Curriculum Change Process

This document outlines the process for making changes to curriculum programs at Alamance Community College. The goal of this process is to ensure timely action on proposals and to identify any potential issues that will require resolution before the proposed curriculum change can be implemented.

The curriculum change process is grounded on the principle of shared governance, recognizing that both faculty and the administration have important roles to play. The primary responsibility for curriculum development and refinement rests with the faculty. This ensures that programs contain content and pedagogical approaches that reflect current best practices within a field of study and that the curriculum is appropriate for the students enrolled. Administrative review and approval ensures that educational programs are consistent with the mission of the College, that the resources and commitment necessary to carry out those programs are available, and that the College is in compliance with all federal, state, and accrediting agency requirements.

Process Overview

All curriculum changes must be approved before being implemented. While the length of the approval process will vary depending on the type of change requested, all proposals must be submitted for initial review to the appropriate dean and the Vice President of Instruction using the Curriculum Program Planning Questionnaire. Proposals approved by the Dean and the Vice President of Instruction will be sent to the College’s Curriculum and Instruction Committee. The Vice President of Instruction will determine if the proposal should also be reviewed by the program’s industry advisory committee. Even if the proposal does not need advisory committee review, advisory committees will be informed of all curriculum changes.

If the proposal receives initial approval by the dean and the Vice President of Instruction, the Vice President of Instruction will send the Curriculum Program Planning Questionnaire to the Office of Research and Institutional Effectiveness to identify timing and reporting requirements early in the planning process. At this stage, the Vice President of Instruction may also request the completion of the Curriculum Change Request Form for additional information and documentation. After review, feedback will be provided regarding what types of external reporting activities are anticipated and an estimate for the time needed to complete the process.

Sometimes of curriculum changes may require final approval by the President’s Cabinet and/or the Board of Trustees. Once the change is approved by the Vice President of Instruction and the appropriate committee(s), the Vice President of Instruction will forward this recommendation to the President’s Cabinet or the President as necessary.

Curriculum changes will generally take effect in the fall semester. Implementation of changes in spring and summer semesters is at the discretion of the Vice President of Instruction. For a curriculum change to be considered for fall implementation, it must be submitted to the supervising dean no later than February 1. This deadline ensures that the curriculum and instruction committee (which meets quarterly—August, November, February, and May) will be able to review the proposal and that there will be adequate time to update the academic catalog, application forms, and the College’s website. Note that many curriculum changes involve prior approval and notification to the North Carolina Community College System (NCCCS) and SACSCOC or other program specific accrediting agencies. In these cases, change proposals need to be submitted prior to February. The table below provides general guidelines for different types of curriculum changes to assist with planning.
<table>
<thead>
<tr>
<th>Type of Change</th>
<th>Deadline to submit change proposal to supervising Dean</th>
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<tbody>
<tr>
<td>New curriculum program</td>
<td>August</td>
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<tr>
<td>New credential in existing program (certificate, diploma, degree)</td>
<td>August</td>
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<tr>
<td>New contractual agreements, consortia, dual/joint awards</td>
<td>August</td>
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<tr>
<td>New online initiative</td>
<td>August</td>
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<td>New offsite location or additional course offerings at existing offsite location</td>
<td>August</td>
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<tr>
<td>Closing an existing program</td>
<td>August</td>
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<tr>
<td>Change in program credit hours</td>
<td>October</td>
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<tr>
<td>Change in program prerequisites</td>
<td>October</td>
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<tr>
<td>Change in program courses or sequencing (including new courses)</td>
<td>October</td>
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Submitting Proposals for Curriculum Changes

Proposal for Curriculum Change

Is proposal approved by Dean and VP of Instruction?

Proposal approved by curriculum & instruction and/or advisory committee?

After review by the committee(s), proposals may be routed to staff for further review or administrative work.

Does the proposal need to be approved by the President’s Cabinet or the Board of Trustees?

Approved by President’s Cabinet and/or Board of Trustees

VP of Instruction works with Dean & Dept. Head to implement change.

Stop Process

Curriculum & Instruction Committee Quarterly Meetings

- August
- November
- February
- May

Stop Process

VP of Instruction works with Dean & Dept. Head to implement change.

Stop Process

No

Yes

Yes

No

No

Yes