PROCEDURE TITLE: Curriculum Committees

RELATED POLICY: NC700 Curriculum Committees

A. Definitions

**Program of Instruction:** A group of related courses leading to a diploma, certificate, degree or other credential awarded by the College Board of Governors.

**Course Outline:** Identifies the course offering including the course title, course number, description, pre- and/or co-requisites, equivalencies, learning resources, outcomes and learning objectives, essential employability skills, along with the evaluation framework planned to evaluate student achievement. It also indicates if the course is eligible for prior learning assessment and recognition (PLAR).

B. Procedure Purpose

Curriculum Committees are established to give students the opportunity to make recommendations regarding curriculum and course objectives of their program of study. These committees provide a forum in which students, faculty and administration jointly discuss the curriculum and course objectives of the program with the aim of continuous improvement in the quality and relevance of the program.

C. Procedure Statements

1. Elections for student representatives will be held within the first two months of a program intake for every full time Program of Instruction. Prior to the election, the Coordinator or other assigned faculty member will describe to students, the purpose of the Curriculum Committee.

2. Elected student representatives will be provided with the Guidelines for Student Representatives and will meet with the Academic Administrator in advance of gathering input. This meeting will be used to further explain and discuss the role and purpose of students on the Committee.

3. Prior to the Curriculum Committee meeting, student representatives will gather input from students in their program about the connectivity of classes/integrated curriculum, course challenges and change opportunities, as well as content, course materials, delivery methods and evaluation methods for each course in their program. Student representatives summarize the student input to present at the curriculum meeting.
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4. The Chair of the Curriculum Committee meeting will use the following guidelines in conducting the meeting:
   a) clearly explain the purpose of the meeting and what is to be discussed, for example:
      • suggestions for improving overall program curriculum (relevancy and sequence of courses, suggestions for new courses or topics, challenges and opportunities); and
      • suggestions for improving each course in the term (content, learning resources, method of evaluation and any other issues reflected on the course outline) in addition to questions from course feedback
   b) emphasize that Curriculum Committee meetings are not intended to be used to air complaints about an individual professor; and
   c) provide an update from previous Curriculum Committee meetings, as appropriate, explaining the actions taken (or reasons for not taking action), and any other program changes implemented since the last meeting, using examples whenever possible.

5. A copy of the report will be made available for review by interested students.

6. Minutes of the Curriculum Committee meetings will be posted to the Committee Minutes folder on the Corporate Drive. G:\Corporate\Committee Minutes\Curriculum Committees

7. Notifications of posted Minutes will be sent to all Committee participants.

D. Forms/Documents

   Curriculum Committee - Notice of Meeting
   Curriculum Committees - Student Guidelines
   Curriculum Committee Questionnaire 1
   Curriculum Committee Questionnaire 2