Curriculum Committee Procedures
Updated June 2017

The purpose of the Curriculum Committee is to encourage faculty leadership and student participation in curriculum decision-making at United Tribes Technical College. The committee examines proposals submitted for adding, expanding, deleting or modifying programs and courses; evaluates the college's courses and programs in terms of their general education, transfer, and occupational currency and relevance; and makes recommendations to the Academic Council or the Vice President of Academic Affairs on proposals submitted.

The committee will serve its purpose by accomplishing these goals:

1. Makes recommendations on proposals for adding, expanding, deleting, or modifying programs and courses offered by UTTC to the Vice President of Academic Affairs.
2. Recommends annual approval of degree plans to the Academic Council.
3. Reviews program and course descriptions to ensure accuracy in the college catalog on an annual basis.
4. Evaluates courses and programs in terms of general education requirements and transfer purposes in a systematic manner.
5. Reviews all courses, by program, in a systematic manner on a regular basis to ensure they are current and relevant.

PROGRAM REQUIREMENTS
I. Degree Plans

CERTIFICATE 1-2 Semesters
Credits - at least 24 credits but no more than 32
General Education requirements - 7-12 credits required

DIPLOMA 3 Semesters
Credits - at least 45 credits but no more than 60
General Education requirements - 7-12 credits required

ASSOCIATES DEGREE
Credits - at least 60 credits no more than 64
General Education requirements - 24-28 credits required

BACHELORS DEGREE
Credits - at least 120 credits no more than 127
General Education requirements - 40-46 credits required

PROCESS FOR APPROVAL OF DEGREE PLAN
- Department chair emails completed degree plan to Curriculum Committee chair.

- Curriculum committee meetings are Wednesdays from 3:30-5:00 as needed.

- Curriculum Committee chair schedules an appointment with the department chair to review the degree plan with the committee.

- The department chair or approved representative **MUST** attend the meeting.

- Upon approval of the degree plan by the Curriculum Committee, the Committee chair will recommend approval of the degree plan(s) to the Academic Council. If the Academic Council approves the degree plan, the VPAA will sign as approved. If the Academic Council denies approval, the degree plan will go back to the Curriculum Committee for further action.

- If approved by the VPAA, the Curriculum Committee chair signs the degree plan, the department chair signs it, and the Curriculum Chair forwards a copy to the Registrar's Office. A copy is kept in the Curriculum Committee folder on the s/drive.

II. **COURSE CURRICULUM GUIDES (CCGS) REQUIREMENTS**

Course curriculum guides will be reviewed and revised as every 3-5 years per the Academic Program Review schedule. The following information is needed for the Course Curriculum Guide:
- Program
- Name of Course
- Department ID
- Call Number
- Credit Hours
- Identify if the course is New, Revised or Combined
- Placement
- Schedule Preference
- Course Description
- Course Objective
- Teaching Methods
- Teaching Aids
- Means of Evaluation
- Units Included in course
- Required Textbooks and Materials (APA Style plus ISBN number)

III. **PROCESS FOR APPROVAL OF A CURRICULUM GUIDE (CCG)**
- Department chair emails completed CCG to Curriculum Committee chair.

- Curriculum committee meetings are Wednesdays from 3:30-5:00 as needed.

- Curriculum Committee chair schedules an appointment with the department chair to review the CCG with the committee.

- The department chair or approved representative **MUST** attend the meeting.

- Upon approval the CCG, the Curriculum Committee chair forwards it to the Vice President of Academic Affairs (VPAA) for approval.

- If approved by the VPAA, the Curriculum Committee chair signs the CCG, the department chair signs it, and the Curriculum Chair forwards a copy to the Registrar's Office. A copy is kept in the Curriculum Committee folder on the s/drive.

IV. COURSE CURRICULUM GUIDE DISTRIBUTION PROCESS

The Curriculum Committee chair sends the originals of the signed CCGs to the following:
- Jenzabar Advising Module Manager in charge of entering data into the college database system
- Registration Module Manager enters the curriculum into the college catalog and master course schedule.
- Department chair for evidence and documentation purposes

V. COURSE REVISION

When core segments of a course curriculum guide require changing it will need to be presented to the Curriculum Committee. Examples include:
- Need for new call numbers
- Description or objective changes
- Credit hours
- Assessment/evaluation changes
- Addition or deletion of lab work

VI. DELETION OF A COURSE

Occasionally a course will no longer be offered for various reasons. The following procedure can be followed for discontinuing a course.

- Submit rationale for discontinuing the course to the Curriculum Committee, which includes the impact it will have on the institution, the targeted student body (present and future), and the specific program.

- Show evidence that the Academic Vice President is aware of discontinuing the course.

- Present the Curriculum Committee with documentation and answer any questions regarding the effects of the change on other programs.

- The Curriculum Committee minutes will record the approval of discontinuing the course. The original CCGs will be archived.

- The Curriculum Committee chairperson will send notice of the discontinuance of the course to the Jenzabar advising and registration module managers.

VI. PROCEDURES FOR A NEW PROGRAM OF STUDY

A new program of study is considered a major curriculum change. To present a new program of study to the United Tribes Technical College Curriculum Committee, evidence is required to prove the viability of the new curricula/program of study. The following items are to be

prepared and submitted to the UTTC Academic Vice President for approval.
- Rationale (needs assessment) for developing the new program of study
- Target market and career opportunities for graduates of the new program of study
- Recruitment plans
- Plans for possible articulation with other colleges and universities
- Proposed degree plan

APPROVAL ORDER FOR A NEW PROGRAM
- Department Chair
- Curriculum Committee
- Vice President of Academic Affairs
- Institutional Effectiveness Committee
- Administrative Council
- UTTC President

Upon approval of the new program (certificate, diploma, associates or bachelors) the following documents will need to be submitted to the Curriculum Committee:

- Degree plan(s) for the proposed program
- Course curriculum guides (CCGs) for each course in the program of study

NUMBERING NEW COURSES

Uniform Course Numbers
The following courses may be offered by departments but are described here because of their uniform numbers and descriptions per the North Dakota University System. As UTTC courses are reviewed and updated, the course numbers will be changed to reflect this system:

(Prefix) 191, 291, 391, 491
Seminar, 1-5 Credits
A group of students engaged, under a professor or professors, in research or criticism and in presentation of reports pertaining thereto.

(Prefix) 193, 293, 393, 493
Undergraduate Research, 1-5 Credits
Student research, scholarly project or creative investigation completed under the guidance of a faculty mentor. Directed independent project, collaborative work or ongoing participation in faculty research should culminate in a presentation, article or scholarly project.

(Prefix) 196, 296, 396, 496
Field Experience and Clinicals, 1-15 Credits
Field-oriented supervised learning activities outside the college classroom that include a preplanned

assessment of the experience, registration during the term the experience is conducted, and post evaluation with the instructor.

(Prefix) 297, 397, 497
Internships, 1-3 Credits
Practical application of classroom learning through employment in supervised career-related positions. Requires departmental approval and application. Graded 'P' or 'F' (undergraduate).

(Prefix) 199, 299, 399, 499
Special Topics, 1-3 Credits
A group study of the known and established literature of a field, or other evidence, for purposes of scholarly development.