Operating Protocol & Procedure

Details:

Number: 602

Title: Curriculum

Category: Instruction

Office of Primary Responsibility: Office of Academic Affairs

Approval Date: 10/28/13

Effective Date: 10/28/13

Revised: 10/28/13 (replaces Policy Procedure 604), 5/6/24

Reviewed: May 2024

Purpose:
To define the requirements of curriculum at Pueblo Community College as they pertain to the mission, vision, values and strategic imperatives of the college.

Applicability:
PCC faculty, deans, members of the Curriculum/Academic Standards Committee, and instructional staff

Definitions:
Curriculum – The courses, or programs of study, offered by an educational institution.

CCCNS – Colorado Common Course Numbering System

PCC-CASC- Pueblo Community College Curriculum & Academic Standards Committee.

SFCC- State Faculty Curriculum Committee

ECAR- Eligibility and Certification Approval Report

New Course –a new course is a proposed course, which is not currently listed in the CCCNS database or the college catalog.

Revised Course – is a course already in the CCCNS database that requires any changes to the prefix, number, credit hours, classroom hours, catalog description, learning outcomes, or topical outline as listed on the CCCNS Course Template Submission Form.   It must be approved like a new course through PCC-CASC and SFCC. For more detailed information, please see the FAQs CCCNS Course Submission Templates on the Dean and Faculty Vault.

Special Topics Course – Provides opportunity for in-depth exploration of a special topic of interest. Special Topics courses may be offered for up to one year before proceeding through the course approval process.

New Course to the PCC Catalog - Adding a course already in the CCCNS Database to the PCC Catalog requires only PCC-CASC approval, and not SFCC approval.

References:
Colorado Community College Common Course website (https://internal.cccs.edu/academic-affairs/common-course-numbering-system/)

Attachments:
1. PCC Portal (https://myportal.cccs.edu/web/pueblo-community-college/forms):
   a. PCC Degree/Certificate Approval Form and Process
   b. PCC Course Approval form
   c. PCC Flow charts

2. CCCS Dean and Faculty Vault (https://cccs.sharepoint.com/sites/FacultyVault2/SitePages/Faculty-Resources.aspx)
   a. CCCNS Course Submission Templates
   b. FAQs CCCNS Course Submission Templates
   c. CCCS Program Approval
   d. CCCNS Flow Charts

Operating Protocol:
The scope and nature of the curriculum shall be directly related to the stated purposes of the College and shall be maintained with available and projected financial and academic resources. In order to avoid proliferation of course offerings and degree programs, new courses and programs shall be established when a need has been demonstrated and the necessary resources have been secured.

Procedure:
Curriculum
All curriculum changes must be approved by the PCC Curriculum and Academic Standards Committee (PCC-CASC) and will follow the established guidelines published in the SFCC Style Guide.

All programs of study will be designed to meet the requirements of appropriate licensing, regulatory, or accrediting agencies.

PCC Degree/Certificate Approval Form and Process
The PCC Degree/Certificate Approval Form will be used for new degree/certificate proposals and for updates/deletions to existing degrees and certificates. The PCC degree/certificate Approval Form and supporting documentation is forwarded to the PCC-CASC for approval. The required supporting documentation is listed on the PCC Degree/Certificate Approval Form for each type of request.

All for-credit courses offered at Pueblo Community College will be Colorado Community College Common Course   Numbering System (CCCNS) approved courses.

New, modified, or deleted degrees/certificates will be published/removed in the next catalog upon approval by PCC-CASC and the appropriate authorities including but not limited to the Colorado Community College System (CCCS), the Higher Learning Commission, the programmatic accreditation agency, and Financial Aid eligibility (ECAR).

Once the program approval through the PCC-CASC is complete, the series of required steps to bring a new program to a successful launch as approved by the Higher Learning Commission (HLC) and financial aid eligible is described in the CCCS Dean and Faculty Vault. If a program modification or deletion pertains to PCC alone and does not involve any other CCC System entities, the decision of the PCC-CASC can be instituted according to PCC internal processes and timelines without CCCS Involvement.

Course Approval Process – New or Revised Courses
Department chairpersons and instructional deans are responsible for accurate and complete course information on the PCC Course Approval form and the CCCNS Course Template Submission forms. The PCC forms are found on the PCC Portal and the CCCNS forms should be downloaded for each submission in order to ensure that the latest versions are always used. (See links above.)

A new or revised course must be approved by PCC-CASC, the SFCC, the VPAA Curriculum Committee, and the Vice Chancellor. With these approvals a new course will be added to Banner and the CCCNS database and can then be offered.

Should a course be needed that is not yet in the CCCNS database, the course may be offered as a Special Topics course for up to one year or until it is in the database, whichever is shorter.

Course Revision or catalog addition/deletion- PCC only
- If a change to a course is proposed that is not listed on the CCCNS Course Template Submission form and that change only effects PCC, that change will need to be approved by PCC-CASC only. An example would be a change in prerequisites.
- Only use the PCC Course Approval form.
- Adding or deleting a course in the PCC catalog requires PCC-CASC approval using the PCC Course Approval form.

Course Syllabi
All courses will have a course syllabus, which specifies the content of the course, requirements, and grading practices. Such syllabi will be kept up-to-date by the appropriate instructional administrator(s). Please see the PCC Portal for the specific requirements and templates.