

# ACADEMIC & CURRICULUM COMMITTEE MISSION & GUIDELINES ORGANIZATION & GOVERNANCE

Academic Dean: Alex Clifford

President: Joseph Cassidy

WCCC 110

## I. Mission

The mission of the WCCC Academic & Curriculum Committee is to represent faculty, staff and administration in the formation of policy and procedures on academic matters; to review, examine, and decide on academic initiatives and issues pertaining to the academic life of the College; to provide guidance, advocacy, and oversight for the WCCC curriculum in order to ensure a curriculum that is academically sound, comprehensive, and responsive to the college's mission, goals, and education delivery to students.

## II. Guidelines

### a. **Committee Duties and Responsibilities**

The Academic & Curriculum Committee (ACC), working with the Academic Dean, is the college's governing body responsible for reviewing and providing recommendations for the College's academic initiatives, policies, procedures, and curriculum. The faculty has a primary role in the overall academic program and oversees the curriculum of the college and it is the responsibility of the committee to ensure that the academic needs of the students are met. Curriculum is faculty driven; faculty members make up the majority of the committee. The committee is responsible for reviewing the development and revisions of academic policies, procedures, initiatives, courses and instructional programs at the college. Proposed changes to the College's Curriculum are reviewed by the committee. Committee recommendations are submitted to the President for final approval. To carry out the duties and responsibilities of the committee there is a standing academic policies and initiatives sub-committee. The bylaws of the academic policies and initiatives sub-committee are outlined in II, g.

The ACC has three distinct areas of responsibilities: curriculum, policy, and initiatives. The process by which proposals are addressed is different. Curriculum matters are the responsibility of the full ACC with all approved proposals moved on to the President for final approval. Policy and initiative matters are the responsibility of the ACC with the assistance of a standing Sub-Committee. ACC approvals of policy and initiatives are forwarded to the Community Council.

An overview of the committee's responsibilities is as follows:

### **Recommendations to be Forwarded to the President**

- Recommend all credit courses for approval.
- Recommend program curriculum requirements.
- Recommend all academic programs for approval. To be recommended, all programs must meet the standards as set forth by the MCCS (see section 301 of MCCS procedures manual).
- Recommend fees for individual courses.
- Recommend course composition (lecture/lab/shop/hours).

### **Recommendations to be forwarded to Community Council**

- Review and approved major academic initiatives to be forwarded to Community Council
- Review and approve academic policies and procedures to be forwarded to Community Council.

### **b. Membership**

Committee membership consists of a majority of faculty members. Faculty members will number nine (9), three (3) department chairs, two (2) permanent faculty from each of the departments. The Academic Dean, Dean of Enrollment and Student Services and the Coordinator of Enrollment and Student Services are standing voting members on the committee. There will be 1 at-large volunteered or nominated staff member. If more than one at-large staff member moves forward a staff election will occur coordinated by the Academic Dean's office.

Faculty will appoint their department representatives through an election conducted and supervised by the Academic Dean's office. This election should take place prior to the end of the academic year. If a faculty member cannot complete their term, the Dean will facilitate a vote to appoint a faculty member from that department to complete the term. If more than two faculty members from the same department volunteer, a vote will occur in that department to choose a representative.

The Chair of the Academic & Curriculum Committee is a faculty member voted in by a majority of the committee on a yearly basis.

The Vice Chair of the Academic and Curriculum Committee is a faculty member voted in by a majority of the committee on a yearly basis.

In order to maintain committee membership no more than three (3) absences per academic year are permitted.

### **c. Role of Chair and Dean within the Curriculum Committee**

#### **Chair**

- Meets with Vice Chair and Academic Dean one week prior to scheduled monthly meetings to collaboratively set agenda and discuss business germane to the ACC.
- Sends the agenda and supporting materials 1 week prior to the meeting.
- Reviewing the minutes and forwards to Vice Chair and Academic Dean. Minutes are returned to Chair who then releases to staff for dissemination to the community.
- Assisting faculty with proposals.
- Sign off on proposals.
- Facilitate Curriculum Committee meetings.
- Meet with President for final approval and signatures.
- Communicate with community about curriculum committee including year end reports to Community Council and Enrollment Services.

#### **Vice Chair**

- Meets with Chair and Academic Dean one week prior to scheduled committee meetings.
- Assists with agenda.
- Reviews minutes.
- Facilitates meetings in the absence of the Chair.

#### **Academic Dean**

- Standing voting member with contributing and voting rights.
- Signs off on proposals with Department Chairs.
- Provides Leadership in the development of all academic and curricular initiatives.
- Meets with Curriculum Committee Chair and Vice Chair one week prior to all Committee meetings.
- Present proposals on behalf of the President and Academic Affairs Division such as new program proposals and academic/curricular initiatives.
- Notify committee of CED new credit courses being delivered.
- Apprises Committee of new academic initiatives.

#### **Points of Information:**

When determined that information is needed that cannot be supplied within the meeting either an individual or a sub-committee will be formed and a chair assigned, at the discretion of the Curriculum Committee Chair. Report back on information requested and timeframe will be determined.

#### **d. Meeting Procedures**

Meetings shall occur on a monthly basis during the academic year. A schedule of meetings for each academic semester will be distributed at the beginning of the semester. Meetings and proposals shall follow the calendar process. A quorum of nine (9) voting members, six (6) of whom must be faculty, shall be present in order for an official meeting to be held. College faculty and staff have the right to attend meetings as passive observers only. All decisions will require a majority vote. Meetings will be scheduled for 60 minutes and shall not exceed 90 minutes. An agenda will be prepared and distributed to the committee members one week prior to the meeting. All items will be discussed in the order in which they appear on the agenda.

The Committee will abide by a calendar process to facilitate efficiency and effectiveness in meeting the annual workload. The Calendar process will consist of the following:

Curriculum Committee Chair will put a call out in September to faculty to begin identifying curriculum proposals for the academic year.

Department Chairs will follow up with department faculty on curriculum proposals for the academic year and present a preliminary list to the Committee at the October meeting.

Program change proposals and first deadline for course curriculum proposals is due two weeks prior to the December Committee meeting.

Final deadline for course curriculum proposals is the week after the February Break.

## **e. Proposal Procedure**

Proposals may be submitted by any member of the WCCC faculty through the department chair. Forms are available on the WCCC portal.

Prior to course offering, all courses for credit must be approved by the ACC with final approval by the President. However those courses designed by faculty for inclusion in established certificate and degree programs may be offered ONCE through the college's CED. A formal letter of notification and a course outline must be submitted by the Dept Chair the course falls under. The letter of notification must be sent to the ACC Chair prior to the start of the course or at the soonest possible time after the start of the course. The ACC Chair will enter an informational notification at the next meeting of the CC committee.

CED courses for credit may be developed according to existing M CCS protocols. The Academic Dean must be informed of all new CED courses; the Dean may then inform the ACC Chair, who shall then enter an informational notification at the next meeting of the ACC committee.

Administration may introduce new academic initiatives on a six month trial basis. The Academic Dean must present said initiatives to the ACC for advice and input. Such initiatives may be extended to one academic year but only with the approval of the ACC. Initiatives will expire at the end of their trial period without returning to the ACC for full vetting and approval.

For all new program proposals, program name changes, and other curriculum/program related changes in which a M CCS policy exists; that policy shall be followed. For more information, consult the M CCS intranet at intranet.mccs.me.edu. All new program proposals must follow the guidelines outlined in Appendix B of this document.

A new course proposal/curriculum change form must be completed for all curriculum proposals to be considered by the committee. All approved proposals will be implemented for the following academic year. Proposals may be submitted by any member of the WCCC faculty through the department team leader. Forms are available on the WCCC intranet. Below is the step-by-step procedure for submitting and approval of curriculum proposals.

New and revised academic policy and procedures must be brought to the ACC chair to be forwarded to the Academic Policy and Initiative Sub-committee for recommendation to the full ACC committee.

New and revised academic initiatives must be brought to the ACC chair to be forwarded to the Academic Policy and Initiative Sub-committee for recommendation to the full ACC committee.

## **f. Proposal Checklist**

All proposals must be submitted to the committee's chair two weeks prior to the scheduled meeting with all required supporting documentation, forms and appropriate signatures. If the form is not properly completed or all the documentation is not included, the proposal will be returned to the person proposing the changes and the proposal will be scheduled for the next regularly scheduled Academic & Curriculum Committee meeting.

All Academic & Curriculum Committee proposals should be shared by the individual proposing the change with the department chair(s) of the department(s) that the change affects as well as the Academic Dean. This shall be done prior to submission of the proposal to the Academic & Curriculum Committee Chair and be documented by the signatures of the Academic Dean and the affected Department Chairs.

If committee members have questions or comments to discuss with the person proposing the changes they should contact them prior to the meeting. Proposals will be presented to the committee for discussion. If necessary the committee may require more information, documentation or time for added input and/or discussion; the committee may also delay a vote to the next meeting or until its criteria have been met. However, if it is determined by the committee that all required documentation and information has been received and those affected by the change have been consulted, then the committee may proceed to vote. If approved by a majority vote, the proposal will be forwarded to the President for final approval. *See Appendix A*

The Sub-Committee's purpose is to review all academic policy and initiative proposals forwarded by the ACC Chair. The Sub-Committee will decide additional information is needed or forward the proposal to the full ACC with a recommendation of approval or disapproval. The Sub-Committee is made up of 3 members (2 faculty members and 1 staff). A majority vote is needed to move the recommendation to the full ACC. A Sub-Committee quorum is 3 members. All policy and initiative proposals must be submitted to the ACC Chair according to proposal submission procedure and must adhere to the calendar process.

The Sub-Committee will be determined at the beginning of the academic year by a request for volunteers or nomination. If more than the required membership volunteer or are nominated an election will occur. The Sub-Committee of three will elect a chair. It is the chair's responsibility to communicate with the ACC chair on the calendar of proposals, to establish review meetings as needed and necessary, and to maintain notes/minutes of the meeting.

**Appendix A**

Washington County Community College • Curriculum/Program Change Form

**NEW COURSE** attach a course outline with goals and objectives and a statement of justification to this form.

**CHANGE** or **DELETION**, attach a statement of justification to this form.

**NEW PROGRAM/CONCENTRATION** attach an outline, new course syllabi, statement of justification to this form.

<b>For All Proposals:</b>
<b>Indicate type of change(s)-Check all that apply:</b> <input type="checkbox"/> Title <input type="checkbox"/> Number <input type="checkbox"/> Prerequisite(s) <input type="checkbox"/> Credit Hours <input type="checkbox"/> Description <input type="checkbox"/> Deletion
<b>Type of course:</b> <input type="checkbox"/> Required for major <input type="checkbox"/> General Education Elective <input type="checkbox"/> Temporary Course* <i>*Course may be offered through CED then brought forward for permanent designation.</i>
<b>Please provide a <u>brief</u> description of the proposed change</b> _____ _____

<b>For New Course Proposals Only:</b>
<b>Proposed Course Code</b> _____ <b>Course Name:</b> _____
<b>Credit Hour Breakdown:</b> ___ Lecture, ___ Lab, ___ Shop, ___ Other, please explain: _____ _____
<b>Prerequisites:</b> _____
<b>Associated Costs:</b> _____
<b>Associated Library/AV materials:</b> _____
<b>Program(s) affected:</b> _____ <i>Please use rationale, format and responses that are consistent with college and MCCS policies. Course fees require a documented and itemized list of expenses per student and will require an application to the MCCS Board for approval. When appropriate attach current catalogue listing.</i>

<b>Department Chairs and Academic Dean Signatures and Chair Initials</b>
<i>Signatures of department heads affected by this proposal and the Academic Dean must be obtained prior to submission. Signatures denote consultation only.</i> _____ _____
Submitted by: _____ C.C. Chair Initials & Date: _____

<b>Academic and Committee Chair Signature</b>
<i>Signature of the Chair denotes that the proposal has been approved by the ACC.</i> _____ Curriculum Committee Chair    Date

<b>Final Approval Signature</b>
_____ WCCC President                      Date



*Academic and Curriculum Committee*

**Proposal Checklist:**

**Courses/Programs/Concentration:**

- \_\_\_\_\_ Informed Department Chair of change and its scope for committee scheduling purposes.
- \_\_\_\_\_ Checked with MCCS sister colleges for numbering, pre-requisites, currency and certification or degree requirements.
- \_\_\_\_\_ If necessary checked with accrediting body/advisory board.
- \_\_\_\_\_ Completed change form with all required signatures and attached supporting documentation.

***Change or deletion:*** attach statement of justification.

***New/Revised course:*** attach an ***outline***, new course syllabi, statement of justification.

***New Program/Concentration:*** attach an ***outline***, new course syllabi, statement of justification.

- \_\_\_\_\_ Spoke with Department Chair(s) which this change may effect and obtained signature(s).
- \_\_\_\_\_ Reviewed proposed changes with Academic Dean.
- \_\_\_\_\_ Met with ACC Chair and reviewed documentation and forms.
- \_\_\_\_\_ Submit completed documents in both paper and electronic format to ACC Chair.

*Revised 9/14*

## Appendix B

### New Program Proposals

A Program Implementation Proposal (*including a completed new program checklist*)—will be developed and will include, at a minimum, the following:

- a. Purpose and Objectives for the program.
- b. Suitability as indicated by licensing, certification or accreditation requirements; levels of educational development; career information and occupational outlook data.
- c. Need as indicated by human resources and economic development targets; state, regional and local studies, including projections and surveys to determine student interest and demand for graduates by employers; and, if appropriate, statement from regional employers supporting the program.
  - 1) List all other providers of the proposed program in the area.
  - 2) Identify partnerships with other agencies in implementing the new program.
- d. Economic Impact as indicated by Maine employment levels, attrition rates, growth rates, labor market supply and demand ratios, cyclical trends, technological developments, starting wages, potential for career advancement, and return on investment for the state.
- e. Proposed Curriculum in table form, similar to the format in the WCCC Catalog. Admission criteria for students, qualifications of instructors, and catalogue program description, including program competencies and outcomes. A Curriculum/Program Change Form, including course outcomes, a course outline, and a designation as 100- or 200-level, is required for each new course.

The new program proposal will be introduced and discussed. A vote may occur as early as the next ACC meeting after the introduction of the original proposal. If approved by a majority vote, the proposal will be forwarded to the President for final approval. **See Appendix B.**



**New Program Implementation Check-List**

*(Please complete and submit this form as a cover to your program proposal)*

- a. Statement of Purpose & Objectives of the Program \_\_\_\_\_
- b. Suitability \_\_\_\_\_
- c. Need \_\_\_\_\_
- d. Economic Impact \_\_\_\_\_
- e. Proposed Curriculum \_\_\_\_\_
- f. Appropriate Signatures (See Below)

**Department Chairs and Academic Dean Signatures and ACC Chair Initials.** Signatures of department heads affected by this proposal and the Academic Dean must be obtained prior to submission. Signatures denote consultation only.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Submitted by: \_\_\_\_\_ ACC Chair Initials & Date: \_\_\_\_\_

**Academic and ACC Chair Signature.** Signature of the Chair denotes that the proposal has been approved by the ACC.

\_\_\_\_\_

Curriculum Committee Chair \_\_\_\_\_ Date \_\_\_\_\_

**WCCC President's Signature.** Final Approval Signature

\_\_\_\_\_

WCCC President \_\_\_\_\_ Date \_\_\_\_\_