Curriculum Committee Process and Procedure

This document is designed to offer a description of the process for curriculum proposals and changes.

I.   So, you want to make a curriculum change…
The first thing to do is email a brief summary of your proposed changes to the curriculum committee chairperson to ensure a space on the agenda and for advice on which of the following two avenues to take:

When to write a letter of intent to the VPAA: letter of intent to plan

1. Creating a new degree program or certificate
2. Changing the number of credits in a degree program or certificate
3. Changing a degree program or certificate's name
4. Eliminating a degree program or certificate

Once you've written your letter of intent and submitted it to the VPAA, this flowchart describes the process your proposal will undergo: Curriculum Proposal Process and Flow Chart

When to go directly to curriculum committee?
1. Creating a new class
2. Deactivating a course
3. Removing, adding or changing anything in the program profile. Such as:
    a. Program outcomes
    b. Course numbers or names
4. Changing anything in the course outline. Such as:
    a. The number of credit hours in a course (See Credit Hour Explanation Document)
    b. Catalog course description
    c. Course competencies
    d. Course prerequisites

If any of the above changes affect the number of credits in the program, a letter of intent to the VPAA is required.

II.   You've decided to make a curriculum change, now what?
1. Discuss it with your Department Chair
2. Fill out the relevant forms (see section IV of this document)
3. Meet with the Registrar for review of the proposed curriculum change and for information on which programs the change may affect
4. Get the signatures of all Program Coordinators affected by your change
5. Once changes are agreed upon by the faculty member and the Department Chair, submit all relevant forms to the Curriculum Committee via Canvas. Curriculum forms must be signed by

==the Department Chair==. Please be sure to provide both a copy of the old document (course outlines, program profiles, etc.) ==as well as a copy of the new document with changes highlighted.==

6. All documents should be submitted to the Curriculum Committee's Canvas site at least one week prior to any meeting.
7. The Curriculum Committee Chairperson, VPAA, and Registrar will review the documents and meet with the faculty and Department Chair if necessary.
8. The Curriculum Committee Chairperson will create a meeting agenda and email it to the relevant faculty, Department Chairs, and committee members the week of the meeting.

III.   The day of the meeting…

1. For most curriculum proposals/changes, the faculty member and department chair will make a presentation of **5 minutes** at the Curriculum Committee meeting to describe the desired changes. How should you prepare for this presentation:
   a. Succinctly explain the change you are proposing.
   b. Justify the change you are proposing. Explain the benefits to NCC.
   c. Provide backup data if possible—job rates, transfer rates, comparable college data, etc.
2. After the presentation, Curriculum Committee members will ask questions.
3. A vote will immediately follow the presentation and Q&A session with a result of Approved, Tabled with Suggested Changes, or Denied
   a. If approved, then you will be asked to provide a clean final copy (no highlights). The Registrar will make changes to the following year's catalog.
   b. If Tabled with Suggested Changes:
      i. 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.
      ii. If the committee approves a proposal with the condition that the faculty members make changes to it, the changed documents must be resubmitted to the Curriculum Committee's Canvas site within a week.
   c. If Denied—this is based on the information given to the committee. This means that the committee and VPAA do not believe the proposal   can move forward as it is.

IV.   Forms:
   o [System Academic Proposal Form]
   o 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 (course outlines, program profiles, etc.) ==as well as a copy of the new document with changes highlighted.== This form should include information such as:
      1. Credit hour changes

2. Course/Program Name Changes (Program Name changes also require form A2)
3. Course realignment
4. Course number changes
5. Course description changes
6. Course Addition/Deletion

- **Course Outline Template**
  - We will continue to use this form for consistency in how course outlines are developed and maintained.

V. When making any curriculum proposals or changes, keep the CCSNH Degree/Certificate Requirements in mind. See the System Office Program Requirements here: http://www.ccsnh.edu/sites/default/files/System%20Policies-%20600-%20Academic-%2002%2027%2018.pdf#page=4

Revised:

- Summer 2017, Al DeRosa
- Fall 2019, Jennifer Tripp
- Fall 2021, Bob Bragdon