

The College District shall have a comprehensive curriculum that meets constituency needs while remaining cost-effective. Each educational program for which the College District awards academic credit shall be approved by the faculty and the administration through the curriculum committee and by the Coordinating Board. The College District shall have procedures for designing the curriculum that include faculty involvement and administrative approval. All new programs shall require Board approval.

The proposed curriculum shall be evaluated on the basis of academic effectiveness and fiscal responsibility. The overall programs of the College District shall be continually reappraised to ensure that all courses offered meet the needs of both the community and the individual student.

The Board encourages widespread faculty involvement in the planning of course offerings and in the exploration of new techniques for meeting course learning outcomes. Primary responsibility for curricular development and improvement of the curriculum and educational programs resides with the faculty. Faculty members shall be responsible for the content, quality, and effectiveness of the curriculum.

Faculty shall meet **at least** annually to determine whether curriculum changes are needed. Assistance in the development of curricula shall be the responsibility of the faculty, working in cooperation with the program coordinators, program chairs/**program directors**, and the dean.

The requested changes shall be submitted to the appropriate instructional ~~division~~ dean. Curriculum changes shall be forwarded to the curriculum committee from the ~~dean's office~~ **vice president of instruction's office**.

All significant curriculum changes, including new program proposals, major redesign of a course or program, or program changes to the core curriculum approved by the curriculum committee shall be submitted to the President's executive council and Board for approval. As an exception to this policy, state-mandated curriculum changes shall be directly implemented. ~~Approved curriculum changes shall be disseminated College Districtwide through the College Effectiveness Council (CEC).~~

Purpose

All career technical education (CTE) programs are required by the Coordinating Board to have advisory committees. The purposes of an advisory committee are to:

1. Help a college document the need for a workforce education program; and

2. Ensure that the program has both adequate resources and a well-designed curriculum to provide students with the skills, knowledge, and behaviors necessary to successfully meet the needs of business and industry.

Meetings

Each advisory committee must meet once a year, and in addition, contact should be maintained with committees throughout the year via e-mail, fax, phone, or videoconference.

Responsibilities

Committees are advisory in nature and shall make their recommendations to the College District administration. The administration shall utilize these recommendations in strategic planning for curriculum change and other program improvements throughout the College District.

Substantive Change

The purpose of these provisions is to ensure compliance and timely reporting of substantive changes at the College District in compliance with the Southern Association of Colleges and Schools Commission on Colleges' (SACSCOC) substantive change policy available on the SACSCOC Web site. The College District's SACSCOC liaison shall work with the appropriate individual to facilitate substantive change notifications required by the SACSCOC.

Dissemination of
Substantive Change
Policy and
Procedure

The College District recognizes the importance of timely identification of potential substantive changes so that the SACSCOC may be notified within the required time frame. ~~Each semester, the SACSCOC liaison shall disseminate and review the SACSCOC's substantive change policy and procedure with the communications council and the curriculum committee.~~

Annually, the SACSCOC liaison shall disseminate and review the SACSCOC's substantive change policy and procedure with the Executive Council, the Instructional council and the curriculum committee.

Reporting
Substantive
Changes

The vice president of instruction shall be ultimately responsible for monitoring and reporting program substantive changes as reported by the deans and program directors/department chairs. Each semester, prior to the finalization of the upcoming schedule of classes, each program director/department chair shall complete a substantive change verification form, which shall be used to identify potential substantive changes that would require notification to the SACSCOC. Such notification may require:

1. A letter of notification and request for approval prior to implementation;

2. A letter of notification prior to implementation; or
3. A prospectus or modified prospectus prior to implementation.

~~In addition, any schedule changes made after the finalization of the course schedule shall require the completion of a schedule change form to ensure these changes shall not require a substantive change notification to the SACSCOC. The course schedule shall not be released until all program substantive change verification forms have been reviewed and approved. Additionally, no changes in program course offerings after final approval of the course schedule shall be made until all appropriate approvals and notifications are made.~~ Any program changes requiring notification to the SACSCOC shall be forwarded to the SACSCOC liaison by the vice president for instruction for submission to the SACSCOC.