

WEST VIRGINIA NORTHERN COMMUNITY COLLEGE
Curriculum Proposal Instructions (rev. 9/18)

A curriculum proposal for changes to courses or programs must be submitted through the Curriculum Committee to be approved for the **following** academic year. Proposals can be approved in one or two readings depending on the proposal. **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.** Curriculum proposals include: new programs, program retirement, new courses, course retirement, change in program layout, change in program description or PLO's, change in total program hours, change in sequence of classes, change of course description, change of course title, change of course pre/coreqs, change of course credit hours, change of course SLO's or CLO's. For any curriculum changes not related to these categories contact the Becky Yesenczki for further instructions. A proposal may be submitted by a faculty member, program director, Division Chair, or other College personnel.

TO SUBMIT A PROPOSAL FOR REVIEW:

1. Complete the proposal form and discuss with other FT or PT faculty who teach in the discipline, and/or within your Division. Discuss the proposal with your program director (if applicable), 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. **It is 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 Becky Yesenczki).
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.
4. Attach any applicable MCG's, program descriptions, and/or program layouts to the proposal.
5. Before submission, review MCG's and program descriptions for alignment with the College's current assessment practices. For questions or assistance with assessment, contact the Dean of Academic Affairs.
6. After you have prepared your proposal(s), discussed changes with the appropriate program director (if applicable) and Division Chair for approval and signatures, submit the proposal electronically in Word, **with all required supporting documentation attached**, to Becky Yesenczki with your request to be put on the agenda. The request must be received two weeks prior to the curriculum committee meeting which is held the second Friday of the month. Ms. Yesenczki will work with Kathy Herrington, curriculum committee chair, to have your proposal put on the agenda. Ms. Herrington and Ms. Yesenczki will review the proposal and communicate if any clarification/additional documentation is needed.

NOTE: This process will be changing with the implementation of the Curriculog software. This process is temporary until the new software is fully implemented.