



Operating Protocol & Procedure

Details:

Number: 622

Title: Curricular Change Notification

Category: Instruction

Office of Primary Responsibility: Office of the Chief Academic Officer

Approval Date: 4/10/17

Effective Date: 4/10/17

Revised: N/A

Purpose:

To ensure that all campus materials affected by any curricular change or new/revised program approval are updated swiftly and consistently, in order to reflect those changes accurately to all employees, students, accreditors, and community members.

Applicability:

Department chairs, program directors, academic excellence administrators (AEA), deans, and the chief academic officer (CAO).

Definitions:

Checklist – refers to the Curricular Change Notification Checklist. This workflow form is maintained by the CAO and will reside on the Portal.

Sponsor – refers to department chairs, program directors, AEAs, and deans.

References:

None

Attachments or Related Forms/Documents:

Curricular Change Notification Checklist form (found on Portal)

Operating Protocol:

All Sponsors of curricular changes or new/revised program approvals are required to complete a checklist ensuring that updates to all affected campus materials are made swiftly and consistently.

The checklist is maintained by the CAO, who ensures that it identifies all of the potential materials that may require updating after a curricular change is approved. The CAO also maintains copies of all completed checklists.

This workflow ensures that all responsible parties are notified of curricular changes, so that all campus materials are updated to reflect those changes accurately. Materials requiring updating may include, but are not limited to: the college catalog, branch campus leadership, curriculum maps, Degree Check, curriculum sheets, Navigate, transfer guides and articulations, program codes, Recruiter, marketing materials, websites, program approvals, Gainful Employment verification, CCCS System office, and so on.

Procedure:

- The CAO will maintain the Curricular Change Notification Checklist form (hereafter, the Checklist), which will reside on the Forms tab in the college Portal.
- Upon the approval of any curricular change by the Curriculum Committee, and/or the submission of a new/revised program approval by the CAO, the CAO will notify the Sponsor of that curricular change or program approval that s/he must complete the Checklist.
- The Sponsor will obtain the form from the Portal, identify all of the materials that have been affected and now require updating, and work with each responsible party to ensure that those materials are updated. For example, if a curriculum map must be updated, then, per the instructions on the Checklist form, the Sponsor will contact the AEA in the affected division, who will update the affected map. The Sponsor will indicate on the form when the change/update was made, and the Sponsor will sign on the relevant line to verify that each change/update is complete.
- The Sponsor will also notify all Branch campus leadership about the changes/updates.
- Upon completing the form, the Sponsor will sign and submit it to the CAO, who will keep a scanned copy on file.