Procedure 3.0102

Curriculum Revision Procedure

Curriculum revision maintains relevancy and keeps pace with the changing needs of the community. The faculty and staff of the College are responsible for curriculum revision. Such revisions may be in response to student need, input of college advisory committees, labor market trends, the North Carolina Community College System (NCCCS), and/or other appropriate internal and external stakeholders.

Requests for a new curriculum or changes in a curriculum should be closely coordinated with the vice president of academics, curriculum advisory committees, and the Curriculum Committee. New curriculum and/or revised curriculum must be developed in compliance with the College Substantive Change Policy and the Curriculum Procedures Reference Manual of the NCCCS. The dean is the primary facilitator of curriculum revision. Supporting data developed in the curriculum revision process should include curriculum and course outlines, student interest surveys, labor market information, equipment, space, staffing, and other budget requirements. A curriculum according to NCCCS is defined as "consisting of a course or group of courses organized in a particular sequence to meet one educational objective, and it must meet the following criteria:

1.   The curriculum consists of a course or courses which total a minimum of 12 semester hour credits;
2.   The curriculum is required for an associate degree, a diploma, or a certificate;
3.   The curriculum covers the instruction in a designated discipline that has been approved by the State Board of Community Colleges."

After coordination, curriculum revisions are presented to the Curriculum Committee and to Senior Staff for approval. Implementation of a new program or termination of an existing program at BCCC requires review and approval from the BCCC Curriculum Committee, BCCC Senior Staff, the Board of Trustees Educational Committee, the full Board of Trustees, and regional accrediting body.

References

Legal References: *NCCCS Curriculum Procedures Reference Manual*

Cross References: Academic Freedom Policy, Academic Freedom Procedure

History

Leadership Council Review/Approval Dates: *4/12/2024*

Senior Staff Review/Approval Dates: *2/22/2016; 03/20/2024*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*