The Curriculum Committee

This Charter policy establishes the authority, scope, responsibility and composition of the Curriculum Committee of South Louisiana Community College (SLCC).

Under the national authority of the regional accreditation of Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), the state authority of the Louisiana Board of Regents, our system authority provided by the Board of Supervisors for the Louisiana Community and Technical Colleges System (LCTCS), and the college authority provided by the Office of the Vice Chancellor for Academic Affairs, the faculty of South Louisiana Community College have the responsibility for establishing, reviewing, maintaining, and revising the college curriculum and assuring that it is consistent with college, LCTCS Board, Louisiana Board of Regents and SACSCOC policies and is in alignment with the college strategic planning and mission.

The College Curriculum Committee is chartered and established to evaluate all proposed curriculum changes, review and maintain the existing curriculum, and to recommend changes. The Curriculum Committee meets regularly and reports its recommendations to the Vice Chancellor for Academic Affairs, who has the final college authority to approve all curriculum changes. The specific procedures, reporting and responsibilities involved in establishing, reviewing, maintaining and revising the college curriculum are outlined in the college curriculum manual. This procedures manual is reviewed periodically, at the direction of the Vice Chancellor of Academic Affairs in conjunction with the Curriculum Committee, to ensure its procedures are effective, efficient and retain alignment with all accreditation, state, system and college policy.

Specifically, the Curriculum Committee will:

1. Evaluate recommended curriculum changes including, but not limited to, the following:
   a. Changes in pre-requisites or co-requisites for courses;
   b. Changes in course titles, descriptions, contact hours, or credit hours;
   c. Numbering of courses;
   d. Changes in the mode of delivery of courses and programs;
   e. Additions or deletions of courses and programs;
   f. Revisions in degree and certificate programs;
   g. Changes in program outlines, course descriptions that influence master documents and associated catalog entries;
   h. Providing recommendations for canceling / inactive status of courses and programs;
   i. Providing recommendations concerning establishment, revision and review of articulation agreements.
2. Evaluate, as required, all new and existing courses, new programs, articulations and curricula, ensuring that the appropriate new program materials, program outlines and master course syllabi are current, complete and that appropriately signed copies are held in the master program and course syllabi database. Program and course entries in the college catalog are required to be accurate at time of publication and revision.

3. Establish procedures, formats, and deadlines for curriculum changes presented to the committee. Such requirements are clearly detailed in a college curriculum manual. This manual is a publication of the Curriculum Committee and is reviewed periodically at the direction of the Vice Chancellor of Academic Affairs.

4. Meet on a regular basis and provide timely minutes of each meeting in common college format, detailing each resolution of the committee. The approved minutes will be published on the Academic Affairs SharePoint. The Chairperson is additionally required to provide a yearly review of committee activities to the Vice Chancellor of Academic Affairs, which will also be published on the SharePoint for broader college review.

5. Engage in providing feedback in relation to completed program reviews and materials and specialist curricular matters referred to the committee by the Vice Chancellor of Academic Affairs for specialist comment.

6. Engage in the evaluation of its own processes and of the performances of its own personnel.

Membership and Selection

The Curriculum Committee will be chaired by a member of faculty, appointed by the Vice Chancellor of Academic Affairs, and the body of the committee will be composed of two representatives (and an alternate) from each College Division and a single student member from the study body. The Vice Chancellor of Academic Affairs, the Vice Chancellor for Economic Development, the Dean of Accreditation and Learning, the Dean of Instruction, the college Registrar, the Library Director and the Director of Financial Aid or designees, will additionally serve as ex-officio members.

Faculty will be selected by each Division, typically at their Divisional meeting in Spring semester to serve in the new academic year that commences in Fall. Those selected will serve two year terms and the terms of each member are staggered by one year. In addition, an alternative faculty member is also selected by each Division. Alternates are required to attend meetings when either of the selected representative are unable to attend. Typically, each year the selected alternative will replace the outgoing representative. Each Division ideally will need to select only a new alternative each Spring semester. The student member will be selected from a list of student nominees by the Vice Chancellor of Academic Affairs provided annually from the student representative government.

The Curriculum committee consists of a Chairperson, 10 faculty (2 each from 5 Divisions) of the college, a student member, all supported by ex officio specialist members. Quorum is defined as 50% plus one of faculty/student members being present to conduct business. Ex officio members retain the right to vote but are not to be counted in quorum.

Meetings and Minutes,

The Vice Chancellor for Academic Affairs will direct the Chair to call the initial meeting within the first month of the new Academic Year with each new committee. At this meeting, the committee will determine, a timetable of meetings that are subsequently published to accomplish the projected responsibilities of the Committee. Additional meetings may also be called by the Chair as required to ensure curricular matters as addressed in a timely manner and transacted.
Minutes of meetings will be prepared by a faculty member of the committee (the recorder) and after appropriate committee approvals, the final minutes and supporting documents will be submitted to the Office of Academic Affairs for further processing. Electronic versions of all the approved materials must also be submitted to the Office of Academic Affairs for posting on the SharePoint (minutes) and filed within the Program (Approved Program Outlines) and Course (Approved Master Syllabi) Curricular database.

Reports

The Chair of the Committee will prepare and submit a yearly report of the activities of the Curriculum Committee, with copies to the committee members and a copy supplied to the Vice Chancellor for Academic Affairs for broader College publication. Further, this committee, as college specialists in curricular matters may be instructed by the Vice Chancellor of Academic Affairs to provide specialist advice concerning select curricular matters in relation to the college when requested.

Related System Policy

*Louisiana Community and Technical Colleges System (LCTCS), Policy # 1.034*

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Natalie J. Harder, Ph.D.
Chancellor