



DABNEY S. LANCASTER
COMMUNITY COLLEGE

Curriculum Update Process

Rev. Summer 2017

OVERVIEW

As a comprehensive community college offering a wide array of programs of study for the educational and training needs of residents, DSLCC strives to ensure that offerings most closely reflect current and emerging needs in the service area. To this end, it is imperative that faculty and administration continually gather input from community partners and use information to (1) review and revise curricula as needed, (2) take steps to eliminate programs that no longer match local/regional workforce needs, and (3) add new programs that introduce foundational knowledge and skill sets that are needed for the workforce of the 21st century.

Updates to the curriculum should be taken with great care and should only be implemented after input from Advisory Boards, Workforce and Business partners, faculty both at DSLCC and at other VCCS colleges, and members of DSLCC community especially Student Services, Advisors, Financial Aid and Institutional Effectiveness.

RESOURCES AND DOCUMENTATION

It is the responsibility of Program Heads, with support from the Office of the Academic VP and the Director of Institutional Effectiveness and Research, to prepare required documents and forms for the development and update of programs and curricula. Forms and required documentation is available from the ASR Course and Program Development page located on the Buzz:

<https://buzz2.vccs.edu/teams/CourseProgramDevelopment/SitePages/Home.aspx>

Notes:

- New/Revised Courses require VCCS Form 103, VCCS Form 104, and Letters of support from Program Heads at VCCS institutions offering the program.
- New CSC, Certificate or Degree applications require extensive research and documentation including labor market data, program viability justification. Required documentation includes VCCS form 102, SHCEV Program Coversheet, SCHEV Projected Enrollment form, SCHEV Resource Needs form. Programs Heads must work closely with the Director of Institutional Effectiveness and Research to gather Labor Market Information and similar data

PROCEDURES

August: Initial Planning

During **Fall In-Service**, Program Heads will alert the Academic VP to any planned changes in curriculum including revisions to existing program plans, changes to course descriptions, elimination of existing credentials, or plans for development of new curricula. The Academic VP will, in turn, alert the following individuals to planned curricular changes and ask for their input: (1) the Associate Vice President of Institutional Effectiveness and Research, (2) the director of Financial Aid, (3) the chair of the Curriculum and Instruction Committee, (4) the Office of the President.

Program Heads will prepare documents and forms with input from the Academic VP and other college resources. Program Heads must complete all documentation required for approval prior to bringing that material to their Advisory Board.

October: Advisory Boards

Program Heads will seek approval from their advisory board members during the Fall Program Advisory Board Meeting. Documents will be delivered to Advisory Board Members no later than **October 1**. Program Heads will share documents approved by the Advisory Board with the Academic VP and with the C&I Committee Chair.

November: Curriculum and Instruction Committee

Proposed changes, eliminations, and/or additions will be delivered to the Curriculum and Instruction Committee by **November 1** to be discussed at their next scheduled meeting. All changes that are approved will be reflected in the minutes of the meeting and forwarded to the VP of Academic Affairs for review. The Academic VP will share approved curricula with the

President and Executive Team; the changes will then be added to the agenda for the next DSLCC Local Board meeting (December).

December: Local Board

Changes approved by the C&I Committee will be presented to the Local Board during its December meeting. It is the responsibility of the Academic VP to provide documentation to Local Board members no later than **December 1**.

January: Notification and Updates

The Academic VP will distribute changes approved by the local board by email (DSLCC user list) and during **Spring In-Service**. Any changes that require approval by other entities (VCCS, SACSCOC, etc.) will be distributed at this time. The Office of the President will begin the process for updating the *DSLCC Catalog and Student Handbook* and for Program of Study Tracking Sheets / Guided Pathways. *(Please note that any changes needing approval by outside agencies will be monitored and adjusted accordingly).*

April: Closing the Loop

All new students registering for upcoming classes will be advised using the new information. All old materials for recruiting and outreach will be removed and replaced with the new ones. The programs of study approved as current on April 1 of each year will be in effect until the following year. Changes, even if approved by all parties, cannot be made in the middle of an academic year. Registration for summer and fall begins in April each year.

CURRICULUM APPROVAL CHECKLIST

- ✓ Notify Academic VP, Notify IE/IR VP, Notify Financial Aid Director, C&I Chair
- ✓ Advisory Board Approval
- ✓ C&I Approval
- ✓ Academic VP Approval
- ✓ Local Board Approval
- ✓ VCCS Approval (Certificates, Degrees, Revised/New Courses)