

COURSE AND CURRICULUM CHANGES

Any faculty member can initiate a curriculum proposal including a new course or a new curriculum. Such curriculum requests should be coordinated with the Vice President of Instructional Affairs. The faculty member proposing a curriculum request must complete a Curriculum Committee Action Form and all other required documentation for the request as stated in that form. The completed Action Form and documentation should then be forwarded to the Chairperson of the Curriculum Committee who will place the item on an agenda of an upcoming meeting. The faculty member proposing the curriculum request or an appropriate representative must attend this meeting. All Curriculum Committee proposals approved by the Curriculum Committee will be acted on by the College Staff at the next scheduled meeting. Any questions or additional information regarding initiating a curriculum proposal should be directed to the Chairperson of the Curriculum Committee or the Vice President of Instructional Affairs.