CENTRAL OREGON
community college

Committee RECOMMENDATION FORM

⊗ **Academic Affairs**

☐ **Institutional Support**

☐ **Student Affairs**

☐ **College Affairs**

Recommendation:

The Academic Affairs committee is recommending that COCC adopt a procedure for using a Curriculum Standards document. To adopt this proposal, it is being recommended that the following procedure statement be included in the General Procedures manual:

Policy/Standard Name: Curriculum Standards
Policy/Standard Identifier in GPM: Procedure A-5-0

The Curriculum Standards document has the following purpose:

The Curriculum Standards documentation provides COCC faculty and staff with guidelines and definitions to support the approval, revision, and communication of credit curriculum. The Standards establish a COCC process and criteria that align with and support those described by Oregon Administrative Rules and the Oregon Office of Community Colleges and Workforce Development (CCWD) and Higher Education Coordinating Commission (HECC) in addition to the regional accrediting agency Northwest Commission on Colleges and Universities (NWCCU). It is a primary resource for the Curriculum Committee members who review and approve curriculum, and it assists academic departments, support departments, new employees, and others who need to understand our standards in order to support students.

The Curriculum Standards are maintained by the department of Curriculum and Assessment, shall be reviewed annually by the Curriculum Committee, and changes shall be communicated to the College annually through the Academic Affairs Committee.

Rationale:

The Curriculum and Assessment Office has engaged with various College community members to articulate definitions, standards, procedures, and business rules around our credit curriculum, and then worked to align our data systems (Banner, GradTracks, Webforms) to agree. The resulting documentation has come together in a new reference manual referred to as Curriculum Standards.
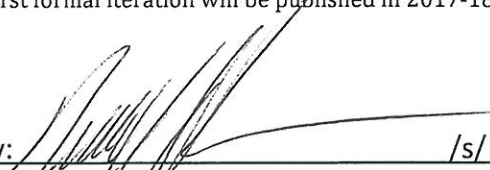
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History:
- Approved by Academic Affairs for First Reading 2/6/17
- Approved by Academic Affairs for Second Reading 2/20/17

Timeline for Implementation:

The statement for the General Procedures Manual will be added once presidential approval is received. The Curriculum Standards document is in development in 2016-17. Curriculum Committee will be asked to review the Standards in Spring 2017 and the first formal iteration will be published in 2017-18.

Submitted by: _____ /s/ **Chair**, Academic Affairs   Date: 2/28/17

Action taken by the President: [X] Approved   [ ] Denied   [ ] Tabled

Comments:

_____ /s/ President, COCC   Date: 3/6/17

[ ] GPM Changes made
to be completed by
CAC Admin.