



|                            |  |
|----------------------------|--|
| <b>Title:</b>              | Curriculum Review and Development Policy |
| <b>Effective Date:</b>     | 06/01/2015                               |
| <b>Last Revision Date:</b> | N/A                                      |
| <b>Office:</b>             | Academic Affairs                         |

## Curriculum Review and Development Policy

### Purpose

Northshore Technical Community College is committed to offering high-quality programs based on a rigorous, coherent curriculum. Northshore is also committed to adhering to the policies and requirements of the Council on Occupational Education (COE), the Louisiana Community and Technical College System (LCTCS), and the Louisiana Board of Regents (BOR) related to curriculum requirements, and evaluation.

The curriculum is the province of the faculty. Through established curriculum review and approval processes at the program, department, and college levels, faculty are responsible for the content, quality, and effectiveness of the curriculum. The Vice Chancellor of Academic Affairs and Provost is responsible for the implementation, management, and oversight of the curriculum review and approval processes. This policy establishes a comprehensive process of curriculum review and approval at Northshore Technical Community College.

### Procedures

The Academic Affairs Committee of the College reviews all proposed curricular revisions and new curricular offerings. All curriculum actions must be proposed by faculty, reviewed by the Dean of Campus Administration and the appropriate Divisional Dean prior to submission to the Academic Affairs Committee.

Curriculum proposals which pertain to a single course may be made for provisional approval. If provisionally approved by the Divisional Dean, the course may be offered for a maximum of two academic terms before it must be reviewed for final approval. Provisional approval shall be used only when it is in the best interest of the curriculum development process and meets a special need.

The Vice Chancellor of Academic Affairs and Provost is responsible for the curriculum management, ensures faculty review of the curriculum at all levels, and facilitates and monitors the institutional approval, review, and evaluation processes. Additionally and when necessary, the Vice Chancellor of Academic Affairs and Provost facilitates the review and approval of institutionally approved curricula at the LCTCS and BOR levels.



**Policy & Procedure No. AA-005**  
**Northshore Technical Community College**

---

All proposed curricular revisions and additions being submitted to the Academic Affairs Committee must include the Academic Affairs Curriculum Change Form. All proposed course revisions and additions being submitted to the Academic Affairs Committee must include the Academic Affairs Course Change Form.

*Review Process:*

| <b>X</b> | <b>Reviewing Entity</b>      | <b>Review Date</b> | <b>Effective Date</b> |
|----------|------------------------------|--------------------|-----------------------|
| X        | Chancellor                   | 02/06/2015         | 06/01/2015            |
| X        | College Leadership Committee | 02/05/2015         | 06/01/2015            |
| X        | Academic Affairs Committee   | 02/04/2015         | 06/01/2015            |

*Distribution:*

Distributed Electronically via College's Internet  
All Employee Email Dated 02/06/2015