



Title:	Curriculum Review and Development Policy
Effective Date:	06/01/2015
Last Revision Date:	04/23/2021
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 Dean of Campus Administration and the appropriate Associate Provost prior to submission to the Curriculum Committee.

Curriculum proposals which pertain to a single course may be made for provisional approval by the Associate Provost and the Vice Chancellor of Academic Affairs and Provost. If provisionally approved by the Associate Provost and Vice Chancellor of Academic Affairs and Provost, the course may be offered as a standalone course but cannot be used as a permanent course until approved by the Curriculum Committee. Provisional approval shall be used only when it is in the best interest of the curriculum development process and meets a special need.

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. All proposed course revisions, including new courses and deleting course, being submitted to the Curriculum Committee for permanent implementation must include the Academic Affairs Course Change Form.

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 catalog includes an initial approval by the Curriculum Committee, then approval by the Associate Provost of Planning and Academic Initiatives, then final approval by the Vice Chancellor of Academic Affairs and Provost. Published listings in the 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	04/23/2021	06/01/2015
X	College Leadership Committee	04/23/2021	06/01/2015
X	Academic Affairs Committee	03/19/2021	06/01/2015

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