Curriculum Development Process
Steps Before Curriculum Committee Endorsement

Prior to Preparing Documentation
Initiation — faculty submits idea to Department Chairs and Academic Dean for discussion and endorsement

Prepare Program (Academic Credential) and Course Documentation

**IF YOU Create a New Program, THEN:**
MnSCU Notice of Intent (NOI) — Program Navigator
☐ Dean/Faculty bring initial Program Plan to Curriculum Committee for information purposes
☐ Articulation agreement included for AA, AS, AFA programs
☐ Vice President of Student and Academic Affairs approval
☐ President approval
☐ MnSCU Program Navigator upload — New Notice of Intent (NOI) informing other MnSCU colleges/universities of the program
☐ MnSCU initiates the intention stage for feedback; 60 days to complete official paperwork after MnSCU approval

Faculty Develop Program Plan and Common Course Outlines (CCOs)
☐ Finalize Program Plan
☐ Identify prerequisites
☐ Compare with CTE Programs of Study (technical programs)
☐ Create measurable program student learning outcomes
☐ Identify potential opportunities and impacts of the change on other programs/departments
☐ Proofread documentation for grammatical and typographical errors
☐ Proofread documentation for correct content on CCOs

Resources:
Faculty Development Specialist, Academic Deans, Assessment Coordinator, Curriculum Committee Co-Chairs, Department Chairs, Registrar’s Office, Transfer Coordinator(s), Vice President of Student and Academic Affairs

**IF YOU Modify an Existing Program, THEN:**
☐ Develop a comparison table outlining old program vs. new program, noting changes between the old and new
☐ Identify prerequisites
☐ Compare with CTE Programs of Study (technical programs)
☐ Create measurable program student learning outcomes
☐ Identify potential opportunities and impacts of the change on other programs/departments
☐ Proofread documentation for grammatical and typographical errors
☐ Proofread documentation for correct content on CCOs

Resources:
Faculty Development Specialist, Academic Deans, Assessment Coordinator, Curriculum Committee Co-Chairs, Department Chairs, Registrar’s Office, Transfer Coordinator(s), Vice President of Student and Academic Affairs

As Department Chair, by signing the Curriculum Development form, the Curriculum Committee is assured of the following:
☐ For technical programs, the change was discussed at Advisory Committee meeting (provide meeting minutes)
☐ Identify potential opportunities and impacts of the change on other programs/departments
☐ Documentation made available for other faculty and programs to provide feedback
☐ Proofread documentation for grammatical and typographical errors
☐ Proofread documentation for correct content on CCOs based on SCC example
☐ For LAS programs, signature of all Department Chairs included

As Academic Dean, by signing the Curriculum Development form, the Curriculum Committee is assured of the following:
☐ MnTC Goal Area is appropriate based on MnSCU guidelines
☐ Faculty have proper credentials
☐ Identify potential opportunities and impacts of the change on other programs/departments
☐ I support this proposal
If Academic Dean does NOT endorse the program proposal, AASC will resolve the issue
Prior to Preparing Documentation
Initiation — faculty submits idea to Department Chairs and Academic Dean for discussion and endorsement

**IF YOU Create a New Course, THEN:**
- Use online WIDS to create Common Course Outline (CCO)
- Write a concise 2-3 sentence course description
- Identify course name
- Identify course prefix and number
- Provide lecture/lab credits and hour breakdown
- Identify prerequisites
- Identify MnTC goal area — LAS courses
- Create measurable course competencies and learning objectives
- Identify potential opportunities and impacts of the change on other programs/departments
- Proofread documentation for grammatical and typographical errors
- Proofread documentation for correct content on CCOs based on SCC example

**Resources:**
Faculty Development Specialist, Academic Deans, Assessment Coordinator, Curriculum Committee Co-Chairs, Department Chairs, Registrar's Office, Transfer Coordinator(s), Vice President of Student and Academic Affairs

**IF YOU Modify an Existing Course, THEN:**
(Any modification to an existing course must go through the Curriculum Development process)
- Request a COPY of existing CCO from Faculty Development Specialist to make changes
- Write a concise 2-3 sentence course description
- Identify course name
- Identify course prefix and number
- Provide lecture/lab credits and hour breakdown
- Identify prerequisites
- Identify MnTC goal area — LAS courses
- Create measurable course competencies and learning objectives
- Identify potential opportunities and impacts of the change on other programs/departments
- Proofread documentation for grammatical and typographical errors
- Proofread documentation for correct content on CCOs based on SCC example

**Resources:**
Faculty Development Specialist, Academic Deans, Assessment Coordinator, Curriculum Committee Co-Chairs, Department Chairs, Registrar's Office, Transfer Coordinator(s), Vice President of Student and Academic Affairs

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- For LAS programs, signature of all Department Chairs included

As Academic Dean, by signing the Curriculum Development form, the Curriculum Committee is assured of the following:
- MnTC Goal Area is appropriate based on MnSCU guidelines
- Faculty have proper credentials
- Identify potential opportunities and impacts of the change on other programs/departments
- I support this proposal

If Academic Dean does NOT endorse the course proposal, AASC will resolve the issue
Curriculum Development Process
Curriculum Committee Purpose, Roles and Responsibilities

**PURPOSE**
The Curriculum Committee is charged with “providing direction for the College president…” “including course outlines, award requirements, academic standards, course and program components, and the inventory of course and program offerings.” Its purpose is to ensure that all academic programs comply with Minnesota State Colleges and Universities Board academic program policies and procedures (Policy 3.36, Procedure 3.36.1) and SCC academic program policies and procedures. It also ensures that proper steps are taken when curriculum is added, modified, or eliminated and that such changes are communicated to all faculty and programs.

The following curriculum additions, modifications, or eliminations must be submitted to the Curriculum Committee for approval (endorsement?):

1. Changes in Common Course Outline (CCO)
   a. Any additions or deletions of course competencies in the CCO
   b. Prerequisite courses or Accuplacer scores
   c. Title change
   d. Changes in course credit
2. New Courses
3. New Academic Program Plans
4. Changes to Existing Academic Program Plans
   a. Closure
   b. Suspension or reinstatement
   c. Redesign – change in name, CIP code, credit length, addition or deletion of an emphasis
   d. Replication or relocation
5. Waiver Proposals
   a. Credit length waiver
   b. All diploma credits applicable to the degree waiver

**ROLES AND RESPONSIBILITIES**

Once the Curriculum Committee receives the program and/or course documentation with all the required signatures, the Curriculum Committee shall provide support/guidance to ensure compliance of MnSCU and SCC policies.

1. Read the program documentation to ensure all the required elements are complete and accurate
2. Read the Common Course Outline(s) to ensure all the necessary elements are complete and accurate
3. Review course competencies and learning objectives, asking the following questions:
   a. Does the course number align with an introductory (100-1000 level) or advanced (200-2000 level) course?
   b. Do the course competencies and learning objectives align with course level from 3a?
   c. Are the course competencies and learning objectives worded in a measurable manner?
4. Examine all program and course documentation for thoroughness and accuracy before moving forward in the Curriculum Development process
5. Vote to endorse the readiness/completeness of program/course documentation. If committee does not endorse, it must provide reasons and rationale for sending back to program faculty
6. Any discrepancies or issues involving a decision, program or course will move to AASC for action
### New Program Approval Process or Credit Change of Existing Program

**MnSCU Notice of Intent (NOI) — Program Navigator**

- Dean/faculty bring to Curriculum Committee for information purposes
- Vice President of Student and Academic Affairs approval
- President approval
- MnSCU Program Navigator — Notice of Intent (NOI) informing other MnSCU colleges/universities of the program
- MnSCU initiates the intention stage for feedback; 60 days to complete official paperwork after approval
- Faculty finalize program plan and create CCOs — follow approved Curriculum Development process
- Curriculum Committee endorsement
- AASC endorsement
- Vice President of Student and Academic Affairs signature
- President signature
- Student Affairs (documentation posted on CC website)
  - ISRS
  - DARS
  - eCatalog
- MnSCU reviews for final approval
- MnSCU grants approval

**Dean uploads to MnSCU Program Navigator**

- Curriculum Committee Chair electronic approval
- Vice President of Student and Academic Affairs electronic approval
- President electronic approval
- Vice President of Student and Academic Affairs electronic approval (2nd)
- MnSCU reviews for final approval
- MnSCU grants approval

**Student Affairs**

- ISRS
- DARS
- eCatalog

- Federal Dept. of Education review (for course to qualify for Financial Aid)
- Higher Learning Commissions (HLC) review of new program without existing course offerings
## Curriculum Development Process

### Resources

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<th>Title</th>
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<th>Responsibilities</th>
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