



Northwestern Connecticut Community College Course and Program Development Process

Curriculum Development Process

Curriculum changes have been discussed with:

Check all that apply:

Faculty members in the discipline

Program Coordinators who may be impacted by the curriculum change

Transfer counselor

Advisory committee

- Proposals, including the Tracking Sheet, with initials from the Division Director and the Dean of Academic and Student Affairs (on the back of this document) should be submitted the chair of the Curriculum Committee one week prior to the meeting to be placed on the Curriculum Committee agenda.
- Proposal copies must be distributed to all members of the Committee, the Dean, Division Directors, and program coordinators one week prior to the Curriculum meeting.
- After Curriculum Committee approval, it is the responsibility of the presenter to electronically submit the proposal as a single file to the recording secretary of the curriculum committee at least one week prior to the Professional Senate meeting.
- The individual responsible for developing and presenting the proposal must be in attendance at the Professional Senate meeting to present the proposal and answer questions raised by Senate members.

Proposal #
Date:

All Course & Program Proposals Submitted To DD & Academic Dean:

Submitted By: _____ Phone X _____

<p>Course Name: _____</p> <p><input type="checkbox"/> New Course Proposal #of Credits _____ Contact Hours _____</p> <p><input type="checkbox"/> Course Modification #of Credits, from _____ to _____</p> <p><input type="checkbox"/> Course Termination</p>

<p>Program or Certificate Name: _____</p> <p><input type="checkbox"/> New Degree Program</p> <p><input type="checkbox"/> New Certificate Program</p> <p><input type="checkbox"/> Program or Certificate Modification - # of credits changed _____</p> <p><input type="checkbox"/> Program or Certificate Termination (Steps 1,2,3,4,7)</p>

1. Reviewed by the Division Director _____

Date _____ Action/Signature _____

After review & signature send to Dean of Academic and Student Affairs.

2. Proposal Reviewed by Dean of Academic and Student Affairs

Date _____ Action/Signature _____

After Review & signature send to proposal initiator for submission to the Curriculum Committee.

3. Proposal Submitted to Curriculum Committee

Date _____ Action/Signature _____

After review & signature send to proposal initiator for submission to the Professional Senate.
CC Status to Dean of Academic and Student Affairs

4. Proposal Submitted to Professional Senate

Date _____ Action/Signature _____

After review & signature send to Dean of Academic and Student Affairs and proposal initiator

<p>Recommendations by Reviewers or Committee</p>
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Program Proposal Process Sheet

External Steps

<p>Procedure For</p> <p>*New Degree</p> <p>*Addition of a Program Option to a Degree Program</p> <p>*New Certificate-15 Credits or more</p> <p>*Program/Certificate Modifications of 15 credits or more</p>	<p>5. Program Proposal Submitted to President</p> <p>Date _____ Action/Signature</p> <p><input type="checkbox"/> Transmittal Letter drafted After review & signature send to Dean of Academic and Student Affairs</p>
	<p>6. PPA Submitted Electronically to System & Deans' Council Chairperson</p> <p>Date _____ Action/Signature</p>
	<p>7. Proposal to BOT</p> <p>Date _____ Action/Signature</p>
	<p>8. Proposal Submitted to DHE</p> <p>Date _____ Action/Signature</p>
<p>Proposal Submitted to the BOG</p>	<p>9. Calendar Date for DHE/BOG Presentation</p>

CC:

Dean of Instructional Programs & Services
Dean of Student Development & Information
Enrollment Manager
Director of Admissions
Director of Marketing
Counselors
Catalog Committee Chair

Faculty Secretaries
Professional Senate & Curriculum Committee Chairs
Division Directors
Director of Institutional Research
Registrar

For Programs and Certificates -- Place on Self-Study Grid for Evaluation