

## 2.02 – Curriculum Development and Revision

### A. Purpose

To advise the Vice Chancellor for Academic Affairs as to the course and program needs of the college's academic area to meet the needs of the community and students.

### B. Policy

The policy of this college shall be to maintain a curriculum development and revision process and a Curriculum Committee to serve as a review board for all curriculum revisions and additions.

### C. Procedures

1. The curriculum development and revision process begins with faculty submitting a course or program proposal (new or revision) for review. The workflow includes approvals from the department chair, dean, coordinator of curriculum, curriculum committee, faculty chair, registrar, and the provost. Additionally, prior to the curriculum meeting, proposals are available for review and comments for shared governance campus-wide.

Upon committee approval, curriculum is effective the semester designated, and the Academic Catalog will be updated to reflect all changes implemented during the current academic year. If a new program/certificate is developed or additions are made to an existing program, approval to offer said programs will be requested to the Missouri Department of Higher Education (MDHE).

2. The Curriculum Committee is comprised of 15 members: three non-voting members (Vice Chancellor for Academic Affairs, Special Assistant to the Provost, and Faculty Chair, except in case of tie) and twelve voting members (four general education faculty representatives, three technical education faculty representatives, three allied health faculty representatives, and two student services representatives).
3. Members are selected by the Vice Chancellor for Academic Affairs and serve a two-year term.
4. The committee allows resource members from any area of the college to attend meetings. Resource members are not eligible to vote.
5. The Curriculum Committee meetings require a quorum to be present to conduct business.
6. The Curriculum Committee will meet twice per academic year.

### D. Responsibilities

1. Act as a review board for course abstracts.
2. Approve/Disapprove suggested revisions and development of new courses, programs, and degrees consistent with the mission of the college.
3. Approve/Disapprove suggested termination of courses, programs, and degrees as necessary.
4. Evaluate the appropriateness of proposed assessment methods of course objectives.
5. Provide recommendations to maintain college-wide course and program consistency.

6. Respond to other requests for advice and recommendations as requested by the Vice Chancellor for Academic Affairs.

E. Definitions

N/A

F. Authority

This policy is maintained under the authority of the Vice Chancellor for Academic Affairs.

G. Related Policies

N/A

H. Implementation

Policy approved and adopted by the Board of Trustees on 10/15/18

Purpose, procedures, responsibilities and definitions approved and adopted by the Cabinet on 09/27/18. Set for review in 2021.