

# Curriculum Development Process

## Create a New Program (Academic Award)

### 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 Award) and Course Documentation

**IF YOU Create a New Program (Academic Award), THEN:**

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

- Dean/Faculty bring initial Program (Academic Award) 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 (Academic Award) Plan and Common Course Outlines (CCOs)

- Finalize Program (Academic Award) Plan
- Finalize Scope and Sequence of Program (Academic Award) Plan
- Identify CIP Code*
- 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 Create a New Program form, the Curriculum Committee is assured of the following:**

- For technical programs, the change was discussed at Advisory Committee meeting (provide meeting minutes)
- Consider potential opportunities and impacts of the change on other programs/departments — *DARS search*
- Documentation through *email and department meetings* 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 LAS Department Chairs included*

**As Academic Dean, by signing the Create a New Program form, the Curriculum Committee is assured of the following:**

- MnTC Goal Area is appropriate based on MnSCU guidelines — *Transfer Specialist conferred*
- Faculty have proper credentials
- Identify potential opportunities and impacts of the change on other programs/departments — *DARS search*
- I support this proposal

*If Academic Dean does NOT endorse the program proposal, AASC will resolve the issue*

# Curriculum Development Process

## Modify an Existing Program (Academic Award)

### Steps Before Curriculum Committee Endorsement



#### Prior to Preparing Documentation

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

#### *IF YOU Modify an Existing Program (Academic Award), THEN:*

- Develop a comparison table outlining old program (academic award) vs. new program (academic award), noting changes between the old and new
- Identify CIP Code*
- Identify prerequisites
- Update Scope and Sequence of Program (Academic Award) Plan
- 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 Modify an Existing Program form, the Curriculum Committee is assured of the following:**

- For technical programs, the change was discussed at Advisory Committee meeting (provide meeting minutes)
- Consider potential opportunities and impacts of the change on other programs/departments — *DARS search*
- Documentation through *email and department meetings* 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 LAS Department Chairs included*

#### **As Academic Dean, by signing the Modify and Existing Program form, the Curriculum Committee is assured of the following:**

- MnTC Goal Area is appropriate based on MnSCU guidelines — *Transfer Specialist conferred*
- Faculty have proper credentials
- Identify potential opportunities and impacts of the change on other programs/departments — *DARS search*
- I support this proposal

*If Academic Dean does NOT endorse the program proposal, AASC will resolve the issue*

# Curriculum Development Process — Create a New Course

## Steps Before Curriculum Committee Endorsement



### 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

#### **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
- Consider potential opportunities and impacts of the change on other programs/departments — *DARS search*
- Documentation through *email and department meetings* 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 courses, signature of all LAS 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 — *Transfer Specialist conferred*
- Faculty have proper credentials
- Identify potential opportunities and impacts of the change on other programs/departments — *DARS search*
- I support this proposal

*If Academic Dean does NOT endorse the course proposal, AASC will resolve the issue*

# Curriculum Development Process — Modify an Existing Course

## Steps Before Curriculum Committee Endorsement



### Prior to Preparing Documentation

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

### 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
- Double-check concise 2-3 sentence course description
- Double-check course name
- Double-check course prefix and number
- Double-check lecture/lab credits and hour breakdown
- Double-check prerequisites
- Double-check MnTC goal area — LAS courses
- Verify measurable course competencies and learning objectives
- Consider 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

#### What criteria should be met to increase/decrease credit values?

##### *LAS*

Increase in competencies and learning outcomes  
Precedence within MnTC and MnSCU  
Articulation Agreements  
Other Programs affected by the change

##### *Technical*

New technology  
Articulation Agreements  
Increase in competencies and learning outcomes  
Other Programs affected by the change

#### 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
- Consider potential opportunities and impacts of the change on other programs/departments — *DARS search*
- Documentation through *email and department meetings* made available for other faculty and programs to provide feedback
- Proofread documentation for grammatical and typographical errors
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#### 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 — *Transfer Specialist conferred*
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- 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 (Academic Award) Plans
4. Changes to Existing Academic Program (Academic Award) 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  
AND/OR
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

# Curriculum Development Process

## Steps After Curriculum Committee Endorsement



### **Modify Existing Courses**

Vice President of Student and Academic Affairs signature

Shared Governance for Class Maximum change

Student Affairs (documentation posted on CC website)

- ISRS
- DARS
- eCatalog

### **Modify Existing Program**

#### **No credit length change**

Vice President of Student and Academic Affairs signature

President signature

Student Affairs (documentation posted on CC website)

- ISRS
- DARS
- eCatalog

*Scope and Sequence for Perkin's Programs of Study*

### **New Courses**

AASC endorsement

Vice President of Student and Academic Affairs signature

President signature

Shared Governance for Class Maximum

Student Affairs (documentation posted on CC website)

- ISRS
- DARS
- eCatalog

## **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 (Academic Award) Plan and create CCOs — follow approved Curriculum Development process

Curriculum Committee endorsement

*AASC endorsement*

Vice President of Student and Academic Affairs signature

President signature

### **Upload 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

*Scope and Sequence for Perkin's Programs of Study*

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



Title	Contact Person	Responsibilities
Faculty Development Specialist Lisa Lamor	Lisa Lamor — 389.7270 lisa.lamor@southcentral.edu	
Academic Deans	Barb Embacher — 389.7493 barb.embacher@southcentral.edu Brian Fors — 389.7369 brian.fors@southcentral.edu Brad Schloesser — 389.7263 brad.schloesser@southcentral.edu	
Assessment Coordinator		
Curriculum Committee Chairs	Gale Bigbee — 389.7283 gale.bigbee@southcentral.edu	
Department Chairs	Cristen Cox — 389.7332 cristen.cox@southcentral.edu Kurt Dershem — 389.7412 kurt.dershem@southcentral.edu Don Hermanson — 389.7205 don.hermanson@southcentral.edu Lori Hood — 389.7265 lori.hood@southcentral.edu Ryan Langemeier — 389.7260 ryan.langemeier@southcentral.edu Diann Marten — 389.7437 diann.marten@southcentral.edu Shayne Narjes — 389.7275 shayne.narjes@southcentral.edu Peter Wruck — 389.7462 peter.wruck@southcentral.edu	
Registrar's Office	Donna Marzolf — 389.7326 donna.marzolf@southcentral.edu Lisa Melchior — 389.7298 lisa.melchior@southcentral.edu	
Support to Curriculum Committee	Mary Hutchens — 389.7210 mary.hutchens@southcentral.edu	
Transfer Coordinator(s)		
Vice President of Student and Academic Affairs	Dr. Susan Tarnowski — 389.7228 susan.tarnowski@southcentral.edu	