# What is Curriculum Committee and What does it do?

## Purpose

The Curriculum Committee is a faculty-based committee that approves all modifications to current courses and programs, or the addition of new courses and programs, as well as curriculum requirements for the A.A., A.S., A.A.S., A.D.N., and A.F.A. degrees, and Certificates. The purpose of the Curriculum Committee is to safeguard the integrity and quality of the courses and programs that Western offers.

- The Committee owns these purposes through formal review of new Course Outlines to ensure they are clear, consistent, and contain the minimum requirements, since course outlines are essential for potential transferability and understanding of course content.
- The Committee carefully reviews course descriptions regularly, since they fulfill a responsibility to set clear expectations and understanding of course content in our catalog, and facilitate transferability.
- The Curriculum Committee reviews new Programs for graduation requirements, effects on other existing programs, and for viability.
- The Curriculum Committee oversees any proposed change to general education or graduation requirements.

## Committee Composition

Curriculum Committee has 12 members representing all facets of the college to ensure quality courses and programs in all disciplines.

Voting Members:
- Faculty member with a fulltime teaching assignment elected by the fulltime faculty from each of the six divisions to serve a two-year term
- Division Chair elected by the Division Chairs to serve a two-year term
- Faculty member with a fulltime teaching assignment elected by the fulltime faculty as an at-large faculty representative to serve a two-year term
- Vice President for Student Learning, who will be the permanent Chair of the Curriculum Committee and shall vote only in the event of a tie

Ex-Officio Non-Voting Members:
- Professional employee from Student Success Services (Registrar)
- Associate Vice President for Student Learning
- Professional employee from Outreach appointed by the Vice President for Student Learning (Director of Distance Education)

All non-voting members will have unexpired terms.

Notes:
- Faculty members on initial contracts may not serve on the Curriculum Committee during their first year at WWCC.
- The Vice President for Student Learning will preside at and facilitate all committee meetings. In the event of the absence of the Vice President of Student Learning, the Registrar will serve as standby meeting facilitator.

# How do I Revise, Add, Deactivate or Reactivate a Course?

**Revise an existing course:** Revisions to an existing course include changing credit hours, prerequisite, course description, course number, course name, or cross-listing a course.
1) To process a proposal to revise an existing course, follow the STEPS TO PROCESS A PROPOSAL as outlined on page 3; the proposal will appear on the Regular Agenda.

**Add a course:** There are two situations when a new course would be added – Topics to permanent <u>or</u> add a new permanent course.
1) To process a proposal to add a new course, follow the STEPS TO PROCESS A PROPOSAL as outlined on page 3; the proposal will appear on the Regular Agenda.
2) In the event a new course is also proposed for **cross-listing**, three signatures (minimum) must be obtained on the Course Changes Form from both divisions involved.

**Deactivate a course rarely offered/taught:** There are two situations when a course would be proposed for deactivation:
1) An Instructor or Division Chair determines a course should be proposed for deactivation.
   - Follow the STEPS TO PROCESS A PROPOSAL as outlined on page 3.
   - The proposal will appear on the Consent Agenda.
   - Following Curriculum Committee approval, the course will be deleted from the next catalog, and can be reactivated at any time by going through the designated Curriculum Committee process as outlined in the STEPS TO PROCESS A PROPOSAL as outlined on page 3.
2) Any course appearing in the catalog which has not been offered and/or taught for four years (including the current term) will be reviewed for change to inactive status.
   - Each October the Registrar will generate a list of courses rarely offered/taught appearing in the catalog, proposing deletion of inactive courses from the catalog to the appropriate Division Chairs.
   - Following review of the list by the appropriate Division Chair, and after obtaining Division Chair approval, the Curriculum Committee Assistant will follow the STEPS TO PROCESS A PROPOSAL as outlined on page 3, including obtaining the appropriate departmental signatures.
   - The proposal will appear on the Consent Agenda.
   - Following Curriculum Committee approval, the course will be deleted from the next catalog, and can be reactivated at any time by going through the designated Curriculum Committee process as outlined in the STEPS TO PROCESS A PROPOSAL as outlined on page 3.

**Reactivate a deactivated course:** A course that has been deactivated can be reactivated at any time. There are two potential procedures when a course is proposed for reactivation:
1) If a course is proposed for reactivation and no changes are proposed to the name, course number, course description, number of credit hours, prerequisite, or course description, follow the STEPS TO PROCESS A PROPOSAL as outlined on page 3. The proposal will appear on the Consent Agenda.
2) If a course is proposed for reactivation, and the proposal includes any change from the original course taught, follow the STEPS TO PROCESS A PROPOSAL as outlined on page 3. The proposal will appear on the Regular Agenda.

# STEPS TO PROCESS A PROPOSAL:

## Before the Meeting

☒ Originator
1. Obtain Course Changes Form on the Intranet under Divisions\Student Learning Home\Curriculum Committee\Course–New/Changes Form
2. Fill out the Course Changes Form (see page 4 for specific instructions) and attach course syllabus/outline
3. Return form and hard copy of any course outline or supporting material to the Curriculum Committee Assistant at least one week prior to the meeting; also email course outline as an attachment to the Curriculum Committee Assistant

**< See the Course Changes Form on page 13 of this manual, or on the Intranet >**

**Caution!**
☞
* *If proposing a new course, consult the Instructional Methods Used in Courses guide on page 26 of this manual, and the Minimum Hours Assigned to Course Types guide on page 28 of this manual.*
* *In the event a course is proposed for cross-listing, obtain full signatures from both divisions affected.*
* *Be sure your syllabus is complete. See Course Outline/Syllabus template on page 30 of this manual, or on the Intranet.*

✍ Curriculum Committee Assistant
1. List proposal on the Agenda of the next meeting
2. Include the proposal in Committee Meeting Packet prior to meeting
3. Send an email reminder to Originator indicating meeting date and time so he/she can plan to attend to answer any questions the committee may have

## During the Meeting

☒ Originator
1. Attend meeting to answer any questions Curriculum Committee members may have

✍ Curriculum Committee Assistant
1. Record all changes, actions, etc.

## After the Meeting

✍ Curriculum Committee Assistant
1. Make any necessary revisions
2. Obtain signature from Curriculum Committee Chair/Vice President for Student Learning indicating approval of the proposal
3. Make copies for files and send originals to Registrar for master file and implementation (schedule/catalog)

# How do I fill out the Course Changes Form?

If your proposed change pertains to a specific course, fill out the Course Changes Form and return it to the Curriculum Committee Assistant with a hard copy of the course syllabus/outline attached, as well as a copy sent as an email attachment.

Follow the steps below to accurately fill out a Course Changes Form:

⧗ Originator

1. Type course name and number (if known)
2. Check (✓) all changes that apply
3. Explain the purpose and benefits of the change
4. If the course is new and you are requesting general education course status, follow the instructions on page 5 of this manual for that separate process
5. Sign and date the form
6. Have appropriate peers review, approve, and sign the form
   - ✎ 3 Department Faculty Members (minimum)
   - ✎ Division Chair
7. Return form and syllabus to the Curriculum Committee Assistant at least one week prior to the next scheduled meeting; also email the syllabus as an attachment to the Curriculum Committee Assistant

**< See the Course Changes Form on page 13 of this manual, or on the Intranet >**

# Which Proposals go on the Consent Agenda?

Agenda items considered minor course changes are listed on the Consent Agenda after consulting with the Registrar. The Consent Agenda was developed for approval of changes or acknowledgements requiring little to no discussion.

These items include:
- ✎ Deactivating a course
- ✎ Reactivating a course previously deactivated (if no change from original course is proposed)
- ✎ Changing a Prerequisite
- ✎ Changing a Course Number (only within department)
- ✎ Changing a Course Name
- ✎ Changing a Course Description
- ✎ Acknowledging a Topics Course

If an item listed on the Consent Agenda requires discussion, any member can request to move it to the Regular Agenda for discussion.

| IF: | THEN: |
|---|---|
| a proposal is listed on the Consent Agenda; | the originator **does not** need to attend the meeting. |

# How do I propose a Course for General Education Classification Status?

**Philosophy/Purpose Statement for WWCC General Education Requirements -**
Western has developed a curriculum that integrates the College's 5 Goals for Student Success. These goals focus on strengthening student skills to solve problems both critically and creatively, to consider multiple perspectives, to retrieve relevant information, to communicate clearly, and to develop life skills that promote health and well-being. These skills are embedded in most WWCC courses, but the general education courses required in every Associate degree are designed to emphasize these skills.

**Procedure for Approving a Course for General Education Status -**
Each course that is proposed to fulfill a general education category classification must be submitted to the Curriculum Committee. Proposals must include the following documentation:
1. A Course Outline containing all minimum requirement elements; and
2. A Course Changes Form with all required signatures; and
3. A General Education Checklist completed and signed for <u>each</u> reviewing Faculty member.
**< Gen Ed Checklists and the Course Changes Form can be found in the Forms section of this manual, or on the Intranet >**

Key curriculum deadlines for consideration when proposing a course for general education status follow:
- ▸ September is the deadline for Spring Schedule changes
- ▸ November is the deadline for Summer Schedule changes
- ▸ December is the deadline for catalog changes *(March)*
- ▸ February is the deadline for Fall Schedule changes *(March)*

## <u>Originator:</u>
1. Obtain the appropriate General Education Course Faculty Review Checklist.
   **< Gen Ed Checklists by department are included in the Forms section of this manual, or on the Intranet >**
2. Using the Checklist form, check off each criterion which the syllabus demonstrates the course fulfills. Include a brief explanation or documentation regarding how the course fulfills each criterion.
3. Complete a Course Changes Form; attach the completed Checklist and Syllabus.
4. Obtain peer faculty signatures.
5. Submit the entire proposal packet for approval and signature to appropriate Division Chair responsible for that general education category as follows:

| General Education Category | Division Chair |
| --- | --- |
| English Composition | Humanities |
| U.S. Government | Social Science/Fine Arts |
| Social Science | Social Science/Fine Arts |
| Humanities | Humanities |
| Applied Arts | Social Science/Fine Arts |
| Health & Human Activity | Business |
| Laboratory Science | Math & Science |
| Mathematics | Math & Science |
| Computer Course | Business |

6. Submit the complete proposal packet to the Curriculum Committee Assistant for processing.

## <u>Division Chair Responsibilities:</u>
1. Review and sign the Course Changes Form prepared by the Originator proposing a course for General Education status. The completed proposal packet should be turned in to the Curriculum Committee Assistant to begin processing.
2. After the Curriculum Committee Assistant establishes email contact, the Division Chair will appoint a peer faculty committee to review the proposal (see Faculty Review Committee Guidelines below),

and communicate this information to the Curriculum Committee Assistant to implement the process.

## Faculty Review Committee Guidelines:

Reviewing faculty, where possible, are fulltime instructors whose primary teaching load is within the general education category.

**< Consult the Fulltime Faculty By Gen Ed Classification table on page 45 of this manual for the names of eligible reviewing faculty >**

A minimum of three faculty members will review each new general education course proposal. If the reviewing department has three or fewer fulltime faculty who teach in the specific field as part of their teaching load, then the faculty members teaching in that field are appointed to the Review Group.

If there are not three fulltime faculty teaching in the field, then the appropriate Division Chair should appoint potential reviewers from the following group:

1. Fulltime faculty teaching in the field as part of their teaching load (fulltime instructors may be from any division if they teach a course in the field within the appropriate general education category)
2. Enough from the following categories to have at least three reviewers
   a) lecturer teaching in the field
   b) fulltime faculty from closely related fields

## Review Committee Responsibilities:

1. Each reviewer will evaluate the proposal, review the syllabus, and complete the appropriate Review Checklist received by email from the Curriculum Committee Assistant.
2. Each reviewer will indicate agreement or disagreement with the proposal, sign the checklist, and return the materials to the Curriculum Committee Assistant within 10 working days of email receipt. Each reviewer is encouraged to write a brief explanation on the checklist form for agreeing or disagreeing with the proposal. Such explanations may expedite decision-making if conflicting viewpoints arise.
3. A non-response will not be counted as agreement or disagreement. Majority vote will prevail for approval/disapproval of the proposal.

## Curriculum Committee Assistant Responsibilities:

1. After the Review Committee has been appointed by the appropriate Division Chair, the Curriculum Committee Assistant will email each Review Committee member individually, attaching the appropriate Review Checklist and the course syllabus. Reviewers have 10 working days to respond.
2. After Reviewing Committee members have returned their completed checklists, the Curriculum Committee Assistant will prepare a non-partisan summary of responses received.
3. The Curriculum Committee Assistant will put the proposal on the Agenda of the next Curriculum Committee meeting, where the proposal and summary will be presented to Curriculum Committee and the originating faculty member for official action.

## Curriculum Committee Responsibilities:

- The Curriculum Committee will review the proposal for General Education Status, and the Review Committee summary when presented on a meeting agenda.
- If the majority of the Faculty Review Committee approves the inclusion of the proposed course under the general education category, the Curriculum Committee may approve the course or return it, with appropriate questions or comments, to the Faculty Review Committee and the Originator of the proposal.
- If the majority of the reviewing faculty rejects inclusion of the proposed course in the general education category, the Curriculum Committee must either reject the course or return it, with appropriate question or comments, to the Faculty Review Committee and the Originator of the proposal.

# What is a Topics Course and How do I get one Approved?

A Topics Course is a new course that is taught on a trial basis to see if there is any interest or need for such a course. A Topics Course must be presented and approved at, or prior to, the first Curriculum meeting of the term in which the Topics Course is offered. A Topics Course may be taught up to **two** times before it is required to become a permanent course offering. However, a Topics Course only requires a single approval to run twice.

The <u>procedure</u> for gaining approval to teach a topics course is as follows:

Ⅹ Originator

1. Write a course outline/syllabus

2. Obtain a Topics Course Form from the Intranet site under Divisions\Student Learning Home\ Curriculum Committee\Topics and Workshop Courses Form

3. Fill out the form, attach your syllabus, and have your Division Chair sign it

4. Return the form and syllabus to the Curriculum Committee Assistant

5. Email your syllabus to the Curriculum Committee Assistant

6. Your course will be presented on the Consent Agenda at the next Curriculum Committee meeting for acknowledgement

**< See the Topics/Workshop Course Form on page 14 of this manual >**

| IF: | THEN: |
|---|---|
| after a topics course has been taught once or twice on a trial basis and you feel that it should become a permanent course offering; | follow the procedure "How do I Revise, Add, Deactivate, or Reactivate a Course" on page 2. |

# How do I Revise, Add, or Deactivate a Degree or Certificate Program ?

To revise an existing degree or certificate program, or add a new one, the proposal must go before the Curriculum Committee for approval. To submit a program to Curriculum Committee, follow these steps:

## Before the Meeting

X Originator

1. Obtain a Program Changes Form from the Curriculum Committee Assistant or on the Intranet under Divisions\Student Learning Home\Curriculum Committee\Program–New/Changes Form
2. Fill out the form and attach supporting documentation
3. Have appropriate department people review, approve and sign the form
   - 3 Faculty Members (minimum)
   - Division Chair
4. Return the paperwork to the Curriculum Committee Assistant at least one week prior to the meeting; program layout and supporting material to should also be emailed to the Curriculum Committee Assistant.

**< See the Program Changes Form on page 15 of this manual >**

Curriculum Committee Assistant

1. Put the proposal on the Committee's Agenda
2. Include the proposal in Committee Meeting Packet prior to meeting
3. Send a reminder to the Originator indicating date and time of the meeting so he/she can attend

## During the Meeting

X Originator

1. Attend meeting to answer any questions the Curriculum Committee may have

Curriculum Committee Assistant

1. Record all changes, actions, etc.

## After the Meeting

Curriculum Committee Assistant

1. Make any necessary revisions
2. Has Curriculum Committee Chair/Vice President for Student Learning sign indicating approval of the proposal
3. Make copies for files and send originals to Registrar for master file and implementation (schedule/catalog)

**Attention!**

*If you are proposing a new program*:
* All proposed new degree and certificate programs go through a three-step process for state-wide approval, as outlined on page 10.
* Refer to Asterisk use in Programs in Program Outlines policy on page 29 of this manual.
* Consult the Program Classifications reference sheet on page 35 of this manual.

# How do I fill out the Program Changes Form?

f your proposed change pertains to a program, fill out the Program Changes Form and return it to the Curriculum Committee Assistant along with hard copies of all Course Outlines. Course outlines should also be emailed as an attachment to the Curriculum Committee Assistant.

Follow the steps below to fill out a Program Changes Form:

Originator

1. Type in program name and total hours

2. Check (✓) which degree your program qualifies for

3. Check (✓) the appropriate action you are proposing

4. Explain the purpose and benefits of proposed action

5. List additional costs if any

6. Sign and date the form

7. Have appropriate people review, approve, and sign the form
   - 3 Department Faculty Members
   - Division Chair

8. Return form and hard copy of course outline to the Curriculum Committee Assistant at least one week prior to the meeting. Course outlines should also be emailed as an attachment to the Curriculum Committee Assistant.

# When should I submit Paperwork for Proposals to the Curriculum Committee?

Curriculum Committee has certain deadlines to adhere to for the printing of the spring, summer and fall schedules, as well as the catalog. All changes approved after the deadline dates listed below will go into effect with the next schedule or catalog. Typically, the first Curriculum Committee meeting of the academic year is in September, and the final meeting of the academic year is in April. In order to have a proposal for change, addition, or deletion put on an Agenda, proposals must received by the Curriculum Committee Assistant one week prior to a scheduled meeting.

| September Meeting | Deadline for spring schedule changes |
| --- | --- |
| November Meeting | Deadline for summer schedule changes |
| December Meeting | Deadline for catalog changes |
| February Meeting | Deadline for fall schedule changes |

# What is the Complete Process for New, Pilot or Revised Degree or Certificate Program Approval?

There is a five-step process for new program approval:
1. WWCC Curriculum Committee
2. WWCC Board of Trustees
3. Wyoming Academic Vice Presidents' Council (of all Wyoming Community Colleges)
4. Wyoming Program Review Committee
5. Wyoming Community College Commission

During the course of the approval process, proposals will be held to the following criteria:

### Academic Programs
- ❖ All the courses listed in a proposed program must be approved prior to or along with the program being approved; only courses with permanent numbers can be listed (no 2490 or 2990).
- ❖ If UW has a similar program initial discussions should have taken place with the department at the University of Wyoming.
- ❖ If the program does not transfer to UW, the application must list schools where the program will potentially transfer.

### Occupational-Technical Programs
- ❖ For A.A.S. or certificates, the curriculum must be developed with input from an advisory council.
- ❖ The proposal must show documentation that the program leads to employment and that there will be demand for graduates for the next five years regionally and statewide.

## Western Wyoming Community College Approvals

Faculty will submit all academic and occupational-technical programs approved by their respective divisions to the WWCC Curriculum Committee for approval; the proposed program will then be presented to the WWCC Board of Trustees for approval.

## Wyoming Review Council Approvals

After receiving approval within WWCC, all Wyoming colleges requesting new program approval will submit an official request (Request for New, Pilot or Revised Degree Progras/Certificates form) addressing all required criteria. The request will first be presented to the statewide Academic Vice Presidents' Council, then to the Wyoming Program Review Committee, and then to the Wyoming College Commission for final approval.

< The Wyoming College Commission <u>Approval Functions</u> for New, Pilot or Revised New, Pilot or Revised Degree/Certificate Form is available on the Intranet, or on page 36 in the Reference section of this manual >

< The Wyoming College Commission <u>Request</u> for New, Pilot or Revised Degree/Certificate Form is available on the Intranet, or on page 40 in the Reference section of this manual >

< A sample <u>Action Table</u> listing course and program WWCC Curriculum Committee approvals by semester to the Wyoming Deans' Council exists on page 47 in the Reference section of this manual >

# What is the Complete Degree or Certificate Program Deletion Process?

To permanently delete a program, the process below shall be followed:

### Academic and Occupational-Technical Programs
1. Action by WWCC Executive Council
2. Action by WWCC Board of Trustees
3. Submit proposed deletion to WWCC Curriculum Committee for review & recommendation (as outlined on page 8)
4. Submit to the State Academic Vice Presidents' Council
5. Submit to the Community College Commission

# Conclusion

The Curriculum Committee process provides the ability to offer quality courses and programs to its students. The process also allows faculty members to play an active role in course and program offerings. The minimum requirements placed on course outlines ensure continuity among all courses, while still allowing the instructor autonomy to teach his/her course.

In summary, the procedure for course and program changes is as follows:

1. Originator complete appropriate forms and attaches appropriate documents, obtains signatures, and submits the entire proposal to the Curriculum Committee Assistant.

2. Curriculum Committee Assistant puts proposal on committee's Agenda and organizes proposals into packets for the Curriculum Committee members.

3. Committee approves, tables, or rejects proposals at scheduled meetings.

4. Curriculum Committee Assistant follows up on proposals needing editing or which were tabled.

5. Vice President for Student Learning signs approved proposals.

6. Curriculum Committee Assistant processes signed proposals, including provides appropriate paperwork, and forwards originals to the Registrar for implementation to schedules and catalog, and to archive in the Registrar's files.

If you have questions, please contact the Curriculum Committee Assistant at extension 1712, or in the Student Learning Office, room 1349.