

### 3357: 13-14-072 Curriculum Revision Procedure

Curriculum changes are proposed by North Central State College faculty. Faculty have the responsibility to develop courses and programs, create and update official syllabi, navigate through the process of course and program development and approval, and understand the institutional and state requirements that dictate college curriculum. Curriculum proposals are initiated and routed for review and approval through the curriculum management information system. This procedure, in conjunction with the Curriculum Committee Handbook, provides instruction for the curriculum review process.

Curriculum revisions involve the following activities:

- Adding a new program or course;
- Modifying an existing program or course;
- Deactivating an existing program or course.

Procedure:

- (A) Faculty determines that a curriculum revision activity is needed. Curriculum revisions can consist of:
  - (1) Creation of a new degree program, certificate or course.
  - (2) Change of name, description, credit hours, contact hours or learning objectives for an existing degree program, certificate or course.
  - (3) Substantial change of course content and/or catalog description for an existing credit or subsidized course.
    - (a) a "substantial" change is defined as a change that affects one or more of the following: course content to a significant extent (i.e. 20% or more); college costs (including equipment needs); class maximum size; availability of knowledgeable instructors; the operation of more than one academic department; transferability of courses to other colleges; or articulation with high schools.
  - (4) Change of college-wide outcomes or its applicable assessment for existing course.
  - (5) Change of learning objective or its applicable assessment for existing course.
  - (6) Change of prerequisites, corequisites or concurrent requisites for an existing course.
  - (7) Change in course sequencing within an existing degree program or certificate.
  - (8) To remove a degree program, certificate or course from the curriculum offering for the college.
- (B) Faculty creates a curriculum proposal in the curriculum management information system.

- (1) The curriculum management information system contains predefined templates for the following curriculum revision activities:
    - (a) Create a new program
    - (b) Create a new course
    - (c) Modify an existing program
    - (d) Modify an existing course
    - (e) Deactivate an existing program
    - (f) Deactivate an existing course.
  - (2) Each predefined template has a specific workflow / routing process which has been approved by the Curriculum Committee.
  - (3) The Curriculum Committee Handbook contains specific instructions for use of the curriculum management information system and an overview of the Ohio Department of Higher Education Guidelines.
    - (a) For changes to existing programs or courses, faculty will have the ability in the curriculum management information system to import the current approved information for the program or course. Faculty will be able to review and edit the information appropriately for the proposed changes and can compare what they are changing with the established curriculum. This automatic change tracking will follow the proposal through the process so that all reviewers/approvers can see changes made by all parties.
- (C) Once faculty has created the curriculum proposal and responded to each required field, the faculty will “launch and approve” their proposal. This action will initiate the specific workflow for the activity and the review process will begin.
- (1) Most workflows include review and approval from Division Dean before the proposal is routed to the Curriculum Committee for a full review.
  - (2) Once the Division Dean has approved the proposal, the faculty will contact the Curriculum Committee (through the [Curriculum Committee webpage](#)) to schedule a presentation with the Curriculum Committee.
- (D) The Curriculum Committee will conduct a full review of the curriculum proposal at the designated meeting. The originating faculty and/or Division Dean is required to attend this formal review.
- (1) Once the proposal has been presented and received final review and approval from

the Curriculum Committee, the proposal is routed to the Chief Academic Officer (CAO) for the final approval.

- (E) The proposal will then be accepted by the CAO or his/her designee within the curriculum management information system. The proposal is now routed to other applicable college departments such as:
  - (1) Registrar. Monitors to ensure that the student information system is updated appropriately.
  - (2) Chief Financial Officer (CFO). Monitors for changes that impact college budget.
  - (3) Business Office. Monitors to ensure that fee changes are appropriately posted, if applicable.
  - (4) Accreditation Liaison Officer (ALO). Monitors to ensure that the college catalog is updated appropriately and other compliance/accreditation activities.
- (F) Curriculum Committee will meet twice per month during the fall and spring semesters.
  - (1) All program changes must be reviewed and approved by the end of fall semester.
  - (2) Spring semester is reserved for course changes that do not affect the program for the upcoming fall semester.

Effective: October 24, 2023

Expires: October 1, 2028

Review Dates: 7/1/88, 7/1/91, 3/1/95, 7/1/96, 7/1/97, 10/24/23