	Academic Senate Curriculum Committee	SOP #	3
		Revision #	4.0
		Implementation Date	Fall 2018
Page # 1 of 3	Name: Approval of Course Cancellations and Curriculum Discontinuations	Last Reviewed/Update Date:	10/16/2018
SOP Owner: Chair, CC		Approval:	tbd
Supports Board Policy: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Board Policy Name(s):	Next Review Date:	10/26/2018
Supports HLC Criterion: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	HLC Criterion: 3A, 3B, 4A, 4B		

Standard Operating Procedure

1. Purpose

To establish a process by which all course cancellations and curriculum discontinuations 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 course cancellations and curriculum discontinuations proposed by the faculty of Lansing Community College.

3. Prerequisites

Faculty proposing course cancellations and curriculum discontinuations must follow their divisional processes, leading to approval by their Dean. This includes completing the proper CC form for submission of curriculum discontinuation. 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 CC will be responsible for overseeing the detailed review of each course cancellations and/or each curriculum discontinuation. The members of the CC will be responsible for conducting due diligence with regard to reviewing course cancellations and curriculum discontinuations.

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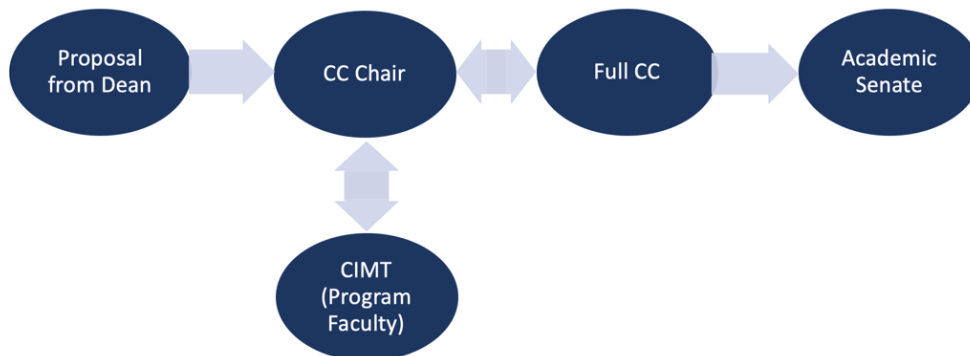
5. Procedure


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. Course cancellations go through the review of the Annual Course Revisions document. The CC reviews the Annual Course Revisions document, if approved by majority vote, course cancellations are documented on the Annual Course Revisions document and shared with the Course Information Management Team (CIMT).
3. CC Chair receives curriculum discontinuation proposal from divisional Dean.
4. CC Chair reviews proposal to ensure that form is complete. If not, proposal is returned to divisional Dean.
5. If form is in order, the arrival date is recorded, and the CC 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. If approved by majority vote, the CC Chair will forward the proposal to the Academic Senate President for senate review.

Course Cancellations



Curriculum Discontinuations



	Academic Senate Curriculum Committee	SOP #	3
		Revision #	4.0
		Implementation Date	Fall 2018
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6. References

N/A

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.”

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

Michigan Transfer Agreement (MTA) - this agreement was created to facilitate the transfer of general education requirements from one institution to another.

General Education Core (Core) – this area was created because LCC believes in the importance of common core of skills, knowledge, understanding and reasoning for students pursuing associate degrees. LCC continues its commitment to General Education Core in the areas of mathematics, global perspectives and diversity, science, speech communication, and writing for students seeking applied degrees.