

Curriculum Committee Guidelines

Guidelines to aid in curriculum submissions:

1. All forms (New Course, Course Modification/Drop, New Program, Program Modification/Drop, Credit Calculation Worksheet) can be found on the PSC website at <http://prairiestate.edu/academics/academic-programs/curriculum-and-assessment/>
2. Changes to Course Prefix/Course Number, Course Title, Prerequisites, Lecture/Lab hours, Credit hours, and Course Description need to be approved by curriculum committee. (Changes to the course materials, course objectives, topical course outline and methods of evaluation do not have to be approved by curriculum committee; they can be submitted directly to the curriculum coordinator.)
3. Curriculum items must be initiated by a full-time faculty member or adjunct faculty with full-time faculty co-initiator. The faculty member must attend the meeting to present the item and answer questions. A faculty colleague may attend as a substitute.
4. The faculty member, the chair/coordinator and the Dean are expected to make sure that all paperwork is submitted correctly. Incomplete items will be returned for revision.
5. Questions or concerns about submitting item(s) should be discussed the curriculum committee chair and/or the curriculum coordinator prior to submission.
6. Changes should be discussed with any other affected departments.
7. Per board policy, faculty should update their official course outlines every three (3) years (per BOT E-4).
8. New Courses/Programs:
 - a. New courses and new programs require two readings by the committee.
 - b. All new courses must be accompanied by a proposed Official Course Outline.
 - c. All new courses must be accompanied by a credit calculation worksheet that justifies the number of credit hours assigned to the class. One credit hour shall be defined as 50 minutes of class time plus 100 minutes spent out of class on course-related activities, for 15 weeks. For example, a 3 credit class should have $3 \times 50 \times 15 = 2250$ minutes = 37.5 hours of in-class activities and 75 hours of out-of-class activities.
 - d. All new certificates over 30 credit hours and all new programs over 60 credit hours must include a credit hour justification per ICCB.
 - e. New programs must be accompanied by a listing of proposed courses. Provide a sample semester by semester course progression including prerequisites.
9. Course/Program Modifications:
 - a. Modifications require only one reading by the committee.
 - b. Changes to separate courses must be done on separate forms.
 - c. For modifications: The left-hand column should be completely filled with all existing information. The right-hand column should only indicate proposed changes.
 - d. Program modifications should be accompanied by a listing of all current courses and proposed changes. Provide a sample semester by semester course progression including prerequisites if significant changes are to be made.

- e. Course modifications: attach a revised course outline or note changes on current outline.
 - f. Official Course Outlines can be obtained from a Support Services or the G Drive.
10. Lab fees and Course Drops:
- a. Lab fees and course drops require only one reading by the committee.
 - b. Course drops: one form can be filled out when similar courses are being dropped for the same reason.
 - c. Lab fee increases: one form can be submitted and changes summarized on an attachment.
 - d. Lab fee changes must be approved by the Board of Trustees in March; changes must be submitted to curriculum committee before the first meeting in March.

Timelines

- 11. The committee meets at 2:30pm on the 1st and 3rd Wednesday of each month while regular classes are in session. The committee does not meet during finals week.
- 12. Items must be submitted to the curriculum coordinator by noon on the Friday prior to the next meeting.
- 13. All changes will be effective at the start of the next academic year with the exception to comply with regulatory agencies.
- 14. Changes must be submitted to curriculum committee no later than the last February meeting.
- 15. The first meeting in March will be to discuss lab fees.
- 16. Committee meetings in March, April and May will be to offer consultation for items for the following academic year.
- 17. Due to ICCB limitations, curriculum items cannot be submitted more than 12 months before their effective date.