

## Curriculum Approval Guidelines

In order to communicate degree changes clearly and consistently across the institution and improve the advising process, curriculum changes must be approved by the chair of the division in which the change is initiated, by the Curriculum Committee, by the faculty, and by the Vice President for Academic Affairs.

Any faculty member, full-time or adjunct, may recommend a curriculum change to the division chair by submitting the curriculum change request form. If the division chair determines that the change fulfills a student need, they should review the change with all faculty within the division who teach the course, courses, or program affected.

If the change has majority support from faculty teaching within that discipline, the division chair should then

1. Contact the Chair of the Curriculum Committee and make them aware a course is ready for review at next meeting.
2. Sign and date the curriculum change request form to indicate he or she endorses the change.
3. Forward the signed request form and all documentation noted on the form to the Curriculum Committee Chair to be emailed to all members prior to the scheduled meeting date.
4. Present the proposal for the change to the Curriculum Committee when the change is being reviewed.

If the curriculum change is approved by a majority vote (more than 50%) of committee members in attendance at the meeting, the Chair of the Curriculum Committee should then

1. Sign and date the change request form and forward to the Vice President of Academic Affairs.
2. Provide meeting minutes verifying that the change was approved by majority vote.

The VPAA will review the request and should then send to entire faculty for a vote within 24 hours of receiving from Curriculum Committee Chair. Faculty will have five working days to review the proposal and submit their vote. If approved, VPAA will

1. Sign and date the form and return to the Curriculum Committee Chair to share with the committee.
2. When applicable, send to the Vice President for Enrollment Management for system catalog changes in the student information system.
3. When applicable (e.g. requests for new degree programs), submit request to the NOC Board of Regents and, if approved, to the Oklahoma State Regents for Higher Education.
4. Update the catalog to reflect all changes after the approval process.

Curriculum changes that must be approved by the Curriculum Committee include all of the following:

New course, program, course number or title

Significant content change in course, including change in credit hours, change in prerequisite and/or placement score, and change in general education competencies met

Change in general education requirements or electives; Change to required program courses on degree sheet

## Curriculum Change Approval Form

Name of Course and/or Program \_\_\_\_\_

Academic Division \_\_\_\_\_

Mode of delivery (e.g. on-site, hybrid, online, or combination) \_\_\_\_\_

Note: Learning outcomes must be consistent for sections of the same course across all modes of delivery.

### I. Type of Change (check all that apply):

- \_\_\_\_\_ New course offered (attach syllabus, including anticipated learning outcomes, and course description; complete sections A and B below)
- \_\_\_\_\_ New program offered (attach draft of degree sheet, syllabi and course descriptions for any new courses to be offered, and complete sections A, B, and C below)
- \_\_\_\_\_ New course number or course title assigned (complete section A below)
- \_\_\_\_\_ Significant content change in course, including change in credit hours, change in prerequisite and/or placement score, and change in general education competencies met (complete sections A and B below)
- \_\_\_\_\_ Program change in general education requirements or electives (complete section A below)
- \_\_\_\_\_ Change to required program courses on degree sheet (complete sections A, B, and C below)

### A. Rationale for curriculum change

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### B. Discuss how course and/or program competencies will align with general education and/or program learning outcomes:

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### C. Discuss how labor market and/or transfer needs will be addressed.

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II. Discuss any additional resources needed for the curriculum change (e.g. equipment, facility updates, personnel).

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**Faculty Member Initiating Request**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**Division Chair**

\_\_\_\_ Approved                      \_\_\_\_\_ Denied

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**Curriculum Committee Chair**

\_\_\_\_ Approved by Committee                      \_\_\_\_\_ Denied by Committee

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**Vice President for Academic Affairs**

\_\_\_\_ Approved                      \_\_\_\_\_ Denied

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date