



Red Rocks Community College Instructional Services Procedure

Title:	Curriculum Development	Type:	Procedure
Category:	Educational Programs	Number:	RRPR 9 - 471
Originated:	April 30, 2018	Approved:	August 27, 2018
Effective:	August 27, 2018	Revised:	June 27, 2018

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Reference:

- Curriculum Development Instructional Services Operational Guideline – ISOG 9-471.1.
- Contact Hour / Credit Hour Instructional Services Operational Guideline – ISOG 9-471.2.
- Pay for Course Development Instructional Services Operational Guideline – ISOG 9-471.3

Purpose:

The purpose of this procedure is to establish guidelines of how new and revised courses are considered and approved at Red Rocks Community College.

Scope:

This procedure applies to all Red Rocks Community College faculty, instructional staff and employees involved in curriculum development, approval and review.

Background:

Our college mission is to “provide students with opportunities for growth and development that set the foundation for self-directed learning, academic achievement, and career accomplishment. We do this through high quality innovative educational programs that convey our passion for learning, our commitment to excellence, our dedication to our students, and the communities we serve.”

Fundamental to this mission is the responsibility of Instructional Services to provide relevant courses and programs that meet the needs of our students and community. Essential to this process are faculty experts who oversee and develop the curriculum we offer.

This Procedure contains pertinent information affecting employees, current through the date of its issuance. To the extent that any provision of this Procedure is inconsistent with State or Federal law, State Board for Community Colleges and Occupational Education Policies (BPs) or Colorado Community College System President’s Procedures (SPs), the law, BPs and SPs shall supersede and control. BPs and SPs are subject to change throughout the year and are effective immediately upon adoption by the Board or System President, respectively. Employees are expected to be familiar with and adhere to the BPs, SPs, as well as College directives, including but not limited to this Procedure.

Nothing in this Procedure is intended to create (nor shall be construed as creating) an express or implied contract or to guarantee employment for any term. The College reserves the right to modify, change, delete or add to this Procedure as it deems appropriate.

Procedure:

1. The Vice President of Instruction will establish a college Curriculum Committee to oversee the college curriculum development process.
 - a. The composition and roles and responsibilities of the college Curriculum Committee may be found in the *Curriculum Development Instructional Services Operational Guideline – ISOG 9-471.1*
2. New and revised curriculum will be considered for its support of the college mission, vision, and values as well as student, department, and program needs.
 - a. All courses must follow the contact hour and credit hour criteria set forth in the *Contact Hour / Credit Hour Instructional Services Operational Guideline – ISOG 9-471.2*
3. Faculty members, department chairs, and instructional staff (i.e., Program Directors, the Vice President of Instruction, and Deans) may initiate a new or revised Curriculum Proposal Form (CPF).
 - a. Faculty members and department chairs should first initiate a conversation with their Dean of Instruction for approval of their proposal before submitting proposal templates to the curriculum committee.
 - b. Once approved and supported by the Dean of Instruction, the faculty member or department chair will work collaboratively with a member of the Curriculum Committee to guide the proposal through the curriculum development process. See the *Curriculum Development Instructional Services Operational Guideline – ISOG 9-471.1* for the necessary sequence of steps to complete a new or revised course proposal.

4. As part of the Instructional Leadership Team (ILT) the Deans and Vice President of Instruction will review all proposals and may make recommendations back to the faculty member, department chair, or the curriculum committee before extending final approval to the State Faculty Curriculum Committee.
5. All necessary forms are available online on the [Curriculum Management](https://www.rrcc.edu/curriculum-management/documents) web page (<https://www.rrcc.edu/curriculum-management/documents>).
6. Payment is offered to adjunct instructors and full-time faculty on off-contract times for the development of new courses not previously taught at RRCC or extensive revisions such as: change of course delivery format to already existing RRCC courses. This pay is intended for the design of courses and not simply the execution of a course. Pay will be offered as funds are available. See the Pay for Course Development Instructional Services Operational Guideline – ISOG 9-471.3 for criteria for payment and further details.