

SECTION: Academic

SUBJECT: Curriculum

Background: The curriculum review and approval process ensures that expectations for the award of course credit and degrees is aligned with policy and with generally accepted learning outcomes, norms, or equivalencies in higher education. Curriculum proposals are reviewed and approved by the Division Chair, Instructional Dean, and Curriculum Committee. Some proposals are also reviewed and approved by Faculty Senate and the Provost. In the case of General Education Core curriculum, proposals are also reviewed and recommended by the college General Education Committee.

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/ Records; Instructional Deans; Faculty Senate

Date of approval by LCSC authority: 8/1/1979

Date of State Board Approval: N/A

Date of Most Recent Review: 6/2018

Summary of Major Changes incorporated in this revision to the policy: Updates to align with relevant State Board of Education and NWCCU policies and to streamline work for Curriculum Committee Chair.

Policy

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. Career & Technical program proposals also must be approved by the State Division of Career & Technical Education. The Northwest Commission on Colleges and Universities (NWCCU) Substantive Change policy outlines which actions require NWCCU approval.

1. Proposals for new or expanded programs, including majors, minors, options, emphases, and certificates, and proposed program deletions, must be reviewed and approved by the Division Faculty, Division Chair, Instructional Dean, Curriculum Committee, Faculty Senate, Provost, and in certain circumstances, the President.
2. Proposals for modifications to the General Education Core, including course modifications, additions and deletions, are reviewed as described in 1, and also reviewed by the General Education Committee.
3. New courses (non-general education), and minor changes such as change in course name, course credits, catalog description, CIP code, or course prefix, and modifications to the

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program plan are approved by the Division Faculty, Division Chair, Instructional Dean, and Curriculum Committee.

4. Changes in delivery mode [e.g., addition of online option; change to only online option] of a program or program component [majors, minors, options, emphases, and certificates] are approved by the Division Faculty, Division Chair and the Instructional Dean. Such changes are reported by the Instructional Dean to the Curriculum Committee and the Provost, and by the Curriculum Committee Chair to Faculty Senate.

Procedure

1. All proposals will be submitted as described on the Curriculum Committee web page in accordance with State Board of Education and State Division of Career & Technical Education policies.
2. Each academic year the Curriculum Committee and Office of the Registrar/ Records 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.