

COMMUNITY COLLEGE OF VERMONT

CURRICULUM DEVELOPMENT POLICY

September, 2004

Revised: January 15, 2015

See also:

Vermont State Colleges Policies 101,
102 and 109

Faculty Hiring Criteria and Conditions
of Employment Policy

Guidelines for CCV Faculty Proposing
New Courses

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POLICY

Curriculum development at the Community College of Vermont is carried out through collaboration among curriculum committees, faculty, academic staff, the Academic Council, CCV's academic dean and registrar, and the Vermont State Colleges' academic deans and registrars. Decisions about courses, scheduling, and faculty to include in a given semester's offerings reside with the academic coordinators in any pertinent academic center in accordance with CCV's Faculty Hiring Criteria and Conditions of Employment Policy.

PROCEDURES

All curricular changes follow the same general procedure.

1. A curriculum change (new program, new course, change of program, change of course, special topics course) may be proposed by any member of the CCV academic community to the appropriate curriculum committee.
2. Proposed curricula under review will be available online for academic community review and comment.
3. Curriculum committees will review all proposed changes and additions to determine whether they will be developed for inclusion in the CCV curriculum. The committees may amend proposals, as necessary, to best meet the needs of CCV students and academic programs.
4. The Academic Council will review proposed curricular changes and will make recommendations regarding adoption to the academic dean.
5. If a potential change requires immediate action, the curriculum committee will send the proposal to the academic dean for immediate review.
6. Approved changes will be reviewed by the registrar and/or academic dean to determine appropriate placement, course code, and number for inclusion in the VSC database.
7. Final approval of all curricular changes rests with the academic dean.

New Programs

- New degree and certificate programs at CCV are developed in accordance with VSC Policy 102 and approved by the VSC Board of Trustees.
- The president presents an early notification of new programs to the VSC Council of Presidents. Early notification may occur at any regularly scheduled meeting of the Council of Presidents.
- The academic dean will notify the Academic Council regarding all early notifications.
- Normally, preliminary and final proposals required by VSC Policy 102 will be developed by associate academic deans in collaboration with curriculum committee co-chairs and with assistance from the academic dean and other academic staff and/or faculty members.

Changes to Existing Programs

- If proposed program changes are deemed to have a significant effect on the nature of a program, they may be brought by the president to the Education, Personnel, and Student Life Committee of the VSC Board for review and approval, after consultation with the academic dean.

Review of Existing Programs and Courses

- The Academic Council will consider all program reviews conducted under VSC Policy 101 as well as recommendations made by VSC-wide program review committees.
- On an annual basis, the Academic Council will review the CCV report on program enrollment submitted in accordance to VSC Policy 109 and the recommendations regarding the continuation or archiving of programs.
- Curriculum committees will review the programs and courses in their areas on a regular basis and may recommend the archiving of any courses as appropriate.

Adding New Courses

- New course proposals should be submitted to the appropriate curriculum committee using the New Course Proposal form in the Guidelines for CCV Faculty Proposing New Courses.

Special Topics Courses

- With the approval of the academic dean, a course recommended by a curriculum committee as a special topics course may be included as a new course in either the fall, spring, or summer course list as long as the course has been recommended by the curriculum committee no later than 90 days prior to the start of the semester.
- A temporary special topics course cannot be a program requirement, is not listed in the catalog, and may be offered on a limited time basis only. This type of course is designed to meet a current need or requires an instructor with specific experience or credentials.
- Special topics courses will be reviewed after three semesters and either changed to a permanent course, archived, or continued for one additional year only as a Special Topics course.