CURRICULUM DESIGN: CURRICULUM CHANGES

SECTION ONE
CURRICULUM RESPONSIBILITY

1.01 Curriculum Responsibility
The faculty are primarily responsible for the content, quality, and effectiveness of the curriculum. The College shall designate an academically qualified lead instructor or program director to provide coordination for each academic unit, which shall include curriculum development and review. Each lead instructor or program director reports to one of four academic administrators, who each lead one School within Academic Affairs (i.e., Arts and Education, Business and Technology, Health Careers, Science and Mathematics). The academic administrators report to the Vice President of Academic Affairs (VPAA), who also serves as the College’s Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Accreditation Liaison. The VPAA reports directly to the College President.

SECTION TWO
CURRICULUM CHANGES

2.02 Curriculum Changes
All curriculum changes must be reviewed and approved through the process described below prior to implementation.

1. When an employee of the College identifies a potential curriculum change, he/she communicates the idea to the lead instructor or program director assigned to the relevant academic discipline or program.

2. The lead instructor or program director will consult with the supervising academic administrator about the idea. If the idea involves a vocational program, the lead instructor or program director will also solicit and document the Program Advisory Committee’s feedback on the idea.

3. If the lead instructor or program director and the academic administrator agree the idea merits further consideration, the academic administrator will work with the lead instructor or program director to complete the Curriculum Proposal Form outlining the idea and attaching all applicable minutes and support documentation.

4. The academic administrator and lead instructor or program director will present the information on the Curriculum Proposal Form and the rationale for the proposal to the Curriculum Subcommittee at the next monthly meeting of the subcommittee. The faculty chair of the subcommittee shall ensure minutes of the meeting are documented. The subcommittee may approve a proposal as presented, table for
CURRICULUM DESIGN: CURRICULUM CHANGES

clarification, or reject the proposal. When considering the proposal, the subcommittee will review:

- Compatibility with the purpose, philosophy, mission, and financial resources of the College;
- Compliance with state and federal requirements, including the Guidelines for Instructional Programs in Workforce Education (GIPWE) and the Lower-division Academic Course Guide Manual (ACGM);
- Compliance with Southern Association of Colleges and Schools Commission on Colleges standards, policies, and regulations;
- Compliance with specific program accreditation criteria, under the advisement of the program director;
- Appropriateness to the needs and goals of the College’s students;
- Appropriateness to the vocational areas for AAS degree and certificates as recommended by the Program Advisory Committee (See Regulation BCE-Advisory Committees);
- Transferability, if applicable; and
- Relevance to existing credit or noncredit courses.

5. The subcommittee’s chair will forward the subcommittee’s recommendation to the VPAA for final review to ensure compliance with Texas Higher Education Coordinating Board (THECB) and SACSCOC requirements. The VPAA/Accreditation Liaison may approve, return for revision, or reject the curriculum change proposal. Rejections of the proposal will only be made if it is in the best interest of the student or the changes are not in compliance with THECB and SACSCOC. If the VPAA determines the proposal results in a substantive change, the VPAA will work with the appropriate academic administrator and the lead instructor or program director to execute the substantive change procedure described in Local EF.

SECTION THREE
NEW PROGRAM OR PROGRAM DEACTIVATION

3.01 New Program
If a proposal involves the launch of a new academic program, the documentation should include (a) a three-year analysis of anticipated student demand for the program; (b) a list of senior institutions offering bachelor’s degrees with which the new program will articulate; and (c) a detailed projection of start-up costs, including instructors, non-teaching personnel, technology, physical resources, equipment, expanded student services, and library resources. The VPAA and the College President will consider all proposal documentation and the subcommittee’s recommendation when making the final
CURRICULUM DESIGN: CURRICULUM CHANGES

decision. The College President will notify the Board of Trustees if the decision to initiate a new program is taken.

3.02 Program Deactivation
If the proposal involves a program deactivation, the VPAA will work with faculty and academic administrators to file required documentation with THECB, develop teach-out plans, and notify SACSCOC as required. The VPAA and the College President will consider the proposal documentation and subcommittee recommendation when making the final decision. The College President will notify the Board of Trustees.

SECTION FOUR
GENERAL GUIDELINES

4.01 Timeline for Completion of Procedures
EF Local contains the specific timelines for substantive changes. Other changes are processed on a monthly basis.

4.02 Methodology for Monitoring Compliance
The VPAA/Accreditation Liaison shall ensure the College complies with all relevant SACSCOC processes and standards as applicable and Texas Higher Education Coordinating Board processes and regulations. The VPAA notifies the College President of any unreported changes and initiates steps to properly report the changes.

4.03 Review of Effectiveness of Policy and Procedures
The VPAA and President review EF Local and EF Regulation annually to ensure effectiveness.

4.04 Process for Approval, and Amendment
If the VPAA and/or College President determine changes to EF Local or EF Regulation are necessary, they will execute the following steps:
1. The VPAA/Accreditation Liaison will write proposed changes to the local policy or regulation;
2. If the proposed changes are for the local policy, the College President will take the following steps:
   a. Work with the VPAA to reach consensus on proposed changes or accept the changes as submitted,
   b. Ask the Policy Review subcommittee of the College Board to convene to review the policy changes and incorporate the Board subcommittee’s recommendations if necessary and appropriate, and

Adopted: 3/2018
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Page 3 of 4
CURRICULUM DESIGN: CURRICULUM CHANGES

c. Include the new local policy language on the agenda of a regular Board of Trustees meeting as an action item.
d. If the Board of Trustees approves the local policy change, the College President will ensure the College’s Policy and Procedure Manual is updated and will notify the campus community of the policy change through regular communication channels.

3. If the proposed changes are for the regulation, the College President will review the proposed changes and either work with the VPAA to reach consensus on proposed changes or accept the changes as submitted. Once the new language in the regulation is finalized, the College President will the approve the changes, update the College’s Policy and Procedure Manual, and notify the campus community of the policy change through regular communication channels.

SECTION FIVE
NOTIFICATION, APPROVAL, IMPLEMENTATION & ENFORCEMENT

5.01 Notification
The College President or his/her designee posts revised policies in the online Policies and Procedures Manual and notifies all applicable personnel via email.

5.02 Approval
The College President approves the Policy and any revisions with Board action as necessary.

5.03 Implementation & Enforcement
The College President is responsible for ensuring this policy is implemented, and the Vice President of Academic Affairs/Accreditation Liaison is responsible for its enforcement.