

Curriculum Committee Process and Procedure

This document is designed to offer a description of the process for curriculum change. The process has been simplified in many areas and will proceed as described:

- 1) Once changes are agreed upon by faculty and the Department Chair, all relevant forms (including Course Outlines) will be submitted for curriculum changes. The forms will be described below.
- 2) Once the signed documents are sent for curriculum review, a reply email will be sent to both faculty and the Department Chair stating what time attendance will be required at the next Curriculum Meeting.
- 3) If required, a formal presentation of 5 minutes will be made at the Curriculum Meeting to describe the desired changes. A Vote will immediately follow the presentation and Q&A session with a result of Approved, Denied, or Suggested Changes. Once Suggested Changes are made as requested, the changes will go to a vote the following month without attendance required, unless the committee requests the Faculty Member return.
- 4)

GE Core Changes

The GE Core was designed to streamline and control the overwhelmingly large number of GE offerings at the college. The Courses that are listed on the GE Core list have been selected and voted upon by the Department Chairs to ensure that all programs will have the proper GE offerings available to meet the needs of each individual program. As such, changes to the GE Core will be presented at the Department Chair meeting by the appropriate Department Chair. To document such changes, fill out the Curriculum Change form, signed by the Department Chair and send a copy to the VPAA so that the change can be added to the next meeting agenda. The purpose is to ensure that all Department Chairs will be aware of GE Core changes that may affect the programs that they are currently overseeing.

NCC forms will be used as follows:

- Curriculum Change Form (formerly Non-substantive Change form)

This form will be used whenever **any** changes are being made to Curriculum. The form must be signed by the appropriate Department Chair. Please be sure to provide both a copy of the old document as well as a copy of the new document with changes highlighted.

- Profile Change Form

This form will be used when changes are required in a degree/certificate profile. Please include a copy of the old profile as well as the new profile with all changes highlighted. This includes but is not limited to:

- a. Credit hour changes
- b. Course/Program Name Changes (Program Name changes also require form A2)
- c. Course realignment
- d. Course number changes
- e. Course description changes

f. Course Addition/Deletion

- Course Outline Form

We will continue to use this form for consistency in how course outlines are developed and maintained.

a. Use this form for all Course outline changes or creation

- Online Course Development Pre-approval Form

This form will be used when a face-to-face course is converted to online. The form will be completed by the faculty member, signed by the department chair and forwarded to the VPAA who will report action taken to the Committee.

All documents should be submitted to the Committee Chair at least one week prior to any meeting.

CCSNH forms will be used by the committee for major changes in curriculum. We will use the CCSNH System Office forms as follows for curriculum proposals:

- A1 Concentration Request / Elimination Form
- A2 Request for Program Name Change
- A3 Associate Degree / Certificate Program Elimination Form
- A4 Diploma/Professional Certificate / Credit Certificate Proposal Form
- A5 New Associate Degree Program Proposal Form

Use the following link to access System Policies regarding these particular curriculum changes.

<http://www.ccsnh.edu/sites/default/files/content/documents/Academic%20Section%20system%20policies%203-12-15%20WITH%20TABLE.pdf>

Summer 2017: See Program Profile revision January 2017 for current credit hours requirements for each type of degree. As of 8/17 the System website has not been updated to reflect the changes. A.D