NORTHWEST INDIAN COLLEGE
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Curriculum Committee Handbook

Approved by the Curriculum Committee June 8, 2017

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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 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. Other subcommittees of the Curriculum Committee are the Instructional Calendar Committee, which creates the annual instructional calendar and its updates as presented by academic leadership, and the Catalog Committee, which creates the published college catalog, including any electronic addenda published on the NWIC website. The electronic catalog is maintained in the College database system, Jenzabar, and contains all active and inactive college courses dating from 2000, whether presented in the published catalog or not.

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
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

Faculty may volunteer for membership on the Curriculum Committee and should inform the Chair of their intentions regarding membership.

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.

C. Chair—A Chair is elected during the last meeting in the spring. The Chair will receive an additional stipend for Curriculum Committee duties.

D. Quorum—Six 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. Prior to voting, a motion is made and seconded with an opportunity for discussion. Motions are approved unless there are two or more dissenting votes. Voting may be accomplished outside of committee meetings via e-mail. E-mail voting is normally used only when a decision is required before the next committee meeting. The Dean of Academics and Distance Learning, in consultation with the Chair of the Curriculum Committee, approves using e-mail voting for a proposed item. E-mail voting must meet the same standards for approval as regular voting, as detailed above, although it does not require that the item be proposed and seconded.

F. E-mail Voting Procedure:

   1. The Dean sends an e-mail to the Chair authorizing that non-meeting voting may be used for the proposed item.

   2. The Chair sends an e-mail to all current committee members indicating that an e-mail vote is requested. The e-mail message conveys details about the proposal and describes the method and time frame for voting.

   3. Committee members may respond via e-mail to all members with questions or comments about the proposal.

   4. Once the time frame for voting has ended, the Chair tabulates and disseminates the results, indicating whether the proposal was approved or not.

   5. Approval requires that:
       a. A quorum of current committee members vote, and
       b. No more than one committee member votes against the proposal.

   6. The Chair records the process and decision in the next Curriculum Committee meeting minutes and, if approved, forwards the approved version of the documents and routing slip as per the regular process.

   If e-mail communication is not available or appropriate, the Chair may choose alternate methods for communications and voting.

Responsibilities

The Curriculum Committee considers and approves proposals as detailed in the Curriculum Committee Process document, which is available at the Curriculum Committee website and which contains a description of the process steps, a corresponding flowchart, and an example timeline for the review and approval of proposals to the Curriculum Committee. Note that approval by the Curriculum Committee constitutes a recommendation to the Vice President of Instruction and Student Services for approval to implement the item. The vice president, upon approval, forwards the item for implementation or further review and approval by other bodies, as appropriate. The Curriculum Committee articulates written recommendations in the meeting minutes in cases where the Committee's responsibility is to make recommendations rather than to approve a proposal.

Responsibilities of the Curriculum Committee

1. Review and approve the creation, revisions, or other changes to academic courses and programs of study.

2. Review and approve the creation, revisions, or other changes to course, program, and institutional outcomes.

3. Review and approve the creation, revisions, or other changes to program requirements, including general education requirements and other requirements that affect programs of study.

4. Review and approve the results of the curricular review of programs of study.

5. Review and approve academic policies, procedures, and guidelines related to the curriculum.

6. Review and make recommendations concerning the annual instructional calendar.

7. Review and approve policies, procedures, handbook, forms, and other materials that guide the internal operation of the Curriculum Committee.

8. Review and approve definitions and terminology related to any aspect of the curriculum.

Note: The Curriculum Committee is not responsible for the review or approval of any aspect of non-credit courses, programs, or trainings, including Continuing Education Unit (CEU) courses. The Curriculum Committee is not responsible for the review or approval of the creation, revision, or other aspects of awards of completion, but is responsible for the review and approval of credit courses contained within awards of completion.

Post-Curriculum Committee Processes Associated with Approvals or Recommendations

The following details provide further elaboration to the Curriculum Committee Process document.

Items Submitted to CC for action
⬇
Curriculum Committee action
⬇
Implementation or further review/approvals
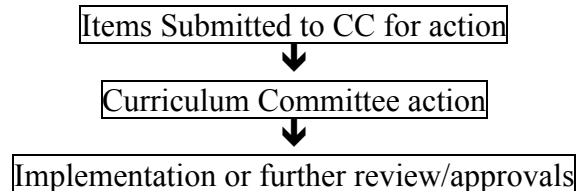
Items, including proposals, may come from a variety of sources, as detailed in the Curriculum Committee Process document.

All approvals and recommendations made by the Curriculum Committee are routed to the Vice President of Instruction and Student Services for approval to implement, or to move forward to other bodies for further review, approval, and implementation.

Steps followed after Curriculum Committee approval/recommendation after vice president approval to proceed for each of the responsibilities above:

1. In most cases, the vice president forwards course and program creations, revisions, or other changes directly to the Registrar using a routing slip and the items are implemented in the Enrollment Services Office. In case of significant changes to a program of study, the item is forwarded to the Administrative Team for review. Major changes to programs of study may also require that a notice or substantive change be submitted to the Northwest Commission on Colleges and Universities (NWCCU).

2. Changes to course or program outcomes do not require further review and approval beyond the Curriculum Committee although changes to institutional outcomes require Administrative Team and Board of Trustees review and approval. Changes to course, program, and institutional outcomes are to be reflected on the college website once the final approval process is complete.

3. Changes to general education or other program requirements are normally implemented by the Enrollment Services Office, although major changes may require Administrative Team, Board of Trustees, and NWCCU action.

4. The Dean of Academics and Distance Learning acts upon and disseminates curricular review results, as appropriate.

5. Institutional-level policies, procedures, and other materials are forwarded to the Administrative Team for action. The Curriculum Committee, Dean or Academics and

Distance Learning, Vice President of Instruction and Student Services, or the Administrative Team may require that additional review and vetting occur prior to Curriculum Committee review.

6. Recommendations concerning the instructional calendar are made to the Vice President of Instruction and Student Services and the Dean of Academics and Distance Learning who communicate them to the Administrative Team.

7. Policies, procedures, and other internal guidelines for the functioning of the Curriculum Committee are implemented by the Chair of the Curriculum Committee.

8. Definitions and terminology approved by the Curriculum Committee are forwarded to the appropriate college departments or programs that need to use them, such as for inclusion in the published college catalog or use in the Financial Aid Office. It may also be necessary that they be communicated to other approving bodies, such as the Administrative Team, if appropriate. They are also posted on the college website.

Documents and Resources

Northwest Indian College maintains a website for Curriculum Committee materials, which may be accessed through the NWIC Faculty website. 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 website to provide additional opportunities for faculty and staff to review and comment upon materials for consideration at Curriculum Committee meetings.

Copies of materials that have been approved can be located in the following places:
1. Registrar's office
2. Vice President for Instruction and Student Services' office
3. G-drive server, in the Curriculum Committee folder

Final approved course revisions, creations, deactivations, and other changes are also reflected within the student information system, Jenzabar. Also, any updates will be reflected within the electronic catalog on the College website, with an addenda page included, as well as within the published catalog, including any electronic addenda published on the NWIC website.

Processes Associated with Curriculum Committee

Items requiring Curriculum Committee approval (such as those involving academic courses and programs of study, academic policies and procedures, or the creation of definitions related to academic matters) are described in detail in the Curriculum

Committee Process: Guidelines for Curriculum Committee Agenda Items document, which is posted at the Curriculum Committee website along with associated forms. This document also includes details regarding required steps after Curriculum Committee approval so that approved items may be implemented.

In addition, various materials useful to the creation and revision of academic courses including guidelines regarding general education requirement distribution areas, course level characteristics, and credit and credit load definitions are posted at the Curriculum Committee website.

The Curriculum Committee follows the *Northwest Indian College Catalog Style Guide*, which guides the preparation of materials related to academic courses and programs of study for presentation to the Curriculum Committee and it also guides the registrar in formatting course and program information for inclusion in the Northwest Indian College electronic and published catalogs. The style guide is approved by the registrar and is periodically reviewed by the Curriculum Committee. Presenters proposing course and program materials to the Curriculum Committee are expected to consult the style guide in preparing materials. The style guide is available on the Curriculum Committee website. The Registrar may make minor revisions to academic course and program materials after their approval by the Curriculum Committee in order to conform to the style guide.

A. Academic Courses

Creating New Courses

New courses may be created as detailed in the Curriculum Committee Process: Guidelines for Curriculum Committee Agenda Items document based on consideration of a completed Course Creation Form or Subject and x88, x89, x97 Course Creation Form.

Revising Courses

Minor revisions to existing courses require Curriculum Committee approval based on consideration of a completed Course Revision Form.

Deactivating and Reactivating Courses

Deactivation of a course may be appropriate 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 & Catalog Removal 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 & Catalog Addition Form.

Removal and Addition of Courses to Catalog

Removal of a course from the published catalog (where that course remains active) may be appropriate if that course will not be offered during the time to which the catalog applies. Removal of courses from the catalog requires Curriculum Committee approval based on consideration of a completed Course Deactivation and Catalog Removal Form. Special Topics (x88), Individualized Studies (x89), and Internship (x97) courses in a given subject code may be automatically removed from the published catalog by the Registrar without Curriculum Committee action when all other courses in the subject code are removed from the published catalog.

The addition of a course back to the published catalog also may be appropriate under certain conditions, and requires Curriculum Committee approval based on consideration of a completed Course Reactivation & Catalog Addition Form.

B. Programs of Study

Creating New Programs of Study

Creating a new academic 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 the Curriculum Committee website. 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 subject codes where necessary, requires Curriculum Committee approval and involves consideration of a completed Request for New Program Request 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. 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. Materials associated with awards of completion are available at the Curriculum Committee website.

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 & Cataloging 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 electronic and published catalogs as well as courses that are active but not listed in the published catalog. 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 and associated tools are available at the Curricular Review webpage.

Overview of the Course and Program Review Process

The course review process begins in Curriculum Committee with the following steps (more specific details regarding the process of program and course reviews are available at the Curricular Review webpage):

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 subject codes, such as ARTD, etc.). For example, an AAS degree program 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 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 in coordination with departmental chairs, where appropriate. The Dean 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 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 the programs of study and courses, either approving the course or program review(s) or making recommendations and sending them 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.

Individual Responsibilities and Process for Reviewing Programs of Study

Each person 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 responsible person has received a list of programs and courses that he or she is responsible to review, the responsible person should follow the following steps. Note that the support staff person will aid faculty in collecting and coordinating documentation for the review.

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

1. With the support staff person's help, compile the program data. This includes:
    a. Determining when, where, and by what modalities the program has been offered during the past year,
    b. Number, location, and graduation rates of students in the program,
    c. Catalog information for the program as listed on the program review form, and
    d. Program outcomes, curriculum map for the program, and rubrics for the program outcomes.
    This material does not necessarily need to be brought to Curriculum Committee but the faculty member must know that the data and 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 website.

2. Complete the Program Review Form, which includes answering each question on the form (unless there is a recommendation for cancellation of the program) 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 person responsible for the materials being reviewed attends the meeting and presents the review forms and program material. If the program is not approved in the review process, the person responsible, with the help of the support staff person, will address any necessary actions and resubmit the program for review to Curriculum Committee.

Individual Responsibilities and Process for Reviewing Courses

Each person overseeing review of 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 person 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 course being reviewed, the responsible person will:

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

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

the locations where they are supposed to be, such as course outcomes posted on the NWIC Assessment website, 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 academic 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 or returns them to the Curriculum Committee for further consideration.

D. Outcomes for Assessment

Assessment is a systematic process of gathering, interpreting and using information regarding student performance and perceptions to improve student learning and the quality of academic programs. Assessment efforts at Northwest Indian College include the development of instructional outcomes at the institutional, program, and course levels. The College maintains several resources regarding assessment on the Assessment website.

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 Process for Approval of Program Outcomes, which is available at the Curriculum Committee website. The Curriculum Committee also approves institutional outcomes.