Policy
The College is committed to providing quality, up-to-date curriculum, consistent with its mission. To assure the integrity, consistency, and validity of curriculum, all programs and courses delivered by Northwest Technical College—whether technical or general education—regardless of delivery mode (i.e., campus, online, custom, web-enhanced, ITV) shall be developed and implemented in compliance with MnSCU policy and in conformance with the standards and criteria of the college’s approved curriculum model. Every course offered will have an approved Course Outline before it is delivered. Instructors teaching the course will customize that approved Course Outline into their own course syllabus, which will be provided to learners within one week of the first class session, in accordance with MnSCU Policy 3.22. Formal articulation agreements with other institutions of higher education will specify agreed upon course/program transfer opportunities that the faculty of the institutions have agreed consist of substantially equivalent learning outcomes.

In concert with the principles of continuous improvement, faculty will review programs and courses annually to ensure up-to-date curriculum. All new programs and courses, proposed revisions, including course additions and deletions, as well as articulation agreements, must be approved in accordance with established procedures of the Academic Affairs and Standards Council.

Purpose
To assure the integrity, consistency, and validity of NTC curriculum.

Responsibility
The table below describes responsibilities for this policy:

<table>
<thead>
<tr>
<th>Group/Individual</th>
<th>Responsibility</th>
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<tbody>
<tr>
<td>Faculty</td>
<td>Ensure curriculum complies with college standards and best practice for course structure, addresses knowledge/skills needed by industry, falls within appropriate parameters of rigor for college level courses.</td>
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<tr>
<td>Academic Affairs and Standards Council</td>
<td>Ensure coherent curriculum development and approval processes are in place and followed. Monitor curriculum for alignment with college mission and for assurance of quality through curriculum review process.</td>
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<tr>
<td>Dean</td>
<td>Ensure compliance with this policy.</td>
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Supporting References
Listed below are college document(s) that support this policy:
- **3030-2-01** Making Curriculum Changes Process
- **3030-4-01** Curriculum Modification Form
- **3030-2-02** Developing Master Course Outlines process
- **3030-4-02** Master Course Outline Template Form
3030-2-03 Implementing Articulation Agreements Process

Compliance References:
Listed below are references to compliance requirements (e.g. MnSCU policy, federal regulations).
Minnesota State College Faculty contract
MnSCU Policy 3.22 Course Syllabi