

CENTRAL WYOMING COLLEGE

CURRICULUM PROCEDURES

Prepared by
The Curriculum & Academic Policies Committee

2013-2014

**Central Wyoming College
CURRICULUM & ACADEMIC POLICIES
PROCEDURES MANUAL**

I. Purpose

The Curriculum and Academic Policies Committee is responsible for recommendations to the Vice President for Academic Services concerning all aspects of the college curriculum and academic integrity. In this capacity, the committee makes recommendations regarding:

- All new courses
- **All general education courses and changes to them**
- Courses with changed credit hours
- Courses with significant description change
- All new program proposals and changes in existing programs
- All policies relating to academic integrity

The committee places the needs and best interest of the students at CWC and the community above all else in the decision-making process.

The committee reviews the above items to assess their congruency with the college mission, vision, and goals. In addition, committee review includes but is not limited to: assessment of course/program objectives, allotment of credit hours, accuracy and wording of course/program descriptions, assignment of general education designators, and general need for change or new programs.

The committee assures that the proper approval procedures have been followed and forms are completed correctly.

II. CWC Mission Statement, Vision Statement, Goals

Mission: Enhance the quality of life through innovation and excellence in education.

Vision: Provide lifelong learning opportunities beyond the boundaries of time and place.

Goals:

- Ensure academic excellence
- Provide an environment for cultural and lifelong enrichment
- Serve as a proactive community leader
- Use innovation to increase access to education

III. Specific Responsibilities

1. Review and recommend action on all new courses.
2. Review and recommend action on substantive changes to permanent credit courses including:
 - a. Credit value
 - b. Description changes
 - c. Deletion of courses
3. Review and recommend action on general education courses and designators. Develop, review or recommend general education categories.
4. Review and recommend action on all new programs and program deletions.
5. Review and recommend action on changes to existing programs that alter the original intent or goals of the program, such as increasing or decreasing the total number of credits required for graduation or adding or deleting specific courses.
6. Review and recommend action on all new or proposed revisions in policies and procedures that affect academic integrity.

IV. Membership

Central Wyoming College believes that faculty is responsible for the overall integrity and intent of the curriculum, policies and procedures that affect it. Therefore, the membership of the Curriculum and Academic Policies Committee consists of a majority of full-time faculty representing the various academic divisions. Please refer to the current year CWC Advisory Committees for a list of members.

Meetings

Meetings will normally be held at least once a month at times convenient to all members. Meetings may be called outside the academic year, as necessary. *Robert's Rules of Order* will be utilized.

Officers

The committee will elect a Chair and Vice-Chair in the Fall of each year for the following academic year. The Chair is responsible for setting the agenda for each meeting and insuring that all items considered by the committee have a thorough and impartial hearing.

V. Policies and Procedures

Curriculum

Curriculum may originate from a variety of sources, but must be directed to and approved by the appropriate academic division before being sent to the Curriculum and Academic Policies Committee for consideration (see Program and Curriculum Implementation Flow Chart). Approval by the appropriate academic division means the proposal has been reviewed and approved by at least two-thirds of the division's faculty and signed by the appropriate Dean.

Academic Policies

Academic Policies also originate from a variety of sources including the Curriculum & Academic Policies Committee. These proposals do not require prior approval by an Academic Division, but they must be presented to the faculty as a whole either by e-mail or a faculty meeting for discussion and input (see Academic Policies Implementation Flow Chart).

Forms

All Curriculum Proposals must be submitted to the Curriculum and Academic Policies Committee utilizing approved forms. (Form A, C and G are submitted to the Curriculum Committee & Academic Policies Committee; Form B is submitted to the Academic Council)

Curriculum and Academic Policies Committee Recommendations

All curriculum recommendations will be submitted to the Vice President for Academic Services in the form of approved Committee minutes. The Vice President for Academic Services will communicate to the Committee via e-mail as soon as possible with rationale if any of the recommendations are being submitted to the College President with a do not approve.

All policy recommendations go to an open forum.

Once the College President approves the Curriculum and Academic Policies Committee minutes, the recording secretary will notify the Committee. All curricular changes that require the approval of the Wyoming Academic Affairs Council (new courses, substantive changes in courses, new programs and substantive changes in programs) will be submitted to that body by the Vice President for Academic Services.

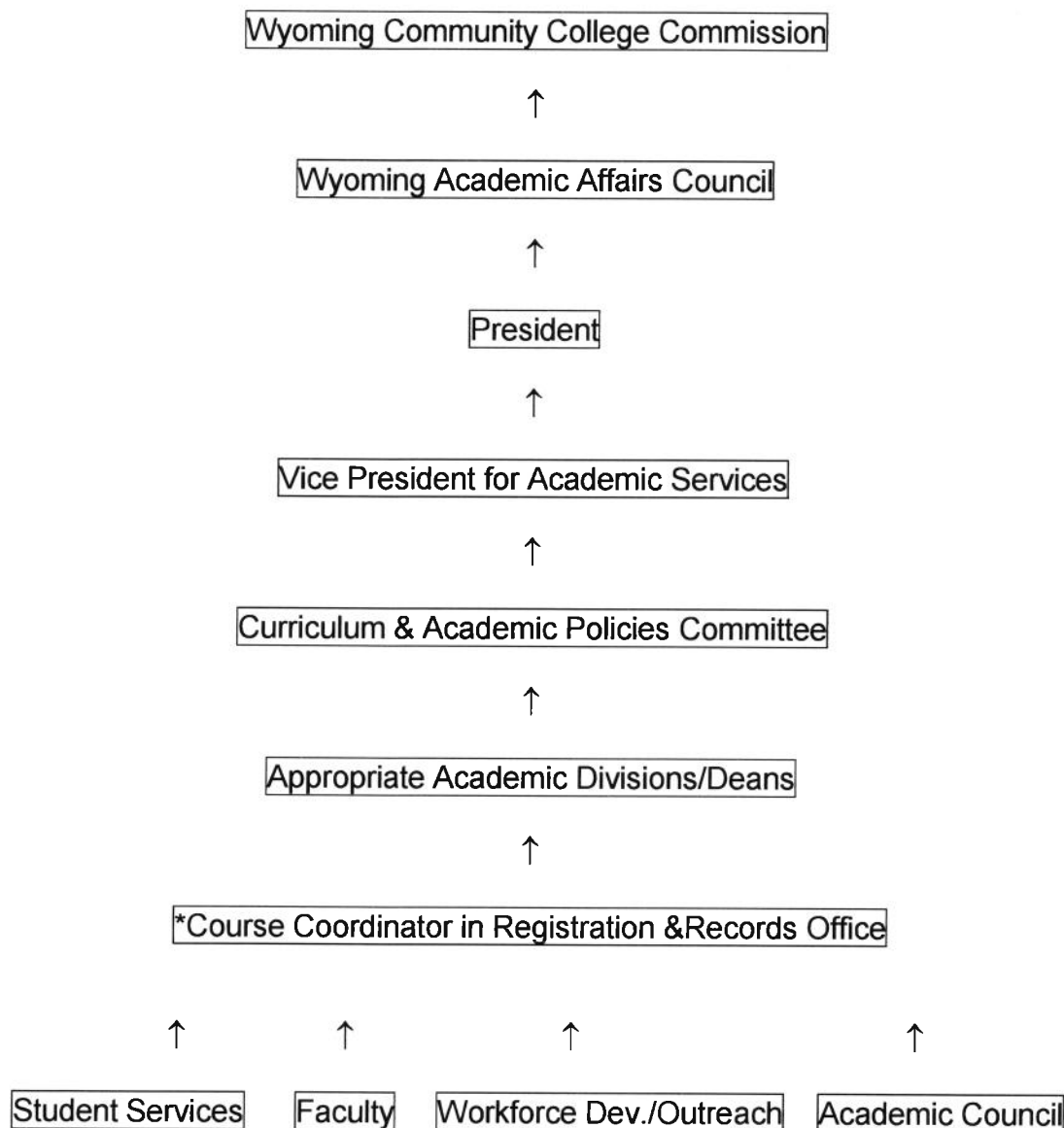
VI. Common Course Numbering Guide

It is the job of the Curriculum and Academic Policies Committee to oversee that all courses comply with the common course numbering system established between the seven Wyoming community colleges and the University of Wyoming. The Dean of the initiating division should give the appropriate prefix and a suggested number for a new course to the Records Specialist in the Records and Research Office at Central Wyoming College. Freshmen courses should be numbered 1000-1999, sophomore courses should be numbered 2000-2999, and developmental courses begin with a 0. The Records Specialist then contacts the University of Wyoming for courses numbered 1000-1499, 2000-2499; and the Wyoming Community College Commission for courses numbered 1500-1999, 2500-2999. This individual suggests a course number that will comply with the common course numbering system. The Record's Specialist then advises the appropriate Dean of the suggested course number. The prefix and number can then be included on a Form A (Appendix A) and proceed through the curriculum committee for review and recommended action. After the curriculum committee approves the course, it is the Record Specialist's job to notify the appropriate coordinator of the prefix, number, exact course title and provide any additional information they require. It is not until this final step that the number and course are approved as part of the common course number system.

VII. Effective Date of Curriculum Committee Changes

All Curriculum and Academic Policies Committee changes that have received administrative approval will take effect as indicated on the approved curriculum form.

PROGRAM AND CURRICULUM IMPLEMENTATION FLOW CHART

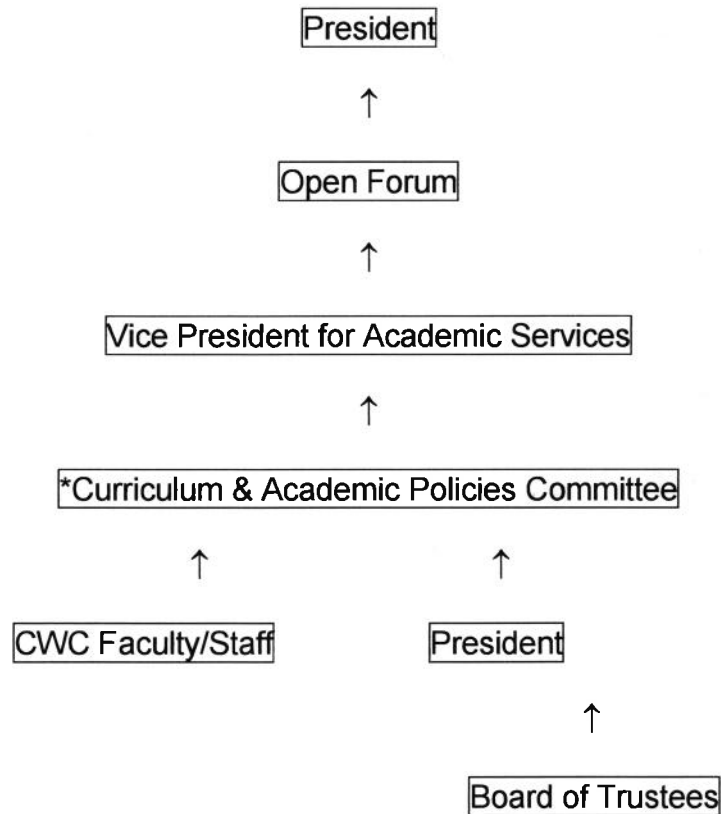


The Program/Curriculum Implementation Flow Chart presents the procedures for submitting program changes/new programs and Form A's (new and substantively changed courses) (Appendix A).

Following the approvals of the Form A's (Appendix A) by the Vice President for Academic Services and the President, the VP submits the new or substantially changed courses at the next Wyoming Academic Affairs Council meeting, and then the Wyoming Community College Commission.

*New Course proposals must include the "Course Coordinator" step.

ACADEMIC POLICIES IMPLEMENTATION FLOW CHART



The Academic Policies Implementation Flow Chart presents the procedures for submitting a new or changed Academic Policy.

*When a policy is submitted to the Curriculum and Academic Policies Committee, members will take the proposal back to each constituency for review and comment. In the event the Curriculum & Academic Policies Committee does not accept the proposed policy, the Committee will explain the denial, which may include suggestions for modifications, and return the policy to the source. Anyone may appeal the Committee's decision and request an open forum through the President's Office.

Level _____
WCCC approval _____
Date _____

Curriculum & Academic Policies Committee

FORM A

Proposal for New Course or Substantive Changes To Courses
****Substantive Changes: Changed Credit Hours, Significant Catalog
Description/Prerequisite Change****

_____ **New course:** attach a course outline.

_____ **Substantial change to an existing course:** attach a revised course outline.

If this course has a General Education designation attach new Form G with changes highlighted.

Description of Action Requested: _____

Rationale: _____

Date Change Will Take Effect: _____

Date of Division Approval: _____

Course Title: _____

Current: _____

Proposed: _____

(Maximum title length is 30 characters)

Course Prefix and Number: _____

(Please contact the Records Specialist in the Records & Research Office when you start this process so the Prefix and Number availability can be approved.)

Credits: Current _____ Lecture _____ Lab _____ Max credits toward graduation _____

Proposed _____ Lecture _____ Lab _____ Max credits toward graduation _____

New Course Description or Substantive Change to Course Description

Current course description: (Include prerequisites, Gen Ed designator, repeatability for graduation, and lect./lab contact hour breakout)

New course description: (Use complete sentences. Include prerequisites, Gen Ed designator, repeatability for graduation, and lect./lab contact hour breakout) Must match course description on course outline.

Level: Developmental (under 1000) _____ UW (1000-1499 and 2000-2499) _____
WCCC (1500-1999 and 2500-2999) _____

Grading Option: Letter Grade _____ or S/U only _____

Program(s) for which this course is currently required: _____

Program(s) being developed for which this course will be required: _____

Course(s) to be deleted when this course is approved: _____

Are course fees required? Yes _____ No _____ Per Credit _____ Total _____ A/R Code _____

Is a CWC General Education Designator desired for this course? Yes _____ No _____

If yes, mark which Gen Ed's apply and attach completed appropriate Form G, (Found in Public Docs/Curriculum Committee Forms/Form G folder)

WR1 _____ WR2 _____ ARTS _____ DIV _____ HUM _____ LSCI _____ MATH _____
ORAL _____ PEAC _____ SOC _____ UNST _____ WELL _____

For AAS degrees ONLY: APPM _____ IT _____

Are you requesting or updating Equivalency to a UW course? (Taught at UW) Yes _____ No _____

If yes, attach completed Wyoming Transfer Guide Course Approval form, (Found in Public Docs/Curriculum Committee Forms/Transferability folder) AND a course syllabus.

If this course at UW has one of their Gen Ed designators (University Studies) you MUST apply also for University Studies approval, see section below.

Are you requesting or updating Transferability to UW even if only as a General Elective? (Not taught at UW) Yes _____ No _____

If yes, attach completed Wyoming Transfer Guide Course Approval form, (Found in Public Docs/Curriculum Committee Forms/Transferability folder) AND a course syllabus.

Are you requesting or updating University Studies (to be a Gen Ed at UW) approval desired for this course? Yes _____ No _____

