	Academic Senate Curriculum Committee	SOP #	4
		Revision #	3.0
		Implementation Date	Fall 2018
Page # 1 of 3	Name: Approval of Core and MTA Proposals	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 Core and MTA proposals 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 Core and MTA proposals proposed by the faculty of Lansing Community College.

3. Prerequisites

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

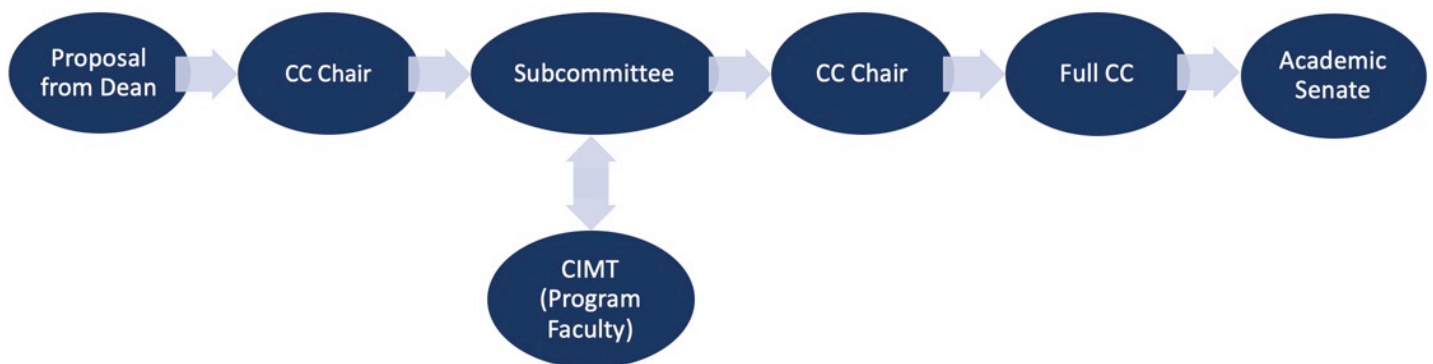
4. Responsibilities

The Chair of the CC is responsible for overseeing each stage of this SOP. Subcommittee of the CC will be responsible for overseeing the detailed review of each Core and MTA proposal. The members of the CC will be responsible for conducting due diligence with regard to reviewing Core and MTA proposals.

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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 sends out a college-wide call for Core and MTA proposals.
3. CC Chair receives Core and MTA proposals from the 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 Chair forwards proposal to subcommittees.
6. The subcommittees conduct formal, detailed review. If necessary, they will consult with the divisional Course Information Management Team (CIMT) representative. The CIMT representative communicates with the contact person listed on the proposal.
7. Subcommittees return approved (or tentatively approved with concerns) proposal to CC Chair with recommendation.
8. The full CC reviews the proposal.
9. 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.”

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.