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1. PURPOSE:

The purpose of this section is to set forth procedures for the design, approval, and implementation of new curriculum programs.

2. PROCEDURE:

- a. Faculty and staff are encouraged to suggest new ideas for curriculum programs that would complement the mission of WCC and serve additional community needs. Suggestions for new programs frequently originate with persons in the community.
- b. While the responsibility for initiating new curriculum programs resides with the local community college, the final approval authority to implement new curriculum programs rests with the State Board of Community Colleges, based on recommendations from the North Carolina Community College System staff.
- c. Proposals for new curriculum programs should be incorporated into the WCC strategic planning process. The Office of Planning and Research will provide technical assistance through all stages of the feasibility study.
- d. The Vice President for Academic Affairs should notify appropriate North Carolina Community College System staff that a feasibility study is being conducted. In addition, the development of the proposed curriculum must be conducted within the guidelines established in the NC Administrative Code, the North Carolina Community College System Curriculum Procedures Reference Manual (Section 3), and other related policies established by the North Carolina Community College System.
- e. A key element of the feasibility study will be a needs assessment. An informal advisory group from the community should be involved in the development of the assessment

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- process and in the analysis of its results. Following the feasibility study and assuming the results are positive, the advisory group should also be involved in the curriculum design phase.
- f. The feasibility study should also consider the impact of the new program on existing WCC programs and financial resources.
 - g. Once the proposal is complete (needs assessment and curriculum design), the proposal should be reviewed through the appropriate organizational channels and submitted to the WCC Curriculum Committee for review and approval. The Curriculum Committee makes a recommendation to the President. If the President approves, the proposal is submitted to the Board of Trustees through its Curriculum Committee. If the proposal is approved by the Board, it is submitted to the State Board of Community Colleges for final approval.