CURRICULUM

COMMITTEE MANUAL

Revised January 2007 to include
Sharepoint Instructions

NASHVILLE STATE COMMUNITY COLLEGE

CURRICULUM COMMITTEE MANUAL

Contents

Section I. Responsibility for Planning, Initiation, Revision, and Assessment of Curriculum

A. CURRICULUM COMMITTEE

1. <u>Committee Responsibilities</u>

The institution places principal responsibility for the content, quality, and effectiveness of its curriculum with the faculty (SACS Comprehensive Standard 3.4.12). Typically, faculty members initiate curriculum proposals at the program level. Coordinators and/or Deans must discuss curriculum proposals with faculty in the discipline area prior to submitting them for Curriculum Committee review. Every proposal, however, has an impact on several areas of the college and, therefore, requires division and campus-wide review.

The Nashville State Curriculum Committee plays a major role in the overall planning, assessment, and approval of the college curriculum. The Committee is responsible for:

- setting strategic directions and procedures for curriculum development;
- acting on proposals for major curriculum change; and
- reviewing results from the assessment of Nashville State's instructional program, including Performance Funding information.

2. <u>Member Responsibilities</u>

Responsibilities of each member of the Curriculum Committee include the following:

- attend monthly meetings;
- submit necessary curriculum proposal forms in a timely manner; and
- review all curriculum proposals before each meeting.

3. <u>Composition and Selection</u>

The following people constitute the membership of the Curriculum Committee:

(1) Three faculty representatives will be chosen by Academic Deans from each of the divisions given below. Faculty representatives will include Program Coordinators if schedules allow. If a program coordinator is unable to serve due to a scheduling conflict, other faculty representatives within the division will be selected. (<u>voting members</u>)
- Business & Applied Arts
- Information & Engineering Technologies
- Mathematics & Sciences
- English, Humanities, Arts & DSP
- Social & Life Sciences

(2) Two faculty representatives selected by the Faculty Senate (<u>voting members</u>)

(3) The following <u>nonvoting</u> members are invited to attend all meetings and informed of actions:
- Academic Deans
- Dean for Student Services
- Dean for Learning Resources
- Registrar

- One additional Representative from Learning Resources
- Assistant to the President
- Representative from Computer Services
- Associate Vice President for Academic Affairs
- Director of Developmental Studies
- Director of Extended Programs
- Director of Cookeville Center
- Director of Waverly Center
- Director of the Southeast Center
- Coordinator of the Workforce Training Center
- Campus representative to the RODP Curriculum Committee
- Vice President of Academic Affairs (VPAA)

    (4) Committee membership is finalized before the Curriculum Committee's first meeting in September. This time frame allows for program coordinators and faculty schedules to be in place.

4. The Curriculum Committee has the following officers:

    (1) The Committee Chair is elected annually from voting members at the last Curriculum Committee meeting of the academic year. The chair will:

- Work with the VPAA to schedule meetings of the Curriculum Committee;
- Work with Faculty Senate Chair to set a meeting schedule that ensures Faculty Senate action within a reasonable time frame following Curriculum Committee action;
- Chair Curriculum Committee meetings;
- Approve and submit approved items to the VPAA; and.
- Initiate items for Curriculum Committee consideration as appropriate.

    (2) The Secretary of Academic Affairs serves as Secretary to the Committee and will:

- Receive notification when approved documents are available in Sharepoint. Documents must be posted at least four working days prior to the meeting in order to be considered at the meeting.
- Alert committee members to check Sharepoint 2 days before meetings;
- Prepare and post minutes of meetings in Sharepoint;
- Distribute information about approved proposals appropriately; and
- Place information items in public folders on/about the first day of each month.

5. Committee Meetings

    (1) Setting Meeting Dates: The Chair of the Curriculum Committee and the VPAA establish dates for regular monthly meetings and special meetings of the Committee. The Committee Chair can cancel a meeting of the Curriculum Committee if it is not needed.

B. VICE PRESIDENT FOR ACADEMIC AFFAIRS (VPAA)

1. The VPAA is responsible for coordinating the overall planning, evaluation, and assessment of the effectiveness of the curriculum.

2. The VPAA works with campus, TBR, and THEC staff to develop and review proposals for new

academic programs and other curriculum changes.

3. The Vice President for Academic Affairs reviews, acts on, and forwards, if necessary, approved Curriculum proposals.

4. Following final approval, the Vice President for Academic Affairs sends copies of approved changes to the Deans and programs affected by the change.

SECTION II. PREPARATION OF CURRICULUM PROPOSALS

Required approvals and required forms for submission are listed below: NSCC forms are available through Sharepoint. TBR forms are available at http://www.tbr.edu. Click on Academic Affairs, then on Publications and Forms.

When a proposal is submitted to the Curriculum Committee for information or approval, there must be someone present at the meeting to present and explain the proposal. If no one can take that responsibility, the Curriculum Committee Chair should be notified and the item will be deferred to a later meeting.

Changes requiring Curriculum Committee approval follow this process:
- The original document is reviewed by an NSCC faculty member. That faculty member forwards to the document to the appropriate Program Coordinator for review. The Coordinator indicates his/her approval on the appropriate signature line (name and date typed onto the form). The Program coordinator is responsible for ensuring the document is uploaded to the Curriculum Committee Sharepoint website.
- If this is an item requiring TBR and/or THEC approval, the appropriate TBR forms must be completed and sent from the dean to the VPAA electronically. The VPAA's office will email these proposals to Curriculum Committee members.
- Once the document is uploaded, the Program Coordinator notifies the Division Dean. The Dean reviews the document, signs and dates approval in Sharepoint, and notifies the Dean of the Learning Resource Center that the document is ready for review.
- The Dean of the Learning Resource Center reviews and approves the projected one-time and recurring library expenditures and notifies the Associate VP for Planning and Assessment that the proposal is ready for review.
- The Associate VP of Planning and Assessment reviews/approves, assigns a CIP code if needed, and notifies the Registrar that the proposal is ready for review.
- The Registrar reviews/approves the item and notifies the Secretary for Academic Affairs that the document is ready for Curriculum Committee review.
- The proposal can then be reviewed by members of the Curriculum Committee.
- Following the Curriculum Committee meeting, the items are forwarded to the Faculty Senate for review and approval (if required).
- The office of the VPAA will submit items electronic and hard copies of documents to TBR, as required, when the on-campus approval process is complete.

Changes submitted to the Curriculum Committee for information only must be submitted through Sharepoint as follows:
- The original document is prepared by an NSCC faculty member. That faculty member forwards the document to the appropriate Program Coordinator for review. The Coordinator indicates his/her approval on the appropriate signature line (name and date typed onto the form). The Program Coordinator is responsible for ensuring that the document is uploaded to the Curriculum Committee Sharepoint website.
- Once the document is uploaded, the Program Coordinator notifies the Division Dean. The Dean reviews the document, signs and dates approval in Sharepoint, and notifies the Dean of the Learning Resource Center that the document is ready for review
- The Dean of the Learning Resource Center reviews and approves the projected one-time and recurring library expenditures and notifies the Registrar that the proposal is ready for review.
- The Registrar reviews/approves the item.
- The proposal can then be reviewed by members of the Curriculum Committee.

A. ACTIONS TO SEND TO CURRICULUM COMMITTEE AS INFORMATION ITEMS

All items submitted for information only should be submitted on the "Curriculum Change Information" form attached to this manual.

1. Course prerequisites and co-requisites
2. Changes in program requirements or electives (except change of >17 hours or increase in total required hours)
3. Changes in existing course titles, descriptions, rubric, and credit hours
4. Short-term Certificates of Career Advancement
5. New Area of Emphasis in AA/AS degree
6. New CEU courses

B. PROPOSALS REQUIRING ONLY INSTITUTIONAL REVIEW

Proposals that will be sent to the Curriculum Committee for either review or approval, but do not require TBR or THEC approval, will be submitted through Sharepoint, available at http://sharepoint02.nscc.edu/cc/default.aspx. Instructions for using Sharepoint are included in this manual.

C. PROPOSALS REQUIRING BOTH INSTITUTIONAL AND EXTERNAL APPROVAL.

These actions are required in accordance with TBR Policy 2:01:01:00, TBR Guideline A-010, and THEC Policies A1:0 and A1:1.

1. New Academic Degree or Certificate Programs
    a. NSCC/COVER
    b. TBR COVER, SUM, PS, PJ, SE, FP
    c. NSCC/RECORDS
    d. NSCC/COURSE DESCRIPTION (for new courses)/RATIONALE/LIBRARY

2. New Concentrations within an existing program
    a. NSCC/COVER
    b. TBR/COVER, SUM, PS, SE, FP
    c. NSCC/RECORDS
    d. NSCC/COURSE DESCRIPTION (for new courses)/RATIONALE/LIBRARY

3. Substantive revision of curriculum of an existing program (changes affecting >17 SCH)
    a. NSCC/COVER
    b. TBR/COVER, SUM, PC
    c. NSCC/RECORDS
    d. NSCC/COURSE DESCRIPTION (for new and revised courses)/RATIONALE/LIBRARY

4. Curriculum modification that increases degree requirements to more than 60 hours
    a. NSCC/COVER
    b. TBR/COVER, SUM, PC
    c. NSCC/RECORDS
    d. NSCC/COURSE DESCRIPTION (for new and revised courses)/RATIONALE/LIBRARY

5. Consolidation of existing programs
    a. NSCC/COVER
    b. TBR/COVER, SUM, PC
    c. NSCC/RECORDS

6. Extension of an existing program to an off-campus site
    a. NSCC/COVER
    b. TBR/COVER, SUM, OCS
    c. TBR/PJ, SE, FP if new costs are created
    d. NSCC/RECORDS

7. Termination of an existing program listed in the academic inventory
    a. NSCC/COVER
    b. TBR/COVER, SUM, PC
    c. NSCC/RECORDS

SECTION III. REVIEW PROCESS AND TIMELINE FOR CURRICULUM PROPOSALS

A. REQUIRED APPROVALS/INFORMATION FOR CURRICULUM PROPOSALS									
	Program Coor-dinator	Academic Dean	Dean of LRC & VP Planning/ Assessment & Registrar	Curriculum Committee	Faculty Senate	VPAA	President	TBR	THEC
Course Pre/Co-requisites	A	A	A	I					
Changes in Program Requirements (if 60 hours or less)	A	A	A	I					
Change in course title, description, or SCH	A	A	A	I					
Career Advancement Certificate	A	A	A	I	I	I			
Area of Emphasis in AA/AS	A	A	A	I		I			
Course Addition & Deletion	A	A	A	A		A			
Change Title of certificate or degree program	A	A	A	A	A	A	A	I	I
New Degree or Certificate	A	A	A	A	A	A	A	A	A
New Concentration	A	A	A	A	A	A	A	A	I
Substantive Curriculum Revision (> 17 SCH)	A	A	A	A		A	A	A	
Consolidation of Programs	A	A	A	A		A	A	A	I
Extension of Program to Off-Campus Site	A	A	A	A		A	A	A	A
Degree or Cerificate (Program) Termination	A	A	A	A	A	A	A	A	A

A = Approval Required
I = Information Required

B. STEPS AND TIMELINE IN CURRICULUM APPROVAL PROCESS

Action	Responsibility	Send To:	Timeline:
Prepare proposal in program	Faculty	Program Coordinator	
Consult with Registrar regarding all course title or number changes	Faculty	Dean	
Review proposal at program level	Program Coordinator	Academic Dean	
Review & approve at division level	Academic Dean	Dean of LRC	send electronically for approval
Review & sign off on change	Dean of LRC	VP Planning & Assessment	send electronically for approval
Review & sign off on change	VP Planning & Assessment	Registrar	send electronically for approval
Review & sign off on change	Registrar	VPAA	send electronically for approval
Submit to VPAA to add to agenda		Committee Secretary	4 business days before meeting
Distribute materials requiring action electronically	Committee Secretary	Committee Distribution List	Post action documents in public folders 2 business days before meeting
Approve information items and forward	VPAA	Registrar, Assoc. VP, CC secretary, originating division	Post information item action in public folders on/about first day of each month and notify campus
Committee takes action and chair signs approval	Committee Chair	Committee Secretary	Distributes signed copies or forwards for Faculty Senate action
Make corrections & changes to proposals	Dean	Committee Secretary	5 business days after meeting
Forward to Faculty Senate	Committee Secretary	Faculty Senate Chair	Up to one month
VPAA and President approve	VPAA & President		3 business days
Transmit materials to TBR	VPAA		2 business days
TBR acts and submits to THEC	Chancellor/ Board		If approved by delegated authority: at end of month If approved by Board, typically 2-3 months
THEC acts and notifies campus	Executive Director		THEC considers proposals at its January and July meetings
Notify affected Offices when final approval is given	VPAA		2 business days following approval
Update NSCC Webpage	VPAA	Webmaster	2 business days following notification

Sharepoint Website: NSCC Curriculum Committee

TO PREPARE AND SUBMIT A NEW DOCUMENT
- Go to: http://sharepoint02.nscc.edu/cc/default.aspx
- If your item is an information item only, click on Information Item Submissions in the left hand column. If it's a voting item, click on Voting Item Submissions. If you are unsure, review the list below for options in each category.
- Once you have identified the form you need to submit, and are in the appropriate section, you will see several form and folder options.
- Click on the _____ Item Request Form. Do NOT click on the arrow key that pops up, click on the name of the document.
- Microsoft Word will open the document as a "read only" document. Save the file to your computer. At that point you will be able to complete the form.
- Fill in each item on the form. If a particular item is not pertinent to your submission, please type "NA", or click the check box "NA".
- When the form is completed, title the document according to the proposal you are making. Examples: If you are proposing a new concentration, title your document " _____ Concentration". If you are proposing a new course, title the document AAA1234 Proposal. If you are deleting a course, title the document AAA 1234 Deletion, etc.
- Return to http://sharepoint02.nscc.edu/cc/default.aspx. Click on either Information Item Submission or Voting Item Submission. Once there, click on the folder for the upcoming Curriculum Committee meeting date.
- Once in the correct folder, click "upload document". Find your submission on your computer, upload, click "save and close".
- Once the document has been uploaded, contact the next person in the "chain of command" to begin the review and approval process.

TO REVIEW AND APPROVE DOCUMENTS
- Go to: http://sharepoint02.nscc.edu/cc/default.aspx
- Click on either the Information Item Submissions folder or the Voting Item Submissions folder for review.
- Click on the folder for the upcoming curriculum meeting (identified by month and year). Do NOT click on the arrow.
- In the folder, you should find several documents. When you place your cursor over the name of the desired document, the document name will change colors and a arrow will appear – click on the arrow.
- At this point, several options will appear on your screen – click "check out".
- Your name should now appear in the "Checked Out To" column.
- Click on the file name, the document will download and open on your computer. You will note that a "Shared Work Place" area will open on the right hand side of your screen. You should note your name in this space, and a dimmed "Check In" underneath your name.
- Review the document, make any changes, add your signature/date in the appropriate box at the bottom of the form.
- Go to the "File" tab and "Save" the document
- A Sharepoint file will pop up on screen, click "Save".
- A comments box should pop up, add any additional comments or questions here.

- The "check in" option under your name in the Shared Work Place area should now be available. Click this option.
- Return to http://sharepoint02.nscc.edu/cc/default.aspx and your desired folder. Make sure that your name is no longer under "checked out". If it is, click the refresh button for your web browser. If your name is still there, contact Donna Whitehouse at 3382.
- Your review and signature are now complete. Please contact the next person on the approval list.

Use your NSCC Username and password to access the system when prompted