

- Any changes in class assignments must be approved by the Division Chair and reported, by the Department Chair, to the Office of the Registrar prior to the change actually takes place.

PROCEDURE: Classroom Assignments

Each semester Department Chairpersons recommend classroom assignments on the suggested class schedule. A copy of each semester's classroom schedule is provided during registration periods.

PROCEDURE: Copies (Procedure for Making)

Division copiers may be used for up to 30 copies. For a larger number of copies, please complete the [Copy Request Form](#) and use the campus copy center. (Appendix F). Administrative Assistants will take items to be copied and pick up completed copies if given sufficient notice (at least three hours). ***Be sure to use Department, not Division, budget number.***

PROCEDURE: CURRICULUM (APPROVAL PROCESS for NEW)

The Curriculum Committee establishes, reviews, and recommends academic policies and standards of the College. It participates in the departmental review process, oversees curriculum development and revision in programs, departments, approves majors and minors, and core and general education requirements, and makes recommendations for changes it deems necessary to update and create coherence in the curriculum.

Curriculum Approval Process:

Faculty members proposing courses and curriculum changes should contact the chair of the curriculum committee for a copy of the **checklist**, which identifies the appropriate order for moving a proposal through the approval process and provides for signatures of the Department Chair, the Division Chair, the Vice President, the Curriculum Committee Chair, the Faculty Senate President, and the President and Board of Trustees where appropriate. The **checklist** is attached to the proposal throughout the approval process.

- Proposals for new courses may begin with the individual faculty member, a student, or staff member.
- Proposals should include: rationale, description, suggested text books, sample syllabus, budget implications, need for new personnel, and any other supporting or explanatory materials.
- Certification from the Office of the Registrar is required to be submitted with the proposal for any new course number or course number changes.
- Proposals are presented to members of the appropriate department for discussion, suggestions, and vote.
- Proposals approved by department are then presented to division faculty for discussion, suggestions, and vote.

- Division-approved proposals are sent to the Vice President for Academic Affairs for approval or suggestions for revision.
- If the Vice President approves, the proposal is sent to the chair of the curriculum committee with attached *checklist*. Committee chair or originator of proposal sends proposal to committee members.
- Faculty member presents proposal to curriculum committee and responds to questions. Committee votes to either approve proposal, deny proposal, or ask for revisions.
- Proposals must be distributed to faculty members at least ten days before vote of faculty. Faculty Senate President must sign if proposal is approved.
- If and when proposal receives faculty approval, proposal returns to Vice President for Academic Affairs who presents it to the Academic Council for final approval.
- If necessary, the proposal will be presented to the President for approval.
- Then, if necessary, the proposal will be presented to the Board of Trustees for approval.
- The Vice President for Academic Affairs informs the Curriculum Committee Chair when the curriculum proposal has been approved by the appropriate group: the Council, the President, and or the Board of Trustees.

EXCEPTION: Proposals for new major programs, new departments, or new divisions must be approved by the Board of Trustees after faculty approval.

PROCEDURE: Curriculum (Proposals for Changes)

All proposals for curriculum change are first discussed in department meetings.

- The proposal should be written with a clear description of the changes being suggested,
- supporting documentation (courses or curricula at other institutions of higher learning),
- accreditation standards and guidelines,
- national program standards,
- sample syllabi,
- a rationale, and
- an estimate concerning additional costs to the college if the change is adopted.

The department faculty members may approve the proposal or ask for revisions. If the proposal is approved by department faculty, it goes to the division faculty for discussion, suggestions, recommendations, approval. When approved by the division faculty it goes to the Vice President for Academic Affairs. The Vice President may approve the proposal or request more information. When she signs her approval of the proposal, it goes to the Curriculum Committee, and then to the full faculty. A checklist with dates of each approval will travel with the proposal. From the faculty, the curriculum proposal is presented to the Council on Academic Affairs for final approval before implementation. Proposals requesting new majors or new departments must be approved by the Board of Trustees.