Red Rocks Community College
Instructional Services Operational Guideline

Title:	Curriculum Development	**Type:**	Operational Guideline
Category:	Educational Programs	**Number:**	ISOG 9 - 471.1
Originated:	April 30, 2018	**Approved:**	August 27, 2018
Effective:	August 27, 2018	**Revised:**	June 27, 2018

Linda Comeaux
Vice President of Instruction
Red Rocks Community College

Reference:

➢ RRPR 9-471 Curriculum Development Procedure.

➢ Curriculum Management web page (https://www.rrcc.edu/curriculum-management/documents)

➢ Colorado Commission on Higher Education (CCHE) FTE Reporting Guidelines (https://highered.colorado.gov/publications/policies/Current/v-partb-Guidelines.pdf) downloaded April 16, 2018; updated February 2016.

Purpose:

The purpose of this operational guideline is to outline the process and criteria for how the institution develops courses.

Scope:

This operational guideline provides the steps taken in curriculum development at Red Rocks Community College (RRCC). It applies to faculty, instructional staff and employees involved in curriculum development, approval and review.

Curriculum Committee

Composition:

1. The Curriculum Committee will be composed of the following voting members who will be approved by the Vice President of Instruction and the Faculty Senate.
   a. At least seven faculty members, including the State Faculty Curriculum Committee (SFCC) representatives, divided between Career and Technical Education (CTE) and academic disciplines. One of these members may be an adjunct instructor.
   b. The Curriculum Committee will also include the following non-voting members:
      i. The Instructional Support Senior Coordinator from Instructional Services,
      ii. One member from the Academic Advising department,
      iii. One Dean of Instruction.
2. The Curriculum Committee will also include non-voting ex-officio members as determined by the Vice President of Instruction.

Role and Responsibilities:

1. Committee Function
   a. The Committee will review, analyze, and make recommendations to the Vice President of Instruction on matters pertaining to the following:
      i. Substantive changes, additions, and deletions in all instructional courses offered.
      ii. Courses to be entered in the RRCC and CCNS course databases.
      iii. Guaranteed Transfer (GT) Pathway course proposals.
      iv. Forms, curriculum, and procedures or operational guidelines as needed.

   b. Committee members will serve as mentors for faculty who are developing and revising curriculum.

   c. Committee members will be trained in differentiating the learning goals of the certificate, associate degrees, bachelor of applied science degrees and master's degree.

2. Committee Operation
   a. The committee will establish procedures that include a meeting schedule, deadlines for submitting material to the committee, and a method of notifying appropriate personnel of actions taken.
   b. For more details regarding committee operations, organizational structure and bylaws see the [Curriculum Management web page](https://www.rrcc.edu/curriculum-management/documents) (https://www.rrcc.edu/curriculum-management/documents).

Curriculum Proposal and Guide Approval Procedures:

A. Faculty

A faculty member wishing to propose a new course should follow the process sequence outlined below.

1. First discuss the proposed course with all pertinent stakeholders including (department, college discipline, Dean, and state-wide discipline group)

2. Verify that no other course within the Colorado Community College Common Course Numbering System (CCNS) exists under any prefix that covers the same material.

3. Next discuss the course with his or her dean to insure that it is a good fit for the program(s) for which it is intended. The dean should email their approval to the Curriculum Committee Chair.

4. Go to the portal ("The Rock") and choose Faculty/Quick Links/Curriculum Management to connect to the Curriculum Management webpage. From here, the faculty member can download the Course Proposal templates, entitled "Curriculum Proposal Cover Sheet" and "Course Guide Template."

5. Using supporting documents from the webpage as needed, the faculty member should fill out both documents and then contact the Curriculum Committee Chair to arrange a meeting with a committee member. Contact information for the chair is on the Curriculum Management web page.

6. The faculty member should also attend the meeting at which the course will be discussed by the committee or send a representative.

.

A. Curriculum Committee Member

7. The Curriculum Committee member will meet with the faculty member and review the course documents to make sure all basic requirements and guidelines have been met. When this is complete, the faculty member must email the course documents to the chair.

B. Curriculum Committee Chair

8. The curriculum committee chair will post the documents to the "Courses in Progress" content area in the D2L (Daylight) Curriculum Committee site. The curriculum committee chair will also be responsible for notifying committee members and administrators at each step in the process by email.

C. Dean of Instruction

9. As noted in the "Faculty Member" section, the dean should notify the curriculum committee chair as soon as they have discussed the course concept with a faculty member.

10. Once the course documents are fully filled out and have been checked by a curriculum committee member, the curriculum committee chair will notify the dean of a course requiring approval. The dean will review the proposal, now in its complete form, to verify a good fit with the college programs and goals and then email his or her approval to the curriculum committee chair. If the dean does not approve the course, it will be returned to the faculty member with feedback and the process will restart.

D. Instructional Support Senior Coordinator

11. When the dean has approved the course, the curriculum committee chair will notify the Instructional Support Senior Coordinator by email and the Coordinator will check the

course for all necessary information (CIP Codes, cost, schedule type, applicable contact and credit hour etc. and then notify the curriculum committee chair by email.

E. Curriculum Committee

12. Once the Instructional Support Senior Coordinator has approved the course, the chair will notify the committee that the course is ready for review. Committee members will review the course on D2L (Daylight), make minor corrections if necessary, amend the course proposal in accordance with State Faculty Curriculum Committee (SFCC) requirements and standards (if needed), and then vote on the course at the next available committee meeting. Edits may also be competed at the meeting as necessary. If there are problems with the course that require major revisions at this point, the course will be returned to the faculty member with an explanation **and the process will start over.**

F. Curriculum Committee Chair

13. After the final version of the course has been approved by the curriculum committee, the chair will notify the Vice President of Instruction.

G. Vice President of Instruction

14. The VPI will review the course documents and, if they are satisfactory, will email them to the Curriculum and Transfer System Coordinator at the Colorado Community College System office. Courses received before the 5'th of the month will be reviewed in the following month at SFCC. This allows the course to reside on the Common Course Numbering System (CCNS) Proposed Courses website for a minimum of 30 days for comment by other colleges.

15. The VPI will also notify the Curriculum Committee Chair that the courses have been approved. At this point, the process moves to the SFCC procedure, described in a separate document found on the Curriculum Management web page. A process map regarding all steps taken after a course has been approved at the college level can be found on page 19 of the [Discipline Chair Manual](https://www.cccs.edu/wp-content/uploads/documents/Discpline-Chair-Manual-2016-2017-FINAL.pdf) (https://www.cccs.edu/wp-content/uploads/documents/Discpline-Chair-Manual-2016-2017-FINAL.pdf)

H. Curriculum Committee Chair

16. When the course has been forwarded to the system office, the curriculum committee chair will save all communications to a .pdf document and save the course documents and the .pdf to an archive folder within D2L (Daylight). This will insure that the process is documented for each course.

I. Additional Notes

a) The State Faculty Curriculum Committee (SFCC) meets August through May. Courses reaching the Curriculum Committee after April 1 will not be reviewed until August.
b) Once a course has been sent to the Transfer System Coordinator at the state office, it will be in Common Course Numbering System (CCNS) as a proposed course. It can then be offered under the proposed number for a year without going further. If it does not complete the process in one year, it will be removed from the CCNS database and the process will restart.

c) Revision of a course requiring only minimal changes may not need to complete all of the above steps. The dean or Curriculum Committee chair can provide assistance.