



CURRICULUM DEVELOPMENT PROCEDURE

Board Bylaw:
Policy Number: 6.0400
Subject Area: Instruction
Adopted: 04/27/2020
Revised: 12/07/2023

The Curriculum Development Procedure outlines the process of the development of new curriculum, changes to existing curriculum, and the withdrawal or inactivation of existing curriculum. All elements of the procedure conform to the Curriculum Development Policy 6.0400.

New Curriculum

When developing new programs and courses, the College begins by forming a committee consisting of the Vice President of Instructional Services, the supervising Dean and faculty from related program areas. This committee begins by researching similar programs and courses from other institutions. The committee will then, in partnership with administration, work with external stakeholders (e.g. Workforce Investment Opportunity Act partners, industry, four-year institutions, K-12 institutions, program advisory boards) to determine program feasibility (need, cost, and quality) as outlined by the ICCB Program Approval Manual and any applicable external accrediting entities (e.g. ACEN, CAPTE, NATEF).

The initiator of the new program and/or course(s) will utilize the Curriculum Council Checklist, which provides guidance regarding the specific processes, forms, reviews, and approvals that are required to be completed for the new curriculum proposal. The sections of the Curriculum Council Checklist and other applicable forms guide the initiator through all of the components that are required to be completed, including (but not limited to) justification and resources needed, student learning outcomes development, curriculum mapping, course information, Core Degree Sheet alignment, syllabus information, and/or other required information as indicated on the forms for new curriculum. All curriculum development must comply with the guidelines of the Illinois Community College Board, the Higher Learning Commission, and the US Department of Education (e.g. credit hour requirements), along with any relevant external accrediting entities.

Changes to existing curriculum

When making changes to existing curriculum, faculty from the program area first consult with the supervising Dean regarding the proposal. The initiator of the proposed change will utilize the Curriculum Council Checklist, which provides guidance regarding the specific processes, forms, reviews, and approvals that are required to be completed for proposed curricular changes. Changes to existing curriculum can include (but are not limited to) revision of any components listed on any required forms related to curriculum changes. Only those components of required forms relevant to the proposed change are required to be completed.

Withdrawing or inactivating curriculum

When proposing to withdraw existing curriculum, faculty from the program area first consult with the supervising Dean regarding the proposal. The initiator of the proposed action will utilize the Curriculum Council Checklist, which provides guidance regarding the specific processes, forms, reviews, and approvals that are required to be completed for proposed withdrawal or inactivation. Only those components of required forms relevant to withdrawal or inactivation are required to be completed.

Adding to Core Degree Sheets or IAI

All new courses must be evaluated by the committee (consisting of the Vice President of Instructional Services, the supervising Dean and faculty from related program areas) to determine whether or not the course(s) should be included on a Core Degree Sheet and/or submitted for IAI approval. Existing courses may also be proposed to be added to a Core Degree Sheet. To be included on a Core Degree Sheet, alignment to an appropriate General Education Student Learning Outcomes must be justified on applicable forms. It is also possible for a course to align with a General Education Student Learning Outcome without being listed on a Core Degree Sheet. In this case the alignment should be noted on the applicable program's curriculum map.

Curriculum Development Proposals

If the initial or subsequent consultation(s) with the Dean results in a proposal moving forward, a proposal repository will be created with all required submission materials. The initiator of the proposal will work to complete the required submission materials in collaboration with the appropriate departments and ensure that all reviews (as applicable) have been completed. When all required materials for the proposal and any required reviews have been completed, the proposal may be submitted for consideration to the KC Curriculum Council, which is a board of faculty and staff that approves all curricula. Once the curriculum development proposal has been approved by the KC Curriculum Council, the appropriate action is taken respective to the type of curriculum development:

- For new programs, the proposal must be approved by President's Cabinet and by the KC Board of Trustees. Upon their approval, the program is submitted to the ICCB and the IBHE for approval. Once approved by ICCB and IBHE, any new program that extends beyond the traditional disciplinary offerings of the College must be submitted to the Higher Learning Commission (HLC) for approval. If a program is externally accredited and/or recognized by a program-specific organization, additional external approvals may be required.
- Any new course that has been approved by the KC Curriculum Council must be submitted and approved by the ICCB. If the course can be articulated as part of the Illinois Articulation Initiative (IAI), an initiative that works to ensure transferability between public/private institutions of higher education, it is submitted to that organization for approval. These processes all work together to ensure that every program at the College facilitates student learning and success.
- Any changes to curriculum will follow the appropriate process respective to the type and extent of the change. The Curriculum Council checklist provides guidance as to which changes require further approvals, which include (but are not limited to) the ICCB, IBHE, HLC, and any external accreditation and/or other program-specific organizations.

Quality Assurance

Once approved, all active programs/disciplines must participate in the college's assessment of student learning process. The assessment of student learning process is led by a coordinator for the program or discipline charged with leading assessment activities and applicable staff with duties supporting assessment of student learning.

All IAI courses are reviewed regularly (typically every five years) through a process stipulated by the Illinois Articulation Initiative. This process includes a review of the representative (i.e. sample syllabus created by the lead instructor) course syllabi by the Illinois Articulation Initiative subject panel. The panel then approves, conditionally approves, requires additional information, or returns to the college for revisions to course documents. These subject panels are comprised of university and community college faculty, transfer advisors, and two Chief Academic Officers from a university and community college in Illinois. This review ensures that all transfer courses at Kaskaskia College meet the same student learning outcomes as other IAI-participating institutions.

All active programs and disciplines are reviewed internally every year through an Annual Program Review Process. An ICCB 5-year program review process is mandated by the ICCB in accordance with a schedule provided by the ICCB. In years when a program or discipline is not scheduled for an ICCB 5-year program review, a college-developed annual program review form will be completed. When action items are assigned, faculty must work with their Dean and ensure action items are implemented in a reasonable timeframe. Programs with external accreditation also follow the respective processes required of those entities.

Replaces Curriculum Development Procedure 6.040

Approved April 27, 2020; Revised December 7, 2023