COCHISE COLLEGE

Administrative Policy

Category: Instruction
Policy Number: 3003
Title: Curriculum Development

The vice president for instruction/provost, who is responsible for the college's curriculum and for the maintenance of official course outlines, oversees the development of new programs and courses and approves the modification and deletion of existing programs and courses.

Procedure 3003.1
Curriculum Definitions

1. **Curriculum:** All courses and programs of study offered for credit by the college in fulfillment of its mission.

2. **Core curriculum:** A series of courses that must be taken by all students enrolled in any specific program of study

3. **General education curriculum:** Composed of courses that provide students with a broad academic foundation. Depending on a student's program of study, general education curriculum typically includes coursework from English, mathematics, laboratory sciences, arts, humanities, and social sciences.

4. **Electives**: Courses that students choose from a variety of disciplines. Students use them to complete their degrees.

5. **Course prefixes and numbers**: Contain three letters used to identify subject area and three numbers used to identify individual courses within a subject area, as outlined in Arizona Revised Statutes.

6. **Prerequisites**: Courses or demonstrated proficiency levels required for enrollment in a given course or program of study. All prerequisite coursework must be completed with a grade of C or better. In addition to course prerequisites, some programs of study also have specific program requirements.

Procedure 3003.2
Curriculum Committee Purpose

The curriculum committee is scheduled to meet once a month, from August through April, to review curriculum submissions and to address other curricular matters including the following:

- the procedures for curriculum development, revision, and approval
- the guidelines for general education criteria-describing how a course satisfies the

Cochise College general education outcomes
- the procedures for review of prerequisites, student learning outcomes, and other curricular elements that affect instruction
- the criteria and procedures for maintaining consistency in implementing and interpreting curricular matters
- the policies and procedures guiding curricular matters

The committee co-chairs are responsible for submitting requested modifications of committee processes and procedures to the vice president for instruction/provost. The curriculum coordinator is responsible for preparing and posting all meeting agendas, minutes, and approvals, and for submitting them to the vice president for instruction/provost.

Procedure 3003.3
Curriculum Committee Composition

Annually, the vice president for instruction/provost appoints a curriculum committee with an academic dean and another member as co-chairs. The committee shall include, at a minimum, the following categories:

a. six faculty members drawn from various disciplines

b. one library representative

c. one student services representative

d. one registrar representative

e. two academic deans

f. one curriculum coordinator

g. two members-at-large

Procedure 3003.4
Curriculum Development, Review, and Approval Process

To ensure that curriculum conforms with current standards, academic departments are responsible for conducting periodic reviews of their curriculum outlines and for updating them as needed. The curriculum coordinator and co-chairs shall annually provide academic deans and their respective chairs with a list of courses and programs needing review. These courses and programs shall be updated to current standards, with emphasis on descriptions, outcomes, and assessments. The following outlines the curriculum development, review, and approval process used to change existing curriculum or to initiate new courses and programs.

1. Originator:

   a. reviews college resources

   b. researches similar curriculum at other institutions

   c. solicits appropriate feedback within and outside the department

   d. prepares a curriculum proposal on the appropriate form

   e. reviews the proposal with instructional managers and affected faculty across the district

   f. incorporates feedback from instructional managers and faculty

   g. forwards the proposal within the stated deadline to the curriculum coordinator

   h. works with the curriculum coordinator to finalize the proposal in correct grammatical form, with clear wording and consistent format

   i. attends the curriculum committee meeting to answer committee concerns

   j. reworks and resubmits any proposal that has not been approved by the committee

2. Curriculum Committee:

   a. receives curriculum proposals from the curriculum coordinator within the appropriate time frame prior to each committee meeting

   b. reviews proposals prior to the meeting for quality of rationale, accuracy of content, clarity of wording, and consistency of format

   c. discusses and decides whether to approve proposals during the committee meeting, clearly stating any changes required before forwarding the approved version to the vice president for instruction/provost

3. Curriculum Coordinator:

   a. makes any proposed changes which have been agreed upon by the originator and the committee during the committee meeting

   b. forwards modification and deletion proposals to the vice president for instruction/provost for final approval, and new curriculum proposals to the vice president for instruction/provost, the president, and the governing board for final approval

c. posts approved proposals to the college's official curriculum listing, available on both the college website and the portal

d. sends a portal announcement of approved curriculum to the college community

Procedure 3003.5
Curriculum-Related Timelines

The following table outlines curriculum-related dates and corresponding events:

Date	Event
August through December	Curriculum submissions for the next academic year
January through April	Curriculum submissions for the academic year following the upcoming academic year
Prior to April registration	Updates to upcoming academic year's fees, catalog, degree maps, and MyDegreePlan
Prior to May 1	Online catalog publication

Providing students and advisors with complete and accurate curriculum information is the driving force behind these timelines. They assure timely implementation of curriculum submissions and they align the curriculum process with student-centered events such as registration, course scheduling, degree map sequencing, degree auditing, and catalog publication.

Procedure 3003.6
Quick Start Courses

Quick Start courses, generally numbered 098, 198 or 298, provide an immediate solution to a demonstrated need. They are introduced on a trial basis to meet that need in a timely fashion, and to allow experimentation and revision before presentation of a permanent course outline for approval. They must meet the same standards as regular courses. Quick Start courses are approved outside of the standard curriculum process. They are not submitted to the three state universities for evaluation; hence, they do not necessarily transfer. They are never published in the college catalog. They are submitted, with appropriate signatures, on the Quick Start course proposal form. Rather than being submitted to the curriculum committee for review, they are implemented with the approval of the vice president for instruction/provost. Quick Start courses may only be taught for two terms before they either are inactivated or become permanent courses through the new course proposal process. They may not be used to implement a new or modified degree program or certificate, or to modify an existing degree program or certificate.