

Title:	Curriculum Committee
Effective Date:	Fall 2014
Date of Last Revision:	09/22/2023
Review Date:	09/22/2023
Cancellation:	
Responsible Office:	Academic Affairs

The Curriculum Committee

Policy

This Charter policy establishes the authority, scope, responsibility, and composition of the Curriculum Committee of South Louisiana Community College (SLCC).

Under the national authority of the regional accreditation of Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), the state authority of the Louisiana Board of Regents, our system authority provided by the Board of Supervisors for the Louisiana Community and Technical Colleges System (LCTCS), and the college authority provided by the Chief Academic Officer, the faculty of South Louisiana Community College have the responsibility for establishing, reviewing, maintaining, and revising the college curriculum ensuring consistency with college, LCTCS Board, Louisiana Board of Regents, and SACSCOC policies and in alignment with the college strategic planning and mission.

The College Curriculum Committee is chartered and established to evaluate all proposed curriculum changes, review and maintain the existing curriculum, and to recommend changes. The Curriculum Committee meets regularly and reports its recommendations to the Chief Academic Officer, who has the final college authority to approve all curriculum changes. The specific procedures, reporting and responsibilities involved in establishing, reviewing, maintaining, and revising the college curriculum are outlined in the college curriculum manual. Periodically, the Chief Academic Officer and the Curriculum Committee, review this policy to ensure its procedures are effective, efficient, and retain alignment with all accreditations and policies set forth by the aforementioned state, system, and college agencies.

Specifically, the Curriculum 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. Changes in the mode of delivery for programs;
 - e. Additions or deletions of courses and programs;
 - f. Revisions in degree and certificate programs;
 - g. Changes in program outlines, and course descriptions that influence master documents and associated catalog entries;

- h. Providing recommendations for inactive status of courses and programs;
 - i. Providing recommendations concerning the establishment, revision, and review of articulation agreements.
- 2. Evaluate, as required, all new and existing courses, new programs, articulations, and curricula, ensuring that the appropriate new program materials, program outlines and master course syllabi are current and complete, and that appropriately signed copies are held in the master program and course syllabi database. Program and course entries in the college catalog are required to be accurate at the time of publication and revision.
- 3. Establish procedures, formats, and deadlines for curriculum changes presented to the committee. Such requirements are clearly detailed in a college curriculum manual. This manual is a publication of the Curriculum Committee and is reviewed periodically at the direction of the Chief Academic Officer,
- 4. Meet on a regular basis and provide timely minutes of each meeting in a common college format, detailing each resolution of the committee. The approved minutes will be published on the Academic Affairs OneDrive. After each curriculum meeting, a college-wide list of approvals is published on the OneDrive for broader college review.
- 5. Engage in providing feedback in relation to completed program reviews and materials and specialist curricular matters referred to the committee by the Chief Academic Officer for specialist comment.
- 6. Engage in the evaluation of its own processes and of the performances of its own personnel.

Membership and Selection

The Curriculum Committee will be chaired by a member of the faculty (elected by the committee). The body of the committee will be composed of two representatives (and an alternate) from each College Division and a single student member from the study body. The Chief Academic Officer, a representative from Economic and Workforce Development, the Registrar's office, the Library, and the Office of Financial Aid, will additionally serve as ex-officio members.

Faculty will be selected by their division Dean, during the committee assignment process each August, to serve in the new academic year that commences in Fall. Those selected will serve two-year terms and the terms of each member are staggered by one year. In addition, an alternative faculty member is also selected by each Division. Alternatives are required to attend meetings when either of the selected representatives is unable to attend. Typically, each year the selected alternative will replace the outgoing representative. Each division will select a new alternative during the committee assignment process. The student member will be selected from a list of student nominees by the Chief Academic Officer provided annually by the student representative government.

The Curriculum Committee consists of a chairperson, 2 faculty from each division of the college, and a student member, all supported by ex officio specialist members. Quorum is defined as 50% plus one of faculty/student members being present to conduct business. Ex officio members retain the right to vote but are not to be counted in quorum.

Meetings and Minutes

The Chief Academic Officer (or their designee) will direct the Chair to call the initial meeting within the first month of the new Academic Year with each new committee. At this meeting, the committee will determine a timetable of meetings that are subsequently published to accomplish the projected responsibilities of the Committee. Additional meetings may also be called by the Chair as required to ensure curricular matters as addressed in a timely manner and transacted.

Minutes of meetings will be prepared by a faculty member of the committee (the secretary) and after appropriate committee approvals, the final minutes and supporting documents will be submitted to the Office of Academic Affairs for further processing. Electronic versions of all the approved materials must also be submitted to the Office of Academic Affairs OneDrive. Program (Approved Program Outlines) and Course (Approved Master Syllabi) changes will be uploaded to the Curricular database on the Office of Academic Affairs OneDrive.

Reports

Curriculum approvals are prepared and submitted to the curriculum committee OneDrive after each meeting. Further, this committee, as college specialists in curricular matters, may be instructed by the Chief Academic Officer to provide specialist advice concerning select curricular matters in relation to the college when requested.

Committee Chair Selection

The nomination of the Chair and ratification by committee vote takes place every two years. The chair must have previously served on the Curriculum Committee for a period of at least two years.

Attachments:

Reference:

Policy Reference:

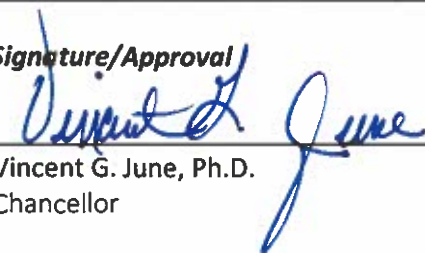
Louisiana Community and Technical Colleges System (LCTCS), Policy# 1.034

Review Process:

Reviewing Committee/Entity	Review Date(s)	Approval Date	Effective Date
Responsible Office	Init: 08/2014 Rev: 9/22/2023		
Committee for Institutional Policy Review	Initial: 08/28/2014 Rev 1: 10/17/2023	08/28/2014 10/17/2023	
Executive Leadership Team	Init: 08/28/2014 Rev. 1: 10/19/2023	08/28/2014 10/19/2023	Fall 2014

Chancellor's Signature/Approval

SIGNATURE:


Vincent G. June, Ph.D.
Chancellor

DATE:

10/19/2023

Final Distribution:

Electronic: posted to College's website and sent via email to college personnel

Hard copy: Original to Executive Assistant to the Chancellor for Master Policy Binder, copy to Chair of Committee of Institutional Policy Review