

## **Policy No. 2-19**

### **Subject: Course and Curriculum Development and Revision**

Last Revised: 05/04/2023

Historical Status: 02/2017

<b>Division</b>	<b>Policy Manager</b>	<b>Administrative Supervisor</b>	<b>Reference</b>
Instruction and Student Services	Academic Deans	Vice President of Instruction and Student Services	VCCS Policy Sections 5.1, 5.2, and 5.3

#### **I. POLICY**

It is the policy of Virginia Highlands Community College (VHCC) to develop and revise its courses and curricula in a manner that prioritizes student success, engages appropriate governance and stakeholder groups, and is consistent with generally accepted practices in higher education.

#### **II. PERTINENT INFORMATION**

- A. Courses and curricula development and revision are an integral part of VHCC's mission and should be undertaken routinely to maintain alignment to that mission.
- B. All courses and curricula taught at VHCC should be designed and delivered with a focus on the success of students while taking the course and post-instruction.
- C. Where appropriate for the benefit of the Commonwealth, the Virginia Community College System (VCCS) may establish guidelines and policies that prescribe specific elements of courses and curricula, and VHCC is subject to those guidelines and policies.

#### **III. DEFINITIONS**

- A. Academic Programs Committee: a standing committee comprised of academic deans, faculty, and other VHCC personnel with responsibility for matters related to the instructional curricula at VHCC.
- B. Curriculum: a series of courses comprising a program of study.

#### **IV. GENERAL GUIDELINES**

- A. VHCC faculty will engage internal and external stakeholders to inform the relevance of the institution's courses and curricula.
- B. All courses shall have clearly defined student course objectives, and these objectives shall be communicated to students.
- C. All curricula shall have clearly defined student learning outcomes, and these outcomes shall be assessed regularly.

- D. VHCC curricula shall demonstrate:
  - 1. Coherence in sequencing, increasing complexity, and linkages between and among program components;
  - 2. Adherence and compatibility with the VHCC mission; and
  - 3. Appropriateness to higher education and the abilities and preparation of the students admitted.
- E. Courses and curricula shall comply with standards established by the VCCS, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), or other accreditors and relevant agencies as applicable.

**V. DELEGATION OF AUTHORITY**

- A. The College President has the authority and delegates to the Vice President of Instruction and Student Services the responsibility to establish procedures to meet the requirements of this policy.

**APPENDIX**

**VI. RELATED STANDARDS, LEGAL CITATIONS, OR SUPPORTING DOCUMENTS**

- A. VCCS Policy 5.1, 5.2, and 5.3
- B. SACSCOC Standard 6.2
- C. SACSCOC Standard 9.1

**VII. OPERATING REQUIREMENTS**

- A. Development of New Curriculum:
  - 1. Through consultation with accrediting agencies, advisory committees, and internal and external stakeholders, faculty ascertain the need for a particular curriculum.
  - 2. In consultation with other faculty experts, faculty design the learning outcomes.
  - 3. Faculty match the list of learning outcomes to necessary courses for the curriculum.
  - 4. Faculty propose curriculum of study for dean's review and approval.
  - 5. Dean proposes curriculum of study for Academic Program Committee for review and approval.
  - 6. Upon approval by the Academic Programs Committee, the new curriculum proposal is submitted to the Vice President of Instruction & Student Services for review and approval.
  - 7. If approved, the new curriculum is presented to the President's Cabinet and Local Board for review and approval.
  - 8. If the Local Board approves, the new curriculum will be submitted to the VCCS and SCHEV for the next steps in the approval process.
- B. Changes to an Existing Curriculum:
  - 1. To maintain current curriculum, faculty update the learning outcomes.
  - 2. Faculty bring any proposed changes to the dean for review and approval.
  - 3. The dean will bring the proposed changes to the Academic Programs

- Committee for review and approval.
4. Upon approval by the Academic Programs Committee, the changed curriculum is submitted to the Vice President of Instruction & Student Services for approval.
- C. New Course Development:
1. Through consultation with accrediting agencies, advisory committees, and internal and external stakeholders, faculty determine that a new course is needed to address curricular needs.
  2. Faculty coordinate with other experts to design a course description and course objectives in accordance with VCCS Master Course file procedures.
  3. The proposed course is submitted to the dean for review and approval.
  4. Upon approval by the dean, the course is submitted to the Academic Programs Committee for review and approval.
  5. Upon approval by the Academic Programs Committee, the course is submitted to the Vice President Instruction and Student Services for approval and submission to the VCCS Deans' Course Review Committee for final approvals.
- D. Existing Course Development:
1. Through consultation with accrediting agencies, advisory committees, and internal and external stakeholders, faculty determine course objectives that need to be updated for a particular course.
  2. Faculty consult with experts to redesign the course description and course objectives in accordance with VCCS Master Course file procedures.
  3. The proposed course changes are submitted to the dean for review and approval.
  4. Upon approval by the dean, the course changes are submitted to the Academic Programs Committee for review and approval.
  5. Upon approval by the Academic Programs Committee, the course changes are submitted to the Vice President Instruction and Student Services for approval and submission to the VCCS Deans' Course Review Committee for final approvals.