**Institutional Procedures**: Curriculum Committee Function and Procedures (with Senate revisions _11/16/06_)

**Liberal Arts Curriculum Committee**
(1) The curriculum committee will receive proposals for new courses, or deletion of existing courses. The committee will evaluate the proposal based on the criteria and review process described below. The committee will vote to accept or reject proposals for new courses, or deletion of existing courses, and then will report to the Senate actions taken.

(2) The curriculum committee will receive proposals for additions and deletions to the distribution list. The committee will evaluate the proposal based on the criteria and review process described below, and the General Education Competencies and distribution course criteria identified in the catalog. The committee will vote to accept or reject proposals for additions and deletions to the distribution list, and then will report to the Senate actions taken.

(3) The curriculum committee will receive proposals and information for new programs. The curriculum committee will report to the Senate. The Senate will initiate a process to provide an educational impact analysis to be used by the administration in their decision-making process. The curriculum committee will consider curricular standards for new programs and provide feedback to the administration. Once the program meets curricular standards, the president or designee will provide a rationale to the full Senate.

(4) When the administration is intending to delete or inactivate an existing program, the President or designee will provide a rationale to the Senate. The Senate will initiate a process to provide an educational impact analysis to be used by the administration in their decision-making process.

**Professional-Technical Curriculum Committee**
(1) The curriculum committee will receive proposals for new courses, or deletion of existing courses. The committee will evaluate the proposal based on the criteria and review process described below, and will provide professional assessment and make recommendations as needed. The committee will vote to accept or reject proposals for new courses, or deletion of existing courses, and then will report to the Senate actions taken.

(2) The curriculum committee will receive proposals and information for new programs. The curriculum committee will report this material to the Senate. The Senate will initiate a process to provide an educational impact analysis to be used by the administration in their decision-making process. The curriculum committee will consider curricular standards for new programs and provide feedback to the administration. Once the program meets curricular standards, the president or designee will provide a rationale to the full Senate.

(3) When the administration is intending to delete or inactivate an existing program, the President or designee will provide a rationale to the Senate. The Senate will initiate a process to provide an educational impact analysis to be used by the administration in their decision-making process.
Curriculum Committee Review Procedure

(1) All proposers receive the “Dear Colleague” letter shown below that details the processes involved.

(2) Proposer completes the Course Establishment/Revision form, through the “Description” section.

(3) Proposer meets with appropriate Dean to discuss items under the “Description” section.

(4) Proposer completes proposal and sends Dean an electronic copy of:
   - Course Establishment Form;
   - Topic, content list;
   - Recommended test(s) and/or required reading materials;
   - Major course-specific competencies/learning objectives and their associated assessment methods;
   - Approval of advisory committee if applicable.

(5) Dean approves the proposal, and forwards to CC Chair and Sharon Wallace.

(6) Sharon enters information on the Activity Log and files documents in the “Pending” file.

(7) CC Chair notifies CC of pending proposals and schedules a review meeting. Proposers are informed of the meeting.

(8) If the CC recommends minor revisions to the proposal, the proposer updates the documents and sends them electronically to the appropriate Dean and Sharon Wallace. Sharon will move documents to “Approved” file and update the Activity Log.

(9) When course or revision is approved by the CC, the Chair signs the form and transfers it to the appropriate Dean.

(10) The Dean signs the form and transfers it to the Vice President For Instruction for signature. The official document will remain in storage at the Vice President’s office.

(11) A copy of the signed Course Establishment/Revision form will be sent to appropriate offices.

1 Lasted edited, October 25, 2004, by Daniel A. Underwood
Dear Colleague:

We want to thank you in advance for submitting your proposal to the Curriculum Committee (CC). If you have not already done so, you should visit our web site at http://pcinet.ctc.edu/curriculum/curriculum.asp where you will find an electronic version of our Course Creation/Revision Form and our Activity Log, which you can use to track the progress of your proposal as it is processed.

Your first step should be to meet with your Dean to discuss your proposal, create a realistic timeline for associated activities (including coordination for publication in the College Catalog and Bulletin), and complete the form. Then send one electronic copy of the completed form to your Dean who will inform the CC your proposal is complete and moving forward. One form should be completed for each course that is submitted to the CC for review. Once the form(s) are received, the chairperson will schedule a CC meeting at which your proposal will be reviewed. You will need to provide us with course documents as specified on the form at least two weeks prior to your scheduled meeting with the CC. Please submit all course documents in electronic form as email attachments and send them to your Dean. All of these materials will be posted on the CC intranet site. The CC chair will prioritize proposal reviews received before deadlines based upon several factors including, but not limited to: the timeliness of receipt, our current workload and the immediacy of your needs. While proposals may be submitted anytime, if you desire consideration for Fall quarter your proposal must be received no later than November 22, 2006; Winter quarter, February 22, 2007; Spring quarter, May 16, 2007.

We need you to be present at the initial review meeting. The initial review is meant to be a dialog about your proposal conducted in a collegial setting. We do not expect you to prepare a “formal” presentation, but you can certainly do so if that is your desire. Please keep in mind that you are the content expert in your discipline and that we will need to draw upon your expertise if we are to fully understand your proposal. Our mission is to ensure that new or modified courses or new program proposals are appropriate for college-level work. Typically, we’ll seek answers to the following questions:

- What is the rationale for the proposal?
- Who is the intended audience?
- How does the proposal fit with current course offerings?
- Is the content appropriate for college-level work?
- Is the credit hours-to-contact hour’s ratio appropriate for the course?
- Can the content be delivered within the time frame specified?
- Does the course proposal contain measurable outcomes/learning objectives?
- How will the outcomes/objectives be assessed?
- Does the proposal have the support of the program’s advisory committee (applies to Professional-Technical proposals only)?
For those requesting alterations in Distribution, be prepared to identify the Core area in question; the general education nature of the course, and a rationale for the change. While many of our questions may be answered by the documents you submit, we may nevertheless pose additional questions as we discuss your program’s mission, its goals and needs, and its place in the institution.

Respectfully,

Your Curriculum Committee