

**Category:** Academic

**Division:** Instructional Services

**Department:** Instruction

**Policy Title:** Curriculum Development

**Policy Statement:** The Vice President for Instruction and Student Services is responsible for overseeing the development of the curriculum, including courses and programs. The primary source of advice on matters of curriculum development is the Curriculum and Instruction Committee. Proposals for new courses and programs, course deletions, course changes (including course title/number, credit hours, prerequisites/co-requisites, course objectives and content), and inclusion in the general education distribution requirements may come from the appropriate faculty, divisions, subcommittees, and task forces.

**Procedures:** The procedure for developing a new program will follow the guidelines set forth by the Kansas Board of Regents after gaining approval from the appropriate instructional administrator and the Vice President for Instruction and Student Services.

All new courses and course changes will be approved or disapproved through the following process.

1. Faculty member wishing to develop a new course, or make changes to an existing course, will communicate with the appropriate instructional administrator prior to development to seek pre-approval for development or changes.
2. Once pre-approval has been attained, the course must be developed by the faculty member. Each course must include a syllabi and competencies that will be submitted with the appropriate application for course approval.
3. The faculty member will then attain approval of the developed course from their instructional administrator and it will be taken by the instructional administrator to the Vice-President for Instruction and Student Services for approval.
4. After attaining approval from the VP for Instruction it may be submitted to the Curriculum and Instruction Committee chairperson for consideration. The process that follows submission to the committee includes the following:
  - a. Initial informational meeting with the requesting faculty member, appropriate supervisor, and committee members.
  - b. Curriculum and Instruction Committee members will complete 2 separate readings of the syllabus to ensure that the course meets the necessary academic requirements of the college.
  - c. A second meeting to discuss areas of concern or finding may be requested by the chair of the committee if necessary to address concerns.
    - i. The faculty member will then be tasked with correcting the errors or addressing the concerns. Once the corrections have been made, the documentation will be re-submitted to the chairperson and additional readings will occur.

- d. The committee will then make a recommendation for approval or disapproval of the course to be added to the course inventory at GCCC.
5. The chairperson of the Curriculum and Instruction Committee will notify the instructor and appropriate supervisor of the recommendation of the committee.
6. The chairperson will then forward the information and appropriate paperwork to the Dean of Technical Education & Workforce Development to enter information into the KBOR Course Inventory for approval from KBOR.
7. Once approved by KBOR, the paperwork will be forwarded to the Registrar for entry into the institution's course inventory.

**Contacts:** Vice President for Instruction and Student Services

**Approved Date:** 7/31/2013

**Policy History:** [Click here to enter text.](#)

**Keywords:** Curriculum Development, New Course

**Related Form:** New Course