

STANDARD OPERATING PROCEDURE
CURRICULUM COMMITTEE (CC)
WORKING DOCUMENT

MEETING AND QUORUM:

- A. Five voting members out of seven present.
- B. If no business is submitted, meeting can be cancelled.

DISTRIBUTION LIST FOR AGENDA, MINUTES, AND, CURRICULAR ITEMS:

Committee Members, Division Directors, Dean of Academic Affairs, Associate Dean of Academic Affairs, Assistant to the Dean of Academic Affairs, Registrar, all people who have submitted materials. The President, Dean of Student Affairs, Dean of Continuing Education, Associate Dean of Development, Dean of Administration and Library Director, as well as those named above, will receive the Year End Report electronically.

DISTRIBUTION LIST FOR MINUTES:

- A. FOR ACADEMIC SENATE: By the 4th Tuesday of the month, forward minutes electronically to Chair of the Academic Senate Executive Committee who will distribute with Academic Senate agenda.

SUBMISSION AND DISTRIBUTION OF MATERIALS:

- A. All materials submitted to CC must follow the appropriate guidelines for submission of materials, as reflected in the forms of the CC, i.e., Course Proposal, Proposal Revision, etc.
- B. All materials must be distributed to CC members 48 hours prior to meetings.
- C. All materials will be added to the CC Public Folder.

RESPONSIBILITIES OF CHAIRPERSON(S):

- A. Receive materials from Divisions by 4:00 P.M. on the second Friday of the month
- B. Prepare CC agenda and distribute by 3:30 P.M. Tuesday (48 hours before CC meets). Include copies of all materials received about courses, programs and certificates from the Divisions. A copy of the agenda must be posted electronically.
- C. Distribute to all Divisions any revisions of this document made by the CC.
- D. A draft of the minutes must be electronically forwarded to the Chair of the Academic Senate Executive Committee by or on the 4th Tuesday of the month. Minutes will indicate number of credits on courses and programs that are passed by CC.
- E. Forward original signed copies of all curriculum approved by the CC to the Chair of Academic Senate.
- F. Present report to Academic Senate; items that are passed by the committee must be acted upon by the Senate. These items include new programs, new courses, course revisions and program revisions, new and revised certificates, General Education course certifications, and Transfer Articulation Pathways (TAP).
- G. Transition at the end of term: Current chairperson will prepare and distribute agenda for the September meeting of the new CC meeting. Current chairperson will conduct the beginning of the meeting, beginning with elections, then turn over the meeting to the newly elected chairperson

for all other items of business. The current chairperson will prepare the meeting dates, reserve the meeting rooms through December, and provide an updated mailing and distribution list to all members at the first meeting. In addition, the current chairperson will provide all newly elected members with the current SOP, last year's annual report and a copy of the guidelines for submission of materials.

POLICIES: GENERAL:

- A. The CC will vote on all matters presented to the Committee. These matters include such things as: new course proposals, new programs, course revisions (regardless of whether the change is more or less than 20% to the content), program revisions (regardless of whether the change is more or less than 20% to the program), changes in course credit, changes in elective designations, course removal (may affect another program), special topics courses (formerly called 299 course proposals), changes in prerequisites, changes in course title, changes in course number. Any change to a General Education certified course requiring approval of Curriculum Committee also requires recertification as a General Education Course.
- B. **Any** change to a course or program requires a "Revision Proposal" cover sheet. Any change to a course also requires submission of the corrected syllabus (revised course proposal). Any change to a program also requires submission of the old and new program curriculum with appropriate signatures. Division Directors are responsible for providing correct information for publications.
- C. Although it is desirable that course numbers be determined prior to submitting the course for consideration to CC, current CCN procedures suggest allowing some leeway. In such instances where the BOR assigns a number different from that proposed to the CC, the Assistant to the Dean of Academic Affairs notifies the appropriate Division Director, who will then notify the CC and provide updated documentation reflecting the change.
- D. Programs and courses submitted to CC must reflect agreement by all parties concerned, i.e., faculty, Departments, Divisions and be so noted on submitted materials.
- E. After approval by the CC, new programs and programs that have more than 12 credits in changes will go to the Academic Dean's Council for review and comment in addition to the Academic Senate.
- F. Persons that submit Course, Program or Certificate proposals or revisions, or courses for General Education Certification that are rejected by CC will be given oral feedback describing the reasons for the rejection.
- G. Items for submission that imply a change in academic standards will be submitted to the Academic Standards Committee.
- H. All items submitted to CC and Academic Senate must be presented prior to publication. **In order for course/program changes to appear in the next college catalog, they must be approved by the February CC meeting and the MARCH Academic Senate meeting.**

POLICIES: GENERAL EDUCATION COURSE CERTIFICATION:

- A. Receipt of Materials for Consideration:
 - 1. Course must be passed first by department and division using the approved Course Certification Application form.
 - 2. If the course is outside the traditionally expected competency, the course needs to be approved by the responsible division. The Arts, English and Humanities reside in the Liberal Arts Division. Mathematics and Physical or Natural Sciences reside in the Math, Science & Health Careers Division. Social Science resides in the Social Science, Hospitality & Culinary Arts Division. Interdisciplinary Studies resides in all Divisions and will be reviewed and passed by all Divisions before submission to the CC.
- B. Criteria for Passage
 - 1. The course must be broad in scope.
 - 2. The course must be considered foundational within the discipline.
 - 3. The course must reside in a Knowledge Area.
 - 4. One or more designated competency must be selected
 - i. allowable second designated competencies are Scientific Knowledge, Information Literary and Written Communication.
 - 5. Embedded competencies are optional but encouraged.
 - 6. Must include a clear description of what artifacts will be collected to assess selected designated and/or embedded competencies. In the case that the course will collect multiple artifacts to assess the competency, it must be made clear, for each artifact, which specific outcomes of the competency are being assessed by which artifact.

POLICIES: PROGRAM/CERTIFICATE SUBMISSIONS:

- A. Program and Certificate credits requirements:
 - 1. Credit for degree programs is: minimum of 60-61 credits. Programs exceeding that number must explain in detail the reason(s) for exceeding the credit limit imposed by the Board of Regents for Higher Education.
 - 2. Credit for certificates: minimum of 12 (based on current practice) and maximum of 30 without need for further approval. Over 30 require using process for BORHE.
- B. New Programs: concentrations, options, certificates:
 - 1. Program concentrations can be added as part of an approved program such as General Studies or LAS. The new concentration's course requirements must follow requirements of the parent program, i.e., choice of electives. These do not require BORHE approval.
 - 2. Program options can be different from the parent program, but by no greater than 15 credits. After following MCC's curriculum approval process, program "options" require BORHE approval only
 - 3. Certificate programs that have an associate degree program of the same kind and are between 15 and 30 credit hours only require

BORHE approval. A certificate program that does not belong to another program requires BORHE approval and BORHE Licensure/Accreditation process.

- C. Program Modifications that affect a program's "substance, description, structure, focus, location," require BORHE approval.
- D. Transfer Articulation Pathways will follow the approved curriculum process for new programs after the initial endorsement at Academic Senate using the approved Curriculum Committee TAP forms.

FINAL REPORT:

- A. Includes a list of: new courses, new programs, program revisions, course revisions, elective designations on courses, items of notification and credit hours.
- B. Summary of important issues for the academic year.
- C. Copies of signed syllabi that reflect changes to _____.
- D. Distribution of report: _____.

Prepared by Smaga and Sines:
10/12/93-9/16/96.

Revised by Klucznik:
9/03

Revised by Fairchild:
11/2011

Revised by Rosselli:
2/2014

Revised by Paulin
12/2015