

## **301-01 CURRICULUM DEVELOPMENT—PROCEDURE**

### **1. PURPOSE**

To provide quality courses, programs, and learning outcomes consistent with the vision and mission of the college to help students succeed in school, work, home and community.

### **2. PROCEDURE**

1. Faculty and Division Deans who have expertise in discipline areas initiate curriculum proposals for new, modified or retired courses and programs.
2. Division Deans review and approve, request revision, or disapprove curriculum proposals and business plans for their respective areas.
3. Curriculum Coordinator reviews for completeness and forwards complete curriculum proposals approved by Division Deans to Curriculum Committee for review (with the exception of Special Courses - see Policy 303-10).
4. Curriculum Committee reviews and then suggests revisions, approves or disapproves all curriculum proposals sent to Committee.
5. Curriculum Committee Chair reviews all curriculum approved by the Curriculum Committee to confirm that all Committee approved changes have been made.
6. As President's designee, VPAA reviews and then requests revision, approves, or disapproves all curriculum proposals approved by Curriculum Committee and forwarded by Curriculum Committee Chair.
7. President or designee forwards new or retiring program proposals to the Board.
8. The Board conducts final review, approval or disapproval of all new or retiring program proposals and new program business plans.

### **3. BACKGROUND**

1. References: AZ Statute 15-1410 (compliance)
2. Revision history: 04/01/1998, 07/15/2003, 05/13/2009
3. Legal review: none
4. Sponsor: Academic Affairs

**COCONINO COMMUNITY COLLEGE**