

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

SUBJECT: The Curriculum Process for Adding, Deleting, or Revising Existing Courses and Programs.

REFERENCE: Title 133, Procedural Rule, West Virginia Community and Technical College Education, Series 11, *Standards and Processes for Approval of New Academic Programs*

ORIGINATION: July 1, 1984

EFFECTIVE: December 9, 2008

REVIEWED: May 15, 2023

SECTION 1. PURPOSE

- 1.1 To 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 **Substantive change:** 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, the creation or cancellation of a program. Any other change that may require reporting to the state or an accrediting organization.
- 3.2 **Non-substantive change:** A non-substantive change includes, but is not limited to, changes to the course syllabus (except for textbook changes), a change in student learning outcomes or program outcomes, assigned division, program or course titles, prerequisites or co-requisites, course descriptions (that change the program fundamentals), course numbering, and prefixes, and program alignment.
- 3.3 **Minor change:** A minor change is an informational change to a program or 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 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 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 change to any course or program must be submitted to the Curriculum & Instruction Subcommittee (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 include the program sequencing or pathway, credit hours, general education requirements (24 credits for transfer, 15 for career-technical, and 6 credit hours for certificate programs), program and student learning outcomes, course descriptions, and transferability information is submitted to the C&I Subcommittee. The Subcommittee 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 course syllabus to be completed and submitted with the proper C&I form and all relevant materials and information accounted for, including course student learning outcomes, scope, and content, 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.
 - 4.2.4 For new programs or certain substantive changes, a notification may be required by the West Virginia Council for Community and Technical College Education 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 program termination should attend the C&I Subcommittee 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 Subcommittee, 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 (with an accompanying Institutional Recommendation Form) 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. Records are to notify all employees of action taken during the meeting.
- 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. This information will then be forwarded to President's Cabinet. 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. Records are to send an e-mail of all action taken at governance committees and subcommittees 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 (with an accompanying Institutional Recommendation Form) 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 of 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 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.

SECTION 6. GENERAL PROVISIONS

- 6.1 None.

SECTION 7. RESPONSIBILITIES

- 7.1 None.

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*.
- 8.4 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.

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.

May 2023 – Updated curriculum process and governance process for curriculum matters. This policy removes the need for SIP-3170 *Deleting Courses from the Curriculum*.