

**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Note: This procedure has been rescinded by AP 4020 Program and Curriculum Development.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 Review Procedure (AP-104)

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

1. ~~Course outlines must be reviewed and approved, at minimum, every three years by the faculty led Curriculum and Academic Standards Committee (CASC).~~
 - 1.1 ~~The list of course outlines needing review, in the next academic year, will be sent by the Curriculum and Instruction office in June along with the CASC calendar.~~
 - 1.2 ~~Department Chairs must review the calendar to be sure the date will work and that they will come prepared to present their expiring course outlines and annual CASC reviews for each certificate and degree in response to stakeholder feedback and student performance on assessment measures as determined by departments. The CASC date is negotiable, but attendance/representation is not.~~
 - 1.3 ~~The Department Chair, in coordination with department faculty, should review the course outlines, assessment of course learning outcomes and update courses as appropriate. Starting early allows for valuable departmental discussion surrounding assessment and adjustments based upon student performance on outcomes.~~
 - 1.4 ~~Courses that are no longer relevant, or needed, should be removed from the catalog/list by contacting the Curriculum Data Management Specialist (DMS-C).~~
 - 1.5 ~~One month prior to the department CASC date, expiring course outlines will be sent to the Department Chair in Word format for editing, via email. (New fillable forms will also be available if preferred and for new courses). This email will include directions and information for gaining assistance from the Office of Curriculum and Scheduling.~~
 - 1.6 ~~Course outlines are due to the Curriculum and Scheduling Office two weeks prior to the department's assigned CASC date. They will then be placed on the Y Drive for CASC members to read, review and formulate questions in preparation for the CASC meeting.~~
 - 1.7 ~~Department Chairs are expected to present their course outlines at the CASC meeting where they will be reviewed and approved, modified, tabled or denied.~~

- 1.8 ~~The Curriculum and Scheduling Office will make all changes recommended by the CASC committee and return the approved/final copy of the course outline, to the Department Chair, via PDF. Departments must destroy all Word outlines at this point as the PDF will be the final and approved version of the course outline.~~
- 1.9 ~~All course changes will be submitted to the Academic and Training Council (ATC) for review at the end of the CASC season (March/April).~~
- 1.10 ~~The Curriculum and Scheduling office maintains and tracks all official course outlines.~~
2. ~~Programs and degrees, including Pathways certificates, must be reviewed annually and approved at CASC, and then ATC.~~
 - 2.1 ~~The CASC calendar will be distributed in June. In addition to course outlines, Department Chairs are expected to bring all programs (including pathways certificates, certificates, degrees, and emphasis areas) for annual review.~~
 - 2.2 ~~Program learning outcomes must be on these documents and reviewed annually for accuracy and relevancy (as determined by department assessment process).~~
 - 2.3 ~~The Department Chair, in coordination with department faculty, should review the Program Guides and be planning needed updates. Starting early allows for valuable departmental discussion surrounding programs and adjustments based upon student performance on program learning outcomes.~~
 - 2.4 ~~Programs can only be discontinued via the Institutional Teach-Out Procedure (APXX).~~
 - 2.5 ~~One month prior to the department CASC date, currently approved Program Guides will be sent to the Department Chair via email (with current Program Learning outcomes listed). This email will include directions and information for gaining assistance from the Curriculum and Scheduling Office.~~
 - 2.6 ~~Department Chairs are asked to write legibly all proposed changes on the Program Guides. Alternatively, track changes can be used if preferred.~~
 - 2.7 ~~Program Guides are due back with proposed changes two weeks prior to the department's assigned CASC date. They will then be placed on the Y Drive for CASC members to read, review and formulate questions in preparation for the CASC meeting.~~

- 2.8 ~~Department Chairs are expected to present their Program Guides at the CASC meeting where they will be reviewed and approved.~~
- 2.9 ~~The Curriculum and Scheduling Office will make all changes recommended by the CASC committee and return the approved Program Guides, to the Department Chair, via PDF. Departments must destroy all draft Program Guides at this point as the PDF will be the final and approved version of the Program Guide and will be used for catalog development.~~
- 2.10 ~~All Program Guides will be submitted to ATC for review at the end of the CASC season (March/April).~~
- 2.11 ~~The Curriculum and Scheduling office maintains and tracks all official Program Guides.~~

~~DATE APPROVED: 06/25/2018~~