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POLICIES & PROCEDURES FOR EMPLOYEES

Southwestern Community College - Policies and Procedures Manual

Policy Title: **Curriculum Development and Revision** **5.9**

Responsible
Division: Instructional Services

Date Approved: August 1995

1. Primary responsibility for the quality of the educational programs of the college resides with the faculty.
2. All programs of the college will be continually reappraised to assure that the offered courses meet the needs of the community and the students. The Board of Trustees encourages faculty involvement in the planning of course offerings and in the development of new techniques for meeting course objectives. The President is authorized to establish detailed procedures for curriculum development. The Board of Trustees authorizes Adult Education, Community Service courses, whether credit or non-credit, when there is apparent need for them in the community, when the courses are primarily educational, when qualified instructors and funds are available, and when a minimum of twelve (12) students are likely to enroll. Under unusual circumstances (e.g., acute community need, initiation of new programs) some latitude in class size will be allowed. A course may be discontinued when it ceases to meet these criteria.

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