

# Lewis and Clark Community College

## Process for Submission and Approval of Curricular Proposals

**Please Note:** The complexities of getting curriculum proposals approved by the Academic Affairs Committee (AA Staff), the Curriculum and Instruction Committee (CIC), Illinois Community College Board (ICCB), and possibly the Illinois Articulation Initiative (IAI) and/or the Illinois Board of Higher Education (IBHE) must be recognized by the proposer. Timing is everything. Once a proposal is approved by the CIC, ICCB approval is usually required as well. Some courses can be processed within 30 days; some new curricula may require six months or longer. Then, upon ICCB approval, additional time is required to prepare the various databases that will allow for public access, student registration, faculty assignments, and degree audit system functionality.

### New Programs Proposed for Fall

Submitted to/Approved by:	Date
Advisory Committee	Fall or Spring Semester Meeting
Academic Affairs Staff	February Meeting
Curriculum & Instruction Committee	February Meeting
LC Board of Trustees	March Meeting
ICCB Submission Deadline	March 31
ICCB	June Meeting
IBHE	August Meeting

### New Programs Proposed for Spring

Submitted to/Approved by:	Date
Advisory Committee	Spring Semester Meeting
Academic Affairs Staff	September Meeting
Curriculum & Instruction Committee	September Meeting
LC Board of Trustees	October Meeting
ICCB Submission Deadline	October 31
ICCB	November Meeting
IBHE	December Meeting

## Program Revisions

To become effective for the next academic year, a revised program needs:

Academic Affairs approval by	November Meeting
CIC approval by	November Meeting
ICCB approval by	February 28th
To appear in catalog by	March 1st
For fall enrollment starting	Mid-March

- While a new program may start in the spring, all program revisions will take effect in the new academic year which starts in the fall semester
- Any revisions that are approved after the above dates will not become effective until the following academic year

**Information highlighted in red refers to the steps needed to be addressed by the requester for a particular category.**

### I. Approval by Deans/Vice President

All items brought to the Committee for approval must first:

- Be reviewed by the appropriate dean prior to submission to Academic Affairs Committee meeting
- Be approved by the Academic Affairs Committee as a group
- NOTE: Any program or course requiring new funds should have administrative approval prior to presentation to the Committee.

**Proposals without such prior actions will not be considered by the Committee.**

### II. New Credit Courses

- All new credit courses to be added to the ICCB Course Master List for Lewis and Clark Community College (L&C) are presented to the Committee before submission to the ICCB office. Exceptions may be made for PCS 1.6 courses.
- Courses to be considered for university transfer (PCS 1.1) will require evidence of articulation with at least three of the following senior institutions prior to submission to the ICCB office:
  - Eastern Illinois University
  - Illinois State University
  - Northern Illinois University
  - University of Illinois - Springfield
  - Southern Illinois University - Carbondale
  - Southern Illinois University - Edwardsville
  - University of Illinois - Urbana/Champaign

Western Illinois University

This activity is initiated by Teri Kanallakan (and can commence prior to Committee approval due to timing issues) only after the syllabus is reasonably certain to be a thorough and accurate document.

- C. Courses to be considered for university transfer (PCS 1.1) and for General Education Core Curriculum assignment (Communications, Mathematics, Physical and Life Science, Humanities and Fine Arts, or Social and Behavioral Sciences) must match the Illinois Articulation Initiative (IAI) standards for the specific category for which it is seeking assignment. Refer to [www.iTransfer.org](http://www.iTransfer.org) or see Jeff Coles for details and requirements.

This activity is initiated by Jeff Coles (and can commence prior to Committee approval due to timing issues) only after the syllabus and supporting documentation are reasonably certain meet the specific IAI Panel's requirements.

- D. Although courses considered vocational skills in nature (PCS 1.6) are not usually presented to the Committee for approval, they do require Academic Affairs Committee approval prior to submission to ICCB. These courses are generally developed for a specific business or industry and are neither core courses nor electives in existing degree or certificate programs. Note: The list of such courses submitted to the ICCB since the last Committee meeting will be included in the agenda for the information of Committee members.

- E. **The following information should be submitted to the Committee when seeking new course approval:**

1. **Submit a New Course Development Worksheet found on the L&C website under Faculty & Staff/Curriculum Development**
2. **A course syllabus properly dated and prepared in the official L&C format. The course objectives in the syllabus must be student-centered and written as measurable outcomes**
3. **A cover memo, which addresses the following:**
  - a. **What is the intended audience for the course (university transfer, career/technical, developmental, GED)?**
  - b. **How was the need for this course established? (advisory committee recommendation, employer survey, articulation requirements with a senior institution, etc.)?**
  - c. **What qualifications will be required of faculty teaching this course? Are qualified faculty currently available or will new part-time or full-time faculty be hired?**
  - d. **For career/technical courses (PCS 1.2), what degree/certificate program will this course be assigned? Will it replace an existing course? Will it be a core course or used as an elective? Will the new course affect the credit hours of the career/technical program it is assigned? Will it be used by other programs?**
  - e. **Does this course have a prerequisite? Is this course a prerequisite for other courses?**

### III. Revision of Existing Courses

- A. The following revisions to existing courses should be submitted to the Committee for approval:
1. Course title
  2. Credit hours
  3. Lecture/Lab hours
  4. Prefix/number
  5. Prerequisite
  6. IAI Status
  7. Repeatability
  8. Variable credit
  9. Substantial changes in course objectives or course content.
  10. Program Code (curriculum number) \*
  11. PCS Code\*
  12. CIP Code\*
- B. Note that changes in Program Code (curriculum number), PCS Code, or CIP Code are usually the result of other proposed changes.
- C. **The following information should be submitted to the Committee when requesting a revision of an existing course:**
1. **The official course syllabus copied from M:\Syllabi or the Course Syllabus Database on the Faculty & Staff page of the L&C website. Use the ~~striketrough~~ feature to withdraw language and the red font color to add language.**
  2. **A cover memo showing the rationale for such a change.**
    - a. **How was the need for this course revision established?**
    - b. **For career/technical courses (PCS 1.2), what degree/certificate program(s) will this course affect? Will the revised course affect the credit hours of any or all of the programs? Have other program coordinators been consulted if the change affects more than one program?**

### IV. Withdrawal of Courses

A request to withdraw an approved course from the ICCB Master File must be presented to the Committee for approval. **Please include a brief rationale for the decision.** A copy of the syllabus is NOT necessary.

### V. New Curricula

- A. All new curricula to be added to the ICCB Master Curriculum File must be approved by the Committee prior to submission to the ICCB office.
- B. New curricula presented to the Committee should include:
1. **Supportive materials indicating the need for such a program and the rationale for its inclusion in the college offerings at this time to include:**
    - a. **Evidence of student learning supports need**
    - b. **Alignment with transfer college or university directs need**
    - c. **Recommendations from Program Advisory Committee direct need**
    - d. **Changes in labor market direct need**
    - e. **Acquisition of new equipment/facilities support need**
    - f. **Accrediting agency directs need**
    - g. **Developments in the discipline support need**
  2. **A copy of the complete curriculum with the following noted:**

- a. The curriculum must be in compliance with college-wide general education requirements.
- b. The curriculum must be in compliance with ICCB policies regarding maximum permissible credit hours.
- c. The following sections of ICCB Form 20 (Application for a New Unit of Instruction).
  - i. Cover page
  - ii. Curriculum Description
  - iii. Labor Market Need
  - iv. Enrollment Data
  - v. Curriculum Information
  - vi. Education & Skill Requirements
  - vii. Faculty
  - viii. Academic Control
  - ix. Cost Data

## VI. Revision of Existing Curriculum

- A. Revisions to an existing curriculum involving program title change, change in total credit hours, changes in general education requirements, or changes in core or elective courses must be presented to the CIC for approval along with a memo outlining the rationale for the revisions and a copy of both the old and new curricula using the ~~striketrough~~ feature to withdraw language and the red font color to add language.
- B. Changes in curricula involving new courses should be presented as part of a package presentation. New courses must also follow the procedures described above.

## VII. Withdrawal of Curricula

A request to withdraw an approved program from the ICCB Master File must be presented to the Committee for approval. **Please include a brief rationale for the decision.**