Delgado
COMMUNITY COLLEGE

POLICY & PROCEDURES MEMORANDUM

TITLE:	**THE COLLEGE CURRICULUM**
EFFECTIVE DATE:	**May 20, 2003*** *(*Procedural/Title Update 1/6/15; Title Updates 2/11/09; 2/24/05)*
CANCELLATION:	AA-1510.1 (9/4/97)
OFFICE:	Academic Affairs (AA)

POLICY STATEMENT

Under the authority of the Louisiana Board of Regents, the Board of Supervisors for the Louisiana Community and Technical Colleges System (LCTCS), and the Office of the Vice Chancellor for Academic Affairs, the faculty of Delgado Community College has the responsibility for establishing, reviewing, maintaining, and revising the College Curriculum and assuring that it is consistent with Board policies and the College Mission.

A College Curriculum Committee is established to evaluate proposed curriculum changes, to review the existing curriculum, and to recommend changes. The Curriculum Committee meets regularly and reports its recommendations to the Vice Chancellor for Academic Affairs who has the final authority to approve curriculum changes. The Curriculum and Program Development Office, under the authority of the Vice Chancellor for Academic Affairs, is responsible for all operational management of the curriculum review and development process. The specific procedures and responsibilities involved in establishing, reviewing, maintaining and revising the College Curriculum are outlined in this memorandum.

PROCEDURES & SPECIFIC INFORMATION

1. **Purpose**

    To provide information for faculty members and academic administrators on the procedures to be followed in initiating, developing, reviewing, and approving changes in the College Curriculum.

2. **Scope and Applicability**

    This policy and procedures memorandum applies to all faculty members and the academic units of the College.

3.   **Evaluation of the Curriculum**

The role of the Curriculum Committee is to evaluate and recommend changes and additions to the college curriculum including but not limited to the following:

A.   **Pre-requisites and Co-requisites for Courses**

In particular, evaluation should ensure that all pre-requisites are clearly and openly stated in the *College Catalog* and in the master syllabus of all courses.

B.   **Course Titles, Descriptions, Contact Hours, or Credit**

Course titles should avoid jargon. Titles must be brief (28 spaces maximum) and descriptive. Course descriptions should follow the specifications in *Master Syllabus*, Policy and Procedures Memorandum AA-1503.1. Course contact hours and credit must be consistent with Carnegie units practice and Board of Regents policy. ("For one semester hour of credit, a class shall meet a minimum of 750 minutes in no less than five days . . . [including] final exam periods.") Course contact hours and credit must be specified in a master syllabus when the course is presented to the Curriculum Committee. See *Definition of Credit Hour,* Attachment E.

C.   **Numbering of Courses**

Numbering of courses must be consistent with Board of Regents policy (developmental courses begin with "0," freshman with "1," sophomore with "2"). Programs and disciplines should refrain from re-using course numbers of courses deleted from the *College Catalog*. Course prefix should be appropriate to course content and title bearing in mind that courses are listed in the *College Catalog* in alpha order by prefix. Course numbers and prefixes should be commensurate with those of equivalent courses at other state colleges and universities. Course numbering must be reviewed by the Executive Director of Curriculum and Program Development before the curriculum proposal is placed on the Curriculum Committee agenda.

D.   **Evaluation of the Need for New Programs**

All new degree and certificate programs must be approved by the Board of Supervisors for the LCTCS and/or the Board of Regents. A program may not be advertised, formally or informally, until approved by the Board of Supervisors for the LCTCS and/or the Board of Regents. The first step in the process is to develop the concept of the program and have it recommended by the College Curriculum Committee. (Before developing a formal recommendation for the Curriculum Committee, faculty members must meet with the appropriate Division Dean and the Executive Director of Curriculum and Program Development to discuss the process and the need for the program.)

In developing the concept for a new program, the appropriate faculty on all campuses should:

1.   Agree to a clear statement of Purpose and Goals, in accordance with the Mission Statement of the College. Such a statement should be reducible to two or three sentences that may be used for the *College Catalog* if the program is approved.

2.   Provide clear Objectives/Outcomes for each program.

3.   Provide clear criteria for the assessment of program outcomes.

4.   Provide a clear statement of eligibility for admission suitable for the *College Catalog* if it is a limited access program.

5.   Provide a statement concerning accreditation if it is an accreditable program.

6.   Specify type of degree and why it is appropriate if it is a degree program.

7.   Show a clear sequencing of courses for both degree and certificate programs. The sequencing of courses must demonstrate a relationship to course pre-requisites.

8.   Provide a justification for the need for such a program that includes but is not limited to job opportunities, transfer opportunities, examples of similar programs at other colleges, and an analysis of how this program supports and affects other curricula at the College.

        Once the concept (as outlined above) of a new degree or certificate program has been recommended through the College Curriculum process, the faculty initiates a "Request for a New Program" in the format required by the Board of Supervisors for the LCTCS and/or the Board of Regents (forms and information are available in the Curriculum and Program Development Office). The complete proposal for a new program is submitted through the appropriate Division Dean, and once recommended, the Curriculum and Program Development Office forwards the proposal to the Vice Chancellor for Academic Affairs.

E.   **Consideration by the Vice Chancellor for Academic Affairs
      and Board Approval**

If approved by the Vice Chancellor, he/she submits the Request for a New
Program to the Board of Supervisors for the LCTCS and/or the Board of Regents
for consideration.

F.   **Approval of the Curriculum and New Courses for an Approved New
      Program**

After the Board of Supervisors for the LCTCS and/or the Board of Regents has
approved the Request for a New Program, the faculty must request approval for
the new curriculum and courses through the College Curriculum Committee.**
The master course syllabi process must be completed within the next academic
semester.

**Exception: *Approval of the concept for a Technical Competency Area
(TCA) by the Curriculum Committee and approval of the proposal by the
LCTCS will serve as final approval of the curriculum for the TCA.*

G.   **Deletion of Programs**

In developing recommendations for deleting a program, the faculty should
provide:

1.   A statement of the program's original goals.

2.   The original objectives/outcomes for the program.

3.   A justification for why the program is no longer needed.

4.   Recommendations for maintaining or deleting the courses in the program.

5.   Program may be deleted by action of the governing boards.

6.   A teach-out plan for the program to address impacted students, faculty,
      staff and facilities, as applicable, and the requirements set forth in the
      College's Discontinued Major policy.

All deletions of programs must be recommended by the Curriculum
Committee, and approved by the Vice Chancellor for Academic Affairs and
the Board of Supervisors for the LCTCS and/or the Board of Regents.

H.   **Name/Degree Status Change for Existing Programs**

To initiate a name change, the program faculty must provide a letter of justification with approval signature lines for Division Deans, Executive Director of Curriculum and Program Development, and Vice Chancellor for Academic Affairs.

Changes in program name or degree must be recommended by the Curriculum Committee and approved by the Vice Chancellor for Academic Affairs and the Board of Supervisors for the LCTCS and/or the Board of Regents.

I.   **Revised Curriculum for Existing Programs**

In developing recommendations for revising an existing program, the appropriate faculty on all campuses must:

1.   Agree to a revised statement of Purpose and Goals, in accordance with the Mission Statement of the College. Such a statement should be reducible to two or three sentences that may be used for the *College Catalog* if the changes in the program are approved.

2.   Provide revised Objectives/Outcomes for the revised curriculum.

3.   Provide clear criteria for the assessment of program outcomes.

4.   Ensure that the revisions and the statement of eligibility for applying for admission are consistent with College policy if it is a limited enrollment program.

5.   Ensure that the revisions do not violate accreditation standards if it is an accreditable program.

6.   Ensure that the revisions are in accordance with degree or certificate program requirements.

7.   Show a clear sequencing of courses for both degree and certificate programs. The sequencing of courses must demonstrate a relationship to course pre-requisites in the program.

8.   Provide a justification for the need for such program revisions that includes but is not limited to: job opportunities, transfer opportunities, examples of similar programs at other colleges, and an analysis of how this revision relates to other curricula at the College.

J.   **Revisions, Additions, and Proposals for New Courses**

Any revisions, additions and proposals for new courses should be the result of collaborative efforts among all faculty teaching in the discipline.   In **all cases,** requests to make significant changes in a course or to offer a new course must be supported by a master syllabus (see the College's Master Syllabus policy for proper format/content). If the course is not part of a program curriculum, its purpose, goals, and objectives must demonstrate how it meets the Mission of the College.

4.   **Procedures and Responsibilities**

The attached procedures, forms and guidelines provide information on the following:

Attachment A-   Curriculum Changes: Process
(Steps of the process for initiating and approving curriculum changes)

Attachment B-   Lab Fee Recommendations
(Steps of the process for making lab fee changes)

Attachment C-   Curriculum Committee Operating Procedures
(Procedures agreed to by the Curriculum Committee for its internal operations, as approved by the Vice Chancellor for Academic Affairs)

Attachment D-   Curriculum Proposal Cover Sheet (Form 1510/001)
(Form used to initiate curriculum proposals and to document actions taken on proposals.)

Attachment E-   Special Topics Course Proposal Cover Sheet (Form 1510/003)
(Form used to request special topics courses.)

Attachment F-   Definition of a Credit Hour
(As defined in the current College Catalog)

The Executive Director of Curriculum and Program Development, under the direction of the Vice Chancellor for Academic Affairs, has responsibility for managing the process and maintaining the official files for the College Curriculum.

5. **Cancellation**

This policy and procedures memorandum cancels AA-1510.1, *The College Curriculum*, dated September 4, 1997.

Policy Reference:

Delgado Policy and Procedures Memorandum Master Syllabus
Delgado Policy and Procedures Memorandum Discontinued Major
LCTCS Board of Supervisors Policy #1.034, *Participatory Curriculum Development*
Louisiana Board of Regents Policy and Procedures

Review Process:

Curriculum Committee 4/4/03
Academic Affairs Council 4/17/03
Executive Council 5/20/03
Title Update Approval – Vice Chancellor for Learning and Student Development 2/24/05
Title Update Approval – Vice Chancellor for Learning and Student Development 2/11/09
Procedural/Title Update Approval – Vice Chancellor for Academic Affairs 1/6/15

Distribution:

Distributed Electronically Via College's E-Mail and Internet Systems

Attachments:

Attachment A-	Curriculum Changes: Process
Attachment B-	Lab Fee Recommendations
Attachment C-	Curriculum Committee Operating Procedures
Attachment D-	Curriculum Proposal Cover Sheet (Form 1510/001)
Attachment E-	Special Topics Course Proposal Cover Sheet (Form 1510/003)
Attachment F-	Definition of a Credit Hour

Attachment A

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CURRICULUM CHANGES: THE PROCESS

The following steps must be followed for curriculum changes:

1. Faculty member submits proposal (Form 1510/003) to Division Dean. All curriculum proposals start with faculty. When a faculty member proposing a curriculum change is in a discipline all faculty members in that discipline need to be involved. Faculty from all campuses must agree to submit a proposal for curriculum change on behalf of their discipline.

2. For interdisciplinary courses or programs, the proposal is submitted to the Deans of all impacted Divisions. The Dean of the Division, where the proposal originates, submits proposal to the corresponding Division Dean. The corresponding Division Dean reviews and evaluates the proposal. After reviewing the proposal, the corresponding Division Dean indicates approval by signing the proposal. If approval is not given, the proposal is returned to the initiating Division Dean with specific recommendations. The Division Dean forwards the proposal to the Executive Director of Curriculum and Program Development (signature indicates approval for consideration by committee).

3. Proposals are placed on the Curriculum Committee agenda by the Executive Director of Curriculum and Program Development. The Executive Director of Curriculum and Program Development distributes proposals to the Curriculum Committee members and appropriate Division Deans.

4. Proposals are reviewed and evaluated by the Curriculum Committee and a recommendation is made.

5. The Executive Director of Curriculum and Program Development forwards the Curriculum Committee's action on the proposal, approval or disapproval, to the Vice Chancellor for Academic Affairs. The Vice Chancellor for Academic Affairs approves, disapproves, or recommends changes. The Vice Chancellor responds in writing to the Committee's recommendation, reasons for actions and details.

6. The Executive Director of Curriculum and Program Development notifies the Division Dean(s), and Curriculum Committee of action taken on the proposal, including whether it is approved or disapproved by the Vice Chancellor for Academic Affairs.

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7.   The Executive Director of Curriculum and Program Development updates the Master Course Inventory for all new courses/revisions approved by the Vice Chancellor for Academic Affairs.

9.   All changes, recommendations, and actions taken by the Committee and approved by the Vice Chancellor for Academic Affairs are communicated by the Executive Director of Curriculum and Program Development to the Campus/Site Executive Deans, College Registrar, Division Deans, Directors, relevant Lead Instructors/Department Heads, and Curriculum Committee members, as well as the *College Catalog* Editor.

10.   Special topics courses, designated by the SPXX rubric, require approval of the Executive Director of Curriculum and Program Development, and the Vice Chancellor for Academic Affairs. Special Topics (SPXX) courses may be offered for one academic year (one fall and spring semester, and one summer session). Requests for Special Topics courses may be initiated using the Special Topics Course Proposal Cover Sheet (Form 1510/003).

Attachment B

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LAB FEE RECOMMENDATIONS

1.   The division's faculty and Division Dean, in proposing a new course, make a recommendation on lab fee. The following should be considered:

   A.   Other courses—similar needs, materials, equipment; materials should be estimated on how much the student uses in a semester.

   B.   Labs should include cost of equipment prorated over three (3) years and total number of students in three (3) years.

   C.   The cost of personnel--lab assistants, tutors, etc.

2.   Submit lab fee recommendation with Master Course Syllabus/Curriculum proposal.

3.   New course lab fees: recommendation goes to Curriculum Committee; if recommended by the committee forwarded to the Vice Chancellor for Academic Affairs for approval.

4.   Revised course or SPXX course lab fee: recommendation with justification is submitted to the Executive Director of Curriculum and Program Development and then to the Vice Chancellor for Academic Affairs for approval.

5.   The Executive Director of Curriculum and Program Development updates the Master Course Inventory and updates the Lab Fee forms in the Banner System.

6.   The Curriculum and Program Development Office informs Division Deans and Directors of action taken.

NOTE: *Lab fee changes are made only once each academic year, no later than the deadline for building the subsequent Fall Class Schedule. New fee schedules are published on the College's website.*

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CURRICULUM COMMITTEE
OPERATING PROCEDURES

I.   Membership: Members are appointed by the Chancellor. The Executive Director of Curriculum and Program Development, the Deans of each academic division, and the Executive Dean of each campus/site (or his/her designee) are *ex-officio*, voting members. Representatives of the Library and of Student Services are also voting members.

II.   Quorum: A simple majority of the voting members constitutes a quorum.

III.   Proxies: If a member is unable to be present at the meeting, he/she may request another Delgado staff member to represent him/her. Such representatives may participate in committee deliberations. They may not vote and are not counted in determining a quorum.

IV.   Agenda and Attachments: The agenda should be available to the College community on the College Intranet prior to each Curriculum Committee Meeting.

V.   Meetings:

      A.   Robert's Rules of Order are followed during the meetings.

      B.   Except for special executive sessions (usually called to discuss procedural matters) all meetings are open to faculty, students, or staff. Non-members may address the Committee in support of, or opposition to, any matter being considered.

      C.   When a proposal is to be considered, the division in which the proposal originates is required to send a representative(s) to the meeting to explain the proposal. A maximum of three (3) representatives is permitted per presentation. Should no representatives appear the item will be tabled.

      D.   After the proposal has been introduced by the division representatives, the following procedures are used in considering a proposal:

           1)   The Chair calls for a motion to recommend approval and a second to this motion. A voting member may object to the consideration of a motion before it is debated. The Chair shall then immediately ask for a vote for consideration. If a two-thirds vote of those present and eligible to vote in the negative is obtained, the motion is dismissed for that meeting; otherwise the discussion continues.

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2)   A Campus/Site Executive Dean or Division Dean may request an item to be postponed without a vote for one (1) meeting.

3)   The floor is opened for discussion. Amendments to the proposal may be made at this time.

4)   After discussion is closed, the committee may vote on the proposal immediately.

5)   Committee takes action to recommend, to not recommend, or to return the proposal to the division for further review.

E.   Proposals introduced at a meeting can be voted upon only if two-thirds of the voting members present agree to add the item to the agenda.

VI.   Agenda Items: *In order to be placed on the agenda.*

A.   The faculty concerned (all campuses where course would be taught) develop a complete syllabus or other curriculum change proposal.

B.   Proposal(s), with appropriate cover sheet (and, if appropriate, diskette), are forwarded to the Division Dean for review and to assure appropriate input of all concerned. Division Dean's signature documents receipt of proposal, not approval. (A Division Dean's signature indicates approval for consideration by the Curriculum Committee.)

C.   The proposal and all necessary documentation are forwarded to the Executive Director of Curriculum and Program Development to have the proposal placed on the agenda of the next available committee meeting.

VII.   The Executive Director of Curriculum and Program Development sends recommendations to the Vice Chancellor for Academic Affairs. The Vice Chancellor's action is reported to the Curriculum Committee in writing.

VIII.   Approved changes to the Master Course Inventory, *College Catalog*, and Master Syllabus File are submitted by the Executive Director of Curriculum and Program Development, or, when necessary, requests for changes are submitted to the Board of Supervisors for the LCTCS and/or Board of Regents.

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Attachment E

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DEFINITION OF CREDIT HOUR

Credit Hour

Delgado has adopted the federal definition of the Credit Hour for the awarding of all federal financial aid. In accordance the definition as published in the regulations (34 CFR 668.8(k) and (l) is as follows:

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates: 1) Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time, or 2) At least an equivalent amount of work as required outlined in item 1 above for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.