

SOUTHWEST TENNESSEE COMMUNITY COLLEGE

SUBJECT: Curriculum Review and Development

EFFECTIVE DATE: July 1, 2000

1. Curriculum Review

All full-time faculty are responsible for the continuous review of curriculum to ensure that it is current, it meets or exceeds the standards of good practice, it is consistent with the mission of the College, and it complies with the approved objectives of the Department wherein it best fits.

The Chief Academic Officer of the College is responsible for periodically conducting review and evaluations of the curriculum. In the exercise of that responsibility, he or she will solicit advice from the faculty, department heads and deans. However, at the College, the final authority for formally evaluating the effectiveness of the curriculum resides with the Chief Academic Officer.

2. Curriculum Development

Curriculum additions, deletions, and revisions originate at the departmental level. Faculty members, department heads, administrators, and other interested parties may initiate such recommendations. These recommendations should receive endorsement of departmental faculty, the department head, division Curriculum Committee, and the division Dean prior to being submitted to the College Curriculum Committee for its review.

The College Curriculum Committee submits its recommendations to the Chief Academic Officer for final approval prior to being added to the College Course Inventory File.

Source of Policy: <u>Transition Team II Academic Programs</u>	Responsible Administrator: <u>Provost/Ex. VP for Academic and Student Affairs</u>
Related Policy: <u>N/A</u>	TBR Policy Reference: <u>N/A</u>
	TBR Guideline Reference: <u>N/A</u>
Approved: <u>President</u>	Date: <u>July 1, 2000</u>

Requests which pertain to a single course may be made for provisional approval. If provisionally approved by the Chief Academic Officer, 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.

3. College Curriculum Committee

Voting members of the College Curriculum Committee shall be members of the faculty with proportional representation from the various divisions. In addition, representatives from the Records Office, the Corporate Center, and the library shall be named to the Committee as non-voting members.

4. Other Considerations

The establishment of new programs, certificates, concentrations, majors or minors and substantive revision or termination of existing programs, certificates, concentrations, majors or minors also require approval of the Chief Executive Officer of the college and, subsequently, where applicable, the Tennessee Board of Regents and the Tennessee Higher Education Commission.