

DIN: 3030-2-01
Name of Process: Making Curriculum Changes

Purpose

The purpose of this process is to ensure that the Academic Affairs and Standards Council follows a consistent and equitable process that allows for appropriate input and that due consideration occurs for the processing of all curriculum change requests.

Scope

This process is used by the Academic Affairs and Standards Council to process requests for changes to programs and courses. These can be modifications to existing programs and courses, or the request can be to propose new programs and/or courses. There are additional processes involved in proposing new programs and in proposing the suspension or closure of programs.

Definitions

The following is a list of key definitions:

Term/Phrase	Definition
Academic Affairs and Standards Council	Group of faculty and administrators formed in accordance with faculty contractual requirements to provide direction to the college president in matters pertaining to academic affairs.
Curriculum Modification Form	Form used to describe the changes being proposed to a course or to a program.
Course Outline	Course description, credits, course goals.
Program Plan	Sequence of courses recommended for a fulltime learner.

Process

The table below describes responsibilities for this process:

Stage	Who	Description
1	Program Faculty	Faculty, in accordance with curriculum change timelines and in consultation with other faculty in the program and the Division Chair, determine curriculum changes based on appropriate rationale and research. Complete the Curriculum Modification Form and all necessary other documentation (e.g., course outlines, program plans). Give the forms and documentation to the Division Chair for presentation to the AASC. Documentation is to be provided electronically.
2	Division Chair	Reviews proposal with faculty. Sends electronic proposal to AASC Chair with cc to Academic Affairs Administrative Assistant for consideration at the next meeting.
3	AASC Chair	Puts the proposal on the AASC agenda for next meeting. Posts the documents on the AASC D2L site and notifies members of posting for their review.
4	AASC members	Review proposal from D2L site. Discuss and act on proposal at AASC meeting

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		IF proposal is recommended for approval	THEN the approval is noted in the minutes and the electronic documentation is sent to the Dean of Academic Affairs for approval.
		IF proposal is not recommended for approval and/or if more research is needed	THEN the Dean or designee (Academic Associate) works with the originating faculty to make the necessary revisions and/or conduct additional research, if the faculty and Dean wish to pursue the change request. When revisions are ready, faculty resubmits the change request to the Division Chair for a return to the AASC (back to Stage 2)
5	Dean	Approves proposals upon the recommendation to do so from the AASC. If, for any reason, the Dean does NOT follow the recommendation of the AASC, the Dean will provide written rationale to support the decision to the AASC Chair. Dean provides the electronic documentation to administrative assistant for processing.	
6	Academic Affairs Administrative Assistant	Completes required paperwork and data input within ISRS and communicates the change to appropriate individuals for updating of external and internal communications, including website. If approval for a new program or a major change is required by MnSCU Program Approval division, submits the application at the direction of the Dean.	
7	Faculty and other individuals	Take whatever actions are needed as a result of the curriculum change (i.e., update advising materials/program website, inform current learners, etc.).	

Supporting references

Listed below are college documents that support this process:

3030-1-01 [Curriculum Modification Form](#)

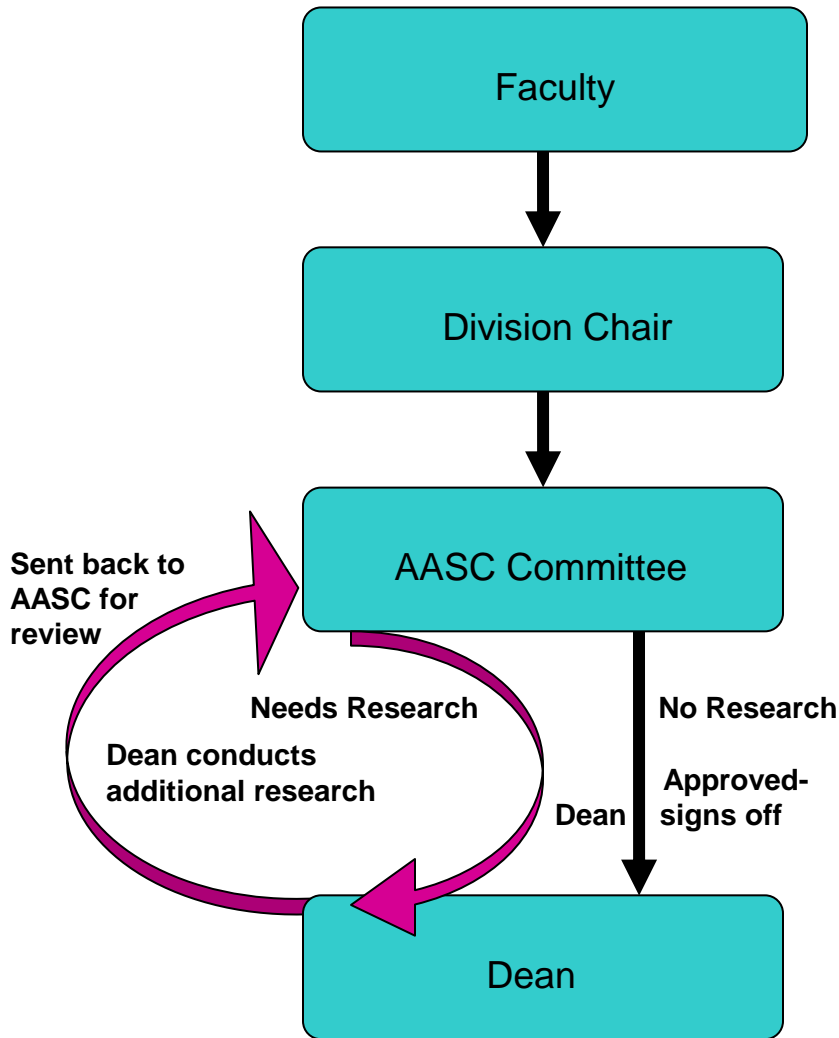
3065-1-01 New Program Development and related processes and forms

3070-1-01 Program Suspension/Closure and related processes and forms

(See flow chart of process below.)

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Academic Affairs & Standards Council
Flow Chart for Program/Course Approval



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