

Pine Technical College

Policy and Procedure

Policy Number: 237

Date: 03/01/2009

Division/Department: Academic Affairs

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Subject: Curriculum Design, Development, and Approval

Note: This policy replaces policies 211, 213, & 229

Authorities: MnSCU Policy 3.36

Purpose: To provide direction for decision-making regarding the design, development, and maintenance of academic courses and programs.

Policy:

All academic courses and programs shall be designed, developed, and maintained through established procedures that facilitates continuous improvement and academic accountability. New or revised curriculum will not become official until approved by the Academic Affairs and Standards Council, the CAO, and included on the MnSCU inventory.

Procedures:

1. Curriculum Concept & Design: Prior to preparing a formal curriculum proposal, the initiator must meet with the appropriate Division Chair, the Coordinator for Academic Assessment and Curriculum Development (Coordinator), and the Chief Academic Officer (CAO). This meeting will be scheduled by the Coordinator for the purpose of discussing the merits and viability of the proposal.
2. Curriculum Development: The Coordinator will assist the proposal initiator with developing new or revised curriculum that is based on community need and meets the established academic standards for accreditation. It is the initiator's responsibility to ensure that all required forms are completed and all curriculum components are included with the proposal.
 - a. New Curriculum: All curriculum proposals for new academic programs and courses must be reviewed and approved by the Academic Affairs and Standards Council (AASC). The initiator of a curriculum proposal shall complete the Curriculum Proposal Initiation Form, which must include documentation on the following criteria:
 - Alignment with college mission
 - Facility, technological, and financial resources necessary
 - Quantitative data on student interest and occupational demand
 - Identify delivery locations and mode
 - Faculty qualifications and anticipated availability
 - Catalog description
 - Specify student learning outcomes
 - Transferability and career pathway (if applicable)
 - Signed articulation agreements or collaborations (if applicable)
 - Academic program advisory committee recommendations (if applicable)
 - Minnesota Transfer Curriculum Worksheet (if applicable)

- b. Curriculum Redesigns and Revisions: The AASC must review and approve all **program** redesigns that affect the approved program name, CIP code, addition of emphases, or a change in academic award. The AASC must also review and approve any revision to a program credit length when the change exceeds the maximum or fails to meet the minimum credit lengths defined in MnSCU policy. The AASC must review and approve all major **course** redesigns to include changes to course titles, course credit values, course descriptions, and course numbers. The initiator of a proposed program or course revision must submit a completed Curriculum Proposal Initiation Form to the AASC. The initiator shall also provide the AASC with a Program Completion Plan that specifies the options available to those full-time students admitted into the program before the proposed change.
 - c. Reactivated Curriculum: Any program or course that has been suspended or dormant for a period of 24 months shall be presented to the AASC for review. If the curriculum is current or requires minor changes, the program or course can be reinstated after one reading as determined by 2/3 majority vote. However, if any part of the curriculum needs to be revised, the program or course shall be presented for a second reading with 2/3 majority carrying the vote on whether the curriculum should be reinstated.
 - d. Grammatical Errors: The correcting of typographical, punctuation, and formatting errors does not constitute a curriculum change. These types of changes do not require review or approval.
 - e. Exception for Minor Changes: In certain circumstances there may be “minor” changes to curriculum that will not require a comprehensive review and approval by the AASC. The term “minor” changes refers to any alterations to curriculum that do not impact the scope or content of the approved program or course. If the initiator of a curriculum proposal requests an “exception” for minor changes, they must consult with the Coordinator to ensure compliance with PTC and MnSCU policy. If the Coordinator agrees that the proposed curriculum change should be classified as “minor”, the curriculum change will be placed on the agenda for the next scheduled AASC meeting. The Coordinator will prepare and present a brief summary of the proposed change to the AASC. If any member of the AASC disagrees with classification as presented, the AASC will vote on the classification and a 2/3 majority carries the vote. The Coordinator will inform the proposal initiator of the decision and will assist with completing the administrative elements of the change.
3. Curriculum Approval: For a curriculum proposal to be considered by the AASC, the initiator must submit a completed Curriculum Proposal Initiation Form, course syllabus, course outline/s, and program plan. In addition, the initiator must submit an academic assessment plan that describes the method/s for assessing student learning of the established course and/or program outcomes. The plan will be submitted using a template developed by the coordinator and approved by the AASC. All required documents must be received by the AASC Chair at least seven (7) days prior to the next scheduled meeting. The AASC will not consider any curriculum proposal that is incomplete or misses the deadline for submittal.
 - a. All proposals for new or revised curriculum must undergo two iterations of review by the AASC. At the first reading, the AASC will review the content of the proposal to ensure

that all academic standards and policy requirements of the college have been met. The initiator must attend the AASC meeting to present the proposal and respond to questions.

- b. During the second review, the AASC will ensure that any problems noted previously have been addressed to their satisfaction. The initiator of the proposal or Division Chair must be at the AASC meeting for the second reading of the proposal. At the conclusion of the second reading, the AASC will vote on the proposal and a 2/3 majority carries the vote.
 - c. The decision of the AASC will be forwarded to the CAO for administrative approval. If the CAO counters a decision of the council, the AASC Chair may request that the college president attend an upcoming meeting of the council to hear an appeal on the issue. The decision of the college president is final.
4. Curriculum Timeline: For purposes of scheduling, staffing, and budgeting, all proposals for new or revised curriculum must be approved by the AASC during the fall academic semester. For a new or revised program/course to be included on the Master Schedule, the curriculum must be approved no later than Dec 15 of the previous academic year. However, when developing customized courses to support local business and industry, it may be necessary for the AASC to review and approve curriculum outside the normal timeline.

Responsibilities:

1. The Chief Academic Officer is responsible for the overall administration of academic curriculum and must ensure that the established procedures are being followed.
2. The initiator of a curriculum proposal is responsible for developing curriculum that is relevant to the mission, complies with academic standards, and is based on documented need. The initiator is responsible for seeking guidance and input from the program advisory committee prior to proposed revisions. It is the responsibility of the initiator to complete the curriculum proposal and to submit all required documentation to the AASC in a timely manner.
3. It is the responsibility of the Coordinator for Academic Assessment and Curriculum Development to assist faculty with designing new or revised curriculum. The Coordinator is responsible for tracking the curriculum changes, maintaining the program inventory, and providing quality control throughout the process.
4. It is the responsibility of the Division Chair to meet with the initiator, Coordinator, and CAO to discuss the proposal prior to submission. The Division Chair may also serve as the initiator's representative during the second reading of the proposal.
5. The AASC is responsible for reviewing content of all curriculum proposals to ensure that all academic standards are being met.

Reviewed by Campus Round Table: 3/16/2009, 6/1/2009

Reviewed by AASC: 3/18/2009, 4/8/2009

Reviewed by FSGC: 4/1/2009

Reviewed by Student Senate: N/A

Approved: 6/1/2009

Dr. Robert L. Musgrove