

3357:13-12-231 Curriculum Review Processes (Curriculum Committee)

- (A) **Mission:** The mission of North Central State College's Curriculum Committee is to provide oversight for the College's curriculum by ensuring that the curriculum is academically sound, comprehensive and responsive to the evolving needs of the students and community while also ensuring that the college mission, learning outcomes and educational delivery to students are well served.
- (B) **Scope of Committee:** The purpose of the Curriculum Committee is to ensure that the proposed curriculum changes meet the needs of the students and community served by the college. The committee will achieve this purpose by performing the following actions:
- (1) review curricular changes in terms of, but not limited to, quality, coherence, continuity, consistency, currency, accuracy, and appropriateness
  - (2) seek input from stakeholders as needed
  - (3) recommend proposed curriculum changes to the Vice President of Academic Services
- (C) The Curriculum Committee is not responsible for generating or implementing curriculum proposals that it approves; such responsibility rests with the faculty, departments, and the administration. The committee is not responsible for the budgetary consequences of curricular proposals and does not use such considerations as the basis for its recommendations. The committee is not responsible for communicating curriculum changes to the wider college community. Communication of curriculum changes is the responsibility of the faculty/deans of the division in which the changes are taking place. Specifically, it is the responsibility of the faculty/deans to inform admissions, advising, the registrar, other faculty, advisory committees and the marketing department. However, the academic services department, on behalf of the curriculum committee does operate an email list serve to communicate changes from every meeting to all departments on campus.
- (D) It is also the responsibility of the departments to work with the dean of liberal arts to develop any transfer agreements. It is the responsibility of faculty to request submissions for OTMs/TAGs/CTAGS.
- (E) **Curriculum Change Process:** The trigger for any changes to curriculum can come from any of the following sources:
- (1) Program accreditation guidelines,
  - (2) advisory board input,
  - (3) assessment findings,
  - (4) ODHE, or HLC guidelines,
  - (5) changes in the profession that the curriculum leads to.
- (F) Changes in curriculum in general happen either at the course, or the program level, or both. Additionally, changes that may be subject to curriculum committee review could be ;

changes in program entrance, application processes, and/or changes in the sequence of courses within the program.

(G) Regardless of the nature of the changes, the overarching processes is the same:

- (1) Faculty will request a change to a course or program by requesting permission to access the change process within our curriculum management system. This request will only need to be made once for each faculty member given responsibility for curriculum change. Thereafter, faculty must only speak to their dean about the proposed changes, and enter the curriculum management system and begin the process.
- (2) Once the academic services office is notified, the faculty will be entered into the software system. At that point (after training) they will be given access to launch changes within their curriculum. The faculty member will log in to the system and pull up the course, or program they wish to change. They will be given the ability to review the current course/program information, and will begin the change process. As they make changes they will have the ability to compare what they are changing with the established curriculum. This automatic tracking of changes will follow the documents through the curriculum management system so that all approvers on the curriculum later in the process can see all changes, made by all parties.
- (3) Once the faculty member has made the changes to their curriculum the next person in line for approval will be automatically notified through the system to review the changes.
- (4) This process continues until the assistant dean/dean sign off on the curriculum changes to be presented to curriculum committee.
- (5) At that time the faculty member will contact academic services to schedule a presentation with the curriculum committee.
- (6) The committee meets every other Friday through Fall and Spring semesters. All program changes must be completed by the end of Fall Semester. Spring semester is reserved for any changes to the courses, that does not affect the program for the upcoming Fall semester.
- (7) Once the curriculum has been presented and successfully passed the curriculum committee a final review and approval, based upon committee recommendations, will be completed by the Chief Academic Officer.
- (8) The curriculum will then be accepted by the CAO or his/her designee within the software system.
  - (a) This system will automatically update the student information system as well as the institutional catalog.
  - (b) These systems are monitored by the registrar, the academic services office and the coordinator of the college catalog.

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