

SOUTHWESTERN COMMUNITY COLLEGE	INSTRUCTIONAL CURRICULUM DEVELOPMENT	Policy 5.01.02
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I. CURRICULUM DEVELOPMENT AND REVISIONS

1. The primary responsibility for the quality of the College's educational programs resides with the faculty.

All College programs will be continually reappraised to assure that the offered courses meet the needs of the community and the students. The Board of Trustees ("Board") 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 authorizes Adult Education, Community Service courses, whether credit or non-credit, when:

- a. there is apparent need for them in the community
- b. the courses are primarily educational
- c. qualified instructors and funds are available and
- d. 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.

2. Any curriculum development, revision of study, and/or addition of study will be included in the College catalog and on the College website. Oversight is maintained by the Executive Vice President for Instruction and Student Services.

II. ESTABLISHING A NEW CURRICULUM

Instructional Services assesses curriculum needs through environmental scans, surveys, and requests. New curriculums will be established based on the following procedures:

1. Curriculum feasibility is discussed with North Carolina Community College System staff as appropriate.
2. College faculty and staff develop a curriculum outline.
3. College faculty and staff present a curriculum outline and justification to the College's Curriculum and Instruction Committee and then to the Board's Curriculum and Student Services Committee, which in turn presents the curriculum feasibility to the full Board.
4. The Board approves the offering of the curriculum.

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5. Key industry personnel and/or an ad hoc committee may be used during the planning process and upon program approval an advisory committee is formed.
6. College staff develops a detailed curriculum proposal and application.
7. The application is submitted to the North Carolina Community College System (NCCCS).
8. Revisions or additional information is provided to NCCCS staff upon request.
9. The NCCCS submits the application to the State Board of Community Colleges.
10. Upon approval from the State Board of Community College, the curriculum is initiated and assigned to appropriate division.
 - a. The program coordinators and staff from the Office of Public Relations and of Student Services market and recruit for the curriculums.
 - b. Instructional Services provides faculty, staff, equipment, and physical facilities.
 - c. The curriculum becomes operational.

III. COLLEGE CATALOGS

The Executive Vice President for Instruction and Student Services, in collaboration with the Director of Public Relations, maintains oversight of SCC catalogs.

- a. Any curriculum development or revision of a program of study will be included in the College catalog, on the College website, and in all relevant College publications.
- b. Faculty and staff review and update catalogs each year.
- c. SCC printed and digital catalogs are published annually.
- d. All current and archived digital catalogs are available on the College website.
- e. The Director of Student Records/Registrar maintains a copy of all SCC printed catalogs in the Student Services area.

Adopted: August 1995; April 2001

Revised: January 27, 2015
March 2022