

SECTION: Academic

SUBJECT: Curriculum

Background: The curriculum review and approval process ensure 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.

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: 02/04/2021

Date of State Board Approval: N/A

Date of Most Recent Review: 02/2021

Summary of Major Changes incorporated in this revision to the policy: Updates to clarify review and approval processes for proposed curricular changes.

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 Division-proposed program discontinuances, must be reviewed and approved by the Division Faculty, Division Chair, Instructional Dean, Curriculum Committee, Faculty Senate, the Provost, and in certain circumstances, the President.
2. Proposals for modifications to the General Education Core, including course modifications, additions and discontinuances, 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 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

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reported by the Instructional Dean to the Curriculum Committee and the Provost, and by the Curriculum Committee Chair to Faculty Senate.

5. Program discontinuances proposed by administration must be presented to the Division Faculty and Division Chair by the Instructional Dean and/ or Provost. The Division Faculty, Division Chair, Curriculum Committee and Faculty Senate will have the opportunity to provide feedback on the proposal, as outlined in the procedures section below. When a proposal is approved by the Division Chair, it confirms internal Division curriculum decision processes have been adhered to, and in the case of administratively driven changes, affirms feedback opportunities were provided as described in the procedure.

Procedure

1. Proposals for new and expanded programs 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. New and expanded programs must be reviewed and discussed by the Division Faculty and Division Chair. Once the Division feedback process is concluded, the proposal will be reviewed and approved by the Instructional Dean, Curriculum Committee, Faculty Senate, the Provost, and in certain circumstances, the President.
2. Proposals for program discontinuance must be reviewed and approved through internal Division processes, when initiated by the Division. When initiated by administration, a proposed discontinuance will be presented to the Division Faculty and Division Chair, as well as to the Curriculum Committee and Faculty Senate, by the Instructional Dean and/ or the Provost. The Division Faculty, Division Chair, Curriculum Committee and Faculty Senate will have the opportunity to provide written feedback on the proposal. Written feedback is submitted to the Instructional Dean and Provost within 14 days of notice of the intention to discontinue an instructional program. Proposals for program discontinuance 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.
3. 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/ Records will track all curricular modifications for a given academic year.