



AP 4020 Program and Curriculum Development

References:

- U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended;
- NWCCU 2020 Standards 1.C.1, 1.C.5
- BP 4025 – Philosophy and Criteria for Associate Degree and General Education
- AP 4021 – Program Discontinuance
- AP 4022 – Course Approval
- AP 4025 – Philosophy and Criteria for Associate Degree and General Education

This procedure covers the following aspects of program and curriculum development:

- Curriculum Development
- Curriculum Proposals
- Curriculum Proposal Timeline
- Curriculum Review
- Publication of Changes
- Range of Delivery Systems and Modes of Instruction
- Credit Hour Definition

Curriculum Development

RESPONSIBILITY: The faculty of Rogue Community College are responsible for the overall curricula of the college. They are supported and assisted by the Office of Curriculum and Scheduling.

CURRICULUM and ACADEMIC STANDARDS COMMITTEE (CASC): The Curriculum and Academic Standards Committee (CASC) approves additions, deletions, and modifications of the curriculum and reports these results to the Academic Training Council (ATC).

APPOINTMENT: In order to ensure representation of college-wide interests and philosophy, specific entities are represented on the CASC committee. Likewise, in order to encourage full participation by a diversified professional group, members from the previous academic year, and others at the discretion of the Dean of Curriculum and Instruction, will be asked to participate. A member may be considered for additional terms of membership but appointments must be recommended and approved annually by the Dean of Curriculum and Instruction and the Vice President of Instruction.

Appointments represent the following entities: faculty members (representative of the academic divisions), the Dean of Curriculum and Instruction, the Director of Institutional Research/Accreditation Liaison Officer, Director of Enrollment Services, and a



representative from Advising. Others may attend as ad-hoc (non-voting members). At all times faculty representation must exceed non-faculty representation. The Curriculum and Scheduling Office sets the schedule of CASC meetings each June for the next academic year so faculty may coordinate their teaching schedules and plan for curriculum modifications as applicable.

ROLE: Criteria for selection of committee members are dependent on the following role and qualifications:

- understands the curriculum development process.
- represents the interests of one or more departments or an academic division.
- communicates effectively between constituents and committee.
- follows up on assignments and pays attention to detail.
- makes objective and rational decisions (no vested interest).
- supports the decision of the committee once it is finalized.
- understands the impact of curriculum changes on course transferability.
- maintains a professional demeanor in a leadership role.
- understands and follows parliamentary procedures (Robert's Rules).

Curriculum and Academic Standards Committee Representative (CASC Rep) functions are as follows:

- becomes familiar with the processes and procedures for review and approval of curriculum proposals.
- serves in a consulting/advisory role to Department Chairs, faculty and the Dean throughout the review process.
- helps the committee review the technical and logistical aspects of each proposal.
- assists the Dean in assessing how the proposal fits into the college-wide curriculum.
- presents division/department-approved curriculum proposal at CASC meetings.
- ensures that all appropriate forms are accurately completed prior to approval at CASC.

The CASC Chair is nominated by the Dean of Curriculum and Instruction and elected from among the appointed members. Voting on all action items is as follows:

- the chair will ask for a move to vote.
- the motion will be moved by a committee member.
- the motion will be seconded by a committee member.
- a simple majority vote of faculty membership is required for a motion to pass.
- both affirmative and negative votes are recorded for the record.
- the presence of fifty-one percent faculty attendance constitutes a quorum.

The chair's functions are as follows:

- participates in preliminary review of proposals with the Dean of Instruction and Curriculum.
- convenes meeting where/when quorum is present.
- serves as liaison between faculty and Dean of Instruction's office.



- conducts discussion/vote.

CASC addresses new courses/programs, faculty template changes related to curriculum (e.g. syllabus, course outlines, course program guide outlines), course/program deletions, and major course and program modifications. CASC does not address the following:

- instructor qualifications to teach a course.
- teaching assignments or schedules.
- courses identified with the numbers 98 or 99.
- course or program costs.
- full-time and part-time salaries

Curriculum Proposals

Rogue Community College has specific approval processes for all proposed courses and programs. These local procedures are guided by accreditation requirements, board policies, and state approval processes.

1. Course Approval

- a. Course approval typically starts with college faculty who determine the need for the course and becomes the sponsoring faculty member.
- b. The sponsoring faculty member completes the “Rationale for New Course Proposals” form (Appendix A) and submits to their Dean for support.
- c. The appropriate Dean will bring the form forward to the Dean of Curriculum and Instruction for their support.
- d. If supported, the “Rationale for New Course Proposal” is taken to the Vice President of Instruction for approval.
- e. If approved, the “Rationale for New Course Proposal” is taken to Curriculum and Academic Standards (CASC) committee for approval.
- f. If approved, the sponsoring faculty will complete a New Course Outline using the template provided (Appendix B) following the development guidelines in The Course Outline Handbook of which excerpts can be found in Appendix C. All courses must include at minimum; title, number, credits, and expected learning outcomes. Assistance for this will be provided by the Dean of Curriculum and Instruction and/or the Data Management Specialist in Curriculum (DMS-C).
- g. Once the course outline is approved by CASC, it will be submitted to the Community College Workforce Development (CCWD) department of the Higher Education Coordinating Commission (HECC) via WebForms by the DMS-C.
- h. Once approved, an email is sent to the Curriculum Updates email group and course is added to the Rogue Community College catalog vis the DMS-C.
- i. New courses will also be reviewed by the Academic and Training Council (ATC) in the annual curriculum changes review meeting held in late Spring. Department chairs are responsible for disseminating and sharing this information with their



respective departments.

2. Program Approval for certificates and AAS degrees (CTE)

New certificates and AAS degrees must demonstrate that there is a need for the program, that they are designed in collaboration with multiple partners, that alignment occurs within k-20 and workforce, and that the program is designed in a way that provides students with the instruction and curriculum needed to be successful in careers. Programs vary in length from short term certificates of 12 credit Career Pathway Certificates through two year Applied Associate degrees. For assistance, please reference the Higher Education Coordinating Commission Program Approval Guide located at <http://handbook.ccwdwebforms.net> and speak with the Dean of Curriculum and Instruction prior to starting the process.

- a. New programs typically start with college faculty who become the sponsoring faculty member for the duration of the curriculum development process.
- b. Sponsoring faculty member(s) start a proposal for new curriculum by completing the “Certificate and AAS Program Application Documentation” (Appendix D). This form must be signed by the Department Chair, appropriate Dean, Dean of Curriculum and Instruction and Vice President of Instruction. This form requires the development of; need/justification for program in cooperation with multiple partners, workforce need and job availability, and a curricular map that links program learning outcomes to the program being designed.
- c. If supported, the “Certificate and AAS Program Application Documentation” will be taken to the Executive Team by the Dean of Curriculum and Instruction for approval.
- d. Once approved by the Executive Team, the proposal will be submitted to the Rogue Community College Board of Education as an Action Item for Approval. The paperwork for this will be coordinated by the DMS-C.
- e. If approved by the RCC Board of Education, CCWD will be informed via the intent to start a new program notification in WebForms which will be submitted via the DMS-C.
- f. Faculty then develops curriculum including course outlines as necessary. Each new course must have a new Course Outline following the template (Appendix B) and the guidelines in The Course Outline Handbook excerpts of which can be found in Appendix C. All courses must include at minimum; title, number, credits, and expected learning outcomes. Assistance for this will be provided by the Dean of Curriculum and Instruction and/or the DMS-C.
- g. Faculty will also develop the Program Guide with assistance from the Dean of Curriculum and Instruction.
- h. Once the course and Program Guides are approved by CASC, they will be submitted to the Community College Workforce Development (CCWD) department of the Higher Education Coordinating Commission (HECC) via WebForms by the DMS-C.

- i. Following RCC Board approval and CCWD approval, the Accreditation Liaison Officer (ALO), Director of Financial Aid, and Veteran's Coordinator will receive a completed application package (consisting of the Certificate and AAS Program Application Documentation and Program Guide) in order to begin the coordination and approval process through their respective entities.
- j. An email will then be sent to the Curriculum Updates email group and the newly approved program will be added to the Rogue Community College catalog/publications via the DMS-C.
- k. An email will also be sent to student records at TransferCreditEvals@roquecc.edu so that Degree Audit can be updated appropriately.
- l. New courses will also be reviewed by the Academic and Training Council (ATC) in the annual curriculum changes review meeting held in late Spring.

3. Associate Degree Approval (Transfer)

The Oregon Legislature and the Higher Education Coordinating Commission (HECC) have approved Oregon community colleges to offer associate degrees. While the state has established basic criteria for associate degrees, additional requirements may be applied via the degree approval process. Any additional requirements must be in accordance with the Oregon Higher Education Coordinating Commission rules, policy and standards and the accreditation requirements of the Northwest Commission on Colleges and Universities (NWCCU). Students may use elective courses within the transfer degrees to focus on specific undergraduate program requirements necessary for entrance into a particular postsecondary institution. General education requirements should be collaboratively developed by the Curriculum and Academic Standards Committee (CASC) and the expected student learning outcomes should be related to the institution's vision, mission and goals.

Standards for course approval include: a) Course offers content present or acceptable in the first two years of instruction at four-year higher education institutions; and, courses are designed to assure satisfactory articulation and transferability to Oregon public 4-year institutions. General Education requirements will be clearly explained in the RCC catalog via the Office of Curriculum and Scheduling.

- a. New programs are typically started with college and/or university articulation agreements.
- b. Sponsoring faculty member(s) start a proposal for new curriculum by completing the "New Transfer Degree Rationale" form (Appendix E) and submitting this form to the Dean of Curriculum and Instruction for their support.
- c. If supported, the "New Transfer Degree Rationale" will be taken to the Executive Team by the Dean of Curriculum and Instruction for approval.
- d. Faculty will then develop curriculum including course outlines as necessary. Each new course must have a new Course Outline following the template (Appendix B) and the development guidelines excerpts of which can be found in

Appendix C. All courses must include at minimum; title, number, credits, and expected learning outcomes. Assistance for this will be provided by the Dean of Curriculum and Instruction and/or the DMS-C.

- e. Faculty will also develop the Program Guide with assistance from the Dean of Curriculum and Instruction.
- f. Once the course and Program Guides are approved by CASC, they will be submitted to the Rogue Community College Board of Education as an Action Item for Approval. The paperwork for this will be coordinated by the DMS-C
- g. Following RCC Board approval, the Accreditation Liaison Officer (ALO), Director of Financial Aid, and Veteran's Coordinator will receive a completed application package (consisting of the New Transfer Degree Rationale and Program Guide) in order to begin the coordination and approval process through their respective entities.
- h. An email will then be sent to the Curriculum Updates email group and the new program added to the Rogue Community College catalog and applicable publications via the DMS-C. An email will also be sent to student records at TransferCreditEvals@roquecc.edu so that Degree Audit can be updated appropriately.
- i. New courses will also be reviewed by the Academic and Training Council (ATC) in the annual curriculum changes review meeting held in late spring.

4. Non-Credit Certificate Approval

Non-credit certificates are a form of recognition awarded by Rogue Community College. They may be made up of a single course, or series of courses, that do not offer college credit for completion, but that provide documentation of skill attainment useful for career entry and/or career advancement. To qualify for a non-credit certificate, the courses must be rigorous and include an assessment of measurable outcomes or mastery of learning/knowledge. Assessments include, but are not limited to, quizzes, exams, written assignments, demonstration of skills, projects, and activities. Rigor must be modeled on national education and industry training benchmarks.

- a. Non-credit certificates are typically brought forward by the Director of Continuing Education and start with the "Non-Credit Training Certificate Request" form submitted to the Dean of Curriculum and Instruction.
- b. The Dean will assist in the course numbering and Classification of Instructional Programs (CIP) Code identification.
- c. Certificates must be a minimum of eighteen (18) hours of instruction up to a maximum of 210 hours. Contact hours for ALL courses cannot exceed a total of two hundred-ten (210) hours. A single course or series of courses must be completed within the 210-hour limitation. Course(s) must be non-credit and must include at least one (1) assessment of measurable outcomes or mastery of learning and knowledge. Certificate must include at least one (1) program learning outcome.

- d. Once the Request form is completed, the Executive Team is notified by the Dean of Curriculum and Instruction.
- e. The request is next taken to the Curriculum and Academic Standards Committee for review and approval.
- f. Once approved, the request is taken to ATC for review.
- g. The certificate is then entered into WebForms by the DMS-C for CCWD/HECC approval. As a courtesy, the Accreditation Liaison and Curriculum Updates group is notified of new, and terminated, non-credit certificates. An email will also be sent to student records at TransferCreditEvals@roquecc.edu.
- h. Non-Credit Certificates are not subject to annual review and are not typically included in the catalog. Completion does not qualify the recipient for graduation. However, if discontinued, the Curriculum and Scheduling office must be notified so that a termination letter can be submitted to CCWD/HECC.

Curriculum Proposal Timeline

Purpose: To develop timelines to meet catalog and implementation deadlines for the following academic year.

Developing new programs is a lengthy process and care should be taken to ensure each program is set up to ensure maximum student success. For this reason, generous timelines are suggested for new program development. Though not all steps are necessary for every program (see curriculum proposal section above) dates are provided for all steps to be utilized as needed.

1. Advisory meetings and stakeholder interest for new programs and new courses should be gathered during Program Advisory Board or Department meetings.
2. Rationale forms/Proposals for new courses and programs should be developed during fall and winter terms.
3. Curriculum and Academic Standards Committee (CASC) approval, Executive Team approval, RCC Board approval, and Letters of Intent (LOI) to the Community College Workforce Department (CCWD), should be secured by Winter term.
4. Curriculum should be finalized after the proposals have been approved.
5. In Winter term, Program Guides should be approved by CASC.
6. In Winter term the new curriculum should be entered into the WebForms database by the Data Management Specialist in the Curriculum Office (DMS-C).
7. In March, catalog information should be developed. Other publications, such as graduation guides should also be developed during spring term by the DMS-C.
8. In April, the summer/fall schedule must be developed by faculty and entered into 25 Live by the Data Management Specialist in Scheduling (DMS-S).
9. All publications must be finalized by April and May.

Curriculum Review

1. Course outlines must be reviewed and approved, at minimum, every three years by the faculty led Curriculum and Academic Standards Committee (CASC).
 - a. The list of course outlines needing review, in the next academic year, will be sent by the Curriculum and Instruction office in June along with the CASC calendar.
 - b. Department Chairs must review the calendar to be sure the date will work and that they will come prepared to present their expiring course outlines and annual CASC reviews for each certificate and degree in response to stakeholder feedback and student performance on assessment measures as determined by departments. The CASC date is negotiable, but attendance/representation is not.
 - c. The Department Chair, in coordination with department faculty, should review the course outlines, assessment of course learning outcomes and update courses as appropriate. Starting early allows for valuable departmental discussion surrounding assessment and adjustments based upon student performance on outcomes. Courses requiring changes to descriptions, outcomes, delivery format or number of credits should be submitted to CASC for approval and meet criteria for changes established by CASC and outlined in the CASC handbook.
 - d. Courses that are no longer relevant, or needed, should be removed from the catalog/list by contacting the Curriculum Data Management Specialist (DMS-C).
 - e. One month prior to the department CASC date, expiring course outlines or those requiring changes will be sent to the Department Chair in Word format for editing, via email. (New fillable forms will also be available if preferred and for new courses). This email will include directions and information for gaining assistance from the Office of Curriculum and Scheduling.
 - f. Course outlines are due to the Curriculum and Scheduling Office two weeks prior to the department's assigned CASC date. They will then be placed on the Y Drive for CASC members to read, review and formulate questions in preparation for the CASC meeting.
 - g. Department Chairs are expected to present their course outlines at the CASC meeting where they will be reviewed and approved, modified, tabled or denied.
 - h. The Curriculum and Scheduling Office will make all changes recommended by the CASC committee and return the approved/final copy of the course outline, to the Department Chair, via PDF. Departments must destroy all Word outlines at this point as the PDF will be the final and approved version of the course outline.
 - i. All course changes will be submitted to the Academic and Training Council (ATC) for review at the end of the CASC season (March/April).
 - j. The Curriculum and Scheduling office maintains and tracks all official course outlines.
2. Programs and degrees, including Pathways certificates, must be reviewed annually and approved at CASC, and then ATC.

- a. The CASC calendar will be distributed in June. In addition to course outlines, Department Chairs are expected to bring all programs (including pathways certificates, certificates, degrees, and emphasis areas) for annual review.
- b. Program learning outcomes must be on these documents and reviewed annually for accuracy and relevancy (as determined by department assessment process).
- c. The Department Chair, in coordination with department faculty, should review the Program Guides and be planning needed updates. Starting early allows for valuable departmental discussion surrounding programs and adjustments based upon student performance on program learning outcomes.
- d. Programs can only be discontinued via the Institutional Teach-Out Procedure (AP-4021).
- e. One month prior to the department CASC date, currently approved Program Guides will be sent to the Department Chair via email (with current Program Learning outcomes listed). This email will include directions and information for gaining assistance from the Curriculum and Scheduling Office.
- f. Department Chairs are asked to write legibly all proposed changes on the Program Guides. Alternatively, track changes can be used if preferred.
- g. Program Guides are due back with proposed changes two weeks prior to the department's assigned CASC date. They will then be placed on the Y Drive for CASC members to read, review and formulate questions in preparation for the CASC meeting.
- h. Department Chairs are expected to present their Program Guides at the CASC meeting where they will be reviewed and approved.
- i. The Curriculum and Scheduling Office will make all changes recommended by the CASC committee and return the approved Program Guides, to the Department Chair, via PDF. Departments must destroy all draft Program Guides at this point as the PDF will be the final and approved version of the Program Guide and will be used for catalog development.
- j. All Program Guides will be submitted to ATC for review at the end of the CASC season (March/April).
- k. 2.11 The Curriculum and Scheduling office maintains and tracks all official Program Guides.

Publication of Changes

Changes are published annually in the college catalog and updated throughout the year on the college website. Errors or updates to the printed catalog are posted on the catalog website.

Range of Delivery Systems and Modes of Instruction

In the develop of courses and programs, it is recognized that the delivery systems and mode of instruction do not impact course content or course outcomes.



Credit Hour Definition

For purposes of federal financial aid eligibility, a “credit hour” shall be not less than:

- One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately 10 to 12 weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
- At least an equivalent amount of work as required in the paragraph above, of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Rescinds Policy and Procedure Number: VIII.A.010, VIII.A.040, VIII.E.020, AP-101, AP-102, AP-103, AP-104

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