

**EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
REGULATION NO. – AR-3.7**

**Title:** Curriculum Design and Recommendation Regulation

**DEFINITION:** The Curriculum Design and Recommendation Regulation defines a comprehensive process to plan, develop, revise, and implement academic programs, skill sets and courses. This regulation assures effective curriculum development and revision practices involving faculty, advisory committees, and appropriate academic and institutional stakeholders. This regulation also outlines curriculum proposal submission guidelines.

**EFFECTIVE DATE:** Replaces 3/30/2020, 6/16/2016, 1/12/2016 and 3/31/2005 versions

Faculty, Division Chairs, and the Program Coordinator for Workforce Education, under the direction of the Dean of Teaching and Learning and/or the Dean of Community Engagement and Partnerships, or designee, and in consultation with content experts, develop or revise the curriculum in accordance with district needs and in support of the institution’s mission. Additionally, these same academic professionals, in consultation with program advisory committees, routinely assess the need for curriculum revision to improve student learning, maintain occupational/industry or accreditation standards, or to expand educational options.

### **Process Overview**

#### **1. Curriculum Proposal Development**

The Division Chair/ Program Coordinator for Workforce Education, along with selected content experts, facilitates the development of the curriculum content (i.e. new degree program, new certificate program, new skill set, new course, and revisions of approved curriculum) and completes a proposal form (Attachment A). New program proposals must also comply with BP 3.3. Proposal development must include input from appropriate discipline faculty to assure content aligns with current discipline and occupational trends and adheres to sound academic practices. The proposal is forwarded to the appropriate program advisory committee for review and comment.

Development of new programs must be approved by the appropriate Dean prior to onset of development activities.

Tasks at this stage include:

- Validate need for new course, new programs or curriculum changes
- Translate occupational profiles into academic programs and courses addressing identified learner outcomes that support industry needs
- Draft catalog descriptions for courses, course and program learner outcomes; prepare program outcomes matrix and appropriate program materials for inclusion in program proposals
- Identify appropriate delivery modalities for proposed program/courses

- Identify essential resources for proposal implementation, including staffing and instructor's credentials, technology, equipment, library/media resources, and facilities
- Recommend an implementation plan
- Recommend assessment activities to ensure academic program integrity and prepare appropriate assessment documents
- Prepare clear, concise curriculum proposals in accordance with institutional regulations and policies
- Determine if proposed curriculum supports Eastern's mission and values

## **2. Curriculum Committee Review/Recommendation**

Upon completion of the proposal, the Division Chair will forward completed materials to the Curriculum Committee Chairperson, who reviews the proposal for completeness and compliance with institutional, state and accreditation policies/regulations. The Curriculum Committee Chairperson will schedule the Curriculum Committee meeting for faculty review regarding content, learner outcomes, assessment, implementation issues, and impact of changes across curriculum. If recommended by the Curriculum Committee, the proposal is forwarded by the Curriculum Committee Chairperson to the Learner Outcomes Team (LOT). The Curriculum Committee Chairperson will notify the appropriate Dean of the Curriculum Committee's recommendation. If not recommended, the proposal is returned to the appropriate Division Chair/Program Coordinator for revisions as noted.

Curriculum Committee Membership:

- Curriculum Committee Chairperson: Full-Time Faculty appointed by Dean of Teaching and Learning
- Full-Time Faculty serving as College's Assessment Facilitator
- Full-Time Faculty Business Division (Recommended by Curriculum Committee Chairperson and approved by Faculty Assembly)
- Full-Time Faculty General Studies Division (Recommended by Curriculum Committee Chairperson and approved by Faculty Assembly)

Tasks at this stage include:

- Review the proposal prior to submission to the Learner Outcomes Team (LOT) to ensure appropriate academic content, proposal accuracy, and adherence to state and institutional guidelines
- Evaluate the proposal and rationale to discern support of the College mission and strategic initiatives
- Identify course or program duplication
- Review student learning outcomes in regard to resource requirements, including technology, staffing, and facility requirements
- Ensure compliance with general education policy and regulation (AR 3.10 and AR 3.17)
- Ensure compliance with BP 3.3 as appropriate
- Ensure compliance with WVCTCS Rules as appropriate
- Assess adequacy of planning to effectively implement proposal at the departmental level
- Recommend need for articulation with baccalaureate programs

- Determine if the proposal is supported by assessment activities and follows institutional guidelines
  - Determine if assessment plans are in compliance with institutional guidelines
- Consult with other department faculty as appropriate

### 3. **Proposal Submission to LOT**

Upon recommendation at step 2, the Curriculum Committee Chairperson forwards the proposal to the Dean of Teaching and Learning for LOT review. The Dean of Teaching and Learning will determine if the proposal will be added to the LOT meeting agenda for review in accordance with institutional policies and regulations. If the Dean of Teaching and Learning does not recommend the proposal, the appropriate Division Chair/Associate Dean will be notified and provided the rationale for proposal rejection.

Tasks at this stage include:

- Ensure the proposal reflects academic and institutional priorities per College mission and strategic initiatives
- Consider evidence to determine if sufficient student need is present and evaluate if there are adequate resources
- Assess proposal impact across the institution and on all stakeholders
- Ensure mobilization of appropriate institutional units for implementation
- Reinforce adherence to institutional policies and regulations
- Ensure proposed schedules and implementation plans are workable and efficient
- Determine if the proposal can be supported through the institution's budgeting process
- Ensure academic proposals and policies are appropriate for the student population served
- Validate accuracy of proposal contents

### 4. **Approval and Implementation**

- a) The Division Chair/Program Coordinator for Workforce Education presents the recommended proposal to LOT for review, comment and recommendation. Approved proposals are submitted to the President's Cabinet for review and approval. New program proposals and program terminations are presented to the Board of Governors for final approval.
- b) Upon approval by the President or Board of Governors when appropriate, the Dean of Teaching and Learning or designee announces the proposal's approval to appropriate institutional units for implementation. Notification of appropriate units ensures preparation of course materials, identification of instructional faculty, effective set up of Student Registration System, update of BANNER catalog information, effective schedule preparation, revision of Eastern's catalog, publications, and advising materials as well as appropriate staff orientation. The President's Office notifies the Chancellor's Office of new programs and program terminations to update the Degree Inventory.
- c) Official curriculum documents (Master Course Record Form, Program Catalog Program Description/format, Program Outcomes Matrix, Course Syllabi, and other appropriate documents) are to be retained in the office of the Dean of Teaching and Learning or an office designated as such by the Dean of Teaching and Learning.

Note: Curriculum proposal justifications must address issues relevant to the proposal. Such issues may include but are not limited to recommendations of an advisory committee, results of assessment activities, attainment of program/course outcomes, impact on other courses or programs, list of influenced programs and input from appropriate Division Chairs/Program Coordinator for Workforce Education, impact on institutional resources and on students, input from other Division Chairs/Program Coordinator for Workforce Education or faculty, transferability, and national/regional association standards.

### **Proposal Levels:**

The level of review may vary according to the degree to which a proposal impacts learner outcomes and the College. Substantive changes are required to complete the entire review process. Proposed curriculum revisions or corrections not identified as substantive changes may undergo a partial review. The following level definitions are intended as general guidelines. Proposal levels may shift as deemed appropriate by Dean of Teaching and Learning, LOT, or the President and are outlined below.

#### **Level I: Minor Revisions or Corrections**

- a) Minor revisions or corrections that do not significantly influence curriculum, course learning or program outcomes, catalog descriptions, or other course or program requirements, rephrasing course description, correction of misprinted information, and clarification of information.
- b) Procedure: Proposal initiator submits Curriculum Proposal Form, Master Course Record and a brief written rationale to the appropriate Division Chair/Program Coordinator for Workforce Education for review and approval. If approved, the Division Chair/Program Coordinator for Workforce Education forwards to Curriculum Committee Chairperson to initiate Curriculum Committee review. If approved, the proposal is forwarded to LOT for approval. If not recommended by the Curriculum Committee, the Division Chair/Program Coordinator for Workforce Education will follow procedure for Level II.
- c) Changes at this level require action by LOT.

#### **Level II: New Courses, and New or Revised Area of Emphasis/Skill Set**

- a) New course proposals or proposals that have a significant impact on the individual course, such as a change in course title, prerequisites, course learning outcomes, catalog descriptions, curriculum layout, and development of new skill sets/area of emphasis or changes to existing skill sets/area of emphasis are reviewed as Level II proposals.
- b) Procedure: Proposal materials are completed by the Division Chair/Program Coordinator for Workforce Education or program faculty. The proposed materials must include Curriculum Proposal Cover Sheet and a written rationale for the proposed change. The proposal will also include, as appropriate, a revised Master Course Record Form, based on the original Master Course Record Form, which clearly indicates new and deleted language with highlighting and strikethroughs; General Education Criteria Checklist (when appropriate), a sample course syllabus (for new course proposals), and/or a revised catalog layout. If the proposal is initiated by program faculty, the appropriate Division Chair/Program Coordinator for Workforce Education should review the proposal first. If the proposal receives Division Chair/Program Coordinator endorsement, the proposal should be sent to the Curriculum Committee Chairperson to initiate a Curriculum Committee review. Upon approval, the proposal will be forwarded to LOT. Changes at this level may require more than one reading by LOT.

c) Changes at this level require action by LOT.

**Level III: Full Curriculum Proposal Process (Associate degree and certificate programs)**

- a) Eastern’s Board of Governors (BOG) shall approve all new programs, and program terminations as well as all Level III curriculum changes.
- b) All new program proposals and substantive curriculum changes must undergo the complete curriculum review process. Substantive curriculum changes are those which have a significant impact on degree offerings, learner outcomes, or the College.
- c) Substantive changes include:
  - New degree or certificate program proposals (All new program and certificate proposals must comply with BP 3.3 and Series 11)
  - Consolidation of existing degree programs or certificates
  - Changes in program-level learner outcomes or program requirements
  - Changes in general education core curriculum (AR 3.17)
  - Program terminations (All program and certificate program terminations must comply with Series 11)

**The Curriculum Timeline**

The curriculum development process is closely aligned with schedule development and catalog production timelines. For inclusion in the next college catalog, all phases of the approval process must be completed by the end of November. Course proposals (new courses or revisions) must complete the entire review process prior to January to be included in the next fall schedule or by August for the next spring schedule.

**Note: No changes are made to any catalog curriculum copy or other promotional materials until the approval process is completed.**

*Dr. Charles Terrell*

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Dr. Charles Terrell, President

April 20, 2021

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Date

## ***Eastern WV Community & Technical College Curriculum Proposal***

**Proposal Title:** (Include name of program or course(s), Ex: Electromechanical, AAS new program proposal)

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**Nature of Proposal** (*Mark one*)

- Course Proposal:  New Course  Course Modification  Course Withdrawal  
Skill Set Proposal:  New Skill Set  Skill Set Modification  Skill Set Termination  
Program Proposal:  New Program  Program Modification  Program Termination
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**Proposed Implementation Date (start date of semester):** Click or tap to enter a date.

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**Rationale:**

Write a statement summarizing the nature of the proposed change and justification for the proposal. The statement of justification must address issues relevant to impact on learner outcomes, mission, strategic plan, institutional resources, and data supporting need for proposal. Additional supporting information may include recommendation of advisory committee, results of assessment activities and data; impact on other courses or programs; input from appropriate faculty, Division Chair/Associate Dean, or advisory committee; transferability; and national/regional association standards. Attach additional sheets as necessary.

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### **Instructions and Required Documentation:**

**Course Proposal:**

1. Complete a Proposal Cover Sheet with Rationale Statement
2. Submit Master Course Record Form (Proposed or current approved MCR). If proposing changes for existing course, note additions on current MCR with yellow highlighting and deletions with strikethroughs)
3. Submit a Sample Course Syllabus (for new courses)
4. Provide a General Education Criteria Checklist (when appropriate)

**Skill Set Proposal:**

1. Complete a Proposal Cover Sheet with Rationale Statement
2. Submit Skill Set Requirements, including catalog layout
3. Submit Skill Set Outcomes

**Program Proposal:**

1. Complete a Proposal Cover Sheet with Rationale Statement
2. New Programs must submit required documentation as per Board of Governors BP 3.3 *Submission of Proposals for New Academic Programs*. (Must submit all Master Course Record Forms for all courses in program, including previously approved courses and general education courses.)

**Program Modification:**

1. Complete a Proposal Cover Sheet with Rationale Statement
  2. Submit Master Course Record Forms (include all courses impacted by proposed changes including new, revised or terminated courses)
  3. Provide a Catalog Program Format (table showing semester-by-semester course sequence) and note any other catalog revisions
  4. Submit a revised Program Outcome Matrix
  5. Submit a Program Map
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**Proposal Initiator:** Name of person preparing documents

**Date of Submission:** Click or tap to enter a date.

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**Curriculum Committee Review/Recommendation for Submission to LOT**

**Date of Approval:** Click or tap to enter a date.

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**LOT Approval Recorded in Minutes**

**Date of Approval:** Click or tap to enter a date.

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**President's Approval (Signature required only for new Baccalaureate Transfer Programs)**

**Date of Approval:** Click or tap to enter a date.

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**BOG Approval Recorded in Minutes (Signature required only for new Baccalaureate Transfer Programs)**

**Date of Approval:** Click or tap to enter a date.

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