

FACULTY REGULATIONS AND PROCEDURES ESTABLISHMENT OF NEW PROGRAM OR COURSE

The Curriculum Committee is the body charged with approving new programs or courses and for approving changes to existing programs.

Members

Vice President of Academic Affairs, Chair
Dean of Applied Sciences
Dean of Liberal Arts
Dean of Workforce Education
Each Division Chair
Associate Vice Presidents Registrar
Registrar
One Advisor/Counselor
Financial Aid Representative
Library Director
Four Faculty Members
One Faculty Association Representative
One Student Representative

A recommending body to the President's Cabinet, the Curriculum Committee collects and analyzes educational program data and thereby:

1. Recommends and initially approves changes to SWTJC curricula and to educational policy and procedures;
2. Recommends and initially approves changes to relevant portions of the College Catalog and the Faculty Handbook;
3. Serves as a forum for the presentation and exchange of general information regarding all educational functions of the college;
4. Ensures that college curricula comply with rules and regulations of the SACSCOC, THECB, the Texas Board of Nursing, and all other relevant agencies;
5. Ensures that the curricula directly relate to the statement of purpose and strategic goals of the institution.

New Program/Policy/Procedure:

To recommend new programs of study or courses, or to recommend changes to existing degree plans, programs, courses, policies or procedures, the sequence below should be followed:

1. The President, Vice Presidents, Associate Vice Presidents, Deans, Division Chairs, Program Directors, or their designees may propose a new offering or a change.
2. Academic Programs and Courses --
Those making the proposal to the Curriculum Committee should conduct research on courses taught in senior colleges and universities in the first two years (concerning transferability) and on courses taught in other junior colleges. The course(s) must be listed in the current Lower Division Academic Course Guide Manual (ACGM).

3. Technical-Vocational Programs --
Those making the proposal to the Curriculum Committee should conduct research based on the needs of the community and the needs of students. This involves the use of input from advisory committees. The course(s) must be listed in the current Workforce Education Course Manual (WECM).
4. Initiator reports to the Curriculum Committee after having submitted the appropriate paperwork to the Committee. All Curriculum Committee documents are available to Committee members via the Shared Files function on Campus Cruiser.
5. The Curriculum Committee votes approval/disapproval of new course, program, policy, or procedure.
6. The Curriculum Committee chair submits the approved item to the Cabinet and to the President of Southwest Texas Junior College for approval/disapproval.

Program Revisions After Cabinet Approval:

1. The appropriate Dean submits proposed courses or programs to the Board of Trustees, Southwest Texas Junior College, for its approval.
2. The appropriate Dean submits academic and vocational courses to the Coordinating Board for approval.
3. The Program Review process evaluates and monitors progress and degrees of success.
4. The Curriculum Committee reviews appropriate data provided by the Office of Institutional Planning & Research.
5. The Curriculum Committee makes recommendations to the Cabinet regarding strategy modifications.
6. The Curriculum Committee recommends to the Cabinet to implement, expand, reduce, or terminate specific programs.

Program Review

The Curriculum Committee

1. Oversees the Program Review Process to ensure that it occurs within the stated timeline.
2. Monitors the implementation of the Program Review Process.
3. Provides assistance to units involved in the process.
4. Develops modifications as necessary to ensure the process functions effectively.

5. Develops modifications of the Indicators of Effectiveness, including related criteria, as needed.
6. Reviews self-study reports and the reports of Program Review committees.