

## Curriculum Committee Procedures

Updated Sept 2020

The purpose of the Curriculum Committee (CC) is to encourage faculty leadership and student participation in curriculum decision-making at United Tribes Technical College (UTTC). The Committee's primary responsibility is to provide oversight for UTTC's curriculum development to ensure academic standards are transparent and maintained. The Committee examines proposals submitted for adding, expanding, deleting or modifying programs and courses; reviews bi-annual textbook submissions, evaluates the college's courses and programs in terms of their general education requirements, transferability, and occupational relevance; and makes recommendations to the Vice President of Academic Affairs (VPAA) on proposals submitted.

The Curriculum Committee will serve its purpose by accomplishing these goals:

1. Makes recommendations on proposals for adding, expanding, deleting, or modifying courses offered by UTTC faculty to the VPAA.
2. Recommends annual approval of degree plans to the VPAA.
3. Reviews program and course descriptions to ensure accuracy in the Academic Catalog, Jenzabar, website and the Worldwide Instructional Design System (WIDS) on an annual basis.
4. Evaluates textbooks, 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, relevant and meet UTTC's credit hour policy.

### PROGRAM REQUIREMENTS

#### I. Degree

##### **CERTIFICATE 1-2 Semesters**

*Credits - at least 24 credits but no more than 32*

***General Education requirements – 5-7 credits required***

##### **DIPLOMA 3 Semesters**

*Credits - at least 45 credits but no more than 60*

***General Education required by UTTC - 7-12 credits required***

##### **ASSOCIATES OF SCIENCE DEGREE**

*Credits - at least 60 credits no more than 64*

***General Education required by UTTC - 27 credits required***

##### **ASSOCIATES OF APPLIED SCIENCE DEGREE**

*Credits - at least 60 credits no more than 64*

***General Education required by UTTC - 20 credits required***

##### **BACHELOR'S DEGREE**

*Credits - at least 120 credits no more than 124*

## ***General Education required by UTTC - 33 credits required***

### **II. PROCESS FOR APPROVAL OF DEGREE PLAN**

- Annually, in January, the Department Chair emails the current or modified degree plan to the Curriculum Committee Chair for review. Starting in February, the Curriculum Committee begins to review curriculum course changes and degree plans for the upcoming fall semester.
- If the Curriculum Committee does not approve the degree plan, the Department Chair will be notified of the recommended changes/modifications that need to be implemented for resubmission and reviewed by the Committee.
- Upon approval of the degree plan by the Curriculum Committee, the Committee Chair will recommend approval of the degree plan(s) to the VPAA.
- If approved by the VPAA, the Curriculum Committee updates the degree plan as a non-modifiable Excel document and e-mails a copy to the Department Chair and the Registrar's Office. The Curriculum Committee ensures all degree plans are password protected and stored in the Curriculum Committee view folder on the s/drive at *S:\Curriculum\View\Degree Plans*.

### **III. ADDING, MODIFYING, OR DELETING COURSES**

- When adding, modifying, or deleting courses from UTTC curriculum, a Course Change Form (*S:\Curriculum\View\FORMS*) is completed by the Department Chair or other department faculty and submitted to the Curriculum Committee via e-mail no later than January 15.
- Examples of when course change forms are submitted include:
  - Course additions
  - Course deletions
  - Course title change
  - Need for new course call number(s)
  - Course description or objective changes
  - Course credit hour changes
  - Course prerequisite or corequisite changes
- Course Change Forms are due annually, on or before January 15, and are reviewed for the upcoming fall. The Curriculum Committee begins reviewing all submitted Course Change Forms in February.
- Upon receipt, all Course Change Forms are logged and stored in the annual Change Form log folder on the s://drive at *S:\Curriculum\View\CC Form Log*.
- Course Change Forms go through a series of reviews by subcommittees within the Curriculum Committee.

The specialized subcommittees members are responsible for the following:

1.) Technical and Grammatical Subcommittee:

The Technical and Grammatical Subcommittee is responsible for ensuring the submitted proposal is complete. They are also responsible for working with the requestor responsible for submitting the proposal to eliminate all grammatical and syntax errors in the proposal. Updated proposals will be submitted to the Prerequisite Subcommittee after the Technical and Grammatical Subcommittee approves the proposal.

2.) Prerequisite Subcommittee:

The Prerequisite Subcommittee is responsible for ensuring course structure meets UTTC's program goals and aligns with North Dakota State Standards. The subcommittee will be responsible for a preliminary review of the prerequisites, co-requisites, course description and North Dakota University System (NDUS) General Education Requirement Transfer Agreement (GERTA) regulations. The review will ensure that proposals that meet state regulations/standards will move forward for full committee approval. The Prerequisite Subcommittee will be responsible for submitting the working draft to the Distant Education Subcommittee.

3.) Distant Education Subcommittee:

The Distant Education Subcommittee will be responsible for ensuring identified online courses and/or degree programs meet online course requirements and are aligned to its face-to-face course if one exists.

4.) Catalog/WIDS Committee

The Catalog/WIDS Subcommittee is responsible for updating, maintaining accuracy, and publication of the Academic Catalog and WIDS. They are also responsible for working directly with the Registrar's Office to update Jenzabar and the Website.

***The degree plans for each program will be reviewed after all Course Change Forms have been reviewed.***

### **COURSE CHANGE FORM PROCEDURES**

**i. ADDING A NEW COURSE**

When adding a course to the UTTC curriculum, a Course Change Form needs to be submitted with the following information:

- A strong justification for adding the course to the program. The justification should demonstrate the need or reason for the new course.
- Subject alpha code (Check with the registrar for the available alpha code use.)
- Call number (Check with the registrar for the available call number use.)
- Title
- Course description
- Course objectives
- Credit hour requirement

- Prerequisites and corequisites, if applicable
- Availability of faculty and physical resources

Courses should also show evidence of transferability and adhere by the UTTC (below) and NDUS-GERTA common course number scheme.

#### ii. **MODIFYING A COURSE**

When modifying a course, a Course Change Form needs to be submitted with the following information:

- A strong justification that demonstrates the need for the change
- Previous course criteria (objectives, credits, name, etc.)
- New course criteria.
- *Note: Courses that change name or credits will be required to update the course with a new call number. (Check with the Registrar for the available alpha and number use.)*

#### iii. **DELETION OF A COURSE**

Occasionally, a course will no longer be offered for various reasons. The following procedure will be followed for request to discontinue a course:

- The Course Change Form should include a justification for discontinuing the course. The justification should include the rationale for discontinuing the course, the impact it will have on the institution, the impact it will have on the targeted student body (present and future), and the impact it will have on the programs that utilize the course. - The completed form should also show evidence that the VPAA is aware of the request to discontinue the course.
- An effective date should be listed on the change form. This is the date the course will fall inactive in the WIDS system. The date should reflect the last day of the semester in which the course is to be finally taught. Once a course is made inactive, it will no longer be available to open in WIDS for modification or updates. Additionally, the course is removed from the Academic Catalog, Website and Jenzabar.

### **IV. ADDING A NEW ACADEMIC PROGRAM OF STUDY**

- All new academic degree programs are approved by the Institutional Effectiveness Committee (IEC). The request for approval is Department Chair, VPAA, and then IEC.

#### **NEW ACADEMIC DEGREE PROGRAM PROCEDURES**

- Upon approval of the new academic degree program by the IEC (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 Change Forms for each course in the new academic program of study

### **V. COURSE REVIEW**

- The purpose of the course review process is to assess the course on the basis of rigor and “fit” within the academic degree program and institution. The course review will ensure that the course aligns with Institutional Learner Outcomes (ILOs) and Program Learner Outcomes (PLOs). It also ensures the course is aligned with state and institutional standards.
- Courses are reviewed on a rotational three-year cycle.
- The Course Review Guide (*S:\Curriculum\Public\FORMS*) is distributed in the fall semester to faculty who are designated to teach the course selected for review. The Course Review Guides are due back to the CC by November 1.
- The CC will review the information in the Course Review Guide by January and will return the document to all participating faculty with CC recommendations.
- Faculty and/or the Department Chair who has oversight of the course will be responsible for providing a follow up/action plan based on the Committee’s recommendations.

### **COURSE REVIEW PROCEDURES**

#### **i. COURSE REVIEW GUIDE**

When filling out the Course Review Guide all instructors should fully complete the document that includes:

- Program / Year of Review / Semester Review
- Course name/Call number
- Existing course or previous course under a different code / replacing another course
- Prerequisite(s)/Corequisite(s)
- Credit hour requirement
- Course type (Online, Blended or Campus-Based)
- GERTA aligned (if applicable)
- Course syllabus description
- Semester offered
- Course objectives
- Program learner outcomes / Institutional learner outcomes
- Teaching methods, teaching aids, and means of evaluation
- Course topics (Not the table of contents of the textbook)
- Textbook alignment

#### **VI. TEXTBOOK REVIEW**

- All UTTC faculty are responsible for submitting a Textbook Adoption Form (*S:\Curriculum\View\FORMS*). Textbook orders for summer and fall semesters are due April 1 and spring semesters are due October 1 of every academic year. Faculty must submit a form when requesting a new textbook, keeping the same textbook, or eliminating or removing textbooks.

- Submitted forms are first reviewed by the Bookstore Manager to verify copies can be obtained from the publisher. Once the Bookstore Manager has confirmed textbook availability, the Textbook Adoption Form is forwarded to the Curriculum Committee.
- The Curriculum Committee reviews the submitted textbooks in March for the upcoming summer and fall semesters, and in October for the spring semester.
- Upon approval, the Catalog/WIDS Subcommittee updates the textbooks in WIDS.
- All the submitted and review forms are stored on the s://drive (S:\Curriculum\Public\Textbook Orders).

### **TEXTBOOK ADOPTION PROCEDURES**

#### **i. TEXTBOOK ADOPTION FORM**

When filling out the Textbook Adoption Form faculty should submit one form for each course to be taught including the following information:

- Textbook change
- Semester and year the textbook will be used again
- Instructor Name / Semester / Today's Date / Phone / Email
- Course number and title
- Semester of the request
- Using the ISBN search on the form, all textbook information should be copied and pasted into the "book" boxes on the form.
- Expected enrollment
- Old textbook being replaced (if applicable)
- Additional supplies or supplemental material

#### **VII. COURSE ARTICULATION AGREEMENTS**

- Once a year, in April, the Committee recommends courses to be reviewed by the NDUS-GERTA Committee. The CC recommendations are submitted to the Registrar.
- Once in receipt, the Registrar submits the recommended courses for review to the NDUS-GERTA committee. Upon approval, courses are identified in the UTTC Academic Catalog as transfer courses. If the courses are not approved, the CC will review the suggestions made by the NDUS-GERTA Committee and will forward the suggested changes/revisions back to the program.

#### **VIII. COMMON COURSE NUMBER SYSTEM**

- The following courses may be offered by departments but are described here because of their uniform numbers and descriptions per the NDUS. 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 faculty member, 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, Practicum 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 on the UTTC grading scale according to pre-determined criteria that is developed by the Department Chair of the program.

**(Prefix) 498**

Student Teaching, 6-12 Credits

Field-oriented supervised learning activities in an K-12 classroom that include a preplanned assessment of the experience, registration during the term the experience is conducted, and post evaluation. Cooperating teacher on site and student teaching supervisor representing Teacher Ed.

**(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.