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CANKDESKA CIKANA  
COMMUNITY COLLEGE

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*Spirit Lake Dakota Nation*

## ***Curriculum Committee Handbook***

***January 2017***

# **CURRICULUM COMMITTEE HANDBOOK**

## **MISSION**

The mission of Cankdeska Cikana Community College's Curriculum Committee is to provide oversight in the development and review of courses, programs and academic policies, to ensure that curriculum is academically sound, comprehensive, and responsive to the evolving needs of the community, so that the college mission, goals and educational delivery to students are well served.

## **Introduction**

The Curriculum Committee reviews and recommends course and program additions, revisions and deletions and recommends policy related to academic offerings.

## **Committee Function**

- Recommend all credit and non-credit courses for approval by the Academic Dean.
- Recommend all credit and non-credit programs for approval by the Academic Dean, President and Board of Regents.
- Recommend program changes, course changes, or deletions for approval by the Academic Dean and the President.
- Recommend graduation requirements and general education requirements for the A.A., A.S., A.A.S., and certificate programs for approval by the Academic Dean and the President.
- Encourage development of new curricula and dissemination of curricular material.

## **Duties of the Curriculum Committee**

The Curriculum Committee will meet as necessary to carry out its responsibilities including the following:

- To assume responsibility for the academic integrity and educational excellence of Cankdeska Cikana Community College.
- To timely review and approve new and revised syllabi.
- To periodically review all previously approved syllabi.

- To timely review and approve new proposed programs according to the Program Review Guide.
- To periodically review existing programs according to the Program Review Guide.
- To review general education requirements and all other graduation requirements.
- To review college policies affecting course integrity, such as add/drop, and credit by examination.
- Issue annual reports to the faculty on the decisions of the Committee.
- The secretary will distribute the recorded minutes of each meeting to the members of the Committee and to other persons deemed appropriate.
- To annually review and update the college catalog.

### **Membership of the Curriculum Committee**

The Curriculum Committee shall consist of at least three voting (3) full-time faculty members. Non-voting members will be the Academic Dean and the Registrar.

### **The Chairperson's Responsibilities**

The chairperson is elected for one year by a majority of the votes cast at the last meeting of the prior academic year. The chairperson:

- Calls the committee into session.
- Receives proposals/syllabi and checks for completeness.
- Assigns document numbers for proposals/syllabi received.
- Records reception dates.
- Informs the preparer of the proposals/syllabi that they have been received.
- Prepares and publishes the agenda for each meeting.
- Delegate's responsibility when personally unable to fulfill them.
- Prepares a year-end report for distribution to committee members,

### **The Secretary's Responsibilities**

The secretary is elected for one year by the majority votes cast at the last meeting of the prior academic year. The secretary:

- Chairs the curriculum committee in the absence of the chair.
- Schedules meetings and composes agendas for them in consultation with the chairperson.

- Notifies committee members of meetings.
- Records minutes which record actions and the vote on each action.
- Distributes minutes to committee members, Academic Dean and Registrar.
- Records attendance.
- Maintains files of committee reports and minutes.

### **Committee Meetings**

1. The format of meetings follows the Robert's Rules of Order.
2. The Chairperson of the Committee may invite interested parties at regular meetings.
3. Executive sessions are restricted to committee members.
4. If a meeting must be cancelled, the chairperson will inform the secretary to notify the committee members.
5. Special meetings are called at the discretion of the Curriculum Committee Chair.
6. Order of Agenda:
  - Approval of minutes of previous meeting.
  - Adoption of agenda.
  - Announcements
  - New committee assignments.
  - Progress reports.
  - New business.
  - Date for the next regular meeting.

### **What Goes to Curriculum Committee?**

1. New/Revised Associate Degree Programs.
2. New/Revised Certificate Programs (credit and non-credit.)
3. New Courses (credit and non-credit.)
4. Deleting Courses (credit and non-credit.)
5. Deleting Programs according to the Program Review Guide
6. Revisions to Courses (changes may affect articulation of courses.)
  - Course title
  - Credits
  - Catalog Description
  - Pre-requisite
  - Co-requisite
  - Content-extensive changes to topics
7. All other college concerns regarding Program Review Guide, curriculum and curriculum policies, ie. General Education courses, articulation, etc.
8. Distance Education Courses.

9. Titles of Programs.
10. Pre/Co-requisite Validations.

### **Defining Curriculum Modifications/Changes**

Curriculum modifications/changes are categorized as "minor" or "major."

#### **1. Minor Curriculum Modifications**

Minor curriculum items are all curriculum modifications which do not involve the establishment of a new degree, curriculum, course or the elimination of an existing degree or curriculum. Minor curriculum modifications would include:

- changes in course number, title, description
- changes in sequence of courses
- substitution of one course for another of equal hours and credits
- substitution of required courses for a degree
- changes in prerequisites
- courses withdrawn
- courses reinstated

#### **2. Major Curriculum Changes**

Major curriculum changes are curriculum changes which entail the establishment of a new course, curriculum or degree. Major curriculum changes include:

- new courses
- Continuing Education courses for credit
- the addition or the elimination of programs
- changes in entrance requirements for matriculation or admission to a specific degree program
- major changes which would affect the educational objective of a program and/or of the college