

## COURSE CURRICULUM DEVELOPMENT PROCESS (PROCEDURE)

Procedure Manual

1. Anyone can act as a sponsor for course/curriculum proposal. The sponsor must initiate the form approved for course/curriculum proposal.
2. The sponsor completes their part of the form and then meets with the Department Chair person whose department is viewed as containing the discipline or substance of the course/curriculum. The Department Chairperson endorses the approval, completes the applicable part of the curriculum sub-committee.
3. The chairperson of the curriculum sub-committee calls a meeting of the full sub-committee to evaluate to proposal. After calling the meeting, the sub-committee will invite (where appropriate and necessary) both sponsor and Department chair to answer questions concerning the proposal. If approved, the proposals will be presented to the Institutional Affairs Committee for endorsement. In unusual circumstances (meeting a deadline for catalog entry, etc.) emergency meeting will be arranged.
4. The Instructional Affairs Committee Chairperson will enter into the agenda any/ all course and curriculum proposals that have been forwarded from the sub-committee for a full endorsement. Discussion should be followed by a call to approve and forwarded to the Vice-President for instruction.
5. The Vice-President for Instruction reviews the proposal and endorsements. The Vice-President then has two alternatives:
  - a. He may endorse a recommendation for approval and submit it directly to the PWO for approval.
  - b. He may refer the proposal back to the Instructional Affairs Committee with justification for referral. If the referral is reconcilable, sponsor-chairperson agree to the "alteration or requested alteration" or the sub-committee Instructional Affairs can reconcile the reason for referral, such a reconciliation will be made and then the proposal will be returned to the VP for Instruction for endorsement. If the referral is irreconcilable, the Instructional Affairs committee will return the proposal to the VP for Instruction citing the reasons may then reconcile the issue by endorsing the proposal and forwarding to the PWO or not endorsing the proposal (citing the reason for disapproving and forwarding to the PWO).

6. The PWO will review all course/curriculum changes and proposals, noting all endorsements. The PWO may also call the Sponsor-chairperson and any other parties of the endorsement procedure to answer questions concerning an issue over content, implementation, or a matter of reconciliation. The PWO may also refer the proposal back to the VP for Instruction. This would normally be done if a question of reconciliation needed further clarification.
7. All final decisions regarding course/curriculum adoption and implementation will rest with the President's office. All proposals must be endorsed by
  - a. Sponsor
  - b. Chairperson
  - a. Curriculum sub-committee chairperson
  - b. Instructional Affairs Committee Chairperson
  - c. The VP for Instruction
  - d. The PWO

Before reaching the President's office. The President will note all endorsement and then will:

- a. Sign into enactment the proposal for approval and implementation; or
  - b. Disapprove the proposal, noting justification, and return to the PWO.
8. In the case of a disapproval, where anyone in the procedure chain feels that arbitration of a disapproval is necessary, the person requesting the arbitration will request that the proposal be entered in the Agenda for the next full Board meeting. The request will be given to the PWO in writing and will contain as complete as possible a justification for the request. **A FINAL ENDORSEMENT OR DISAPPROVAL WILL THEN BE MADE BY THE BOARD.**

### TIME GUIDELINES

The time guideline for all endorsement is the endorsement is the next regularly scheduled meeting from the date the last endorsement was signed. This will apply to each endorser from chairperson on through to the President's Office. In the event an endorsement is negative and returned for further clarification, assuming the issue is reconcilable, the receiving committee (individual) will have to respond by the next regularly scheduled meeting. In the event the proposal is returned to an active committee the response period will be targeted for that committee's next scheduled meeting.

**A PROPOSAL FOR COURSE OR CURRICULUM WILL BE DEEMED A DOCUMENT THAT CANNOT BE TABLED. IT CAN ONLY BE REFERRED UNDER THE PROVISIONS OF THE PROCEDURAL MODEL. ALL PROPOSALS MUST GO THROUGH THE CHANNEL OF ENDORSEMENTS (REFERRED ONLY ONCE) AND ALLOWED TO REACH THE FINAL ENDORSEMENT.**