



Title:	Curriculum Review and Development Policy
Effective Date:	06/01/2015
Last Revision Date:	11/04/2022
Office:	Academic Affairs

Curriculum Review and Development Policy

Purpose

Northshore Technical Community College is committed to offering high-quality programs based on a rigorous, coherent curriculum. Northshore is also committed to adhering to the policies and requirements of the Southern Association of Colleges & Schools Commission on Colleges (SACSCOC), the Louisiana Community and Technical College System (LCTCS), and the Louisiana Board of Regents (BOR) related to curriculum requirements, and evaluation.

The curriculum is the province of the faculty. Through established curriculum review and approval processes at the program, department, and college levels, faculty are responsible for the content, quality, and effectiveness of the curriculum. The Vice Chancellor of Academic Affairs and Provost is responsible for the implementation, management, and oversight of the curriculum review and approval processes. This policy establishes a comprehensive process of curriculum review and approval at Northshore Technical Community College.

Procedures

The Curriculum Committee of the College reviews all proposed curricular revisions and new curricular offerings. All curriculum actions must be approved by faculty, the appropriate Associate Provost or equivalent prior to submission to the Curriculum Committee.

Curriculum proposals that involve a departure of the original curriculum by less than 25% of the coursework can be approved by the Associate Provost or equivalent and the Vice Chancellor of Academic Affairs and Provost.

The Vice Chancellor of Academic Affairs and Provost is responsible for the curriculum management, ensures faculty review of the curriculum at all levels, and facilitates and monitors the institutional approval, review, and evaluation processes. Additionally and when necessary, the Vice Chancellor of Academic Affairs and Provost facilitates the review and approval of institutionally approved curricula at the LCTCS and BOR levels.



Policy & Procedure No. AA-005 Northshore Technical Community College

All proposed curricula revisions, including adding new programs and deleting programs, being submitted to the Curriculum Committee must include the Academic Affairs Curriculum Change Form. Course revisions are approved using the Course Change Form by Associate Provost or equivalent with consultation with the Vice Chancellor of Academic Affairs & Provost.

Curriculum of approved programs of study and course descriptions are formally published in the College Catalog each academic year. The College Catalog is managed by the Academic Affairs Division. A workflow for approval of curriculum related content in the College Catalog includes an initial approval by the Curriculum Committee, then approval by the Associate Provost or equivalent, then final approval by the Vice Chancellor of Academic Affairs and Provost. Published listings in the College Catalog are made with a focus on an accurate reflection of approved curriculum in alignment with this policy. The Academic Affairs Division is responsible for ensuring archived catalogs are readily accessible and published to the college website.

Review Process:

X	Reviewing Entity	Review Date	Effective Date
X	Chancellor	11/04/2022	06/01/2015
X	College Leadership Committee	11/04/2022	06/01/2015
X	Academic Affairs Committee	10/21/2022	06/01/2015

Distribution:

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