I. POLICY

It is the policy of Central Carolina Technical College to provide an educationally sound procedure through which changes in existing curricula or development of new curricula can be initiated and implemented. Continuous curriculum development and revision are identified goals of the Academic Affairs Division. The curriculum development and revision process is structured to support overall institutional planning, budget development activities, institutional effectiveness, and the accomplishment of program outcomes. Curriculum revision, development, and review are the responsibility of the academic department chairs/program managers and faculty on the content area.

Curriculum development and revision may be initiated as a result of institutional effectiveness findings. Adoption of recommendations for curriculum development and revision will be the responsibility of the Curriculum Review Committee and reported to the Academic Management Team.

II. PROCEDURES

A. The department chair/program manager and academic division dean will work collaboratively with faculty to determine where curriculum development and revisions should be recommended. The department chair/program manager will compile a presentation with complete documentation (See attached Curriculum Review form) for consideration by the Advisory Committee and the Curriculum Review Committee.

B. Curriculum development and revision recommendations should be presented to the departmental advisory committee prior to presentation to the Curriculum Review Committee. The departmental advisory committee may recommend curriculum development and revisions that are then presented to the Academic Management Team. (See Directive 6.04)

C. Curriculum recommendations made to the Curriculum Review Committee should meet the core curriculum model outlined by the State Board for
Technical and Comprehensive Education (SBTCE). Accreditation standards should also be reviewed to ensure compliance.

D. The Curriculum Review Committee shall have scheduled meetings as needed during which curriculum development and revision recommendations will be presented for consideration. These include:

1. Curriculum Revision: Any change in the curriculum of an academic program such as title; course deletions, additions, or replacement; course numbers; credit hours; course sequence; entrance criteria; or graduation requirements.

2. Curriculum Development of a Program: (Certificate, Diploma, Associate Degree) Any combination of credit courses which leads to the awarding of a certificate (8 through 40 semester credit hours), diploma (40 through 52 semester credit hours), or associate degree (60 through 84 semester credit hours) for which the College is not currently approved. All associate degree programs of study must include at least a 15-semester hour collegiate-level general education component representing a substantial component of the degree which ensures a breadth of knowledge based upon a coherent rationale.

New certificates must be approved by the Curriculum Review Committee, the Central Carolina Technical College Area Commission, and SBTCE for implementation. The SBTCE must be notified of all new certificates and appropriate CIP codes assigned by SBTCE. It is the responsibility of the Vice President for Academic Affairs to notify the SBTCE of new certificates. The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) must be notified of new certificates, as outlined in section H below.

New diplomas and associate degrees must be approved by the Academic Management Team, the Central Carolina Technical College Area Commission, and the State Board for Technical and Comprehensive Education for implementation. New associate degrees must also be approved by the Commission on Higher Education (CHE). The SACSCOC must be notified of new diplomas and associate degrees, as outlined in section H below.

The Program Development Guidelines Manual for New Associate Degree and Diploma Proposals as published by the SBTCE includes all the procedures for new associate degree and diploma proposals. The process for implementing new diplomas and associate degrees require extensive planning on the part of the department chair/program manager and academic dean. Timelines and development schedules with identified tasks must be developed to satisfy SBTCE guidelines. A copy of the guidelines is available in the Office of the Vice President for Academic Affairs and on the SBTCE intranet website.
E. The Curriculum Review Committee will ensure the curriculum development and revision recommendations reviewed support the instructional goals of the College.

F. The Vice President for Academic Affairs will request that curriculum changes resulting in new certificates, diplomas, and degrees be placed on the agenda of the Central Carolina Technical College Area Commission for presentation following the Curriculum Review Committee and Academic Management Team approval.

G. The Vice President for Academic Affairs will communicate with the SBTCE personnel regarding new programs of study. The Vice President for Academic Affairs will incorporate any adopted and approved recommendations into the publication of the College Catalog and electronic database after approval by the Central Carolina Technical College Area Commission.

H. The Vice President for Academic Affairs will notify the College’s SACSCOC Liaison regarding new programs of study and assist with the preparation of the required SACSCOC documentation to be submitted by the SACSCOC Liaison prior to implementation according to the guidelines for Substantive Change and Notification.

I. The Director of Financial Aid or his/her designee will transmit a request to the Student Services Division for Veterans Education and Training of the Commission of Higher Education for eligibility of the program for veteran’s benefits once approved by SBTCE and to the US Department of Education following SACSCOC approval of the new program of study.