

SOUTHWEST TENNESSEE COMMUNITY COLLEGE**SUBJECT: Curriculum Review and Development****EFFECTIVE DATE: July 1, 2000; Revised February 9, 2023****Purpose**

The purpose of this policy is to set forth obligations and responsibilities associated with curriculum review and development at Southwest Tennessee Community College (“Southwest” or “the College”).

Policy

Southwest may create new courses, terminate existing courses, determine course content, determine course design, and carry out curriculum revisions that are less extensive than those the Tennessee Board of Regents (TBR) has reserved for itself or otherwise delegated.

I. Curriculum Review

All full-time faculty are responsible for the continuous review of curriculum to ensure that it is current, it meets or exceeds the standards of good practice, it is consistent with the mission of the College, and it complies with the approved objectives of the Department wherein it best fits.

The Vice President of Academic Affairs is responsible for periodically conducting review and evaluations of the curriculum. In the exercise of that responsibility, the Vice President will solicit advice from the faculty, chairs, and deans. Though advice is solicited, the final authority for formally evaluating the effectiveness of the curriculum resides with the Vice President of Academic Affairs.

II. Curriculum Development

Curriculum additions, deletions, and revisions originate at the departmental level. Faculty members, chairs, administrators, and other interested parties may initiate such recommendations. Those seeking these recommendations should seek feedback from program faculty, the Office of Institutional Effectiveness, the Center for Teaching and Learning Excellence liaison, the division Curriculum Committee, and the division dean prior to being submitted through the College’s curriculum approval process.

The College Curriculum Committee will submit its recommendations to Vice President of Academic Affairs for final approval prior to being added to the College Course Inventory File.

Requests that pertain to a single course may be made for provisional approval. If provisionally approved by the Vice President of Academic Affairs, the course may be offered for a maximum of two (2) academic terms before it must be reviewed for final approval. Provisional approval shall be used only when it is in the best interest of the curriculum development process and meets a special need.

III. College Curriculum Committee

Voting members of the College Curriculum Committee shall be members of the faculty with proportional representation from the various divisions. In addition, representatives from the Records Office, the Digital Learning department, the Center for Teaching and Learning Excellence, and the library shall be named to the Committee as non-voting members.

IV. Other Considerations

The establishment of new programs, certificates, concentrations, majors or minors and substantive revision or termination of existing programs, certificates, concentrations, majors, or minors also requires approval of the President and, subsequently, where applicable, TBR and the Tennessee Higher Education Commission (THEC).

Information regarding the College Curriculum Committee can be found on the College's [website](#).

Responsible

Source of Policy: n/a

Administrator: VP of Academic Affairs

TBR Policy Reference: 2.01.01.00

Related Policy: _____

TBR Guideline Reference: _____

Approved: _____

President

Date: February 9, 2023