

ROGUE COMMUNITY COLLEGE ADMINISTRATIVE PROCEDURE

Note: This procedure has been rescinded by AP 4020 Program and Curriculum Development. Please see this separate document for updated information.

Procedure: Curriculum Proposals (AP-103)

Contact: Dean of Curriculum and Instruction, (541-956-7279)

Rogue Community College has specific approval processes for all proposed courses and programs. These local procedures are guided by accreditation requirements, board policies, and state approval processes:

1. Course Approval

- 1.1 Course approval typically starts with college faculty who determine the need for the course and becomes the sponsoring faculty member.
- 1.2 The sponsoring faculty member completes the “Rationale for New Course Proposals” form (Appendix A) and submits to their Dean for support.
- 1.3 The appropriate Dean will bring the form forward to the Dean of Curriculum and Instruction for their support.
- 1.4 If supported, the “Rationale for New Course Proposal” is taken to the Vice President of Instruction for approval.
- 1.5 If approved, the “Rationale for New Course Proposal” is taken to Curriculum and Academic Standards (CASC) committee for approval.
- 1.6 If approved, the sponsoring faculty will complete a New Course Outline using the template provided (Appendix B) following the development guidelines in The Course Outline Handbook of which excerpts can be found in Appendix C. All courses must include at minimum; title, number, credits, and expected learning outcomes. Assistance for this will be provided by the Dean of Curriculum and Instruction and/or the Data Management Specialist in Curriculum (DMS-C).
- 1.7 Once the course outline is approved by CASC, it will be submitted to the Community College Workforce Development (CCWD) department of the Higher Education Coordinating Commission (HECC) via WebForms by the DMS-C.

- 1.8 ~~Once approved, an email is sent to the Curriculum Updates email group and course is added to the Rogue Community College catalog via the DMS-C.~~
- 1.9 ~~New courses will also be reviewed by the Academic and Training Council (ATC) in the annual curriculum changes review meeting held in late Spring. Department chairs are responsible for disseminating and sharing this information with their respective departments.~~

2. ~~Program Approval for certificates and AAS degrees (CTE)~~

~~New certificates and AAS degrees must demonstrate that there is a need for the program, that they are designed in collaboration with multiple partners, that alignment occurs within k-20 and workforce, and that the program is designed in a way that provides students with the instruction and curriculum needed to be successful in careers. Programs vary in length from short term certificates of 12 credit Career Pathway Certificates through two year Applied Associate degrees. For assistance, please reference the Higher Education Coordinating Commission Program Approval Guide located at <http://handbook.ccwwebforms.net> and speak with the Dean of Curriculum and Instruction prior to starting the process.~~

- 2.1 ~~New programs typically start with college faculty who become the sponsoring faculty member for the duration of the curriculum development process.~~
- 2.2 ~~Sponsoring faculty member(s) start a proposal for new curriculum by completing the "Certificate and AAS Program Application Documentation" (Appendix D). This form must be signed by the Department Chair, appropriate Dean, Dean of Curriculum and Instruction and Vice President of Instruction. This form requires the development of; need/justification for program in cooperation with multiple partners, workforce need and job availability, and a curricular map that links program learning outcomes to the program being designed.~~
- 2.3 ~~If supported, the "Certificate and AAS Program Application Documentation" will be taken to the Executive Team by the Dean of Curriculum and Instruction for approval.~~
- 2.4 ~~Once approved by the Executive Team, the proposal will be submitted to the Rogue Community College Board of Education as an Action Item for Approval. The paperwork for this will be coordinated by the DMS-C.~~
- 2.5 ~~If approved by the RCC Board of Education, CCWD will be informed via the intent to start a new program notification in WebForms which will be submitted via the DMS-C.~~

- 2.6 Faculty then develops curriculum including course outlines as necessary. Each new course must have a new Course Outline following the template (Appendix B) and the guidelines in The Course Outline Handbook excerpts of which can be found in Appendix C. All courses must include at minimum; title, number, credits, and expected learning outcomes. Assistance for this will be provided by the Dean of Curriculum and Instruction and/or the DMS-C.
 - 2.7 Faculty will also develop the Program Guide with assistance from the Dean of Curriculum and Instruction.
 - 2.8 Once the course and Program Guides are approved by CASC, they will be submitted to the Community College Workforce Development (CCWD) department of the Higher Education Coordinating Commission (HECC) via WebForms by the DMS-C.
 - 2.9 Following RCC Board approval and CCWD approval, the Accreditation Liaison Officer (ALO), Director of Financial Aid, and Veteran's Coordinator will receive a completed application package (consisting of the Certificate and AAS Program Application Documentation and Program Guide) in order to begin the coordination and approval process through their respective entities.
 - 2.10 An email will then be sent to the Curriculum Updates email group and the newly approved program will added to the Rogue Community College catalog/publications via the DMS-C.
 - 2.11 An email will also be sent to student records at TransferCreditEvals@roguecc.edu so that Degree Audit can be updated appropriately.
 - 2.12 New courses will also be reviewed by the Academic and Training Council (ATC) in the annual curriculum changes review meeting held in late Spring.
3. Associates Degree Approval

The Oregon Legislature and the Higher Education Coordinating Commission (HECC) have approved Oregon community colleges to offer associate degrees. While the state has established basic criteria for associate degrees, additional requirements may be applied via the degree approval process. Any additional requirements must be in accordance with the Oregon Higher Education Coordinating Commission rules, policy and standards and the accreditation requirements of the Northwest Commission on Colleges and Universities (NWCCU). Students may use elective courses within the transfer degrees to focus on specific undergraduate program requirements necessary for entrance into a particular postsecondary institution. General education requirements should be collaboratively developed by the Curriculum and Academic Standards Committee (CASC) and the expected student learning

outcomes should be related to the institution's vision, mission and goals. Standards for course approval include: a) Course offers content present or acceptable in the first two years of instruction at four year higher education institutions; and, courses are designed to assure satisfactory articulation and transferability to Oregon public 4-year institutions. General Education requirements will be clearly explained in the RCC catalog via the Office of Curriculum and Scheduling.

- 3.1 New programs are typically started with college and/or university articulation agreements.
- 3.2 Sponsoring faculty member(s) start a proposal for new curriculum by completing the "New Transfer Degree Rationale" form (Appendix E) and submitting this form to the Dean of Curriculum and Instruction for their support.
- 3.3 If supported, the "New Transfer Degree Rationale" will be taken to the Executive Team by the Dean of Curriculum and Instruction for approval.
- 3.4 Faculty will then develop curriculum including course outlines as necessary. Each new course must have a new Course Outline following the template (Appendix B) and the development guidelines excerpts of which can be found in Appendix C. All courses must include at minimum; title, number, credits, and expected learning outcomes. Assistance for this will be provided by the Dean of Curriculum and Instruction and/or the DMS-C.
- 3.5 Faculty will also develop the Program Guide with assistance from the Dean of Curriculum and Instruction.
- 3.6 Once the course and Program Guides are approved by CASC, they will be submitted to the Rogue Community College Board of Education as an Action Item for Approval. The paperwork for this will be coordinated by the DMS-C.
- 3.7 Following RCC Board approval, the Accreditation Liaison Officer (ALO), Director of Financial Aid, and Veteran's Coordinator will receive a completed application package (consisting of the New Transfer Degree Rationale and Program Guide) in order to begin the coordination and approval process through their respective entities.
- 3.8 An email will then be sent to the Curriculum Updates email group and the new program added to the Rogue Community College catalog and applicable publications via the DMS-C. An email will also be sent to student records at TransferCreditEvals@roguecc.edu so that Degree Audit can be updated appropriately.

- 3.9 New courses will also be reviewed by the Academic and Training Council (ATC) in the annual curriculum changes review meeting held in late spring.

4. Non-Credit Certificate Approval

Non-credit certificates are a form of recognition awarded by Rogue Community College. They may be made up of a single course, or series of courses, that do not offer college credit for completion, but that provide documentation of skill attainment useful for career entry and/or career advancement. To qualify for a non-credit certificate, the courses must be rigorous and include an assessment of measurable outcomes or mastery of learning/knowledge. Assessments include, but are not limited to, quizzes, exams, written assignments, demonstration of skills, projects, and activities. Rigor must be modeled on national education and industry training benchmarks.

- 4.1 Non-credit certificates are typically brought forward by the Director of Continuing Education and start with the “Non-Credit Training Certificate Request” form (Appendix F) submitted to the Dean of Curriculum and Instruction.
- 4.2 The Dean will assist in the course numbering and Classification of Instructional Programs (CIP) Code identification.
- 4.3 Certificates must be a minimum of eighteen (18) hours of instruction up to a maximum of 210 hours. Contact hours for ALL courses cannot exceed a total of two hundred ten (210) hours. A single course or series of courses must be completed within the 210-hour limitation. Course(s) must be non-credit and must include at least one (1) assessment of measurable outcomes or mastery of learning and knowledge. Certificate must include at least one (1) program learning outcome.
- 4.4 Once the Request form is completed, the Executive Team is notified by the Dean of Curriculum and Instruction.
- 4.5 The request is next taken to the Curriculum and Academic Standards Committee for review and approval.
- 4.6 Once approved, the request is taken to ATC for review.
- 4.7 The certificate is then entered into WebForms by the DMS-C for CCWD/HECC approval. As a courtesy, the Accreditation Liaison and Curriculum Updates group is notified of new, and terminated, non-credit certificates. An email will also be sent to student records at TransferCreditEvals@roguccc.edu.
- 4.8 Non-Credit Certificates are not subject to annual review and are not typically included in the catalog. Completion does not qualify the recipient for graduation.

~~However, if discontinued, the Curriculum and Scheduling office must be notified so that a termination letter can be submitted to CCWD/IECC.~~

~~DATE APPROVED: 6/25/2018~~