

POLICY & PROCEDURES MEMORANDUM

TITLE:	CHARTER: COMMITTEE ON CURRICULUM
EFFECTIVE DATE:	October 2, 2023* <i>(*Procedural/Title Updates 10/2/23; 7/17/14; Title Updates 6/7/12; 2/24/05; Original 7/20/95)</i>
CANCELLATION:	AA-1622.1D (7/17/14)
CATEGORY:	Academic (AA)

CHARTER

FUNCTION

The Committee on Curriculum will continuously review curricula of Delgado Community College. Specifically, the Committee will:

1. Evaluate recommended curriculum changes including, but not limited to, the following:
 - a. Changes in pre-requisites or co-requisites for courses;
 - b. Changes in course titles, descriptions, contact hours, or credit hours;
 - c. Numbering of courses;
 - d. Additions or deletions of programs;
 - e. Revisions in degree and certificate programs; and
 - f. Canceling courses and programs.
2. Evaluate, as required, all new and existing courses, to include courses comprising the General Education core, programs, and curricula, ensuring appropriate master syllabi are in order for all proposed courses.
3. Establish procedures, formats, and deadlines for curriculum changes presented to the Committee.
4. Evaluate its own processes which include receiving and reviewing reports on program assessment.

MEMBERSHIP

The Committee will be appointed by the Chancellor of the College upon recommendation of the Vice Chancellor for Academic and Student Affairs and will be composed of representatives of each campus/site. The Director of Curriculum and Program Development, academic deans, College Registrar, Director of Enrollment Management, Director of Student Financial Assistance, and the Executive Dean of each campus/site (or his/her designee) serve as ex-officio members.

TERMS OF OFFICE

Each member will serve for three consecutive years; appointments will be staggered. The Vice Chancellor for Academic and Student Affairs appoints the Chair.

MEETINGS

The Vice Chancellor for Academic and Student Affairs directs the Chair to call the initial meeting within one month of appointment of the new Committee. Subsequent meetings will be called by the Chair as required to accomplish the responsibilities of the Committee. Minutes of meetings will be prepared by the Director of Curriculum and Program Development, who is responsible for maintaining the College's official record of curriculum changes.

REPORTS

The Chair of the Committee will prepare and submit the required reports as published in the yearly [Operational Guidelines](#) documenting the progress of the committee, with copies to the committee members. The Curriculum Committee makes recommendations regarding all curriculum and program changes to the Vice Chancellor for Academic and Student Affairs in accordance with the [College Curriculum](#) policy. Administrative support will be furnished by the Office of the Director of Curriculum and Program Development.

CANCELLATION

This policy and procedures memorandum cancels AD-1622.1D, *Charter: Curriculum Committee*, dated July 17, 2014.

Policy Reference:

Delgado Policy and Procedures Memorandum [The College Curriculum Louisiana Community and Technical College System Policy 1.024, Curriculum Development Process and Requests](#)

Review Process:

Deans' Council 7/11/95
Title Update Approval – Vice Chancellor for Academic Affairs 2/24/05
Title Update Approval – Vice Chancellor for Academic Affairs 6/7/12
Procedural/Title Update Approval – Vice Chancellor for Academic Affairs 7/17/14
Procedural/Title Update Approval – Vice Chancellor for Academic and Student Affairs 10/2/23

Distribution:

Distributed Electronically on the College's Website

Attachments:

[Committee Standard Forms](#)