



CURRICULUM DEVELOPMENT PROCEDURE

Policy Number: 6.0400
Subject Area: Instruction
Adopted: 04/27/2020
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When designing 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. The initiator of the new program and courses must complete a KC Curriculum Approval Form as a part of the procedure. This committee begins by researching similar programs and courses from other institutions in collaboration with the ICCB. 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 applicable external accrediting entities (e.g. ACEN, CAPTE, NATEF).

Once the committee finalizes a set of proposed program learning outcomes and/or course learning outcomes, the sequence of curriculum and course syllabi are developed that will further the defined student learning outcomes (development of Curriculum Map), while also complying with the guidelines of the Illinois Community College Board, the Higher Learning Commission, and the US Department of Education (e.g. credit hour requirements) and any relevant external accrediting entities.

- 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) contribute(s) to KC's General Education Student Learning Outcomes. If it is determined that there is an alignment to the General Education Student Learning Outcomes, faculty must notate this alignment on the Curriculum Map which are reviewed and approved by KC Curriculum Council.
- The finalized curriculum, Curriculum Approval Form, course syllabi, and Curriculum Map, along with Credit Hour Compliance Worksheets for each new course, are then submitted to the KC Curriculum Council, which is a board of faculty and staff that approves all curricula. All new programs are then approved by the KC Board of Trustees.
- Once approved by both the KC Curriculum Council and the KC Board of Trustees (for new programs only), 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.
- 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 for approval. These processes all work together to ensure that every program at the College facilitates student learning and success.

Curriculum/Assessment Review

Once approved, all programs/disciplines participate in the program review and assessment processes, which are led by Department Chairs and Program/Discipline Coordinators in partnership with the Faculty Assessment Steering Committee, facilitate methods of assessment that are appropriate for the academic area and its student learning outcomes.

All transfer courses are reviewed periodically through 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 programs are reviewed internally every year through an Annual Program Review Process and are provided feedback and action items by the Assessment Steering Committee. When action items are assigned, faculty must work with their Dean and appropriate department chair/discipline coordinator/program coordinator to ensure action items are implemented in a timely manner as set by the Assessment Steering Committee. Additionally, programs/disciplines are reviewed (schedule determined by the ICCB) externally as part of the 5-year ICCB Program Review. Those programs with external accreditation also follow the respective processes of those entities.

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