

From Committee: 3/19;

## Draft Curriculum Policy

### Rationale

With the growth of college programs it has become necessary to create additional lines of communication within and between faculty, departments, division administration, counseling and the Faculty Senate. In order to support this continuing growth, the Faculty Senate Curriculum Committee proposes that the Faculty Senate approve the creation of Division Curriculum Advisory Committees. This additional involvement from division faculty and staff will assist the Curriculum Committee in the production of a more accessible catalog to better serve our students.

### I. Structure

The Curriculum review and approval process operates at two levels: the Faculty Senate Curriculum Committee (FSCC) and the Division Curriculum Advisory Committee (DCAC). At each level, the process is faculty driven.

- A. As a Faculty Senate Committee, the composition of the Faculty Senate Curriculum Committee (FSCC) is determined by the Faculty Senate by-laws.
- B. The Division Curriculum Advisory Committee is composed of:
  1. The FSCC division representative as chair of the DCAC.
  2. At least one faculty member from each department within the division appointed by the department chair.
  3. A departmental Administrative Assistant.
  4. The Division Dean.
  5. The Counseling representative assigned to the division.Representatives shall be full-time faculty with a strong commitment toward CCSN willing to serve for a minimum of three years.

### II. Role of the FSCC and the DCAC

- A. The FSCC has the following responsibilities:
  1. Implement all current NSHE and college policies and procedures for the development and revision of courses, programs, and other elements of the curriculum.
  2. Receive and act on curriculum and program proposals submitted by DCACs.
  3. Arbitrate consistency and prevent/remove unnecessary redundancies in the curriculum.
  4. Assure that all components of the curriculum adhere to the standards and policies of the Nevada System of Higher Education (NSHE) and the Northwest Commission on Colleges and Universities.
  5. The FSCC serves as the approval authority for the inclusion of new curricular information to the catalog.

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B. The DCAC has the following responsibilities:

1. Review and discuss the divisional resource requirements associated with requests as indicated.
2. Review curricular proposals for action as submitted by department chairs
3. Arbitrate consistency and prevent unnecessary redundancies in the divisional curriculum.
4. Send reviewed proposals to the FSCC chair
5. Follow a set timeline in coordination with the FSCC
6. Return incorrect or incomplete proposals to department chairs and proposing faculty members for revisions as needed.

III. Procedures for submission and approval of curriculum requests to the FSCC

1. The FSCC provides forms and standards to be used to guide and systemize the process. Representatives to the FSCC may be used as consultants to assist individuals or departments/divisions in creating or changing curricula.
2. A curriculum change, addition, or deletion begins with a faculty member within a department following the curriculum guidelines and timelines provided by the FSCC (see website for details), and submission of all required forms, and supporting documents, to the Department Chair and then the DCAC chair.
3. The DCAC reviews and forwards proposals to the FSCC chair, or reviews and returns the proposals to the department chair with recommendations for revisions.
4. The FSCC approves proposals for inclusion in the catalog or returns them to the DCAC chair with recommendations.
5. Requests to add/delete/revise programs of study, program emphases, and courses, as well as substantive changes in courses, will be submitted for action according to procedures detailed in this policy and in accordance with the Board of Regents policies.

IV. Types of Curricular Changes

Complete details, guidelines, and all required forms for submitting requests for curriculum changes, additions, and deletions, are located on the FSCC web site.

Changes in existing courses include:

- Changes in existing titles and prefixes
- Changes in existing prerequisites
- Changes in existing course descriptions
- Changes in outcomes
- Deletions

Substantive changes include:

- New courses
- Changes in credit hours
- Changes in contact hours

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Program proposals include:

- New programs
- New program emphases
- New certificates

All new program initiatives must have a consent approval of the VPAA for the program, emphasis, or certificate.

V. Criteria for Curriculum Decisions

These can be found within the curriculum guidelines document.

We must make sure that changes brought in this policy are also reflected in the guidelines and/or forms.

We should feel comfortable making changes to the policy if they seem a better practice and then change guidelines and/or forms if needed.

