

PEARL RIVER COMMUNITY COLLEGE Curriculum Proposal

Section 1 - Explanation & Documentation for Course/Program Change

This Curriculum Proposal request is for (select all that apply):

- | | | |
|------------------------------------|----------------------------------|-----------------------------------|
| <input type="checkbox"/> Academic | <input type="checkbox"/> Program | <input type="checkbox"/> Addition |
| <input type="checkbox"/> Career | <input type="checkbox"/> Course | <input type="checkbox"/> Deletion |
| <input type="checkbox"/> Technical | | <input type="checkbox"/> Change |

Indicate effective date of this proposal if approved _____

| | The course/program as it currently exists: | Proposed course/program: |
|--|--|--------------------------|
| Course Prefix and Number or Program Title | | |
| Lecture Hours (if applicable) | | |
| Lab Hours (Credit/Contact) (if applicable) | | |
| Other Hours (if applicable) | | |

| | |
|--|--|
| Current college equipment that will be used for the proposed course/program. | |
| New equipment that will be needed for the proposed course/program. Explain source of funding for new equipment. Can be an attachment if necessary. | |
| Will additional personnel be required for the proposed course/program? If so, explain. | |
| If additional facilities are required for the proposed course/program, explain. | |
| List of and explanation for additional supplies required for the proposed course/program. | |
| If a course, Proposed Textbook (Title, Edition, Publisher, etc.) | |

Additional items to attach to this Curriculum Proposal:

- Explanation and/or reason for proposed action
- If a new course or course change, include course outline, objectives,
- Course description and Student Learning Outcomes
- Copy of content for catalog including prerequisites and credit hours.
- Any request requiring new equipment or additional personnel must document that the Business Manager has been notified of the potential monetary impact of the request.
- Additional CTE documentation:
 - For a request including an increase/decrease in hours, include a copy of the MCCB "Request to Change Semester Credit Hours" form.
 - For a request including a new program, include a copy of the completed MCCB New Program form.

Section 2 - Signatures of Approval Prior to Submission for Instructional Council Approval

| Where Applicable: | Signature | Date |
|--------------------------------------|-----------|------|
| Originator | | |
| Department Chair | | |
| Representative from Other Campus(es) | | |
| Director (CTE Only) | | |
| Instructional Vice President | | |
| Advisory Committee (CTE Only) | | |

Section 3 - Signatures & Action Following Committee Review & Approval

| | Signature | Approval | | Date |
|--|-----------|----------|----|------|
| | | Yes | No | |
| Instructional Council Chair | | | | |
| For program additions or deletions | | | | |
| VP for College Operations | | | | |
| VP for Planning & Institutional Research (SACSCOC) | | | | |
| Director of Financial Aid (USDE) | | | | |
| Chair, Board of Trustees | | | | |
| | | | | |
| President | | | | |

Office Use Only

| | Date Completed |
|--|----------------|
| Approved by Instructional Council | |
| For CTE – Documentation course hour change approved by the state | |
| For CTE - Documentation program addition approved by the state | |
| For new programs or programs being added to a new location: Documentation of final SACSCOC approval | |
| For new programs or programs being added to a new location: Documentation of final USDE approval/acknowledgement | |
| Documentation Registrar's Office has been notified of the changes | |
| Information added to the catalog and website | |

CURRICULUM PROPOSAL PROCESS

PURPOSE: To establish a systematic method of submitting, reviewing, and approving curriculum changes for the College.

1. The "Curriculum Proposal" form has been devised as a tool to track a suggested curriculum proposal from conception through approval, adoption, and inclusion into the College Catalog.
2. The Instructional Council is annually appointed by the President in compliance with the College's policy and procedure. The Council will meet at least twice annually to consider and recommend curriculum changes.
3. Proposal Process:
 - A. Section 1 of the Curriculum Proposal form is to be completed by the originator of the desired change. In addition to the information on the form, the following information should be provided with the request:
 - a. Explanation and/or reason for proposed action
 - b. If a new course or course change, include course outline, objectives,
 - c. Course description and Student Learning Outcomes
 - d. Copy of content for catalog including prerequisites and credit hours.
 - e. Any request requiring new equipment or additional personnel must document that the Business Manager has been notified of the potential monetary impact of the request.
 - f. Additional CTE documentation:
 - For a request including an increase/decrease in hours, include a copy of the MCCB "Request to Change Semester Credit Hours" form.
 - For a request including a new program, include a copy of the completed MCCB New Program form.
 - B. Section 2 of the Curriculum Proposal form is the required signatures for the approval to be considered by the Instructional Council.
 - C. Once the proposal form has been signed by the appropriate administrator(s), it will be submitted to the Instructional Council Chair for consideration at the next Instructional Council meeting.
 - D. The Council Chair will set a meeting date, time, and place as well as distribute copies of the recommended changes to Council members prior to the scheduled meeting.
 - E. The Council Chair will develop an agenda for the meeting and will ensure that minutes are maintained.
 - F. The originator of the proposal or a representative should attend the Instructional Council meeting and be prepared to present the suggested change(s) to the members of the Council. Council members will review how the suggested changes will affect other areas of the College and may provide suggestions.
 - G. Once the Council has recommended a curriculum change, the form will then be submitted to the President for approval. If the change approved by the Instructional Council includes the addition or deletion of a program, the recommendation must be approved by the appropriate personnel prior to submitting the form to the President. If approved by the President, the recommendation will then be submitted to the College's Board of Trustees for review and approval.
 - H. The Curriculum Proposal originator with appropriate administrative support will implement approved recommendations. The Instructional Council Chairperson will ensure that both the "Office Use Only" section of the Curriculum Proposal form is completed thus informing the college community of the approved change(s).