NORTHWEST INDIAN COLLEGE

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Curriculum Committee Handbook

Approved 11/23/10

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Purpose

The primary purpose of the Curriculum Committee is to review and make recommendations regarding the academic curriculum of Northwest Indian College. In this document, curriculum shall be defined as the credit bearing courses and programs of study provided by the College.

The Curriculum Committee also reviews academic policies and procedures, making recommendations for action to the Vice President for Instruction and Student Services and other policy committees as appropriate. When necessary, as determined by the instructional administration or the Curriculum Committee, the Academic Standards Committee, a subcommittee of the Curriculum Committee, reviews and prepares final drafts of any policy or procedure changes for formal consideration by the Curriculum Committee.

Finally, the Curriculum Committee also serves as the Catalog and Instructional Calendar Committee.

Continuing Education Units (CEU's) and community training programs, which are developed and presented by NWIC Outreach and Community Education, are not included amongst the items that require Curriculum Committee approval.

Membership, Meetings and Voting

A. Membership—A standing committee to be known as the Curriculum Committee will have the following membership:

   1. Three or more academic faculty who volunteer or are selected annually
   2. Student Services advising representative
   3. Dean of Academics and Distance Learning
   4. Director of Library Services
   5. Registrar
   6. Vice President for Instruction and Student Services
   7. Financial Aid Director
   8. Extended campus instructional site representative

B. Meetings—Meetings are open to all although voting is restricted to members, as noted below. Meeting times are set each quarter and will normally be twice a month during the school year. Agendas should be circulated prior to Curriculum Committee meetings, and minutes will be recorded and distributed to members following meetings for review and corrections. The Curriculum Committee Chair will post final minutes online. Enrollment Services maintains a complete set of minutes.

C. Chair—A Chair is elected during the last meeting in the spring. The Chair will receive an additional contract for $1,500 for Curriculum Committee duties.

D. Quorum—Four members of the standing committee are needed for a quorum at any meeting of the Curriculum Committee, which is required for voting purposes.

E. Voting—Decisions are made by a vote of members (or their designees) present. Consensus minus no more than one is necessary for approval. This means that if two or more people vote against a measure, it does not pass. A motion regarding the item to be voted upon should be made and seconded prior to the vote, with an opportunity for further clarification if necessary prior to the vote. Where necessary, voting may be accomplished outside of committee meetings via e-mail as detailed above and as per the following procedure:

F. E-mail Voting Procedure—In addition to the details presented above, the Curriculum Committee Chair may call a vote by e-mail as follows:

1. Distribution of the motion and a seconding of the motion by e-mail to the Curriculum Committee members.

2. Response by the member who made the motion (or designee) to any call for discussion or further clarification, to be distributed to all members of the Curriculum Committee.

3. Approval of the motion if sufficient votes to represent a quorum are received with consensus minus no more than one within a time period as specified in the e-mail call for a vote.

Curriculum Committee Responsibilities

While the initiative for evaluation and review of existing curriculum and proposed changes lies with the faculty, Dean of Academics and Distance Learning or Vice President for Instruction and Student Services, all curricular changes initiated from these groups are referred to the Curriculum Committee for action.

The Curriculum Committee shall have the following responsibilities:

1. Review and make recommendations concerning all new academic courses, certificates and degree programs at the College.

2. Review modifications or deletions of academic courses, certificates and degree programs offered by the College.

3. Review and recommend proposed changes in general education and degree requirements, transfer requirements, academic standards, and related matters (e.g., prerequisites).

4. Participate in an ongoing curricular review of all academic courses and programs.

5. Review and make recommendations concerning all academic policies.

6. Oversee the creation of the college catalog. The Curriculum Committee reviews and approves the production timeline, development process and content of the catalog. The Associate Dean of Student Life and the Registrar implement the development and production of the catalog.

7. Oversee the creation of the annual instructional calendar and its updates. The Curriculum Committee reviews and approves the draft annual instructional calendar and its updates, which are produced under the direction of the Dean of Academics and Distance Learning. Upon approval, the annual instructional calendar and its updates are forwarded to the Administrative Team.

8. Conduct an "as needed" review of procedures and policies relating to the operation of the Curriculum Committee.

Documents and Resources

Northwest Indian College maintains a Web site for Curriculum Committee materials, which may be accessed through the NWIC Faculty Web Site. It contains copies of the Curriculum Committee's handbook, agendas, minutes, reports, forms and other documents such as the forms discussed in the following section on processes as well as other resources helpful to Curriculum Committee work. An online blog is also available at the NWIC Faculty Web Site to provide additional opportunities for faculty and staff to review and comment upon materials for consideration at Curriculum Committee meetings.

Processes Associated With Curriculum Committee

Processes requiring Curriculum Committee approval (i.e., those involving academic courses and programs of study, and the review of courses, policies and procedures) are described below. Forms associated with the following processes are listed in the Appendix to this handbook and are available at the NWIC Faculty Web Site.

In addition to the following information, various materials useful to the creation and revision of academic courses include guidelines regarding general education requirement distribution areas, course level characteristics, and credit and credit load definitions. These are available at the NWIC Faculty Web Site.

A. Academic Courses

Creating New Courses

1. Meet with the Dean of Academics and Distance Learning and content specialists to discuss ideas for course changes. The Dean's signature is required on the forms associated with creating, revising, activating, deactivating, decataloging or recataloging academic courses.

2. ***Highly suggested, but not required:*** Meet with the Curriculum Committee to get informal feedback.

3. The Curriculum Committee review process will require the completion of the appropriate forms and their presentation to the Curriculum Committee. The appropriate forms are available online at the NWIC Faculty Web Site.

4. Contact the Curriculum Committee Chair and ask to be placed on the agenda. The Curriculum Committee normally meets twice a month. Give the signed original paperwork to the Curriculum Committee Chair before the meeting.

5. Please provide electronic copies of your completed forms and all associated materials to the Curriculum Committee Chair prior to the meeting at which they will be considered.

6. Attend the Curriculum Committee meeting when your proposal is reviewed. Bring ten (10) copies of the completed paperwork for committee members. The committee members may want to ask you about aspects of your course and will encourage you to be a part of the discussion of any issues.

7. The Curriculum Committee discusses the issue before voting on it. The Curriculum Committee may approve, defer for further action or disapprove the proposal. If approved, the Chair of the Curriculum Committee signs the form.

8. The Vice President for Instruction and Student Services reviews the paperwork and the any recommendations and does one of the following:
   a. Approves, signs and forwards the paperwork to the Office of the Registrar.
   b. If the changes are substantive as defined in accreditation standards (see glossary), forwards to the President.
   c. Defers for further action.
   d. Disapproves with explanation.

9. Documentation for all curriculum changes will be maintained in the Office of the Vice President for Instruction and Student Services with copies stored in the Office of the Registrar after their information has been entered into the computer system and the forms stamped.

Revising Courses

The same process as described above also pertains to proposed course revisions. Minor revisions to existing courses require Curriculum Committee approval based on consideration of a completed Course Revision Form and associated materials, including proposed changes to the:

1. Department and course number
2. Credits
3. Title
4. Description
5. Prerequisites

6. Form of grading
7. Student hours per week spent on coursework

Deactivating and Reactivating Courses

Deactivation of a course may be appropriate if that course has not been offered for a long time or if the course is no longer considered to be relevant or necessary to current instructional offerings (e.g., considering its impact regarding prerequisites, class sequences or program offerings). Course deactivation requires Curriculum Committee approval based on consideration of a completed Course Deactivation Form.

Reactivation of a course also may be appropriate under certain conditions, and requires Curriculum Committee approval based on consideration of a completed Course Reactivation Form.

Decataloging and Recataloging Courses

Decataloging of a course (where that course is removed from the catalog but the course remains active) may be appropriate if that course will not be offered during the time to which the catalog applies. Course decataloging requires Curriculum Committee approval based on consideration of a completed Course Decataloging Form.

Recataloging of a course (returning that course to the catalog) also may be appropriate under certain conditions, and requires Curriculum Committee approval based on consideration of a completed Course Recataloging Form.

B. Programs of Study

Creating New Programs of Study

Creating a new educational program at NWIC involves a seven-phase process, which begins with the proposal of a new program, ends with evaluation of the program, and which is documented in materials available at NWIC Faculty Web Site. Embedded within this set of processes are those that are directly associated with Curriculum Committee approval of the proposed new program (Phase 5) and which are described below.

The Curriculum Committee is responsible for approval of all new programs of study. Creation of new programs of study, including the creation of new departmental codes where necessary, requires Curriculum Committee approval and involves consideration of a completed Request for New Program Form. A copy of the new program description and catalog listing may be attached to the form to provide some of the information required in the form. Once the Curriculum Committee approves a new program of study, it must go to the Vice President of Instruction and Student Services, the Administrative Team, and the Board of Trustees for their approval.

In addition to programs of study, NWIC offers two other types of educational programs: awards of completion and training programs. The Dean of Academics and Distance Learning oversees the creation of new awards of completion. The Director of

Outreach and Community Education oversees the creation of new training programs. These two types of educational programs do not require approval by the Curriculum Committee, but any academic courses that may be included in them do.

Revising, Canceling and Reactivating Programs

Revision, cancellation and reactivation of programs require Curriculum Committee approval based on consideration of a completed Program Revision Form, Program Cancellation Form or Program Reactivation Form.

C. Reviews

One of the responsibilities of the Curriculum Committee is to examine the College's entire curriculum. The purpose of the curricular review includes:
- To promote curriculum consistency and cohesiveness,
- To foster high academic standards, and
- To analyze, evaluate and refine the College's overall curricular structure.

All active programs of study and all active courses are reviewed by the Curriculum Committee in the academic year preceding the publication of the next college catalog. Active courses include those listed in the catalog as well as courses that are active but not listed in the catalog (decataloged). The review process is designed to determine which programs and courses should remain active and to ensure that all programs and courses have appropriate and up to date information. The following section lays out the steps necessary for the Curriculum Committee and administrators to review the programs of study and courses. The subsequent sections detail faculty responsibilities in the program and course review process.

Course and program review forms available at the NWIC Faculty Web Site.

Overview of the Course and Program Review Process

The course review process begins in Curriculum Committee with the following steps:

1. The Curriculum Committee Chair schedules the review of all programs of study and courses within those programs. Courses not specifically named within any program of study will be reviewed by discipline (as indicated by course department codes, such as ARTD, etc.). For example, a particular AAS degree and associated courses may be scheduled for review at one Curriculum Committee meeting. All ARTD, ASTR, ANTH and BUAD courses may be scheduled to be reviewed at another meeting and BIOL, CMPS courses may be scheduled to be reviewed at the following meeting.

2. The Vice President for Instruction and Student Services notifies the appropriate faculty (or staff member) who will oversee the review of a particular program or courses and provides the faculty member with the details, requirements and the timeline for the review.

3. The Dean of Academics and Distance Learning acts as the facilitator for the review by faculty. He or she provides copies of all pertinent data, calls meetings, delegates tasks as needed, and forwards the final review results to the Vice President for Instruction and Student Services.

4. A support staff person will be assigned to coordinate the collection of documentation for all programs and courses, including paperwork, electronic copies of materials, and will provide support for each faculty member in the review process. The support staff person will maintain files for all of the programs and courses under review as well as spreadsheets and other documentation as required by the Curriculum Committee Chair, Dean of Academics and Distance Learning or Vice President for Instruction and Student Services.

5. The Dean of Academics and Distance Learning reviews and approves the review forms and course materials prior to the Curriculum Committee review, as is done with other Curriculum Committee forms and processes.

6. The Curriculum Committee reviews all of the programs of study and courses, either approving the program or course or making recommendations and sending it back for correction and review at a future meeting. Once approved by Curriculum Committee, the signed review form and associated materials are forwarded to the Vice President of Instruction and Student Services for signature and filing in the Vice President's instructional files.

Faculty Responsibilities and Process for Reviewing Programs of Study

Each faculty member overseeing a program of study review will be responsible to bring the program of study and course materials to the Dean of Academics and Distance Learning and then to the Curriculum Committee meeting, as well as to follow up on necessary Curriculum Committee recommendations. Once the faculty member has received a list of programs and courses that he or she is responsible to review, the faculty member should follow the following steps. Note that the support staff person will aid faculty in collecting and coordinating documentation for the review.

For a particular program of study being reviewed, the faculty person will:

1. With the support staff person's help, compile the program data. This includes:
   - Determining when, where and by what modalities the program has been offered during the past year,
   - Number, location and graduation rates of students in the program,
   - Catalog information for the program as listed on the program review form, and
   - Program outcomes, curriculum map for the program and rubrics for the program outcomes.

   This material doesn't necessarily need to be brought to Curriculum Committee but the faculty member must know the data and that required materials are in

the locations where they are supposed to be, such as program outcomes, curriculum maps and rubrics posted on the NWIC Assessment Web site.

2. Complete the Program Review Form, which includes answering each question on the form and seeking out other content experts and administrators as necessary to confer on the appropriate responses to the questions or to find missing information.

3. Complete actions indicated by the review process. If a question on the review form is answered "no," then follow up as necessary to correct the issue or prepare the Curriculum Committee form to address the issue. All questions on the program review form should be answered "yes" prior to Curriculum Committee review or the appropriate Curriculum Committee form submitted. For example, required changes in a program's catalog description along with a program revision form should be brought to the Curriculum Committee meeting when the program is scheduled for review.

4. Meet with the Dean of Academics and Distance Learning with the completed forms and information prior to the Curriculum Committee review. The Dean will either approve moving forward with the review or recommend changes that need to be made prior to the review.

5. At the Curriculum Committee meeting when the program is scheduled for review, the faculty member attends the meeting and presents the review forms and program material. If the program is not approved in the review process, the faculty member, with the help of the support staff person, will address any necessary actions and resubmit the program for review to Curriculum Committee.

Faculty Responsibilities and Process for Reviewing Courses

Each faculty member overseeing review of particular courses will be responsible to bring the course materials to the Dean of Academics and Distance Learning and then to the Curriculum Committee meeting, as well as to follow up on necessary Curriculum Committee recommendations. Once the faculty member has received a list of courses that he or she is responsible to review, the faculty member should follow the following steps. Note that the support staff person will aid faculty in collecting and coordinating documentation for the review.

For a particular course being reviewed, the faculty person will:

1. With the support staff person's help, compile the course data. This includes:
    *   Determining when, where and by what modalities the course has been offered during the past year,
    *   Number and location of students in the course,
    *   Catalog information for the course as listed on the course review form,
    *   Syllabi for all modalities and locations where the course was taught during the past academic year, and
    *   Course outcomes.

This material doesn't necessarily need to be brought to Curriculum Committee but the faculty member must know the data and that required materials are in the locations where they are supposed to be, such as course outcomes posted on the NWIC Assessment Web Site, and course syllabi available in the Vice President's files.

2. Complete the Course Review Form, which includes answering each question on the form and seeking out other content experts and administrators to confer on the appropriate responses to the questions or to find missing information.

3. Complete actions indicated by the review process. If a question on the review form is answered "no," then follow up as necessary to correct the issue or prepare the Curriculum Committee form to address the issue. All questions on the Course Review form should be answered "yes" prior to Curriculum Committee review or the appropriate curriculum Committee form (for example, the course revision form for a change in the course's catalog description) should be brought to the Curriculum Committee meeting when the program is scheduled for review.

4. Meet with the Dean of Academics and Distance Learning with the completed forms and information prior to the Curriculum Committee review. The Dean will either approve moving forward with the review or recommend changes that need to be made prior to the review.

5. At the Curriculum Committee meeting when the program is scheduled for review, the faculty member attends the meeting and presents the review forms and course material. If the course is not approved in the review process, the faculty member, with the help of the support staff person, will address any necessary actions and resubmit the course for review to Curriculum Committee.

Academic Policies and Procedures Review

The Academic Standards Committee initially considers matters regarding academic policies and procedures for subsequent presentation for approval by the Curriculum Committee before presenting policy and related procedural changes to the instructional administration and others as necessary as follows:

1. The initiator of the policy or procedure contacts the Curriculum Committee Chair and asks to have it placed on the agenda. The agenda will be sent via e-mail to the campus community so that interested individuals may attend the meeting or give other feedback.

2. The initiator attends the Curriculum Committee meeting when the policy or procedure is reviewed.

3. The Curriculum Committee discusses the issue and votes.

4. The Dean of Academics and Distance Learning or the Chair of the Curriculum Committee informs the Vice President for Instruction and Student Services about the recommendation.

5. The Vice President for Instruction and Student Services decides whether to approve or reject.

6. The Vice President for Instruction and Student Services forwards approved policies to the President.

D. Outcomes for Assessment

Assessment is a systematic process of gathering, interpreting and using information regarding student performance and perceptions for the purpose of improving student learning and the quality of academic programs. Assessment efforts at Northwest Indian College include the development of instructional outcomes at the college-wide, program and course levels. The College maintains several resources regarding assessment on the Assessment Web Site.

Course outcomes are required for any new course proposals or course revisions that are presented to the Curriculum Committee for approval. The Curriculum Committee approves program outcomes through the Program Outcomes Approval Process, which is available at the Assessment Web Site.

Appendix: Curriculum Committee Forms

Note: The following forms are available at the NWIC Faculty Web Site. They may also be accessed by clicking on the form titles below, which are hypertext links, in an electronic copy of this handbook where Internet access is available. Also please note that form color paper requirements exist—several forms must be printed on colored paper, which is available from the main reception/switchboard area of the main NWIC Lummi campus, while others must be printed on white paper.

1) Course Forms:

   a) New Academic Course Proposal Cover Sheet (Print on GREEN paper.)

   b) New Academic Course Proposal Form (Print on WHITE paper.)

   c) Course Revision Form (Print on PINK paper.)

   d) Course Deactivation Form (Print on PURPLE paper.)

   e) Course Reactivation Form (Print on YELLOW paper.)

   f) Course Decataloging Form (Print on GOLDENROD paper.)

   g) Course Recataloging Form (Print on BUFF paper.)

   h) Course Review Form (Print on WHITE paper.)

   i) Syllabus Template (Print on WHITE paper.)

2) Program Forms:

   a) New Program Request Form (Print on SALMON paper.)

   b) Program Revision Form (Print on LILAC paper.)

   c) Program Cancellation Form (Print on RED paper.)

   d) Program Reactivation & Cataloging Form (Print on GRAY paper.)

   e) Program Review Form (Print on WHITE paper.)