LEE COLLEGE CURRICULUM DEVELOPMENT AND MAINTENANCE PROCESS

AY 2023/2024

INTRODUCTION

The curriculum process at Lee College is well defined and compliant with SACSCOC and Texas Higher Education Coordinating Board requirements. Our Curriculum Maintenance Process was adopted in the 2011-2012 academic year and has been updated as needed since that time. As changes occur, the minutes of the Curriculum & Academic Affairs Committee will reflect these modifications and the relevant workflow documents will be amended accordingly.

This manual will present the process Lee College uses to create or modify curricular items and to codify the workflow of curricular matters from initiation through final review by the Lee College Board of Regents. It also contains an instruction set for use of the Lee College Curriculum Maintenance Request System.

THE CURRICULUM MANAGEMENT PROCESS AT LEE COLLEGE

At Lee College, curriculum changes begin either with the faculty or with the advisory board for a program. When an advisory board recommends a change, a faculty member will take responsibility for moving the change through the system.

In general, curriculum changes receive initial approval from the sponsoring Division level. The request should be discussed with relevant faculty and administrators outside the Division, including the appropriate Associate Vice-President (Academic Affairs, Healthcare Professions, Huntsville), before Divisional review and a formal vote on the matter. When the Division has approved the proposal, it may submit the approved and supported request for consideration by the Curriculum and Academic Affairs Committee (CAAC). After the request receives Division approval, no further changes can be made to that request unless returned to the Division for approval of changes.

While curriculum requests must originate with a faculty member, the CAAC Chair may at their discretion act as a proxy for others within the College (e.g. ad hoc members of CAAC or other key administrators). Review of any proxy proposals will continue to follow all established procedures.

Once a proposal is approved by CAAC, the submission enters an administrative tracking phase that can take it in a number of directions, depending on what type of request it is. For example, some requests (e.g. course number changes) are dictated by WECM (Workforce Education Course Manual) or changes in the ACGM (Academic Course Guide Manual). These need no further approval and can go directly from CAAC to the catalogue. New programs may have to go to the Texas Higher Education Coordinating Board, but certainly would go to the Provost, the President and the Lee College Board of Regents. [See Lee Board Policy, Instruction, Curriculum Development, EE.) If a Division wishes to remove an existing program, it will need to be presented to CAAC per SACSCOC policy. Ultimately, the Lee College Board of Regents approves the catalogue as a whole.

THE CURRICULUM MAINTENANCE REQUEST SYSTEM

To document and track this process, Lee College uses the Curriculum Maintenance Request System. An individual faculty member places a request in the system, beginning the process of approval. The system will log the request and carry the uploaded documentation (descriptions, course maintenance forms, substantive change documents, etc.) until the request makes it to the catalogue. Any Lee College faculty member may view and comment on the requests pending and see where the item stands in the process. The system notes approval by the Division and CAAC, and the administrative tracking through the Associate Vice-President of Academic Affairs and the Provost. It ends by noting that the approval of the proposal by the Board of Regents includes the uploading of the minutes of the meeting where that approval was given. The Division making the request can edit it up to the point of its consideration at CAAC, however, the revised version must be approved by the Division before it is submitted to CAAC. After that, no further edits may take place.

A CAUTIONARY NOTE

Great care must be taken in designing and vetting proposals and in uploading the necessary information into the Curriculum Maintenance Request System. Errors here have consequences that directly impact student advising and enrollment. In the past people have had to come to CAAC multiple times because they needed to tweak the proposals that were not completely thought through before presentation. Others have rescinded proposals at the meeting immediately after they were approved, or found their course had no prerequisites listed in the catalogue because they failed to fill out that portion of the course maintenance form. While the Curriculum Maintenance Request System is designed to catch the bulk of these errors prior to CAAC consideration, the responsibility lies with the proposing faculty and Division to be sure uploaded information is complete and correct.
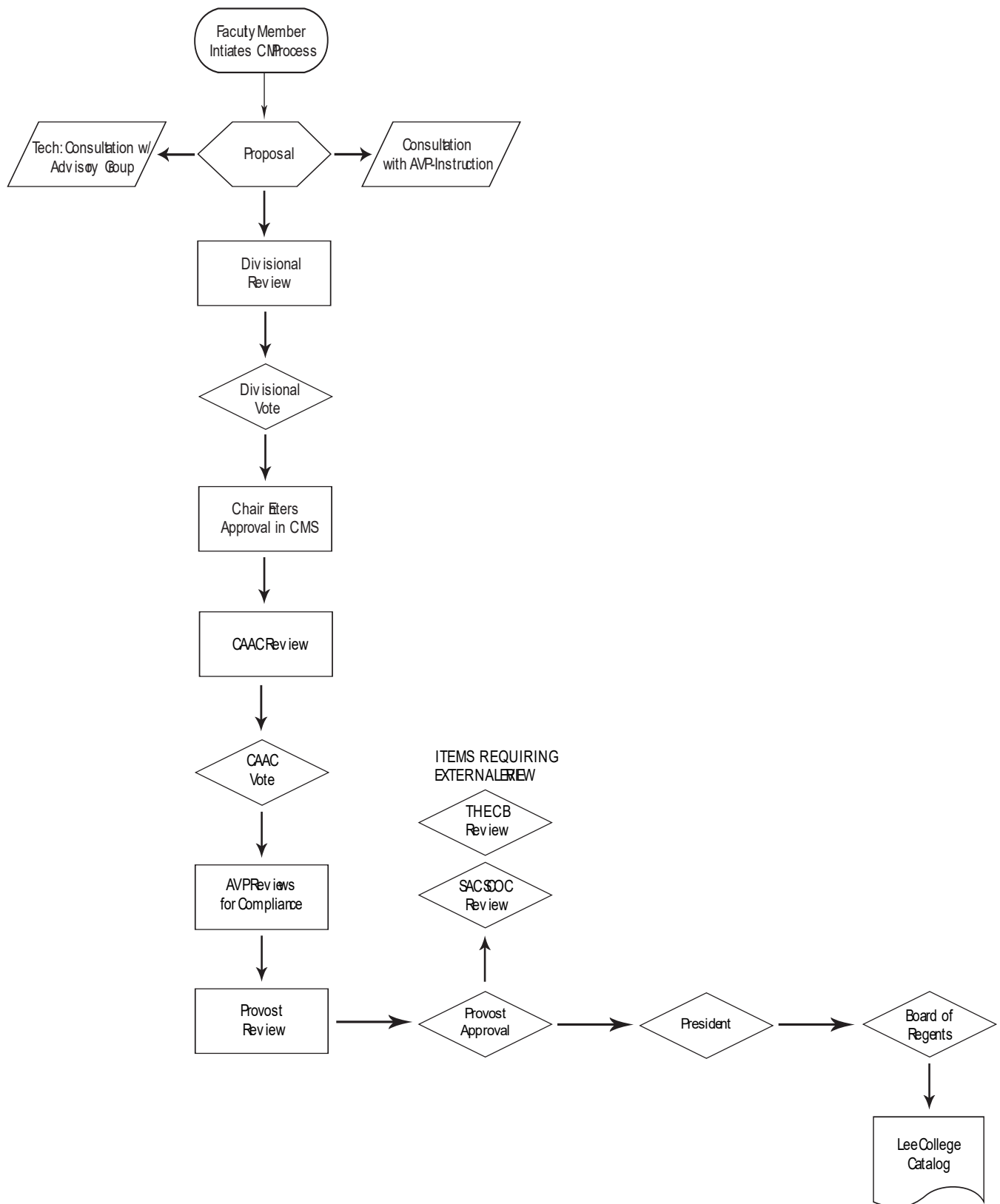
ASSISTANCE & SUPPORT

Please contact a CAAC officer or CAAC member for assistance in using the Curriculum Maintenance Request System. You may also visit http://www.lee.edu/groups/caac/ for more information about CAAC and this process.

THE CURRICULUM PROCESS FLOWCHART

The diagram on the next page shows in detail the Lee College Curriculum Process. It should be noted that not all proposals will proceed through all steps (ex: a proposal recommending a minor change to an existing program will likely not need external review by the THECB or SASCOC). Additionally, this workflow model presumes affirmative votes or approvals at all stages; any proposal voted down by the CAAC, or rejected by the AVP-Academic Affairs or Provost, would be returned to the initiator level for review and possible resubmission.

CURRICULUM MAINTENANCE WORKFLOW

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│ Tech: Consultation w/│◄─┤ Proposal  ├─►│  Consultation    │
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ITEMS REQUIRING
EXTERNAL REVIEW

- THECB Review
- SACSCOC Review

AVP Reviews for Compliance → Provost Review → Provost Approval → President → Board of Regents → Lee College Catalog

INSTRUCTIONS FOR USING THE
LEE COLLEGE CURRICULUM
MAINTENANCE REQUEST SYSTEM

Curriculum changes begin with a full-time faculty member. Any **full-time instructor** may place requests for consideration of such changes in the online system.

When making a new request, a request type will need to be selected (i.e. New Course, Change/Update Degree or Certificate Plan, etc.). When this is done, the system will display the appropriate fields for the type of request being made. After the information has been filled in for the request, there will then be an option to upload any supporting documentation with the request. The instructions below will direct you in the use of this system.

Note: *Italics* indicate words found on the computer screen.

ADDING A NEW REQUEST

1. Login to the myLC Campus.
2. On the Faculty Center tab, select CAAC to make or review Curriculum Maintenance requests.
3. The default position is for *New Request* (which should be highlighted in green).

4. Click on the dropdown menu *Request Type*; select the option which applies to the request you wish to make.
    a. *Change Grading Basis*: Allows for the changing of grading methodology to Dev 3, Dev 5, Graded, or Pass/Fail.
    b. *Change/Update Course Descr*: Allows for modification of a Course Description.
    c. *Change/Update Course Requisite*: Allows for changes to course requisites.
    d. *Change/Update Deg/Cert Plan*: Allows for modification of existing degrees or certificates.
    e. *Change/Update Deg/Cert Title*: Allows for the retitling of existing degrees or certificates.
    f. *Change/Update SCH*: Allows for changes to semester credit hours for existing courses. This option allows for modifications to contact hours, lecture vs lab hours, and other credit hour criteria.
    g. *Discontinue Course – Catalog*: Allows for the discontinuance of a course from the Lee College Catalog.
    h. *Discontinue Course – Deg/Cert*: Allows for the discontinuance of a course from a specific degree or certificate program but leaves the course in the Lee College Catalog.
    i. *Miscellaneous*: Allows for submissions that do not meet the conditions/criteria for other request types. This is the most likely option for Academic Affairs submissions. Any items that should be submitted under an alternate, and more specific, option will be sent back to the Division level for resubmission.
    j. *New Course*: Allows for the creation of a new course to be entered into the Lee College Catalog.
    k. *New Degree/Certificate*: Allows for the creation of a new degree or certificate to be entered into the Lee College Catalog.
    l. *Replace Course*: Allows for a course to be designated as a replacement for a course in an existing degree or certificate program.
5. Click the *Add* button.

ADDING REQUEST INFORMATION

The program will present to you a set of fields to be completed. Those fields vary according to the type of proposal you chose. Anytime you see an icon of a magnifying glass, you may click on it to get a drop-down menu with all the possible options for that field.

1. Complete all applicable form fields. Be sure you are using course numbers and titles consistent with WECM and ACGM
2. Click the *Submit* button.
3. At this point, the request will be submitted, and a request number assigned. Be sure to make note of that number for modifying your request prior to CAAC review.

ADDING SUPPORTING DOCUMENTS

You will be required to upload files that document and support your request. This is the place to submit documentation that you would like CAAC members to see. File types can be Word, Excel, or PDF.

The types of items you should consider uploading would include:
- A detailed explanation of the request.
- Data supporting the request, including any annotated meeting minutes from the Advisory Committee, etc.
- Pages from WECM or ACGM pertaining to the degree or program, course, etc.
- Layout of new and revised programs.
- Substantive Change Documents as required by SASCOC.
- Division meeting minutes with documentation including the date and time of the meeting, the modality of the meeting, the proposal, relevant discussions or modifications on the proposal, and voting results.

Regarding these attached items:
- If more than 1 file needs to be uploaded, click on the "+" button to add an additional row. You may add multiple files using this button.
- Click on the *Add Attachment* button.
- Click on *Choose File*.
- You will see a dialogue box similar to what you see in Word or Blackboard. Follow the prompts to upload a file.

REVIEWING REQUESTS

Any full-time Lee College instructor or instructional administrator can examine a request. Requests are assigned a status number that indicates how far the request has moved in the process. These numbers run from zero to five.

Request Statuses:
- 0 - Declined
- 0 - Withdrawn
- 1 - Request *(all new requests will start at this level)*
- 2 - Division Approval *(represents that the Division approved this request and is ready for submission to CAAC)*
- 3 - CAAC Approved *(CAAC Committee approved the request)*
- 4 – Instructional Dean Reviewed (AVP level)
- 5 - VP-Learning Reviewed (Provost level)
- 6 - Coordinating Board Approved (THECB)
- 7 – Board of Regents Approved
- 9 – Entered in PeopleSoft/Catalog

<u>**COMMENTING ON REQUESTS**</u>

Anyone reviewing a request can make a comment on it. To examine requests and comment:

1. Login to the myLC Campus
2. At the top left side of the page click on the *My Page* tab.
3. Click on *Curriculum Maintenance*.
4. Click on *Review Requests*.
5. Use the search page to refine a search. Enter what information you have in the appropriate fields or leave all fields blank to see all active requests.
6. Click on *Search.* A list of all active requests matching your search is displayed.

   <u>Note</u>: All requests that are awaiting CAAC approval will have a request status of "2-Division Approval".

7. Click on the link for the request desired to review.
8. Click on the *Public Comments* tab at the top of the screen.
9. Enter any comment you wish to make in the *Your Comments* box.
10. Long comments may appear to be cut off. To expand the box size to see the entire comment click on the icon in the bottom right corner of the box and drag it to make the box bigger.
11. Click on *Submit Comments*.

<u>**EDITING OR WITHDRAWING REQUESTS**</u>

When reviewing a request if you are the original creator of the request, you can edit it up until the approval by your Division. You cannot edit a request of which you are not the author. To edit an existing proposal:

1. Login to myLC Campus
2. At the top of the page click on the "My Page" tab.
3. Click on *Curriculum Maintenance*.
4. Click on *Review Requests*.
5. Use the search page to refine a search. Enter what information you have in the appropriate fields or leave all fields blank to see all active requests.
6. Click on *Search.* A list of all active requests matching your search will be displayed.
7. Click on the link for the request desired to review. Your original information will be presented.
8. Make changes in any field necessary.
9. When editing is complete click the *Save* button at the bottom of the page to retain the changes.

   Also, as the author of a request you may withdraw it by changing the status. You cannot edit a request of which you are not the author.

10. Click on the arrows next to the *status* button to pull down the menu.
11. Select *withdrawn*.
12. Click on the *Save* button at the bottom.

Reviews, approvals and CAAC votes need to be recorded by the appropriate parties: CAAC secretary, Division Chair, Instructional Dean and Vice-President of Learning. These will be recorded on the *Approvals* tab of a request. Emails will be sent to individuals notifying them that a request may need their attention.

1. Login to myLC Campus
2. At the top of the page click on the "My Page" tab.
3. Click on *Curriculum Maintenance*.
4. Click on *Review Requests*.
5. Use the search criteria to find the requests needing your attention.
6. Click on a request to review the information.
7. When ready to approve, click on the *Approvals* tab at the top of the screen for the request.
8. Click on the appropriate button to indicate a *Confirm/Review*.
9. To move to another request use either the "Previous in List" or Next in List" buttons or the "Return to Search" button.

On the approvals page, the save function is automatic. There is no save button to hit.

REVIEW BY THE CAAC

Curriculum management is the best method for faculty engaging in shared governance activities. It is expected that faculty members should engage in a perpetual review of their divisional curricula in order to meet the needs of stakeholders for the college. By meeting the needs of students, local industry, and transfer institutions, faculty may safeguard their role in academic leadership even as they strive to provide the ideal student experience both inside and outside the classroom.

There is no "veto" methodology by the administration prior to the review by CAAC. As such, it is considered in the best interests of any proposal to be vetted by the relevant academic administrator during the creation process. This will reduce the likelihood of structural or content errors and confirm that it is in keeping with any external bodies that have the right to review local changes. Collaboration with the Chair and Lead Instructor will also be considered a best practice in curriculum management.

For the typical motion, once an affirmative Division vote is in place, the Division Chair will authorize the proposal in the Curriculum Maintenance System. Chairs may not approve any proposal in the absence of Divisional review and approval.

Upon receipt of a proposal, the CAAC will:
- Review the submission for accuracy.
- Review the submission for feasibility.
- Review the submission for impact on the college and its stakeholders.
- Confirm that all supporting documentation is present and in good order.
- Debate the merits of the proposal and vote on the motion as needed.

There are additional considerations for the review of all curricular submissions:
- Motions must be presented by the author of the proposal or by their Division Chair in order to receive consideration.
- Motions may be amended if any changes are relatively minor (typographical error, miscalculation of contact hours, implementation date, etc.). If the changes are more significant then the motion may be tabled to provide the submitter to make the necessary changes and for CAAC members to review the changes prior to voting.
- Deadlines for submission should be adhered to without fail. The deadline for catalog items for the following academic year should be submitted and voted upon no later than the January special meeting of the CAAC. Any item submitted after this deadline would not be eligible for inclusion in the succeeding catalog unless it is the result of an ACGM or WECM change, a critical request from an ISD or transfer partner, or as required to maintain our accreditation.
- Chairs and Lead Instructors should remain abreast of changes at the THECB level so that local courses and programs may remain in full compliance with state-level expectations and requirements.