	<b>Academic Senate Curriculum Committee</b>	<b>SOP #</b>	1
		<b>Revision #</b>	5.0
		<b>Implementation Date</b>	Fall 2018
<b>Page #</b>	1 of 3	<b>Last Reviewed/Update Date:</b>	10/02/2018
<b>SOP Owner: Chair, CC</b>		<b>Approval:</b>	tbd
<b>Supports College Policy:</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<b>Policy Name: Approval of New Courses and Programs</b>	<b>Next Review Date:</b>	10/12/2018
<b>Supports HLC Criterion:</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<b>Criterion: 3A, 3B, 4A, 4B</b>		

## Standard Operating Procedure

### **1. Purpose**

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To establish a process by which all new courses and curricula will be reviewed, by a faculty-led committee, in order to ensure consistency across the various divisions of the college.

Relevant background information: 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.

### **2. Scope**

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

### **3. Prerequisites**


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Faculty proposing new courses and/or new curricula 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 curricula, ensuring that the Provost's Cabinet has approved the proposal(s), and also ensuring that the Higher Learning Commission approves of any new curricula. Once the Dean has signed the form, it may be forwarded to the Chair of the CC.

### **4. Responsibilities**

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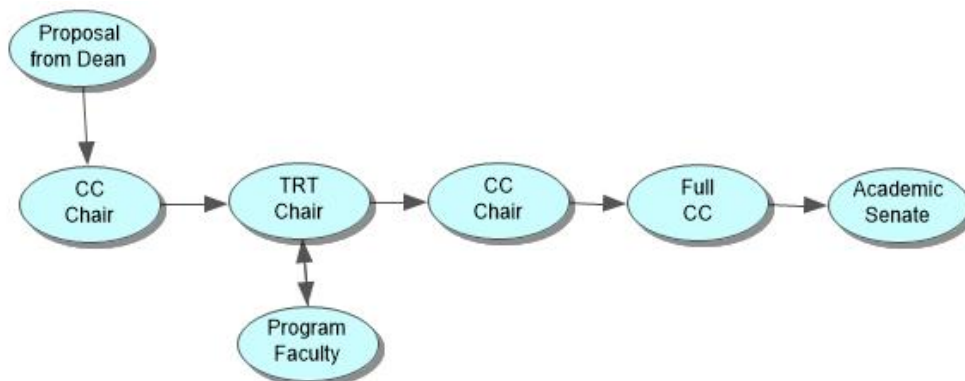
The Chair of the CC is responsible for overseeing each stage of this SOP. The Chair of the Technical Review Team (TRT – a subcommittee of the CC) will be responsible for overseeing the detailed review of each course and/or curriculum. The members of the CC and the TRT will be responsible for conducting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

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## 5. Procedure

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1. Academic Affairs is cc'ed 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. CC Chair receives new course/curriculum proposal from divisional Dean.
3. CC Chair reviews proposal to ensure that form is complete. If not, proposal is returned to divisional Dean.
4. If form is in order, the arrival date is recorded, and the CC Chair forwards proposal to TRT Chair.
5. 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.
6. TRT Chair returns approved (or tentatively approved with concerns) proposal to CC Chair with recommendation.
7. The full CC reviews the proposal.
8. If approved by majority vote, the CC Chair will forward the proposal to the Academic Senate President for senate review.



## 6. References

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N/A

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## **7. Definitions**

Curriculum Committee (CC) – a subcommittee of the Academic Senate charged with providing “leadership and support related to academic courses and curricula to ensure that academic standards are maintained.”

Technical Review Team (TRT) – a subcommittee of the CC charged with the detailed review of the forms submitted for new courses and/or new curricula. This committee may include resource members who are not members of the CC itself.