1. A curriculum proposal for changes to courses (titles, descriptions, pre or co-requisites or credit hours, or programs (title, description, implementation (offering fall or spring, 1st year, 2nd year, etc.), must be submitted through Curriculum Committee for 2 readings to be approved for the ***following*** academic year. ***Mid year curriculum changes will not be approved; all changes approved go into effect for the Fall semester of the next academic year.*** In order for changes to be implemented the following academic year, the final changes must be approved by the Curriculum Committee *no later than the December* meeting. ***This means that your first reading should be heard NO LATER than October.*** Note: Minor changes to master course guides (outcomes only) do not have to go through curriculum committee but new mcg's should be submitted to the VPAA's office for posting

2. A proposal may be submitted by a faculty member, program director, Division Chair, or other College personnel.

TO SUBMIT A PROPOSAL FOR REVIEW:

1. Put together a "first draft" of your curriculum proposal and discuss with other FT or PT faculty who teach in the discipline, and/or within your Division. Discuss the proposal with your Division Chair and obtain their comments/input. Finally discuss with members of your Program Advisory Committee to make sure the proposal reflects changing needs of employers and external constituents. ***If this change affects a 2+2 or other articulation agreement, you must also communicate with the other institution to ensure that the proposed changes will not negatively affect students who are transferring to another institution (this sometimes takes months).*** Revise proposal as needed. ***TIMELINE: recommend this step be completed no less than one month before the committee meets.***

2. Fill out a ***Curriculum Proposal Form***, (available on the Academic Affairs home page or from the Chair of the Curriculum Committee or the Administrative Assistant to the VPAA) listing which programs are being affected and describing ***each and every*** change you want to make under "proposed changes", (e.g., deleting a course from your program and/or the catalog altogether, adding new courses, making changes in course descriptions, prerequisites, master course guides (mcg's), including course outcomes, # of credit hours, when the course is offered, etc.).

3. Fill out the ***Justification sheet.*** Regardless of the change, you must provide this and be prepared to answer questions about ***why*** you are recommending these changes and the potential impact (***See Appendix I)***

4. ***Course level changes*** should be clearly listed on the proposal form for <u>each course you are changing</u> (course description, pre or corequisites, or credit hours). For new courses, <u>and for any courses you are changing</u> you must also provide a ***new master course guide*** which includes the new catalog dx, credit hours, pre and pre/co requisites, ratio of lecture and/or lab hours to credit hours, outcomes, and the date the mcg was revised, as well as using ~~strikethroughs~~ to indicate what you are removing (***See Appendix II)***

5. ***Changes to curriculum layout*** (This Appendix must be included if you are adding new course(s), deleting course(s), changing the title of a course, changing credit hours to courses, changing the semester in which a particular course is offered, or changing the total credit hours of a program). All changes should be clearly listed by providing the old/current layout, w/ ~~strikethroughs~~ to indicate what you want removed or deleted, and new/proposed curriculum

layout pages using bold underlined italics to indicate the proposed changes . *(See Appendix III)*

6. _**Changes to Program descriptions**_ (This appendix must be included if you are changing the program dx, job placement information, or anything else that is on the program dx page opposite the curriculum layout. All changes should be clearly listed using ~~strikethroughs~~ to indicate what you want removed and using _**bold underlined italics**_ to indicate new wording on the program description page (if applicable) *(See Appendix IV).*

**TIMELINE: Steps 2-6 (as applicable) should be completed no less than three weeks before the committee meets.**
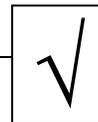
#Current curriculum layout or program description pages from the catalog, can be copied and pasted from the online catalog into a Word document, which you can then save as "old", type your changes in where you want them, and resave as "new". These are absolutely essential so the people updating the catalog see <u>all changes clearly</u>.

7. Use the checklist provided at the end of these instructions to make sure your proposal is complete and includes all required elements. (*This will save you and the committee time, and expedite your proposal).*

8. After you have prepared your proposal(s), you must discuss with your Division Chair, obtain their approval (indicated by signature), and submit the proposal(s) to Kathy Herrington, Chair, Curriculum Committee electronically (through email) with your request to be put on the agenda _**with all required supporting documentation attached, no less than 10-14 days before the next meeting.**_ (See below)

9. The timeline is set up to allow the Committee chair and/or administrative assistant to review the proposal(s) and contact you if the paperwork needs clarification or is incomplete. In that case, the Chair or a committee representative will contact you regarding what additional documentation or clarification is needed for the meeting, and you will be asked to revise and re-submit the proposal electronically _**no less than 7 days before the meeting.**_ This is to allow committee members time to review it before the meeting. _**If this is not provided, the proposal will be deferred until the next monthly meeting, and may impact the ability to have your changes approved for the next academic year.**_

10. If it is complete and submitted on time, you will be asked to present your proposal in person at the monthly meeting of the Curriculum Committee, and will be notified 3-5 days in advance regarding the time the committee can hear your proposal. Meetings are held the second Friday of each month from 1:00-3:00 p.m., with presenters given a specific time to come. You are not required to attend the entire meeting, but only that portion of it when you are presenting (generally 20-30 minutes). If you are unable to attend, you may send a representative in your place if they understand your proposal completely and can answer questions about and provide justification for the proposal(s).

11. When you come to the meeting, _**you are required to bring a hard copy of your final, corrected proposal(s), signed by you (and your division chair), and all additional paperwork**_ (*justifications, catalog pages, etc.*) _**that was submitted electronically <u>without any additional changes.</u>**_

12. Be aware that proposals that are recommending significant changes to course offerings, new courses, or new programs usually require at least 2 readings. To ensure that you make the next catalog deadline, changes must be approved by the committee _**no later than December of each year.**_ This means that proposals should be presented for first reading _**no later than the October meeting**_ (proposals & paperwork due Sep. 30), to be included in the new college catalog. In cases of minor changes, the second reading may be waived, at the Committee's discretion.

Note: Proposals that are not approved by the end of December by the committee and submitted immediately to the President may not be implemented for students or included in the catalog for the following year, but may be delayed until the year after that (resulting in 18 months before the change would be implemented)

WVNCC – CHECKLIST FOR CURRICULUM PROPOSALS

If you are submitting a curriculum proposal, have you:

		√

1.	Put together a "rough draft" of all changes and discussed with:
	
	   a. Other part-time or full-time faculty who teach the courses or have responsibility for teaching or advising students in the program?
	   b. Members of the Program Advisory Committee?
	   c. Appropriate Division Chair?
	   d. Students, potential employers, transfer institutions, or other constituents?	
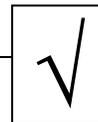
2.	Verified that the proposal still meets federal, state, institutional, or accreditation requirements for hours of general education, technical core, total credit hours, course & program outcomes, standards, etc.?	
3.	Filled out the curriculum proposal form completely and correctly, specifying all changes?	
4.	Filled out the justification sheet (Appendix I- required), answering all questions, and discussing with other appropriate personnel at the College regarding impact on budget, accreditation, facilities, etc?	

5.	Completed all Appendices required for the change(s) you are requesting, are they correct, and do they match what's on the curriculum proposal?
	   a. New master course guide for each course you are changing
	   b. Old and new curriculum layout pages
	   c. Program description page w/ corrections	

6.	Discussed completed proposal with your Division Chair and obtain his/her signature and approval?	
7.	Put all required paperwork into ONE Word document?	

If all of the above criteria have been met, submit your proposal electronically as an attachment (one attachment, if possible) to the Chair of the Curriculum Committee by the deadline date for the next monthly meeting and request to be put on the agenda.