WESTERN
WYOMING COMMUNITY COLLEGE

ACCREDITATION EVIDENCE

Title: Curriculum Committee; Purpose, Committee Composition and Duties.

Evidence Type: Clear

Date:

WAN: 22-0190

Classification: Resource

PII: No   **Redacted:** No

Curriculum Committee

Purpose

The Curriculum Committee is for the most part a faculty-based committee that approves all modifications to current courses and programs or the addition of new courses and programs, as well as curriculum requirements for the A.A., A.S., A.A.S., & A.F.A. degrees. Its purpose is to safeguard the integrity and quality of the courses and programs that Western offers.

Committee Composition

Curriculum committee has 14 members representing all facets of the college to ensure quality courses and programs in all disciplines.

Voting Members:
- One faculty member with a full-time teaching assignment elected from each division by the full-time faculty of the division to serve a two-year term.
- One division chair elected the by division chairs to serve a two-year term.
- One faculty member with a full-time teaching assignment elected by the full-time faculty as an at-large representative to serve a two-year term.
- An student elected by the members of the ASG to be chosen every academic year
- Dean of Academic Affairs. The Dean shall be the permanent Chair of the Curriculum Committee and shall vote only in the event of a tie.

Ex-Officio Non-Voting Members:
- Professional employee from Student Affairs (Registrar)
- Associate Dean for Assessment
- Professional employee from Outreach selected by the Dean for Academic Affairs
- Professional employee from the Green River Center selected by the Dean for Academic Affairs

All non-voting members will have unexpired terms.

Note:
Faculty members on initial contracts may not serve on the Curriculum Committee during their first year at WWCC.

Duties

Course changes that must be approved by this committee include:
- ✓ course/catalog description, prerequisites, number of credits, course name.
- ✓ new course, topics course to permanent, course deletion

Program changes that must be approved by this committee include:
- ✓ new program/certificate, catalog description of the program, deleting & adding courses
- ✓ changes to the suggested certificate, A.A., A.S., or A.A.S. degree schedule

An additional duty is the review of course outlines for clarity. The committee reviews a course outline whenever a change or addition is requested. Outlines are consistently reviewed in critical areas (see Checklist). The committee, however, is particularly diligent in analyzing the evaluation, attendance, and grading policies. The committee wishes to ensure that these critical statements are clear and specific for our students.

Procedure

Below is a summary of the procedure:

A faculty member	Initiates the requested change by filling out the proper form attaching appropriate paperwork, such as a course outline, course description, or program change.
Other faculty in the dept	Review and sign off on the proposed changes, additions or deletions.
Division Chair	Reviews and signs, indicating approval
Curriculum Representative	Reviews and signs, indicating approval
Faculty Secretary	Puts proposal on the committee's agenda
Committee	Reviews proposal, approves, tables, or disapproves
Committee Chair (Dean of Academic Affairs)	Reviews, approves suggests changes, or disapproves
Registrar	Assigns course number if it is a new course
Enrollment Services	Enters changes to catalog or schedule

Workshops

Workshop courses need not be approved by the committee, however, you must have your division chair approve the syllabus/outline, send a copy to Enrollment Services. Workshops can be taught a number of times, just not in succession. Workshop courses are primarily for a short-term class or subject. Workshops will never become permanent courses.

Integrated Computer Application Courses

Software packages, such as Microsoft Works, Clarisworks, etc. can be taught under the CMAP 1900 number and also need not be approved by the committee as long as the Business Division Chair approves the course. Most of these courses are shortlived because technology is changing so rapidly. These courses are also meant to be taught only for a short time 2 - 3 semesters.

Outreach or Part-time Instructors Course Outlines or Offerings

Part-time and outreach instructors are directed to follow the course outlines developed by on-campus instructors. As a check, instructors in Outreach submit copies of their course outlines to the Director of Extended Education. The director sends copies to the appropriate division chair.

Quality Assurance

All part-time instructors must have students evaluate their course. These evaluations are sent to the local Outreach Coordinator, the Director of Extended Education, and the on-campus division chair. If an instructor receives a poor evaluation, corrective action is taken: the on-campus instructor talks to the Outreach instructor and/or the local coordinator visits the class. If appropriate, the instructor is not rehired.

Five Year Review of All Programs

Once every five years, each instructional program is evaluated in depth by the Program Review Steering Committee.

The Program Review Steering Committee coordinates the development of these assessments, but the actual analytical reports are developed by faculty-based committees. These reports have two main components: 1) a set of statistical information for the past three years to analyze and 2) a narrative section.

Faculty-based Committees

The program review committees are usually four-person committees composed of the division chair, a faculty member from that department, a faculty member or professional not associated with that department, and one other member.

Consent Agenda Items

1. The person proposing the change does not have to attend the meeting.

2. The full course outline does not have to accompany the proposal.

The following items may be include on the consent agenda:

- ❖ Course deletions
- ❖ Prerequisite changes
- ❖ Course number changes
- ❖ Course name changes
- ❖ Description changes

Topics/Workshop Courses
Procedure

Instructor: 1. Pick up a Topics/Workshop Course form from Bev Paulson Room 1349 or Enrollment Services

2. Fill out the form and attach a syllabus/course outline

3. Have your division chair sign

4. Return to Bev Paulson or Enrollment Services

Topics/Workshop Courses
Proposed Outline/Syllabus

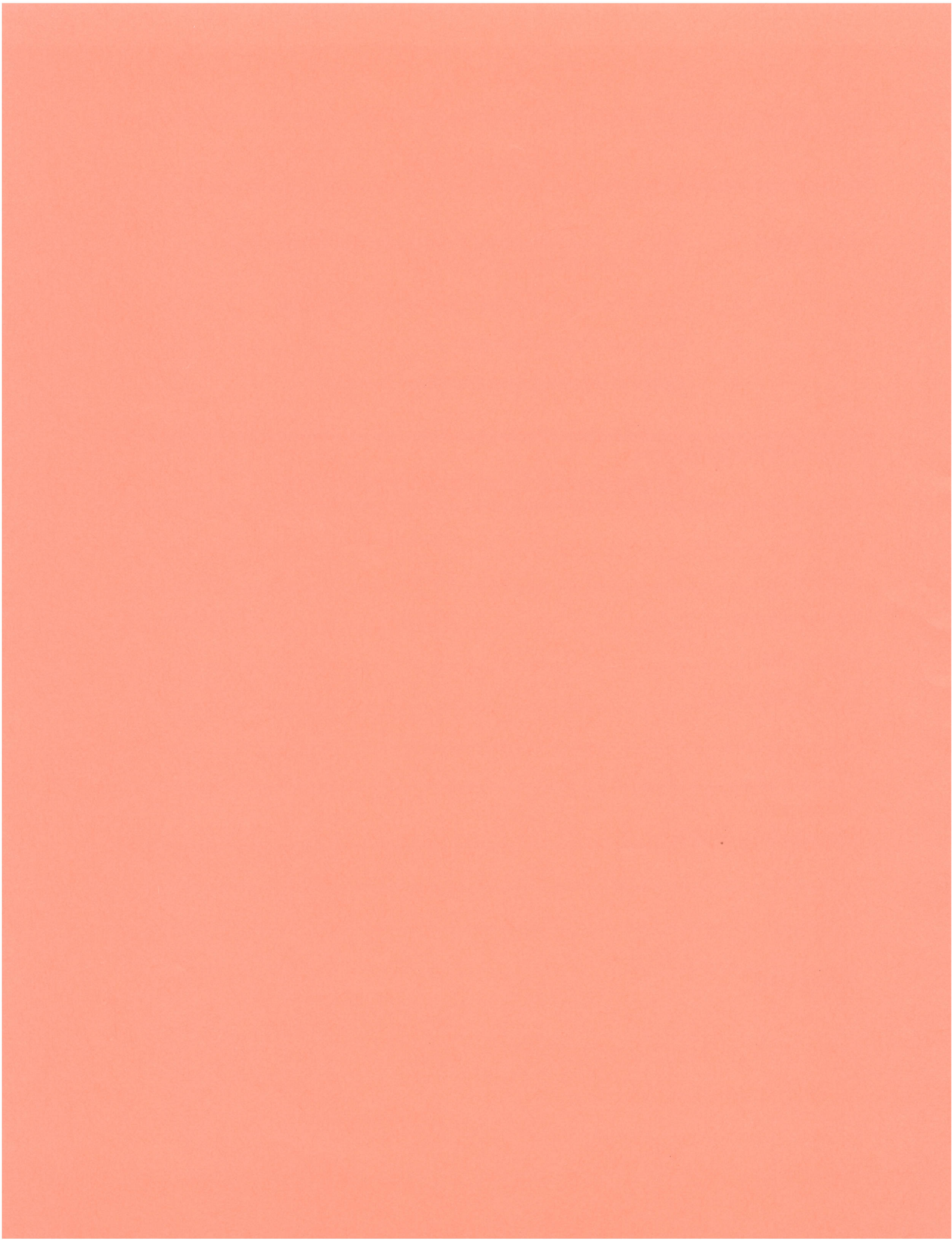Instructor:_____Semester/Year:_____

Credits:_____Lecture_____Lab _____

Course Number:_____Hrs/wk _____Hrs/wk _____

Course Title:_____

Course Description: _____

_____

_____

Proposed Units of Study:_____

_____

_____

_____
Division Chair

Western Wyoming Community College
Curriculum Form

Fill out this form to propose changes to individual courses:
1. *Obtain the appropriate signatures.*
2. *Return the signed form to the Curriculum Secretary and attach the appropriate documents along with a copy on disk.*
3. *Plan on attending the next Curriculum Meeting.*

Course Name _____ **Course Number** _____
___ Course Outline is attached and is in the appropriate form.

Type of Course: ___ Lecture   ___ Lab   ___ Open Entry Lab   ___ Other (explain)
___Hrs/Wk   ___ Hrs/Wk   ___ Hrs/Wk   ___Hrs/Wk

Check the change(s) you are proposing:
___ add a new course   ___ change the prerequisite
___ change a topics course to a permanent course   ___ change the credit hours
___ change the name for a course unique to WWCC   ___ revise catalog/course description
___ delete a course from catalog   ___ other (explain)

When would you like the change to go into effect?
___ Fall 20___   ___Summer 20___   ___Spring 20___

Gen Ed Requirement
___If you believe this course meets a gen ed requirement, please refer to the criteria linked on the Intranet site under Divisions, Academic Affairs, Curriculum Committee. Review the procedure, forms, and criteria or see the Curriculum Committee Secretary.

Briefly Explain the Purpose for this Change:

Signatures:
Originator_____ Date _____

These department members have reviewed the purpose and content of these changes and approved them as appropriate for a college course at WWCC:

_____ Date _____

_____ Date _____

_____ Date _____

Division Chair, _____, has reviewed and approved the proposal. The course outline has been reviewed and is in the appropriate form. This signature represents the division has followed the internal procedures for their division.

Curriculum representative, _____, has reviewed the proposal.

Revised 10-02

Minimum Requirements For Course Outline/Syllabus

- ☐ WESTERN WYOMING COMMUNITY COLLEGE

- ☐ COURSE OUTLINE/SYLLABUS

- ☐ DATE (SEMESTER/YEAR)

- ☐ COURSE NUMBER/NAME

- ☐ CREDITS

- ☐ INSTRUCTOR

- ☐ REQUIRED TEXTBOOKS AND/OR MATERIALS

- ☐ PREREQUISITES FOR A COURSE

- ☐ TRANSFERABILITY

- ☐ COURSE DESCRIPTION - (Must be same as catalog description)

- ☐ WWCC GOALS FOR STUDENT SUCCESS (ASSESSMENT GOALS)

  - COMMUNICATE COMPETENTLY
  - RETRIEVE INFORMATION
  - SEE ISSUES FROM MULTIPLE PERSPECTIVES
  - SOLVE PROBLEMS
  - DEVELOP LIFE SKILLS

  Western Wyoming Community College has identified five major goals for student success in order to assist students in developing abilities that will help prepare them to succeed in the world today and meet the challenges of the future. These goals are addressed in courses across the curriculum at WWCC and methods for instruction and assessment are varied. (The goals taught within the course and the methods of assessment should be described.)

- ☐ METHODS OF INSTRUCTION

- ☐ METHODS OF EVALUATION - (Attendance Policy, Grading Policy, etc.)

- ☐ MAJOR UNITS OF STUDY OR SCHEDULE - What will be taught in the class? Some syllabi include a timetable.

- ☐ CHANGES TO THE SYLLABUS - A phrase such as the one in italics allows you to make changes if necessary. *The above schedule and procedures in this syllabus/outline are subject to change in the event of extenuating circumstances.*

- ☐ STUDENTS WITH SPECIAL NEEDS - The following phrase indicates the instructor's awareness of students with special needs. *Students who qualify for specific accommodations under the Americans With Disabilities Act (ADA) should notify the instructor the first week of class. It is the student's responsibility to inform the instructor of his/her needs and to provide the necessary documentation to the director of the Student Development Center before any classroom accommodations can be made.*

- ☐ TECHNICAL DIFFICULTIES - Students who enroll in courses taught via compressed video (Switchnet), Internet, TV, and computer can expect technical difficulties to arise from time to time. Students are asked to be understanding and flexible as technical difficulties are resolved.

- ☐ TAPING OF COURSES - Students who enroll in courses taught over compressed video (Switchnet) can expect that some class sessions will be videotaped for various reasons. Students give their permission to be videotaped occasionally when they enroll in a compressed video (Switchnet) course.

PROGRAM CHANGES

Western Wyoming Community College
Curriculum Form

Fill out this form to propose changes related to programs:
1. *Obtain the appropriate signatures.*
2. *Return the signed form to the Curriculum Secretary and attach the appropriate supporting materials.*
3. *Plan on attending the next Curriculum Meeting.*

Program _____ **Total Hours** _____
__ A.A.   __ A.S.   __ A.A.S.   __ A.F.A.   ___ Nursing   __ Certificate
Fulfills Requirements for __ WWCC Graduation and/or ___ UW Block Transfer

Check the change(s) you are proposing:
__ proposing a new program/certificate   __ deleting course(s)
__ revising a program   __ revising the catalog description
__ adding course(s)

Briefly Explain the Purpose & Benefits for this Change:

Cost: List the additional costs and the source of funding:
   Instructor Costs *(if part-time)* _____   Source of Funding_____
   Current Expenses
   Equipment Costs

Signatures:

Originator _____   Date_____

These Department Members have reviewed the purpose and content of these changes and approved them as appropriate for a college course at WWCC:

_____   Date_____

_____   Date_____

_____   Date_____

Division Chair, _____, has reviewed and approved the proposal. The course outline has been reviewed and is in the appropriate form.

Curriculum representative, _____, has reviewed the proposal.

Western Wyoming Community College
Curriculum Committee

Transmittal Form

This form is to be attached to all Curriculum Committee proposals and will serve as authority for implementation only after it contains signature of Dean of Academic Affairs.

_____

Course Name: _____

Curriculum Committee Chair/Dean of Academic Affairs

Signature _____

Approved _   Rejected ___   Tabled ___
Date____   Date ___   Date ___

Comments: _____

_____

_____

_____

_____

_____

_____

_____

Registrar's Office Action _____

_____

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