	Academic Senate Curriculum Committee	SOP #	2
		Revision #	3.0
		Implementation Date	Fall 2018
Page #	1 of 3	Last Reviewed/Update Date:	10/02/2018
SOP Owner: Chair, CC		Approval:	tbd
Supports College Policy: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Policy Name: Approval of Revised Courses	Next Review Date:	10/12/2018
Supports HLC Criterion: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Criterion: 3A, 3B, 4A, 4B		

Standard Operating Procedure

1. Purpose

To establish a process by which all revised courses 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


This procedure applies to all revised courses proposed by the faculty of Lansing Community College.

3. Prerequisites

Faculty proposing revised courses must follow their divisional processes, leading to approval by their Dean. This includes completing the proper CC forms for submission of revised courses. Once the Dean has signed the form, it may be forwarded to the Chair of the CC.

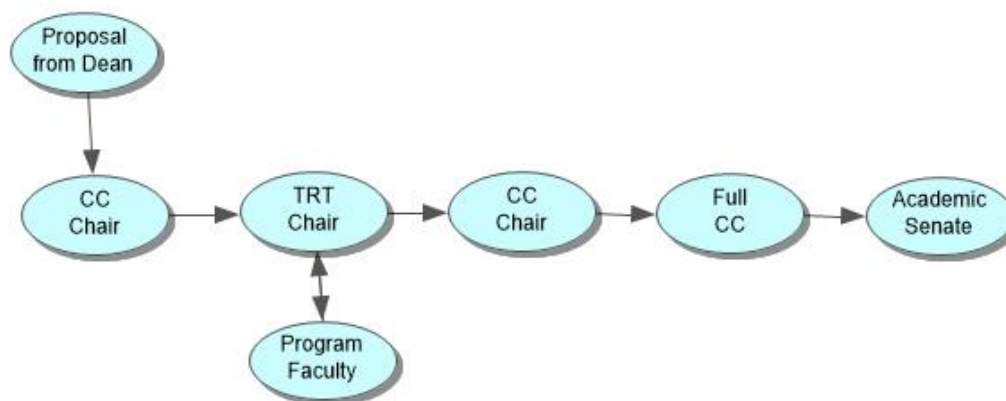
4. Responsibilities

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 revised course. The members of the CC and the TRT will be responsible for conducting due diligence with regard to reviewing revised courses.

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5. Procedure

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 revised course 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

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 revised courses. This committee may include resource members who are not members of the CC itself.