Standard Operating Procedure

Procedure Title: Approval of New Courses and Programs of Study
Procedure #: CC.001
Revision #: 004

Unit Responsible: Academic Senate, Curriculum Committee
Individual Responsible: Chair, Curriculum Committee

Effective Date: 04/15/2022
Initial Approval Date: 08/22/2019
Last Review/Update Date: 04/15/2022
Next Review Date: 04/01/2025

*Does this procedure support a Board Policy? Yes
   If yes, identify: 3.050-Approval of New Courses and Programs

   Board policies can be found at: LCC Board of Trustees Policy Page

*Does this procedure support HLC criteria? Yes
   If yes, identify: 3A, 3B, 4A, 4B

   HLC Criteria can be found at: HLC Accreditation Criteria

*Does this procedure support a State or Federal Regulation? No
   If yes, identify: n/a

*Note: Standard Operating Procedures should be in furtherance of some LCC policy and/or accreditation criteria, even if the relationship is not direct. Assistance in determining this information can be obtained from the Academic Procedure Advisory Committee (APAC) and/or the Accreditation Liaison Officer.
Approval of New Courses and Programs of Study, BP 3.050

1. **Purpose**

To standardize the review of new courses and programs of study by the Curriculum Committee (CC) in order to ensure consistency across the various divisions of the College.

2. **Scope**

This procedure applies to all new courses and new programs of study proposed by the faculty of Lansing Community College.

3. **Prerequisites**

Faculty proposing new courses and/or new programs of study must follow their divisional processes, leading to approval by their Dean. This includes completing the proper CC forms for submission of new courses and/or program of study, ensuring that the Provost’s Cabinet has approved the proposal(s), and also ensuring that the Higher Learning Commission approves of any new programs of study.

The proposed new program of study also must have completed a review by the Market Analysist from Center for Data Science before being reviewed by the Provost Cabinet.

4. **Responsibilities**

The Chair of the CC is responsible for overseeing each stage of this SOP. The Chair of the Technical Review Team (TRT) will be responsible for overseeing the detailed review of each course and/or curriculum. The members of the CC and the TRT will be responsible for conducting due diligence with regard to reviewing courses and/or curricula.

5. **Procedure**

1. Academic Affairs is included on all CC communication so that the College is able to maintain a record of all CC procedures. Academic Affairs will provide support for the CC Chair.

2. The divisional Course Information Management Team (CIMT) representative, on behalf of the divisional Dean, will complete the 5-star ticket request form:
   a. [New Course Proposal](#)
   b. [New Program of Study Proposal](#)
NEW COURSE PROPOSAL:

1. The Academic Affairs Project Coordinator (AAPC) reviews proposal to ensure that form is complete. If not, proposal is returned to divisional CIMT representative.

2. When form is submitted,
   a. Complete: the arrival date is recorded, and the AAPC forwards to the Director of Assessment and TRT Chair for review and approval.
   b. Updates needed: the form is returned to divisional CIMT representative for further completion.

3. TRT conducts formal, detailed review. If necessary, they will consult with the divisional CIMT representative. The CIMT representative communicates with the contact person listed on the proposal.

4. TRT Chair returns any proposals approved or tentatively approved with concerns to CC Chair or designee with recommendation via a TRT Report.

5. The CC Chair or designee forwards TRT Report for divisional CIMT rep to review and discuss with contact person listed on proposal.

6. AAPC will put the proposal on the next CC meeting agenda.

7. The full CC reviews the proposal.

8. If the proposal is approved, the AAPC will forward the proposal to the Academic Senate President for senate review.

9. If the proposal is approved by Academic Senate, the AAPC will forward the proposal to the Provost for review.

10. If the proposal is approved by Provost,
    a. AAPC will forward a decision letter to the Dean, CIMT representative, and contact person on proposal.
    b. A copy of decision letter and approve proposal will be maintained on the O: drive workspace.

11. The Accreditation Liaison Officer (ALO) and Senior Director of Financial Aid & Title IV Compliance will be advised of new programs of study.
NEW PROGRAM OF STUDY PROPOSAL:

1. The Academic Affairs Project Coordinator (AAPC) reviews proposal to ensure that form is complete. If not, proposal is returned to divisional CIMT representative.

2. When form is submitted,
   a. Complete: the arrival date is recorded, and the AAPC forwards to the Director of Assessment and the TRT Chair for review and approval.
   b. The proposal will also be forwarded to the Degree Works Administrator for review.
   c. Updates needed: the form is returned to divisional CIMT representative for further completion.

3. TRT conducts formal, detailed review. If necessary, they will consult with the divisional CIMT representative. The CIMT representative communicates with the contact person listed on the proposal.

4. TRT Chair returns any proposals approved or tentatively approved with concerns to CC Chair or designee with recommendation via a TRT Report.

5. The CC Chair or designee forwards TRT Report for divisional CIMT rep to review and discuss with contact person listed on proposal.

6. AAPC will put the proposal on the next CC meeting agenda.

7. The full CC reviews the proposal.

8. If the proposal is approved, the AAPC will forward the proposal to the Academic Senate President for senate review.

9. If the proposal is approved by Academic Senate, the AAPC will forward the proposal to the Provost for review.

10. If the proposal is approved by Provost,
    a. AAPC will forward a decision letter to the Dean, CIMT representative, and contact person on proposal.
    b. A copy of decision letter and approve proposal will be maintained on the O: drive workspace.

11. The Accreditation Liaison Officer (ALO) and Senior Director of Financial Aid & Title IV Compliance will be advised of new programs of study.
6.  Reference

Curriculum Committee Charter - The Curriculum Committee (CC) was officially chartered by the Academic Senate on March 2, 2018. This formalized the transition from the old Curriculum & Instruction Council to the current CC.

Worksheets (forms tab):
- New Course Proposal
- New Program of Study Proposal

7.  Definitions

ALO: Accreditation Liaison Officer – The individual identified by LCC to serve as a contact point with the Higher Learning Commission, in addition to the College’s President. The ALO is expected to be aware of HLC requirements and to guide the College’s efforts in relation to compliance.

CC: Curriculum Committee – a Standing Committee of the Academic Senate charged with providing “leadership and support related to academic courses and curricula to ensure that academic standards are maintained” and led by faculty.

CIMT: Course Information Management Team – a college-wide committee charged with managing data, information and processes to coordinate and implement aspects of academic course scheduling and instruction.

TRT: Technical Review Team – subcommittee of the Curriculum Committee that pre-reviews proposals for technical issues and consistency.