Sheet (with Rationale), the new or revised Master Course Record, a syllabus for the course, and if requesting designation as a General Education course, a General Education Designation Request Form.

Upon approval, the request will be forwarded to LOT and Cabinet for final approval.

Master Course Records are to be developed and approved according to the following guidelines:

- An MCR for all courses must be included when a new Curriculum Proposal is submitted for approval.
- All new courses, even if not a part of a curriculum, must have an approved MCR. Courses may be offered as special topics for no more than two semesters without an approved MCR. The courses appear in the schedule and on student transcripts as Special Topics.

- All changes to any course must be submitted on a revised MCR before faculty implement changes.
- If the course is designated as a general education core, a General Education Designation submission must be included (AR 3.10 General Education Course Designation).
- Only approved courses or changes will be included in the next published catalog and cannot become effective for students already enrolled in a program.
- A syllabus template using the Course Syllabus Template AR 3.8 must be submitted as a part of the submission for new and revised courses.
- It is the responsibility of the Curriculum Committee and LOT to review and approve all changes to MCR.

MASTER COURSE TIMELINE:

The MCR process is closely aligned with the Assessment Committee, Curriculum Committee, 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 before January to be included in the upcoming fall schedule or by August for the upcoming spring schedule. No changes are made to any catalog curriculum copy or other promotional materials until the approval process is completed.

Charles Terrell
President's Signature

_4-8-21_
Date

Appendix A

Eastern WV Community & Technical College
Master Course Record

Course Prefix and Number:	
Course Title:	
Recommended Transcript Title (if over 40 characters)	
Date Approved/Revised	
Credit Hours:	
Contact hours per week (Based on 15-week term):	
Lecture:	
Lab:	
Prerequisite: (Include any exam or placement scores)	
Corequisite:	

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Approved by Academic Services: 12/17/2020
Approved by LOT: 1/28/2021
Approved by President's Cabinet: 2/16/2021
Reviewed by the Board of Governors: 3/17/21

Pre/Corequisite:	
Grading Mode:	
Catalog Description:	
Course Outcomes: (See Competency Verb list for suggested language)	
Implementation Cycle:	
Role in College Curriculum: (Check all that apply) ☐**General Education Core (Specify category)** ☐**Technical Core (Specify Program)** ☐**Restricted Elective (Specify Program)** ☐**General Elective** ☐**Workforce Education** ☐**Other (Please specify)**	
Course Fee:	
Instructor's Qualifications:	
Expanded Course Description (provides details regarding major course concepts, target audience, delivery format, etc.)	

Prepared by:

_____
Name, Title   Date

Approved Per LOT Minutes

_____
Dean of Teaching and Learning   Date

Form revised 12-12-16