

Curriculum Approval Guidelines

In order to communicate degree changes clearly and consistently across the institution and improve the advising process, curriculum changes must be approved by the chair of the division in which the change is initiated, by the Curriculum Committee, and by the Vice President for Academic Affairs.

Any faculty member, full-time or adjunct, may recommend a curriculum change to the division chair by submitting the curriculum change request form. If the division chair determines that the change fulfills a student need, he or she should review the change with all faculty within the division who teach the course, courses, or program affected.

If the change has majority support from faculty teaching within that discipline, the division chair should then

1. Contact the Chair of the Curriculum Committee and request a committee meeting be scheduled to review.
2. Sign and date the curriculum change request form to indicate he or she endorses the change.
3. Forward the signed request form and all documentation noted on the form to the Curriculum Committee Chair to be emailed to all faculty, as well as non-faculty committee members, prior to the date of the meeting. Non-committee members will be invited to offer feedback prior to the final committee approval.
4. Present the proposal for the change to the Curriculum Committee when the change is being reviewed.

If the curriculum change is approved by a majority vote (more than 50%) of committee members in attendance at the meeting, the Chair of the Curriculum Committee should then

1. Email the proposed change to all full-time faculty for a two-week period to gather feedback.
2. At the end of the two-week period, share a summary of comments received and request a faculty vote.
3. Provide meeting minutes to the Office of Academic Affairs so that curriculum approvals and denied requests can be posted on the institutional committee page.
4. Sign and date the change request form and forward to the Vice President of Academic Affairs.

The VPAA will review the request and, if approved, should then

1. Sign and date the form and return to the Curriculum Committee Chair to share with the committee.
2. When applicable, send to the Vice President for Enrollment Management for system catalog changes in the student information system.
3. When applicable (e.g. requests for new degree programs), submit request to the NOC Board of Regents and, if approved, to the Oklahoma State Regents for Higher Education.
4. Post committee minutes to the website.
5. Update the catalog to reflect all changes after the approval process.

Curriculum changes that must be approved by the Curriculum Committee include all of the following:

1. New course offered
2. New program offered
3. New course number or title assigned
4. Significant content change in course, including change in credit hours, change in prerequisite and/or placement score, and change in general education competencies met
5. Change in general education requirements or electives
6. Change to required program courses on degree sheet

Curriculum Change Approval Form

Name of Course and/or Program _____

Academic Division _____

Mode of delivery (e.g. on-site, hybrid, online, or combination) _____

Note: Learning outcomes must be consistent for sections of the same course across all modes of delivery.

I. Type of Change (check all that apply):

- _____ New course offered (attach syllabus, including anticipated learning outcomes, and course description; complete sections A and B below)
- _____ New program offered (attach draft of degree sheet, syllabi and course descriptions for any new courses to be offered, and complete sections A, B, and C below)
- _____ New course number or course title assigned (complete section A below)
- _____ Significant content change in course, including change in credit hours, change in prerequisite and/or placement score, and change in general education competencies met (complete sections A and B below)
- _____ Program change in general education requirements or electives (complete section A below)
- _____ Change to required program courses on degree sheet (complete sections A, B, and C below)

A. Rationale for curriculum change

B. Discuss how course and/or program competencies will align with general education and/or program learning outcomes:

C. Discuss how labor market and/or transfer needs will be addressed.

II. Discuss any additional resources needed for the curriculum change (e.g. equipment, facility updates, personnel).

Faculty Member Initiating Request

Name Date

Division Chair

____ Approved ____ Denied

Name Date

Curriculum Committee Chair

____ Approved by Committee ____ Denied by Committee

Name Date

Faculty Vote on Curriculum Committee's Recommendation

____ Approve ____ Deny

Vice President for Academic Affairs

____ Approved ____ Denied

Name Date