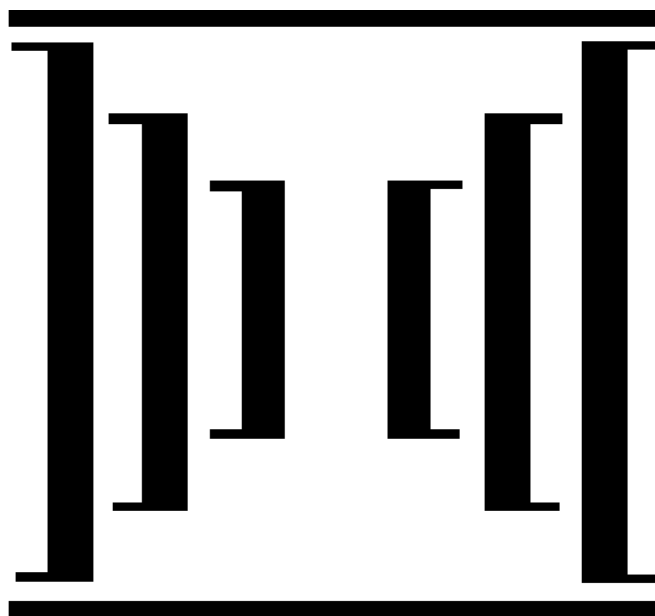# SECTION 15

Curriculum Review Committee

Procedures

Revised
March 26, 2009

North Carolina Community College System

CURRICULUM REVIEW COMMITTEE

PROCEDURES

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Assumptions and Philosophy

Purpose

The Curriculum Review Committee (CRC) is committed to maintaining and sustaining the viability of the Common Course Library (CCL). The CRC recognizes a responsibility for ensuring that colleges maximize use of the CCL and limit the proliferation of courses throughout the system. The CRC has the authority for approving changes, additions, and deletions to the CCL.

Objectives

The CRC discusses issues associated with college requests for changes, deletions, and/or additions to the CCL before taking action. As a decision-making body, committee members strive to achieve consensus, rather than simple majority vote. If a clear division among committee members occurs during a vote, discussion continues until a decision is reached that all members can accept and understand. The committee strives to identify existing alternative solutions when requests are denied. CRC members are dedicated to increasing the degree of flexibility available to individual colleges, i.e., use of local prerequisites in lieu of system-imposed prerequisites.

Procedures

Curriculum Review Committee

A Curriculum Review Committee will be established to oversee the maintenance and revision of the North Carolina Community College System (NCCCS) Common Course Library.

The committee will normally be composed of ten community college administrators and two presidents. The chairperson of the North Carolina Association of Community College Instructional Administrators (NCACCIA) will submit nominations to the Vice President for Academic and Student Services, who will appoint ten college administrators to the committee. The Presidents Association will appoint two members to the committee.

> (1)   The committee members will be selected to represent system demographics based on the college's size, location and service area (rural/urban).
>
> (2)   The committee members will serve three-year terms with four of the members rotating off each year, effective January 1, 2005. The current CRC members are listed in Attachment 1.
>
> (3)   The Associate Vice President, Program Services at the System Office will also serve on the committee, as a non-voting member.

If committee members are unable to fulfill their obligations/terms, then the chairperson of the NCACCIA or the president of the Presidents Association will submit nominations to the Vice President for Academic and Student Services, who will appoint new members to the committee. The duration of this interim appointment is based on the original committee member's term.

The committee normally meets twice a year. Meeting and submission dates are identified in Attachment 2.

Role of System Office Staff

College requests are submitted through the office of the Vice President for Academic and Student Services.

System Office Staff has the following responsibilities prior to the CRC meeting:

(1)   Consult with the requesting college to assist in preparation of the request (before and/or after the formal submission of the request).

(2)   Send the request to applicable colleges for a formal vote.

(3)   Prepare an analysis of the request to be transmitted to the CRC.

(4)   Present the requests at the CRC meeting, answering CRC members' questions and providing additional information, as needed.

(5)   Notify colleges of the results of the CRC meeting.

(6)   Coordinate curriculum standard revision by the State Board of Community Colleges or the Vice President for Academic and Student Services, as appropriate.

(7)   Give course (and curriculum standard) information to the Social Research Assistant to enter into appropriate electronic databases and post the information to the NCCCS website.

System Office staff may submit requests for consideration by the CRC. These requests may include, but are not limited to, compliance issues and editorial revisions that do not require decision by the colleges offering the course.

New Course Approvals

Colleges may submit requests for new CCL course approvals using Form 15-1 in Section 22. "New courses" are courses which are not currently in the CCL. The submission schedule for colleges is identified in Attachment 2. The CRC will review the requests to add new courses to the CCL.

A college will receive official notification from the System Office that its request for a new course has been received and the request will be submitted to the CRC at the next scheduled meeting. This notification will also give the college approval to offer the new course one time and report the course for budget FTE credit one time pending CRC approval.

During the pending approval time period, a college is **not** required to submit a revised Program of Study. A new curriculum course may be used as an Other Major Hours course. A new General Education course **may not** be used to satisfy the minimum number of hours for Communications, Humanities/Fine Arts, Social/Behavioral Sciences, and Natural Sciences/Mathematics requirements. It may be used elsewhere in the Program of Study.

The CRC will approve the appropriate areas of General Education, Major Hours, or Other Required Hours for the new course.

The State Board will act upon new courses that are included in applications for curriculum programs new to the System. The System Office will notify colleges of the State Board actions.

Revision of CCL Courses

Colleges may submit requests for revisions to CCL courses using Form 15-2 in Section 22. The submission schedule for colleges is identified in Attachment 2. The CRC will review the requests to revise CCL courses.

Requests received after the due dates will be acknowledged and placed on the agenda for the next meeting. The revisions are effective one year following the approval by the CRC. Colleges may request earlier implementation. The request along with the rationale should be included with the request.

The proposed revision will be reviewed by all colleges which list the course on an approved program of study, and a **two-thirds majority vote** of colleges that have approval to offer the course is required before the CRC may take action on the proposed course revision. Colleges not responding within the specified time period (usually two weeks) are considered in favor of the request.

Reclassification of Courses

Colleges may submit requests for reclassification of CCL courses using Form 15-3 in Section 22. The submission schedule for colleges is identified in Attachment 2. The CRC will review the requests to reclassify CCL courses. Requests received after due dates will be acknowledged and placed on the agenda for the next meeting. The reclassifications are effective one year following the approval by the CRC. Colleges may request earlier implementation. The request along with the rationale should be included with the request.

The proposed reclassification will be reviewed by all colleges which list the course on an approved program of study, and a **two-thirds majority vote** of colleges that have approval to offer the course is required before the CRC may take action on the proposed course reclassification. Colleges not responding within the specified time period (usually two weeks) are considered in favor of the request.

Curriculum Review Committee Process

The Curriculum Review Committee (CRC) has the responsibility and authority to approve all changes to the Common Course Library (CCL). The CRC process insures that all requests for changes receive a thorough, timely, and impartial peer review.

Upon review of each request, the CRC has the following options:

(1)   CRC approves request. The System Office staff notifies colleges. New and revised courses are sent electronically to all colleges.

(2)   CRC tables request. The Program Coordinator will consult with requesting college to provide additional information requested by CRC.

(3)   CRC does not approve request. The Program Coordinator will consult with requesting college to clarify the CRC's position and/or to explore alternative ways to meet the objectives of the requested change.

Resubmission of Request

If the college still seeks further review of the request, the following additional review steps may be used:

(1)   Requesting college modifies request based on CRC rationale and resubmits. (There is no limit on the number of times a college may modify and resubmit a request.)

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(2)   Requesting college, in consultation with Program Coordinator, prepares a detailed response to the CRC's decision including, when appropriate, additional documentation supporting the need for the change.

Upon additional review of the request, the CRC has the following options:

(1)   CRC approves request. Colleges are notified by the System Office staff of the action. New and revised courses are sent electronically to all colleges.

(2)   CRC does not approve request. Colleges are notified by the System Office staff of the decision.

Appeals Process

If the CRC does not approve a request for change after at least an initial and one additional review, representatives of the requesting college will have the opportunity to present the request in person at a called meeting of the CRC. A college has ten (10) working days from receipt of the CRC's second decision to state in writing its intent to pursue this option. The college submits its intent to the Associate Vice President, Program Services, who will forward the request to the chair of the CRC. The chair of the CRC will arrange a meeting with the college at the earliest mutually convenient time, not to exceed 20 working days from receipt of notification from the Associate Vice President, Program Services. A majority of CRC members must be present to hear and discuss the request with college representatives.

If, after meeting together, the CRC and the requesting college are not able to reach a mutually acceptable resolution, the requesting college may appeal the CRC decision to the Program Committee of the State Board. The request for a hearing must be made in writing to the Associate Vice President, Program Services within ten (10) working days from the date of receiving the CRC's final decision. The positions of both the requesting college and the CRC will be forwarded to the Program Committee.

If, after reviewing the materials for the hearing, the Program Committee agrees to hear the arguments of the CRC and the requesting college, the Program Committee will make a recommendation to the State Board. The decision of the State Board is final.

Archiving and Deleting Courses from the CCL

Any course not offered for a period of three years will be removed from the CCL and archived.

(1)   Colleges will be notified each year of courses that have not been offered for two years. Any course that is not utilized by a college during the subsequent (third) year will be purged at the end of the third year.

(2)   The courses that are purged from the CCL will be given an end term date and permanently stored in the CCL database. The course prefix and number of a purged course remain intact and may not be used for any other course.

(3)   If a college wants to use a purged course, the course will be given a new effective term/date. The course will now begin a new three-year cycle.

Attachment 1
Curriculum Review Committee
Effective August 2008

Dr. Jim Burnett President Western Piedmont Community College 1001 Burkemont Avenue Morganton, NC 28655 Phone: (828) 438-6000 FAX: (828) 438-6015 **Term Expires December 2009**	Dr. Gene C. Couch, Jr. Vice President for Instructional Services Southwestern Community College 447 College Drive Sylva, NC 28779 Phone: (828) 586-4091 FAX: (828) 586-3129 **Term Expires December 2009**
Dr. Don Ammons Vice President for Academic Affairs Gaston College 201 Highway 321 South Dallas, NC 28034-1499 Phone: (704) 922-6239 FAX: (704) 922-6309 **Term Expires December 2009**	Mr. Wesley Beddard, Chair Dean of Instruction Beaufort County Community College PO Box 1069 Washington, NC 27889-1069 Phone: (252) 940-6226 FAX: (252) 946-0271 **Term Expires December 2009**
Ms. Robin McCree Vice President of Instruction Stanly Community College 141 College Drive Albemarle, NC 28001 Phone: (910) 582-7181 FAX: (910) 582-7028 **Term Expires December 2010**	Dr. Cindy Hess Executive Vice President Craven Community College 800 College Court New Bern, NC 28562 Phone: (252) 638-7204 FAX: (252) 638-4232 **Term Expires December 2010**

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Dr. Angela R. Ballentine Vice President of Instruction Vance-Granville Community College PO Box 917 Henderson, NC 27536-0917 Phone: (252) 738-3283 FAX: (252) 430-0460 **Term Expires December 2010**	Mr. Dewey H. Lewis Vice President for Instruction and Information Resources Coastal Carolina Community College 444 Western Boulevard Jacksonville, NC 28546 Phone: (910) 938-6225 FAX: (910) 455-7027 **Term Expires December 2010**
Dr. William S. Carver, II President Nash Community College Post Office Box 7488 Rocky Mount, NC 27804-0488 Phone: (252) 443-4011 EXT 229 FAX: (252) 443-0176 **Term Expires December 2011**	Ms. Althea A. Riddick Vice President of Instruction College of The Albemarle Post Office Box 2327 Elizabeth City, NC 27906-2327 Phone: (252) 335-0821 Ext. 2241 FAX: (252) 335-2011 **Term Expires December 2011**
Dr. David Shockley Executive Vice President Caldwell Community College & Tech. Institute 2855 Hickory Blvd. Hudson, NC 28638-2397 Phone: (828) 726-2214 FAX: (828) 726-2216 **Term Expires December 2011**	Ms. Shirley Brown Vice President for Learning McDowell Technical Community College 54 College Drive Marion NC 28752 Phone: (828) 652-0676 FAX: (828) 623-1014 **Term Expires December 2011**

Attachment 2
Curriculum Review Committee
Submission Deadlines

The Curriculum Review Committee will meet twice each calendar year, once during the spring semester and once during the fall semester. The meeting dates and submission deadlines are as follows:

Items Due to System Office	Action by Committee	Implementation Dates
From January 27, 2007 thru July 28, 2007	September 2007	Fall Semester 2008 (2008*03)
From July 29, 2007 thru January 25, 2008	March 2008	Spring Semester 2009 (2009*01)
From January 27, 2008 thru July 28, 2008	September 2008	Fall Semester 2009 (2009*03)
From July 29, 2008 thru January 26, 2009	March 2009	Spring Semester 2010 (2010*01)
From January 27, 2009 thru July 28, 2009	September 2009	Fall Semester 2010 (2010*03)
From July 29, 2010 thru January 26, 2010	March 2010	Spring Semester 2011 (2011*01)
From January 27, 2010 thru July 28, 2010	September 2010	Fall Semester 2011 (2011*03)

NOTE: Requests received after due dates will be acknowledged and placed on the agenda for the next meeting.