

Title: Curriculum Committee	
Originated by: Vice President of Instructional Services	
Originated Approver: Faculty Senate/President/BOD	Originated Date: 8.31.2011
Revised by: Curriculum Committee/Vice President Student Success	Revised Date: 12.8.2020
Reviewed on: 7/2011; 2/2016; 10/2020	

Policy Statement:

The Curriculum Committee is a representative faculty governance group of Manhattan Area Technical College consisting of faculty and administrative staff that advises the Chief Academic Officer (CAO) in matters concerning the planning, implementation, and evaluation of activities related to curriculum and instruction. The committee serves the College's mission and goals by ensuring the curriculum of programs and courses are academically sound, comprehensive, and meet the changing needs of the MATC community.

Rationale:

The faculty of MATC is responsible for all instruction including content, methodology, and ongoing assessment. It is therefore essential that the faculty oversee curriculum development and implementation by way of a representative body.

Procedure:

The functions and responsibilities of the curriculum committee are as follows:

1. Review proposals and make recommendations to the administration concerning new and existing instructional programs
2. Review and recommend course and program additions, revisions, and eliminations related to the academic offerings
3. Accept, reject, or suggest modifications of curriculum proposals
4. Recommend graduation requirements and general education requirements for AAS degree and certificates
5. Monitor Course Outlines, which are the formal curriculum document submitted to the CAO for each course regarding format, content, and rigor
6. Assess general education requirements for each program and assure institution-wide standards are met
7. Support faculty by offering recommendations and assistance in curriculum changes
8. Serve as a forum for communication between instructional programs and administration

**Manhattan Area Technical College
Institutional Policy Manual**

Policy No. 3.2.7

Curriculum changes **requiring** Curriculum Committee review and approval are as follows:

• Course prefix and number	• Course name
• Credit hours	• Course descriptions
• Pre-requisite requirements	• Learning outcomes
• Course competencies	• New course addition(s)
• Course elimination	• Program additions(s)
• Program elimination	

Curriculum changes **not** requiring Curriculum Committee review and approval, but must be submitted to the CAO are as follows:

- Required Materials (i.e. Textbooks / Other academic materials)
- Course delivery method (i.e. online, blended)

Submitting requests to Curriculum Committee:

1. Complete appropriate form, i.e. “Proposal for Course Change,” “New Course Proposal” ([MATCOnline/Resources/Committees/Curriculum/Documents](#)).
2. Complete revised/new Course Outline ([MATCOnline/Resources/Committees/Curriculum/Documents](#));
3. Submit “Proposal for Course Change” or “New Course Proposal” and Course Outline with proposal electronically to the CAO to be forwarded to the Curriculum Committee chairperson.
4. Attend the Curriculum Committee meeting when proposal(s) will be reviewed.

The CAO will do an initial review of all proposals for completeness and accuracy. Upon CAO signature of approval, documents are forwarded to the Chair, or their designee for additional review of completeness and accuracy. If the proposal requires correction, it will be returned to the submitting representative for revisions and CAO pre-approval. Upon approval of review by the Chair, the proposal will then be forwarded to the committee. The Chair, upon receipt of a complete proposal, will place it on the next monthly agenda for action.

Curriculum Committee acts on the proposal by selecting one of the following actions:

- Approval as submitted
- Approval pending modifications
- Table for future discussion
- Rejection

Any action by the committee will require a quorum (50% plus one) of members. Actions taken will be reflected in the meeting minutes and will be available to faculty and staff for review. A notice of Curriculum Committee action will be forwarded to the representatives whose proposals are acted upon. If approved pending modifications, the modifications required will be clearly explained in writing and returned to the proposal originator. After modifications or concerns have been addressed, the proposal may be resubmitted for

committee approval.

Upon committee approval, proposals are submitted to Kansas Board of Regents, Higher Learning Commission, and accreditation agencies if applicable.

If rejected, the proposal with comments and explanation of rejection rationale will be returned to the proposal originator.

Archives of agendas and meeting minutes are filed on MATC Online.

Composition of Membership:

- The Chief Academic Officer will be permanent ex-officio (non-voting) member
- Faculty will have no less than five voting representatives
- Administrative Services, Student Services, and professional staff will have representation as determined by the respective Vice Presidents
- Membership and rotation of faculty will be determined by Faculty Senate
- The Chair or the CAO may request additional individuals to participate in the committee

Offices of the Curriculum Committee

Chairperson:

The Chair will be a faculty member appointed by the Faculty Senate in consultation with the CAO, and will serve a one-year term with the option of serving additional terms.

Duties:

- Prepare and distribute, in advance, all agendas and relevant documents for committee consideration
- Preside at all meetings
- Disseminate updates and information concerning committee action to faculty and interested parties
- Call special meetings as needed
- Communicate progress to Faculty Senate

Vice-Chairperson:

The Vice-Chair will be elected at the first meeting in the fall by a majority vote of the committee. The Vice-Chair must be a faculty member and will serve a one-year term with the option of re-election.

Duties:

- Fulfill the duties of the Chair in the case of absence
- Organize and serve as an ex-officio member on any subcommittees
- Take minutes in the absence of the Recorder

Recorder:

The Recorder will be elected at the first meeting in the fall by a majority vote of the

committee. The Recorder will serve a one-year term with the option of re-election.

Duties:

- Record minutes of all meetings, distribute to committee members, and post on MATC Online
- Maintain a file of Curriculum Committee minutes, correspondence, and all other pertinent documents

Officer Resignation:

An officer may resign from their position by submitting a letter of resignation to the Chair and the Faculty Senate. In the case of Chair resignation, a letter of resignation is to be submitted to the CAO. The committee will elect the replacement for the vacancy, except for the Chair, at the next meeting. The replacement will fulfill the remainder of the term of the resigning officer.

Meetings

The committee will meet monthly during the academic year, unless additional meetings are warranted. Agenda items will be submitted to the Chair one week prior to the next regularly scheduled meeting.

Definitions

Course Outline. The course outline is a common curricular tool for all faculty teaching a course. It contains the official course information approved by the Curriculum Committee. Information in the course outline is required for every course syllabus. The course outlines are centrally stored and available to all faculty on MATC Online. The course outline incorporates the information required by the college and the Kansas Board of Regents (if applicable) for course approval.

Course Description. The course description should be in outcomes language reflecting the learning outcomes listed below. It should describe what the instructor expects the student to be able **to do** with what he/she will learn in this course. As an example, the course description could start with the statement, “This course will enable the student to . . . “

Prerequisite(s). Prerequisites are the requirements potentially including courses and/or instructor approval that must have been completed at a particular level for the student to enroll in this course.

Purpose of Course. This statement should explain the *compelling* real-world reason(s) for this learning experience. State the need and purpose of the course. Indicate how the course relates to the primary goals of the program/school/degree/certificate.

Required Materials. Required materials are academic resources that must be obtained by the student to assist in successful completion of the course. Examples can include textbooks, articles, materials, equipment, etc.

Learning Outcomes. Outcomes should explain what the course seeks to achieve in terms of knowledge and cognitive skills. These are inclusive statements and utilize action verbs at the beginning of the outcome. These are the intentions for what the student will be able **to do** with what the student will learn in this course. Each outcome should begin with an action verb. A good rule of thumb is a minimum of one to three outcomes for every credit hour the course delivers. **The committee assesses each learning outcome.** As an example, this section could begin with the following statement, “The intention is for the student to be able to...”

Course Competencies. Competencies are defined as actions that tell what learners should be able to do when they complete a segment of instruction. It is recommended to utilize the verb wheel based on Bloom’s Taxonomy. If external standards (accrediting, state, national, professional) are used for competencies and/or learning units, provide a reference for the standards, i.e. KSBN. As an example, this section could begin with the following statement, “Actions that are essential to achieve the learning outcomes...”

Learning Units. This section reflects the specific areas that will be covered in the course.

Method of Delivery/Instruction. Mark how the course will be delivered, i.e. face-to-face, blended, online. Instructors will provide clarification of modality in the course syllabus.

Method of Grading/Evaluation. The general statement on the Course Outline Template must be included in the course outline. This section will be expanded upon in the course syllabus. **Important Note: Attendance may not be used as a grade determinant.** While keeping track of a student’s attendance is critical, the activities completed and assessed within the classroom/lab should reflect the learning that occurred in the class on a particular day and could reflect what the student missed in content or experiences by not being in attendance (i.e. grading for participation).