

CURRICULUM PROCEDURES REFERENCE MANUAL

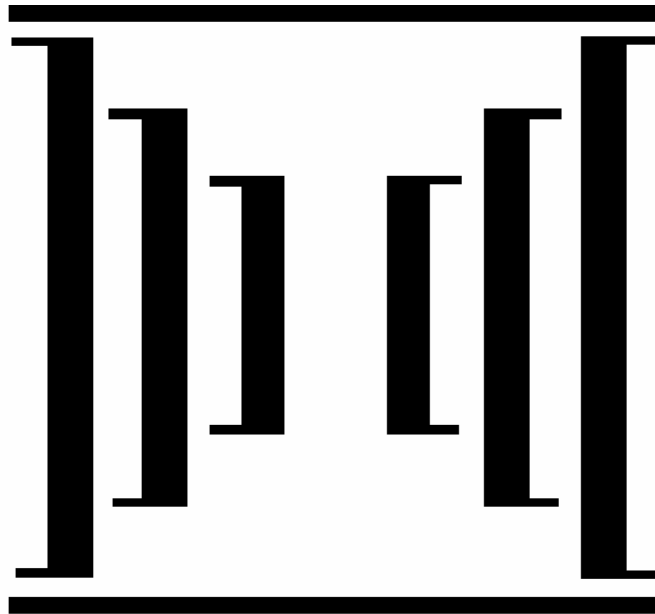
SECTION 15

Curriculum Review Committee

Procedures

Revised December 5, 2003

North Carolina Community College System



CURRICULUM REVIEW COMMITTEE

PROCEDURES

Revised December 5, 2003

CURRICULUM REVIEW COMMITTEE PROCEDURES

Revised December 5, 2003

Assumptions and Philosophy

Purpose

The Curriculum Review Committee (CRC) is committed to maintaining and sustaining the viability of the Common Course Library (CCL). The CRC recognizes a responsibility for ensuring that colleges maximize use of the CCL and limit the proliferation of courses throughout the system. The CRC has the authority for approving changes, additions, and deletions to the CCL.

Objectives

The CRC discusses issues associated with college requests for changes, deletions, and/or additions to the CCL before taking action. As a decision-making body, committee members strive to achieve consensus, rather than simple majority vote. If a clear division among committee members occurs during a vote, discussion continues until a decision is reached that all members can accept and understand. The committee strives to identify existing alternative solutions when requests are denied. CRC members are dedicated to increasing the degree of flexibility available to individual colleges, i.e., use of local prerequisites in lieu of system-imposed prerequisites.

Procedures

Curriculum Review Committee

A Curriculum Review Committee will be established to oversee the maintenance and revision of the North Carolina Community College System (NCCCS) Common Course Library.

The committee will normally be composed of ten community college administrators and two presidents. The chairperson of the North Carolina Association of Community College Instructional Administrators (NCACCIA) will submit nominations to the Vice President for Academic and Student Services, who will appoint ten college administrators to the committee. The Presidents Association will also appoint two members to the committee.

- (1) The committee members will be selected to represent system demographics based on the college's size, location and service area (rural/urban).
- (2) The committee members will serve three-year terms with four of the members rotating off each year, effective January 1, 2004. The current CRC members are listed in Attachment 1.

- (3) The Associate Vice President for Instructional Development and Technology at the System Office will also serve on the committee, as a non-voting member.

If committee members are unable to fulfill their obligations/terms, then the chairperson of the NCACCIA or the president of the Presidents Association will submit nominations to the Vice President for Academic and Student Services, who will appoint new members to the committee. The duration of this interim appointment is based on the original committee member's term.

The committee will normally meet twice a year. Meeting and submission dates are identified in Attachment 2.

Role of System Office Staff

College requests are submitted through the office of the Vice President for Academic and Student Services.

System Office Staff has the following responsibilities prior to the CRC meeting:

- (1) Consult with the requesting college to assist in preparation of the request (before and/or after the formal submission of the request).
- (2) Send the request to applicable colleges for a formal vote.
- (3) Prepare an analysis of the request to be transmitted to the CRC.
- (4) Present the requests at the CRC meeting, answering CRC members' questions and providing additional information, as needed.
- (5) Notify colleges of the results of the CRC meeting.
- (6) Coordinate curriculum standard revision by the State Board of Community Colleges or the Vice President for Academic and Student Services, as appropriate.
- (7) Enter course (and curriculum standard) information into appropriate electronic databases and post the information to the NCCCS website.

System Office staff may submit requests for consideration by the CRC. These requests may include, but are not limited to, compliance issues and editorial revisions that do not require decision by the colleges offering the course.

New Course Approvals

Colleges may submit requests for new CCL course approvals using Form 15-1 in Section 22. "New courses" are courses which are not currently in the CCL. The submission schedule for colleges is identified in Attachment 2. The CRC will review the requests to add new courses to the CCL.

A college will receive official notification from the System Office that its request for a new course has been received and the request will be submitted to the CRC at the next scheduled meeting. This notification will also give the college approval to offer the new course one time and report the course for FTE credit one time pending approval.

During the pending approval time period, a college is **not** required to submit a revised Program of Study. A new curriculum course may be used as an Other Major Hours course. A new General Education course **may not** be used to satisfy the minimum number of hours for Communications, Humanities/Fine Arts, Social/Behavioral Sciences, and Natural Sciences/Mathematics requirements. It may be used elsewhere in the Program of Study.

The CRC will approve the appropriate areas of General Education, Major Hours, or Other Required Hours for the new course.

New courses that are included in applications for curriculum programs new to the System will be acted upon by the State Board. The System Office will notify colleges of the State Board actions.

Revision of CCL Courses

Colleges may submit requests for revisions to CCL courses using Form 15-2 in Section 22. The submission schedule for colleges is identified in Attachment 2. The CRC will review the requests to revise CCL courses.

Requests received after due dates will be acknowledged and placed on the agenda for the next meeting. The revisions are effective one year following the approval by the CRC. Colleges may request earlier implementation. The request with rationale should be included in the e-mail to which the electronic request is attached.

The proposed revision will be reviewed by all colleges which list the course on an approved program of study, and a **two-thirds majority vote** of colleges that have approval to offer the course is required before the CRC may take action on the proposed course revision. Colleges not responding within the specified time period are considered in favor of the request.

Reclassification of Courses

Colleges may submit requests for reclassification of CCL courses using Form 15-3 in Section 22. The submission schedule for colleges is identified in Attachment 2. The CRC will review the requests to reclassify CCL courses. Requests received after due dates will be acknowledged and placed on the agenda for the next meeting. The reclassifications are effective one year following the approval by the CRC. Colleges may request earlier implementation. The request with rationale should be included in the e-mail to which the electronic request is attached.

The proposed reclassification will be reviewed by all colleges which list the course on an approved program of study, and a **two-thirds majority vote** of colleges that have approval to

offer the course is required before the CRC may take action on the proposed course reclassification. Colleges not responding within the specified time period are considered in favor of the request.

Curriculum Review Committee Process

The Curriculum Review Committee (CRC) has the responsibility and authority to approve all changes to the Common Course Library (CCL). The CRC process insures that all requests for changes receive a thorough, timely, and impartial peer review.

Upon review of each request, the CRC has the following options:

- (1) CRC approves request. Colleges are notified by the System Office. New and revised courses are delivered to all colleges electronically.
- (2) CRC tables request. The Program Coordinator will consult with requesting college to provide additional information requested by CRC.
- (3) CRC does not approve request. The Program Coordinator will consult with requesting college to clarify the CRC's position and/or to explore alternative ways to meet the objectives of the requested change.

Resubmission of Request

If the college still seeks further review of the request, the following additional review steps may be used:

- (1) Requesting college modifies request based on CRC rationale and resubmits. (There is no limit on the number of times a college may modify and resubmit a request.)
- (2) Requesting college, in consultation with Program Coordinator, prepares a detailed response to the CRC's decision including, when appropriate, additional documentation supporting the need for the change.

Upon additional review of the request, the CRC has the following options:

- (1) CRC approves request. Colleges are notified by the System Office of the action. New and revised courses are delivered to all colleges electronically.
- (2) CRC does not approve request. Colleges are notified by the System Office of the decision.

Appeals Process

If the CRC does not approve a request for change after at least an initial and one additional review, representatives of the requesting college will have the opportunity to present the request in person at a called meeting of the CRC. A college has ten (10) working days from receipt of the CRC's second decision to state in writing its intent to pursue this option. The college submits its intent to the Associate Vice President for Instructional Development and Technology, who will forward the request to the chair of the CRC. The chair of the CRC will arrange a meeting with the college at the earliest mutually convenient time, not to exceed 20 working days from receipt of notification from the Associate Vice President for Instructional Development and Technology. A majority of CRC members must be present to hear and discuss the request with college representatives.

If, after meeting together, the CRC and the requesting college are not able to reach a mutually acceptable resolution, the requesting college may appeal the CRC decision to the Program Committee of the State Board. The request for a hearing must be made in writing to the Associate Vice President for Instructional Development and Technology within ten (10) working days from the date of receiving the CRC's final decision. The positions of both the requesting college and the CRC will be forwarded to the Program Committee.

If, after reviewing the materials for the hearing, the Program Committee agrees to hear the arguments of the CRC and the requesting college, the Program Committee will make a recommendation to the State Board. The decision of the State Board is final.

Archiving and Deleting Courses from the CCL

Any course not offered for a period of three years will be removed from the CCL and archived.

- (1) Colleges will be notified each year of courses that have not been offered for two years. Any course that is not utilized by a college during the subsequent (third) year will be purged at the end of the third year.
- (2) The courses that are purged from the CCL will be given an end term date and permanently stored in the CCL database. The course prefix and number of a purged course remain intact and may not be used for any other course.
- (3) If a college wants to use a purged course, the course will be given a new effective term/date. The course will now begin a new three-year cycle.

**Attachment 1
Curriculum Review Committee
Effective January 2004**

<p>Dr. Linda Thomas-Glover Vice President of Instruction Guilford Technical Community College PO Box 309 Jamestown, NC 27282 Phone: (336) 334-2618 FAX: (336) 454-2510 Term Expires December 2004</p>	<p>Dr. Ralph G. Soney Vice President for Instruction Mitchell Community College 500 West Broad Street Statesville, NC 28677 Phone: (704) 878-3200 FAX: (704) 878-0872 Term Expires December 2004</p>
<p>Dr. Donald Reichard President Johnston Community College PO Box 2350 Smithfield, NC 27577 Phone: (919) 934-3051 FAX: (919) 209-2142 Term Expires December 2004</p>	<p>Dr. Pamela Hilbert, Vice President of Instruction & Student Support Carteret Community College 3505 Arendell Street Morehead City, NC 28557 Phone: (252) 247-6000 FAX: (252) 247-2514 Term Expires December 2004</p>
<p>Dr. Linda H. Phillips, Chair Vice President Academic and Student Services Catawba Valley Community College 2550 Highway 70 SE Hickory, NC 28602 Phone: (828) 327-7000 FAX: (828) 327-7276 Term Expires December 2005</p>	<p>Dr. Sharon Morrissey Vice President of Instructional Services Asheville-Buncombe Technical Community College 340 Victoria Road Asheville, NC 28801 Phone: (828) 254-1921 FAX: (828) 251-6355 Term Expires December 2005</p>

<p>Mr. William Carver Vice President of Instruction Nash Community College PO Box 7488 Rocky Mount, NC 27804 Phone: (252) 443-4011 FAX: (252) 937-2712</p> <p style="text-align: center;">Term Expires December 2005</p>	<p>Mr. Randy Parker President Vance-Granville Community College PO Box 91727536 Phone: (252) 492-2061 FAX: (252) 430-0460</p> <p style="text-align: center;">Term Expires December 2005</p>
<p>Ms. Laura Douglas, Vice President for Instructional and Student Services Randolph Community College PO Box 1009 Asheboro, NC 27204 Phone: (336) 633-0200 FAX: (336) 629-4695</p> <p style="text-align: center;">Term Expires December 2006</p>	<p>Dr. Deborah Lamm, Vice President of Instruction Southeastern Community College PO Box 151 Whiteville, NC 28472 Phone: (910) 642-7141 FAX: (910) 642-5658</p> <p style="text-align: center;">Term Expires December 2006</p>
<p>Dr. F. Diane Honeycutt President Richmond Community College PO Box 1189 Hamlet, NC 28345 Phone: (910) 582-7000 FAX: (910) 582-7028</p> <p style="text-align: center;">Term Expires December 2006</p>	<p>Dr. Gene C. Couch Vice President for Instructional Services Southwestern Community College 447 College Drive Sylva, NC 28779 Phone: (828) 586-4091 FAX: (828) 586-3129</p> <p style="text-align: center;">Term Expires December 2006</p>

Attachment 2
Curriculum Review Committee
Submission Deadlines

The Curriculum Review Committee will meet twice each calendar year, once during the spring semester and once during the fall semester. The meeting dates and submission deadlines are as follows:

Items Due to System Office	Action by Committee	Implementation Dates
From July 25, 2003 thru January 23, 2004	March 2004	Spring Semester 2005 (2005*01)
From January 26, 2004 thru July 23, 2004	September 2004	Fall Semester 2005 (2005*03)
From July 26, 2004 thru January 23, 2005	March 2005	Spring Semester 2006 (2006*01)
From January 26, 2005 thru July 23, 2005	September 2005	Fall Semester 2006 (2006*03)
From July 26, 2005 thru January 23, 2006	March 2006	Spring Semester 2007 (2007*01)
From January 26, 2006 thru July 26, 2006	September 2006	Fall Semester 2007 (2007*03)

NOTE: Requests received after due dates will be acknowledged and placed on the agenda for the next meeting.