

SECTION: Academic

SUBJECT: Curriculum

Title: Curriculum

Point of Contact: Office of the Provost/ Vice President for Academic Affairs

Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy: Registrar

Date of approval by LCSC authority: January 8, 2016

Date of State Board Approval: N/A

Date of Most Recent Review: 01/2016

Summary of Major Changes incorporated in this revision to the policy: Procedural statements were removed from policy and are housed on the committee web page; approval process is streamlined and aligned with online catalog/ system, updates to align with changes in relevant State Board of Education policies.

Policy

1. All curricular modifications must be reviewed and approved prior to implementation. The level of review and approval depends on the curricular action. Idaho State Board of Education Policy III.G delineates actions requiring Board review and approval. Professional-Technical program proposals also must be approved by the State Division of Professional-Technical Education.
 - A. Proposals for new or expanded programs, including majors, minors, options and emphases; proposed program deletions; proposed new courses; and modifications to the General Education Core, including course modifications, additions and deletions, must be reviewed and approved by the Division Faculty, Division Chair, Dean, Curriculum Committee, Faculty Senate, Provost, and in certain circumstances, the President.
 - B. Proposals for revised catalog/course descriptions, and minor changes such as change in course name, course credits, or course prefix, and modifications to the program plan must be reviewed and approved by the Division Faculty, Division Chair, Dean, and Curriculum Committee.
 - C. Proposals for modifications to the General Education Core, including course modifications, additions and deletions, are also reviewed by the General Education Committee.

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Procedure

2. All proposals will be submitted as described on the Curriculum Committee web page in accordance with State Board of Education and State Division of Professional-Technical Education policies.
 - A. Each academic year the Curriculum Committee and Office of the Registrar will establish deadlines for curriculum proposal submission to ensure inclusion in the college catalog for the next academic year. The Office of the Registrar will track all curricular modifications for a given academic year.