

Academic Affairs Presentation Checklist

Name: Vickery Viles, Director of Curriculum and Assessment

Date: 2017 Jan. 23

Department: VPI, Curriculum Committee

Agenda item: Proposal for Curriculum Standards Procedure

OVERVIEW OF POLICY (PROCEDURE)

The Curriculum and Assessment Office has engaged with various College community members to articulate definitions, standards, procedures, and business rules around our credit curriculum, and then worked to align our data systems (Banner, GradTracks, Webforms) to agree. The resulting documentation has come together in a new reference manual referred to as Curriculum Standards.

The Curriculum Standards document has the following purpose:

The Curriculum Standards documentation provides COCC faculty and staff with guidelines and definitions to support the approval, revision, and communication of credit curriculum. The Standards establish a COCC process and criteria that align with and support those described by Oregon Administrative Rules and the Oregon Office of Community Colleges and Workforce Development (CCWD) and Higher Education Coordinating Commission (HECC) in addition to the regional accrediting agency Northwest Commission on Colleges and Universities (NWCCU). It is a primary resource for the Curriculum Committee members who review and approve curriculum, and it assists academic departments, support departments, new employees, and others who need to understand our standards in order to support students.

BUDGET

N/A, this item has not budget impact.

INSTRUCTIONAL REQUIREMENTS

The Curriculum and Assessment Department takes responsibility for maintaining this documentation by conducting annual review with the Curriculum Committee (and other stakeholders on request) and communicating changes through Academic Affairs.

OPERATIONAL NEEDS, CURRENT AND FUTURE

N/A

STUDENT IMPACT

Our intention is to create resources to assist faculty in making curriculum improvements, and to clarify and improve the accuracy of our articulation of the curriculum to students.

ANTICIPATED IMPLEMENTATION TIMELINE

The document is in development in 2016-17. Curriculum Committee will be asked to review the Standards in Spring 2017 and the first formal iteration will be published in 2017-18.