

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

- (A) 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 curriculum 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 Chief Academic Officer (CAO) for approval
- (B) The Curriculum Committee is not responsible for the following:
- (1) Creating or implementing curriculum proposals that it approves; such responsibility rests with the faculty, departments, and the administration.
 - (2) Budgetary consequences of curriculum proposals.
 - (3) Communicating curriculum changes to the wider college community.
- (C) Faculty and the academic division are responsible for the following:
- (1) Create the curriculum proposal, adhering to the guidelines established in the Curriculum Committee Handbook.
 - (2) Conduct a formal presentation of the proposal to the Curriculum Committee for full review.
 - (3) Once the proposal is approved by the Curriculum Committee, faculty and deans of the division in which the changes are taking place must:
 - (a) Communicate the curriculum changes to the wider college community. Appropriate, detailed communication must be given to inform admissions, College Credit Plus (CCP), advising, the registrar, other faculty, advisory committees, other impacted academic divisions and the marketing department.
 - (b) Work with the Transfer Council, chaired by the Dean of Liberal Arts, to develop and/or modify any transfer agreements.
 - (c) Prepare/request submissions for Ohio Transfer Modules (Transfer36), Transfer Assurance Guides (TAGs), Career Transfer Assurance Guides (CTAGs), and/or Military Transfer Assurance Guides (MTAGs) as applicable.

(D) 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) Ohio Department of Higher Education (ODHE), or Higher Learning Commission (HLC), U.S. Department of Education (ED) guidelines,
- (5) changes in the profession to which the curriculum leads.

(E) Changes in curriculum in general happen either at the course level, program level, or both. 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.

(F) The detailed procedure for creating curriculum proposals, their review and approval are provided in [14-072 Curriculum Revision](#) and the [Curriculum Committee Handbook](#).

Effective: October 24, 2023

Next Review: October 1, 2028

Review Date: 8/27/19, 10/22/19, 10/24/23