



Southeast New Mexico College

CURRICULUM HANDBOOK

Curriculum Handbook approved and adopted on

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1. MISSION OF SOUTHEAST NEW MEXICO COLLEGE (SENMC)

The mission of SENMC is to provide educational programs, training, and services that best serve our diverse students, communities, and industry.

2. VISION STATEMENT

Building bridges to a better life through education.

3. INTRODUCTION

Southeast New Mexico College is dedicated to delivering high-quality education. The college ensures that all courses and programs maintain instructional integrity, address appropriate learning outcomes, follow a structured degree pathway, and comply with state and federal regulations. These efforts are designed to help students achieve the competencies while upholding the college's standards of excellence.

This handbook outlines the procedures pertaining to the curriculum at Southeast New Mexico College. It establishes clear procedures for the development, revision, and withdrawal of credit-bearing courses and programs, along with the creation of co-curricular activities, while maintaining academic standards throughout. The procedures are designed to align with the college's Academic and Instruction Policy 300: Curriculum and Development.

4. THE CURRICULUM COMMITTEE

4.1. COMMITTEE CHARGE

The mission of the SENMC Curriculum Committee is to review and recommend degree and certificate plans, programs, and courses that address the needs of our students, community and service area. The committee provides direction for planning, developing and implementing credit-bearing courses and programs. The Curriculum Committee ensures that SENMC course offerings are integrated, comprehensive, and rigorous.

4.2. COMMITTEE DUTIES AND RESPONSIBILITIES

The Curriculum Committee exists as a standing committee of SENMC. The committee, working with

the Vice President of Academic Affairs, reviews and recommends all proposals for new curricula, revisions to existing curricula, and the discontinuation of courses and programs at Southeast New Mexico College. In consultation with its members, the committee is tasked with providing recommendations on curriculum matters affecting transfer credit-bearing courses and programs. For comprehensive reviews, the Curriculum Committee gathers information, facilitates member discussions, assesses content, and provides clear recommendations for action. The Curriculum Committee periodically updates the SENMC syllabus template to incorporate research-based practices and necessary changes in collaboration with the SENMC Distance Learning and Instructional Technology Committee.

Department Chairs/Directors or Faculty members may author curriculum proposals. When proposing a new course or program, they must provide the Curriculum Committee with all relevant data. This includes the justification for the curriculum, projected enrollment figures, assessment plans, and any special considerations or associated costs. The author is expected to use the Course/Program Information form to systematically provide this information (Appendix 1/Appendix 2).

If an existing program or course content requires significant revision, such as changes affecting more than 20% of the student learning outcomes or program-level outcomes, the Curriculum Committee must review and approve the proposed changes. The author of the proposed changes should complete the required process.

4.3. COMMITTEE COMPOSITION

The SENMC President recruits, appoints, and reappoints voting members from the college faculty and staff. Recruitment, appointment, reappointment, and replacement efforts ensure balanced representation from each department within the college. The Vice President of Academic Affairs, Registrar, and a student representative will serve as ex officio members (advisory, attending, and non-voting). The President may fill vacancies at any time. The VPAA provides guidance to the committee on academic goals, course outcomes, and program-level outcomes, while the Registrar offers input on transfer degrees, their assessment, and compliance with federal and state regulations.

The voting members elect the chair and vice-chair of the committee for a two-year term. Both the Chair and Vice-Chair may serve in their roles for up to two consecutive terms. Members do not have term limits, but their terms may be staggered to ensure the committee's continuous and efficient operation.

4.4. COMMITTEE CHAIR'S AND VICE CHAIR'S RESPONSIBILITIES

The responsibilities of the chair are as follows:

- Be available to discuss and answer questions on curriculum matters with students, faculty, staff, administration, and community
- Be available to answer questions about co-curricular activities
- Prepare and report Curriculum Committee updates to the Steering Committee
- Schedule Curriculum Committee meetings by arranging dates, reserving meeting rooms, and preparing and distributing agendas to members
- Inform each proposal author of their presentation date, time, and necessary preparations.
- Orient new committee members on their roles and responsibilities
- Represent SENMC on state-level curriculum-related committees, if needed
- Keep records of members' attendance and performance and report to the VPAA at the end of each Spring Semester
- Notify the VPAA's office and Registrar of the Curriculum Committee's decision on the new course, program, or co-curricular activity proposal
- Collaborate with the College President and VPAA on overall curriculum matters

The Vice-Chair supports the Chair in all responsibilities and steps in as Acting Chair when the Chair is unavailable. Key responsibilities include assisting in preparing meeting agendas and materials, coordinating and scheduling meetings, and ensuring that all necessary resources and documentation are available. The Vice-Chair also helps facilitate discussions during meetings, oversees the implementation of committee decisions, and serves as a liaison between committee members and external stakeholders. Additionally, the Vice-Chair may be tasked with mentoring new committee members, assisting in reviewing and organizing committee records and contributing to developing committee agendas, strategies, and goals.

4.5. COMMITTEE MEMBER'S RESPONSIBILITIES

The SENMC Curriculum Committee is responsible for reviewing the development and revision of courses, programs, and co-curricular activities at the college. Recommendations for changes and additions to the college curriculum are reviewed by the committee before being submitted to the VPAA. Providing constructive, specific, and measurable recommendations will be beneficial for the

author in making the suggested changes. Guidelines for reviewing courses and programs can be found in Appendices 6 and 7, respectively.

Attendance is recorded at each meeting. If a committee member is unable to attend, they must notify the Curriculum Committee Chair. They may also request their Department Chair/Director to designate a substitute. The committee member is responsible for forwarding all relevant materials to the substitute.

4.6. COMMITTEE MEETING AND QUORUM

The Curriculum Committee meets on the third Tuesday of each month. The Committee Chair will inform all members of the meeting schedule. If necessary, additional meetings may be scheduled outside the regular calendar. Members are expected to attend all scheduled meetings. All agendas and minutes from the curriculum committee meetings will be stored in Microsoft Teams, to which all members have access.

More than half (majority) of the voting members must be present to achieve a quorum for the meeting.

4.7. VOTING

All decisions require a majority of the voting members present to be considered official. The Chair will only vote in the event of a tie. If a committee member is the author of a particular item, they should abstain from voting on that item.

4.8. SCHEDULE

All proposals for new courses, programs, or activities must be submitted by September 15 for the fall semester and by February 15 for the spring semester. If a special need requires course approval during the summer, the Curriculum Committee Chair and VPAA will meet with the author and the Department Chair/ Director. If approved, this approval will be valid for only one semester. The course must then be presented to the entire Curriculum Committee at the first scheduled fall semester meeting.

4.8. PROCEDURE CHANGE

A proposal to change any procedures related to the Curriculum Committee must be approved by at least two-thirds of the voting members. The proposal should include the following: the relevance of the proposed change, a full explanation of the need for the change, the exact language of the current

procedure, the proposed new procedural language, a list of parties affected by the change, and a request for committee review and approval.

The approved proposal shall be forwarded to the VPAA and must include the following: the specific language proposed for adoption, the date and location of the committee meeting where the recommendation was approved, the names of committee members present at the meeting, the number of votes for and against the proposal, and the signature of the Committee Chair.

5. DEGREE REQUIREMENTS

Degrees/ Certificates	Credit Hours
Transfer Degrees	In accordance with the SENMC degree roadmap and the New Mexico Higher Education Department (NMHED) guidelines.
Associate Degrees	A minimum of 60 credits (excluding “N” suffix courses). Some programs of study require coursework in excess of the 60 credit-hours minimum. For further details, consult the SENMC Academic Catalog.
Applied/Technical Associate Degrees	A minimum of 60 credits (excluding “N” suffix courses). Some programs of study require coursework in excess of the 60 credit-hours minimum. For further details, consult the SENMC Academic Catalog.
Completion Certificates	A minimum of 16 credits. For further details, please consult the SENMC Academic Catalog.
Other Certificates	The number of credit hours varies from certificate to certificate but must be fewer than 16 credit hours.

6. PROCEDURES

This section details the procedures for creating, revising, and discontinuing academic courses and programs.

6.1. PROCEDURE FOR NEW COURSE

This subsection outlines the procedure for new course proposals, beginning with the author's responsibilities and continuing through the curriculum approval workflow.

6.1.1. Author's Responsibilities

The author, in consultation with the Department Chair/Director, should complete the following steps to propose a new course:

Step 1:

- Conduct an analysis of the curricular need for and student interest in the new course, including the potential impact on enrollments in other SENMC courses
- If the new course affects courses in another department or program, consult with the appropriate department chair/director and/or faculty.
- Discuss the proposal with the VPAA and Registrar
- Develop a course syllabus using the SENMC syllabus template
- Obtain verification from the Financial Aid Office that the proposed course is eligible for financial aid
- Complete the Course Information Form (A-1)

Step 2: Submit the proposal to the Curriculum Committee, including the course syllabus and Course Information Form as attachments

Step 3: The author will be asked to present the proposal at the Curriculum Committee meeting, followed by a thorough discussion.

6.1.2. Curriculum Approval Workflow

Following each presentation, the Committee will vote on all presented items in the open session. Upon submitting the Curriculum Committee's recommendations to the Office of the Vice President of Academic Affairs (VPAA), that office will advance the process according

to the curriculum approval workflow outlined in the Coursedog system.

Party Involved	Action	Further Steps
Author	Proposal Submission	
Department Chair/Director	Department Chair/Director Approval	If yes- VPAA and Registrar If no-Author either for more information or denial
Registrar and VPAA	Review	If yes- Curriculum Committee If no- Department Chair/Director or Author either for more information or denial
Curriculum Committee	Curriculum Committee Chair Approval	If yes- VPAA approval If no- VPAA
VPAA	VPAA approval	If yes- President If no- Department Chair/Director
President	President Approval	If yes- Registrar If no- VPAA
Registrar	Submit to NMHED	

Upon completion of the New Mexico Higher Education Department (NMHED) approval process and final institutional approval, the Registrar's Office will provide formal notification to the respective Department Chair or Director authorizing the course's offering to students.

Note: If a course has been inactive for more than five years and needs to be reactivated, the procedure for creating a new course must be followed.

6.2. PROCEDURE FOR NEW PROGRAM

This subsection outlines the procedure for new program proposals, beginning with the author's responsibilities and continuing through the curriculum approval workflow.

6.2.1. Author's Responsibilities

The author, in consultation with the Department Chair/Director, should complete the following steps to propose a new program:

Step 1:

- Conduct a labor and market analysis
- Analyze related program faculty needs and accreditation requirements, if applicable
- Consider resource allocation and cost estimates, including equipment, supplies, instructional materials, and facilities
- Address any special scheduling needs, where applicable
- Discuss the proposal with the College President, VPAA, and Registrar
- Develop an assessment plan and get approval from the SENMC Assessment Committee
- Complete the Program Information Form (A-2)

Step 2: Submit the proposal to the Curriculum Committee, including the Program Information Form and necessary documents as attachments

Step 3: The author will be asked to present the proposal at the Curriculum Committee meeting, followed by a thorough discussion.

6.2.2. Curriculum Approval Workflow

Following each presentation, the Committee will conduct an open session to vote on all presented items. Upon the submission of the Curriculum Committee's recommendations to the Office of the Vice President of Academic Affairs (VPAA), that office will advance the process according to the curriculum approval workflow below, which is outlined in the Coursedog system.

Party Involved	Action	Further Steps
Author	Proposal Submission	
Department Chair/Director	Department Chair/Director Approval	If yes - VPAA and Registrar If no- Author either for more information or denial
Registrar and VPAA	Review	If yes - Curriculum Committee If no - Department Chair/Director or Author either for more information or denial
Curriculum Committee	Curriculum Committee Chair Approval	If yes - VPAA approval If no - VPAA
VPAA	VPAA approval	If yes - President If no - Department Chair/Director
President	President Approval	If yes - Registrar If no - VPAA
Registrar	Submit to NMHED	

Upon completion of the New Mexico Higher Education Department (NMHED) and/or Higher Learning Commission (HLC) approval process and final institutional approval, the Registrar's Office will provide formal notification to the respective Department Chair or Director, authorizing the offering of the program to students.

Note: If a program has been inactive for more than five years and needs to be reactivated, the

procedure for creating new program must be followed.

6.3. PROCEDURE FOR REVISING EXISTING COURSES AND/OR PROGRAMS

To ensure a timely and effective curriculum review and catalog preparation process, department chairs and directors should review programs and courses each fall semester for potential revisions for the next college academic catalog. Decisions regarding catalog changes should be made in consultation with the Registrar's office and with the approval of the VPAA.

6.3.1. Course -Level Changes

A change in credit hours, a modification of more than 20% of student learning outcomes, or the reclassification of the course as a general education course constitute significant changes to a course. All other modification are considered minor changes. Significant changes require approval from the Curriculum Committee.

6.3.1.1 Significant Changes

To propose significant changes to an existing course, complete the following steps:

Step 1: Submit the proposal to the Curriculum Committee, including the course syllabus and the Course Change Form (Appendix 4) as attachments

Step 2: The author will be asked to present the proposal at the Curriculum Committee meeting, followed by a thorough discussion

Step 3: After each presentation, the committee members will vote on all items in the presence of all parties involved.

Following each presentation, the Committee will conduct a vote on all presented items in open session. Upon the submission of the Curriculum Committee's recommendations to the Office of the Vice President of Academic Affairs (VPAA), that office will advance the process according to the curriculum approval workflow outlined in the Coursedog system. Upon completion of the New Mexico Higher Education Department (NMHED) approval process and final institutional approval, the Registrar's Office will provide formal notification to the respective Department Chair or Director, authorizing the offering of the

course to students.

6.3.1.2 Minor Changes

For any changes below to existing courses, the Course Change Form (A-4) should be submitted to the Office of the Registrar, with a notification provided to the Curriculum Committee.

- Changes to the course prefix or course number
- Changes to the course description or course title as long as there is not significant change
- Changes to course prerequisite or placement
- Changes to lecture, lab, and clinical hour distribution

6.3.2. Program-Level Changes

A change in credit hours required for completion, a modification of more than 20% of program outcomes, or a change in general education requirements for the program constitute significant changes to a program. All other modification are considered minor changes. Significant changes require approval from the Curriculum Committee.

6.3.2.1 Significant Changes

To propose a significant change to an existing program, complete the following steps:

Step 1: Submit the proposal to the Curriculum Committee, including the Program Change Form (A-5) and necessary documents as attachments

Step 2: The sponsor will be asked to present the proposal at the Curriculum Committee meeting, followed by a thorough discussion

Step 3: After each presentation, the committee members will vote on all items in the presence of all parties involved.

Following each presentation, the Committee will conduct a vote on all presented items in open session. Upon the submission of the Curriculum Committee's recommendations to the

Office of the Vice President of Academic Affairs (VPAA), that office will advance the process according to the curriculum approval workflow outlined in the Coursedog system. Upon completion of the New Mexico Higher Education Department (NMHED) and/or Higher Learning Commission (HLC) approval process and final institutional approval, the Registrar's Office will provide formal notification to the respective Department Chair or Director, authorizing the offering of the course to students.

6.3.2.2 Minor Changes

For any changes below to existing programs, the Program Change Form (A-5) should be submitted to the Office of the Registrar, with a notification provided to the Curriculum Committee.

- Changes to program title
- Changes to courses required in the program

6.4. PROCEDURE FOR INACTIVATING OR WITHDRAWING EXISTING COURSES AND PROGRAMS

The decision to withdraw a course or program is initiated at the department level in consultation with the Registrar's office. The author discusses the potential withdrawal with the Department Chair, taking into account the impact on other programs. When applicable, Department Chair/Director of affected programs should be consulted. To withdraw a course, the department chair or director should consult with the VPAA's office; for a program, consultation with both the VPAA's office and the college president is required. The Course Change/ Curriculum Change Form should then be submitted to the Curriculum Committee. The committee will review the proposal and submit its decision to the VPAA's office. Courses or programs that have been inactive for less than five years can be reactivated in consultation with the Registrar's office without requiring Curriculum Committee approval. The Vice President and President should be consulted, and the Curriculum Committee should be notified.

7. CO-CURRICULAR ACTIVITIES

This section presents information on what constitutes a co-curricular activity. Activities that do not meet

the requirements described here will be considered extra-curricular. When deciding if an activity is co-curricular, it is helpful to consult this document. Please, address any questions to the Chair of the Assessment Committee, the Chair of the Curriculum Committee, or the VPAA. The application form for requesting an activity to be considered co-curricular and the assessment form for such activities are separate documents.

7.1. REQUIREMENT FOR AN ACTIVITY TO BE CONSIDERED CO-CURRICULAR

For an activity to be considered co-curricular, it needs to satisfy all the following criteria.

- Activity needs to be student-led or organized in partnership with students.
- Activity needs to be open to all students. Though there may be academic criteria for a student to qualify to participate (e.g., meeting a certain GPA threshold or having taken the math class for which they are tutoring), there should not be any programmatic or other criteria (e.g., being a certain major, being a first- or second-year student, etc.)
- Activity needs to be recurring for the students. For example, if a student club is organizing a series of field trips to different locations, even though each trip is at a different location, the activity (field trip) is recurring.
- Only the SENMC students who are leading/organizing the event are assessed. The participants to the event are not assessed. For example, if a group of students (group A) is leading a math tutoring event where other SENMC students (group B) can drop in to get help with their homework, group A will be the one assessed in terms of whether the co-curricular activity has met the outcomes, not group B. Of course, group B can be assessed on whether the event has been successful for this group B, but this assessment will not be a co-curricular assessment.

7.2. POSSIBLE OUTCOMES

In addition to the requirements described in Section 7.1, for an activity to be considered co-curricular, it must address one or more of the following learning outcomes. The last five outcomes represent General Education outcomes:

- Leadership
- Communication
- Quantitative reasoning
- Critical thinking

- Personal and social responsibility (this includes teamwork, DEI awareness, etc.)
- Information and digital literacy

7.3. LIST OF CO-CURRICULAR ACTIVITIES

The activities listed in this section represent activities that already meet (or can easily meet) the requirements listed in Sections I and II above. This is an example (not a comprehensive) list to show the variety of activities that can qualify.

- PTK
- Math summer bootcamp*
- Math movement*
- STEM club
- Peer mentors
- Student Government Association
- Financial literacy events (multiple, not just one)
- Mind control events
- Sensory activities (Early Childhood Education) **
- Criminal justice club**

* Student tutors need to be hired to satisfy the requirement that there is partnership with students.

** These need to become a club open to all students (not just the students majoring in Early Childhood Education or Criminal Justice).

8. APPENDICES

Appendix A-1: COURSE INFORMATION FORM



Course Information Form

Course Prefix and Number..... Title.....
Department..... Delivery Format.....
Credit Hours..... Pre-requisites.....

Sponsor Information
Name:
Title:
Phone:
Email:
Date:

1. Catalog Course Description.
2. Course outline, including course learning outcomes; alignment with program-level objectives; required textbooks and other materials; and approximate costs.
3. Course Level Assessment Plan. (Attach a sample assessment)
4. Rationale of evidence of need for this course.

5. Are there any other courses in the State of New Mexico that are similar in content? If yes, which ones?

6. Does this course qualify as a general education course for any program? List the general education requirements this course meets.

7. Effective Date: (state the first semester that this course will be offered)

Approval Signatures (in sequential order):			
	Printed Name:	Signature:	Date:
Submitter/Faculty:			
Department Chair/Director:			
Curriculum Committee Chair:			
Vice President of Academics:			
President			

Appendix A-2: PROGRAM INFORMATION FORM



Program Information Form

Degree Title.....

Department.....

Sponsor Information
Name:
Title:
Phone:
Email:
Date:

- 1. Program Description.

- 2. Program outline, including program-level learning outcomes; list of courses; required textbooks and other materials; and approximate costs. (Attach all the course syllabi, and degree road map)

3. Program-level Assessment Plan. (Attach approval from the SENMC Assessment Committee.)
4. Rationale of evidence of need for this program.
5. Are there any other programs in the State of New Mexico that are similar in content? If yes, which ones?
6. List the general education courses for the program.
7. Effective Date: (state the first semester that this program will be offered)

Approval Signatures (in sequential order):			
	Printed Name:	Signature:	Date:
Submitter/Faculty:			
Department Chair/Director:			
Curriculum Committee Chair:			
Vice President of Academics:			
President			

Appendix A-3: CO-CURRICULAR APPLICATION FORM



Southeast New Mexico College
1500 University Drive
Carlsbad, NM 88220
(575) 234-9200, Fax: (575) 885-4951

Co-Curricular Activity Application Form

Before proceeding with the application form, please review the Co-Curricular Information document for essential details and guidance.

* Required

1. Name of Applicant: *

Full name

2. SENMC Email *

3. Department/Group/Club: *

4. Name of Proposed Co-Curricular Activity: *

5. Activity Description: *

Provide a short description of the co-curricular activity

6. Event Dates *

7. Describe the Frequency (e.g., weekly, monthly, or annually). *

8. Does this activity satisfy all the criteria for it to be considered a co-curricular activity? *

Refer to the co-curricular Information Form Section I.

Yes

No

9. Which of the following outcomes do you aim to achieve through this activity? *

Refer to the co-curricular Information Form Section II. (Check all that apply)

- ☐ Leadership (organization of events, visibility)
- ☐ Communication
- ☐ Quantitative Reasoning
- ☐ Critical Thinking
- ☐ Personal and Social Responsibility (teamwork)
- ☐ Information and Digital Literacy

10. Explain how each previously selected outcome will be achieved. *

Example Response for Outcome Selected:

Communication: Students will practice verbal and written communication through structured presentations and discussions.

11. Would you like to award Merit badges at the end of this activity? *

Yes

No

12. By submitting this form, I confirm that the information provided is accurate and complete to the best of my knowledge. I have reviewed the Co-Curricular Information form and fully understand the definition, purpose, and requirements of a co-curricular activity at SENMC. I understand that this form will be reviewed to determine eligibility as a co-curricular activity; however, submission does not guarantee approval. I acknowledge that only SENMC students who are leading or organizing the event will be assessed, while participants will not be assessed. Following the activity, I agree to complete the Co-Curricular Assessment Form to evaluate the outcomes achieved. If I have any questions or require clarification regarding the criteria or process, I will seek guidance from the Chair of the Assessment Committee, the Chair of the Curriculum Committee, or the VPAA before submitting this form. *

Yes

Note: the completed application form should be emailed to the VPAA.

Appendix A-4: COURSE CHANGE FORM



Course Change Form

Submission Information	
Degree/Certificate Information:	
Department:	
Type of Change: <input type="radio"/> Name <input type="radio"/> Course Curriculum <input type="radio"/> Remove	
Action: In-activating State Withdrawl Reactivating	
Current Name of Course:	
Proposed Name of Degree/Certificate (If not name change leave blank):	
Proposed Effective Term:	Official Effective Term (Administrative Processing Only):
Proposed CIP Code:	Official CIP Code (Administrative Processing Only):
Submitter Information	
Name:	
Title:	
Phone:	
Email:	
Date:	
Description of the Change: (Max 500 words)	
<div></div>	

Justification for the Change: (Max 500 words)			
Approval Signatures (in sequential order):			
	Printed Name:	Signature:	Date:
Submitter/Faculty:			
Department Chair/Director:			
Curriculum Committee Chair:			
Vice President of Academics:			
President			

Appendix A-5: PROGRAM CHANGE FORM



Program Change Form

Submission Information	
Degree/Certificate Information:	
Department:	
Type of Change:	<input type="radio"/> Name <input checked="" type="radio"/> Curriculum Requirements <input type="radio"/> Remove
Current Name of Degree/Certificate:	
Proposed Name of Degree/Certificate (If not name change leave blank):	
Proposed Effective Term:	Official Effective Term (Administrative Processing Only):
Proposed CIP Code:	Official CIP Code (Administrative Processing Only):
Submitter Information	
Name:	
Title:	
Phone:	
Email:	
Date:	
Description of the Change: (Max 500 words)	

Justification for the Change: (Max 500 words)			
Approval Signatures (in sequential order):			
	Printed Name:	Signature:	Date:
Submitter/Faculty:			
Department Chair/Director:			
Curriculum Committee Chair:			
Vice President of Academics:			
President			
Proposed Length of program (Number of weeks based on Full-time enrollment): *Only if a total credit hour change occurs (Max 250 words)		Official Length of Program (Administrative Processing Only): (Max 250 words)	
<p>Attachments:</p> <p>The following must be included as an attachment to this form:</p> <ul style="list-style-type: none"> Catalog Description Degree Plan/ Roadmaps Assessment Plan <p>All required attachments should have the changes shown in a red/green markup.</p> <p>Green – any new information (courses, verbiage, etc.)</p> <p>Red (strikethrough) – any information that is being removed.</p> <p>If there are minimum grade requirements for specific courses, the entire program, etc. (that are below the traditional D grade) that requirement needs to be clearly stated in the catalog content, degree-plan and roadmaps. This will make sure that the change is made in degree audit.</p> <p>*All courses that are on the attachments must be active. *New courses need to be approved separately.</p>			

Appendix A-6: GUIDELINES FOR REVIEWING NEW COURSES

1. Purpose and Place in Overall Curriculum

Course Prefix, Number & Title

2. What is the purpose or intent of the course?
3. How does the course enhance the quality of the existing curriculum?
4. In a transfer course, how does it fit into the General Education curriculum? How will the course help achieve the goals of the overall program?
5. Have specific GLOs (General Learning Outcomes) been selected for the course? How will the selected GLOs for this course be assessed?
6. Does the course use the most recent syllabus template? Does assessment of Student Learning Outcomes align with course mapping?
7. When will the course be offered? How often will it be offered? What are the anticipated number of sections? What are the anticipated modes of delivery (on campus, online, hybrid)? Are there appropriately credentialed faculty ready to teach the course?
8. Is the course an elective or is it a required course? And what impact will this course's addition have on the total number of hours in the approved program?
9. Will the proposed credit hours change impact any other college program? Has that program's department chair or faculty been advised or consulted?
10. How does the new course compare with similar courses already offered within the College? If so, how will this course avoid unnecessary duplication? If so, has the department chair or faculty of a similar course been advised or consulted?

11. Will the proposed course compete for enrollments with other existing courses?
12. What sector of the student population will benefit from this course? What is the anticipated demand for the course?
13. What, if any, are the prerequisites for the course? Are the prerequisites clearly stated and feasible? How is the course structured in terms of lecture, lab, or clinic credit hours? Is this the most effective combination of instructional formats to achieve the desired learning outcomes while considering the cost to both the student and the institution?
14. What are the costs associated with the proposed course for both students (e.g., additional course fees) and the college (e.g., faculty, equipment, facilities, and supplies)? What additional resources are needed to ensure learning accessibility for all students? What learning support resources could improve course retention and student success? What library resources will be required for this course?

Appendix A-7: GUIDELINES FOR REVIEWING NEW PROGRAMS

1. Purpose and Place in Overall Curriculum

Program Title, Catalog Description, Degree-map, and program-level learning objectives

2. What is the purpose or intent of the program?
3. How does the program align with Institution Graduate Outcomes? Description of the program-level assessment.
4. Are all courses in the program using the most recent syllabus template? Is the assessment of Student Learning Outcomes aligned with course mapping?

5. When will the program be offered, and how frequently? What are the anticipated delivery modes (on-campus, online, or hybrid)? Are there appropriately credentialed faculty available to teach the course?
6. Has that program's department chair or faculty been advised or consulted?
7. How does the new program compare with similar programs already offered within the College?
8. Will the proposed program compete for enrollment with other existing programs?
9. What sector of the student population will benefit from this program? What is the anticipated demand for the program?
10. How is the program structured in lecture/lab/clinic credit hours?
11. What are the costs associated with the proposed program for both the students (e.g., additional course fees) and the college (e.g., faculty, equipment, facilities, and supplies)? What additional resources are necessary to ensure accessibility for all students? What learning support resources could enhance program retention and student success? What library resources will be required for this program?