

Procedures for Curriculum Change 2014

Revised June 2016

A change in curriculum, whether it is for a new course, a new program, or a change to an existing program or course, can be initiated by any faculty member. To revise curriculum in any way the first step is to confer with your department and department chair. After discussing with your department the second step is to confer with the Dean of Academic Affairs. If the Dean approves, a curriculum proposal form completed, by initiator, and submitted to the Curriculum Committee Chair. The initiator should check current forms clearinghouse or faculty links for the most current form. The Chair checks the proposal against the current catalog, clarifies any questions with the proposal's originator, assigns a proposal number, and places the item on the next meeting's agenda.

The curriculum committee then hears the proposal and discusses it. If the proposal is passed by the committee it is sent to the Vice-Chancellor of Academic Affairs for his/her consideration. The VCASA then either approves the proposal or returns it with comments to the Curriculum Committee Chair to be reconsidered at the next meeting.

If the proposal is not passed by the committee, the initiator is notified and has the opportunity to either address the concerns of the committee and resubmit the proposal or withdraw it from consideration.

Once an item is passed by the VCASA it is passed on to the LCTCS Board (new programs or major program revisions), or sent to the catalog editor for inclusion in the next catalog.