



OPERATING PROCEDURE

Approval Date: 12/10/12
Effective Date: 12/10/12
Last Revised: 07/22/19

Procedure Number/Name:	040.009.001 – Curriculum Development and Approval
Associated Rule Number/Name:	040.009.000 – Curriculum Development and Approval
Responsible Department:	Instructional Services

Overview

Curriculum requests are submitted, in accordance with established procedures and deadlines, to the Curriculum Office for placement on the next available Curriculum Committee agenda. Committee decisions are forwarded to the vice president of Instructional Services (VPIS), president, and Board of Education for approval as appropriate.

Areas of Responsibility

The individual(s) proposing the curriculum changes, the Curriculum Committee, and the VPIS are responsible for following the established procedures. The Curriculum Office provides technical, content, and routing assistance. The Curriculum Office is responsible for overseeing application to appropriate state entities and accrediting bodies as required.

Operating Procedure Details

Proposals for new degrees, certificates and/or programs (not including related certificates or career pathway certificates) are submitted to the Initial Program Adoption Review Board for initial review and recommendations regarding continued investment in program development.

New course, related certificate, and career pathway certificate submissions, as well as all revision submissions proceed directly to the Curriculum Committee.

Initial Program Adoption Review Board

Submissions proposing a new degree, certificate, or program are to complete Step One of the New Program Adoption Process and request a hearing before the Initial Program Review Board.

Programs approved for next steps in the New Program Adoption Process will proceed to the Curriculum Committee submission process.

Curriculum Committee

The process for considering a proposal will be as follows:

- A. Curricular submissions are submitted to the Curriculum Office using approved submission forms. Submissions for new degrees, certificates, or programs (other



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- than new related certificates or career pathways) will continue with Step 2 of the New Program Adoption Process.
- B. The Curriculum Office will place submissions on the next available Curriculum Committee agenda and post to the Curriculum Office website prior to each Curriculum Committee meeting.
 - C. Representative(s) for each curriculum request are encouraged to attend the committee meeting in order to represent their department and respond to committee questions. For courses and most revisions, attendance is not mandatory, however, unanswered questions could result in approval being withheld and/or delayed. Attendance is mandatory for submissions of all new degrees or certificates.
 - D. The Committee will vote to approve or not approve each curriculum request/submission. Approval requires a positive vote of 50% + one with a quorum present.
 - a. Approved submissions will be routed to the VPIS.
 - b. Submissions not approved may be:
 - 1) Postponed for further development, resubmission, and review;
 - 2) Withdrawn; or
 - 3) Directed to the VPIS for arbitration. The VPIS will not override a committee decision. Concerns/differences will be discussed by the VPIS and the committee in order to find a common understanding and decision. If no resolution can be made, an ad hoc committee will be appointed by the Curriculum Committee chair and the VPIS to address and resolve the issue.

Post Curriculum Committee Approval Process

- A. New and/or revised courses, programs, degrees, and/or certificates require endorsement by the VPIS.
 - a. VPIS questions that cannot be satisfactorily answered by the Curriculum Office or the submitting department will be brought to the Curriculum Committee for further clarification and discussion.
 - b. The VPIS will not override a committee decision. Concerns/differences will be discussed by the VPIS and the committee in order to find a common understanding and decision. If no resolution can be made, an ad hoc committee will be appointed by the Curriculum Committee chair and the VPIS to address and resolve the issue.
- B. The VPIS or the VPIS's representative will present newly approved programs, degrees or certificates, or changes therein, to the college president and/or the Board of Education, as appropriate.
 - a. New degrees and certificates require presidential and board approval.



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- b. Degree or certificate revisions that significantly change the nature of a degree or certificate, in essence making it a new degree or certificate, require presidential and board approval.
- c. Termination of a degree or certificate requires presidential and board approval.
- C. New degrees, certificates and programs proceed with Step 3 of the New Program Adoption Process in order to obtain the required external approvals.
- D. The Curriculum Office will oversee and provide technical and content support to the department regarding the filing of the necessary requests with the Higher Education Coordinating Commission (HECC).
- E. Following HECC approval, the VPIS will seek approval from the Northwest Commission on Colleges and Universities (NWCCU) for any new degrees or certificates as well as any significant revision of existing degrees or certificates.
- F. Following NWCCU approval, the Financial Aid Office will apply to the Federal Department of Education requesting eligibility to participate in federal student financial aid programs for any new or significantly revised non-degree certificates.
- G. Upon completion of the required external approvals (excluding Financial Aid approval), the appropriate additions/revisions will be made to the course catalog and schedule.

Definitions

- A. Curriculum: All courses offered and their content; a prescribed set of courses leading to a specific outcome, which may include the completion of a degree, certificate, or program.
- B. Quorum: 50% + one of active voting committee members represent a quorum.
- C. Active committee member: Faculty elected to serve by their department, not on leave or temporarily excused because of conflicting class schedule; professional management representatives (instructional director and library representative) not on leave or temporarily excused because of conflicting assignment.
- D. Significant change: Any revision that changes the intent/nature of the certificate or degree, essentially making a new certificate or degree. Any revision resulting in a 30% change in curriculum would be considered a "significant" change.
- E. Webforms: CCWD/HECC online system for the submission, approval, and housing of college curriculum, including courses (credit and non-credit), certificates, and degrees.

Further Information

Director of Curriculum, Assessment, Strategic Planning & Accreditation
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References

1. CGCC Administrative Rule 040.009.000 – Curriculum Development and Approval
2. [CGCC Curriculum Committee Charter](#)
3. Oregon Administrative Rule 589-006 – [Community College Course Approval](#)

Forms

1. Curriculum submission forms – [CGCC Curriculum Office website](#)
2. [New Program Adoption Process & Guidelines](#)