

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
ACADEMIC AFFAIRS
PROCEDURE
SIP-3165**

SUBJECT: ~~Adding or Deleting Courses to/from the~~ The Curriculum Process for Adding, Deleting, or Revising Existing Courses and Programs.

REFERENCE: None

ORIGINATION: July 1, 1984

EFFECTIVE: ~~January 12, 2021~~

REVIEWED: ~~November 13, 2020~~ December 9, 2022

SECTION 1. PURPOSE

1.1 ~~To establish the process for adding new courses to the curriculum, deleting courses from the curriculum, and for major revisions of existing courses, document the curriculum process of shared governance for adding, deleting, or revising existing courses and programs.~~

SECTION 2. SCOPE AND APPLICABILITY

2.1 All academic employees.

SECTION 3. DEFINITIONS

3.1 ~~Major revision: Major revisions are defined as a significant change in the instructional delivery technique and/or modification of the content of the course. Substantive change is a significant modification on the nature or scope of a program. This includes a change in clock hours, credit hours, program content, adding, deleting, or substituting courses in a program, customized sequencing or pathways, method of delivery (modality), length of term, or the creation, cancellation, or suspension of a program. Any other change that may require reporting to the state or an accrediting organization.~~

3.2 Significant-Nonsubstantive change: A significant-nonsubstantive change includes, but is not limited to, changes to the master course syllabus (except for textbook changes), a change in student learning outcomes or program outcomes, a change in course objectives/goals, course or program outcomes focus, assigned division, credit hours, program or course titles, and/or prerequisites or co-requisites, course descriptions (that change the program fundamentals), course numbering, and prefixes, and program alignment. -

3.2 3.3 Minor change: —A minor change is an informational change to a program or master course syllabus that does not require approval from Curriculum and Instruction but would require notification to the Registrar or others at the college.

SECTION 4. PROCEDURE

4.1 ~~The proposed action must be approved in a prescribed manner, before a course may be added to the curriculum, deleted from the curriculum, or undergo a major revision. The curriculum process typically begins with the~~

discipline faculty at the division level and in conjunction with the faculty director or coordinator and the Dean. Any substantive or significant change to a course or program will be brought by discipline faculty and the faculty directors or coordinators to the Dean who will approve any necessary changes to current programs or courses and requests for new programs. The Chief Academic Officer or Dean may initiate the curriculum process with faculty for program or course revisions, new programs, or otherwise as needed.

4.2 Any substantive or significant change to any course or program must be submitted to the Curriculum Sub-Committee (C&I) on the approved form. To be eligible for the next catalog revision a change must be submitted before the first meeting of the Spring semester to enter the shared governance process. All approved C&I forms will be saved on Southern's shared drive.

4.2.1 Approved change(s) to a program will not take effect until the publication of the new catalog.

4.2.2. The division will ensure that the materials outlining any new program includesinclude the program sequencing or pathway, credit hours, general education requirements (24 credits for transfer and 15 for career-technical), program and course level learning program and student ~~outcomes~~learning outcomes, course descriptions, and transferability information is submitted to the C&I committee. The committee may require other materials or documents before the request is scheduled for a C&I meeting.

4.2.2.1 Any changes to a course or new courses will require the Master cCourse sSyllabus ~~to be completed and submitted with the proper C&I form and all relevant materials and information accounted for, including course objectivesstudent learning outcomes, scope, and content, learning outcomes , and outcome maps for future course assessment to program and general education outcomes.~~

4.2.3 Any changes to a program or course should be examined to ensure that they do not impact any other program or course before being submitted to C&I. ~~The intersection of a course or program on any other program should be documented on the master syllabus.~~

4.2.4 For new programs or certain substantive changes, a notification may be required to the Higher Education Policy Commission or to an accrediting body. If this is required this information and any applicable documentation will be submitted to C&I.

4.2.5 As soon as possible before the C&I meeting and when necessary, the chair of C&I may meet with the Registrar, submitting faculty or Dean to perform a technical review of the items on the agenda. This is necessary to reduce duplication, error, and other issues that may arise with new programs or changes to existing programs.

4.2.6 The faculty originating any change or new program should attend the C&I committee to provide information to the committee and answer discipline related questions.

4.3 If a change or a new program is approved by the C&I committee, the packet will move to the Academic and Student Affairs Council (ASAC) for further review and approval.

4.3.1 If the request is denied, the Chair of C&I will notify the discipline faculty and copy the faculty director or coordinator, Dean, and Chief Academic Officer and briefly explain why the request was denied and if possible the means to correct the submission. This information should also be retained in the official minutes of the meeting where the agenda item was denied.

4.4. When the request for a new course, course change, or change to a program is approved by ASAC the agenda and official minutes will be sent to the Chief Academic Officer, Dean and Registrar. Changes will be reflected in the Banner system, college catalog, Degree Works software, program assessment and review calendar and

other systems and processes as necessary. The Chief Academic Officer or designee will e-mail the official minutes and a brief list of the changes or new program to the college community.

4.4.1 New programs approved by ASAC will be sent to the President’s Cabinet for further review and approval.

4.4.2 If the request is denied by ASAC, the chair will notify the discipline faculty and copy the faculty director or coordinator, dean, Chief Academic Officer, and the chair of C&I and explain why the request was denied and if necessary the means to correct the submission. This information should also be retained in the official minutes of the meeting where the agenda item was denied.

4.5 When the request for a new program is approved by President’s Cabinet the agenda and official minutes will be sent to the Chief Academic Officer, Dean, and Registrar. Changes will be reflected in the Banner system, college catalog, Degree Works software, program assessment and review the calendar and other systems and processes as necessary. The Chief Academic Officer or designee will e-mail the official minutes and a brief list of the changes or new program programs to the college community.

4.5.1 If the request is denied by President’s Cabinet, the chair will notify the discipline faculty and copy the faculty director or coordinator, dean, Chief Academic Officer, and the chair of C&I and explain why the request was denied and if necessary the means to correct the submission. This information should also be retained in the official minutes of the meeting where the agenda item was denied.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 Excluded from the provision of this procedure are:

5.1.1 Continuing and Community Education, non-credit, or CEU courses ~~and~~

~~5.1.2 Courses that are a part of a new career program.~~

SECTION 6. GENERAL PROVISIONS

6.1 None.

SECTION 7. RESPONSIBILITIES

~~7.1 None The following steps are required for adding a new course or for major revisions of an existing course:~~

~~7.1.1 For major revisions of an existing course, the appropriate Dean, who must approve all course syllabi, shall determine if the pending change is being classified as “major,” thereby requiring approval by the Curriculum and Instruction Committee.~~

~~7.1.2 Typically, new courses, the deletion of courses, and major revisions of courses are initiated by faculty members. When a course undergoes major revision or it is believed that a new course is needed, a complete course syllabus must be developed. In addition, the appropriate form must be completed and attached to the course syllabus. For course deletion requests, the existing course syllabus must be submitted and attached to a completed form.~~

~~7.1.3 The proposal must then be approved through the steps of Southern’s governance structure that guide curriculum changes.~~

~~7.1.4 If, because of extremely unusual conditions, time does not permit following the above procedure prior to offering the course, the course can be offered once on a tentative basis, if approved by the Chief Academic Officer. However, during the semester in which the course is offered, the above described procedure must be followed.~~

~~7.1.5 All curriculum submissions approved through Southern's governance structure must be reviewed and finalized by the Chief Academic Officer prior to executing requested actions.~~

SECTION 8. CANCELLATION

8.1 WV Administrative Regulations, Southern West Virginia Community College, Chapter 29A-2, Series I, "Revising Courses" Effective July 1, 1984.

8.2 Cancellation of SCP-3165, *Adding Courses to the Curriculum and Revising Existing Courses*.

8.3 Cancellation of SCP-3170, *Deleting Courses from the Curriculum*.

8.3.4 Cancellation of SIP-3170, *Deleting Courses from the Curriculum*.

SECTION 9. REVIEW STATEMENT

9.1 This procedure shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President's designee. Upon such review, the Cabinet-level Administrator may recommend to the President's Cabinet that the procedure be amended or repealed.

SECTION 10. SIGNATURES

President

Date

Attachments: None.

Distribution: All Southern Employees
Intranet

Revision Notes: April 2010 - The policies, SCP-3165, *Adding Courses to the Curriculum and Revising Existing Courses*, and SCP-3170, *Deleting Courses from the Curriculum*, were rescinded by the Board of Governors to become unit procedures on December 9, 2008. The two policies were combined to form one procedure.

November 2020 - Titles were updated to reflect the current organizational structure. A statement was added detailing the responsibility of the Chief Academic Officer in the curriculum process.

[December 2022 – Updated curriculum process and governance process for curriculum matters. This policy removes the need for SIP-3170 Deleting Courses from the Curriculum.](#)