

SOUTHWESTERN COMMUNITY COLLEGE	INSTRUCTIONAL CURRICULUM DEVELOPMENT	Policy 5.01.02
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I. CURRICULUM DEVELOPMENT AND REVISIONS

The primary responsibility for the quality of the College's educational programs resides with the faculty.

All College programs will be continually reappraised to assure that the offered courses meet the needs of the community and the students. The Board of Trustees ("Board") encourages faculty involvement in the planning of course offerings and in the development of new techniques for meeting course objectives. The President is authorized to establish detailed procedures for curriculum development.

The Board authorizes Adult Education, Community Service courses, whether credit or non-credit, when:

1. There is apparent need for them in the community;
2. the courses are primarily educational;
3. qualified instructors and funds are available; and
4. a minimum of twelve (12) students are likely to enroll.

Under unusual circumstances (e.g., acute community need, initiation of new programs) some latitude in class size will be allowed. A course may be discontinued when it ceases to meet these criteria.

II. ESTABLISHING A NEW CURRICULUM

Instructional Services assesses curriculum needs through environmental scans, surveys, requests, etc. New curriculums will be established based on the following procedures:

1. Curriculum feasibility is discussed with North Carolina Community College System staff as appropriate.
2. College staff develops a curriculum outline.
3. College staff presents a curriculum outline and justification to the College's Curriculum and Instruction Committee and then to the Board's Curriculum and Student Services Committee, which in turn presents the curriculum feasibility to the full Board.
4. The Board approves the offering of the curriculum.
5. Key industry personnel and/or an ad hoc committee may be used during the planning process and upon program approval an advisory committee is formed.
6. College staff develops a detailed curriculum proposal and application.

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7. The application is submitted to the North Carolina Community College System (NCCCS).
8. Revisions or additional information is provided to NCCCS staff upon request..
9. The NCCCS submits the application to the State Board of Community Colleges.
10. Upon approval from the State Board of Community College, the curriculum is initiated and assigned to appropriate division.
 - a. Student Development markets and recruits for the curriculum.
 - b. Instructional Services provides staff, equipment, physical facilities, etc.
 - c. The curriculum becomes operational.

Adopted: August 1995; April 2001

Revised: January 27, 2015