

DIN: 3030-1-01
Title of Policy: Curriculum Integrity

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, blended) shall be developed and implemented in compliance with Minnesota State 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 delivery. Instructors teaching the course will customize that approved Course Outline into their own course syllabus, which will be provided to students within one week of the first class session, in accordance with Minnesota State Policy 3.22. Syllabi will contain all elements discussed in Minnesota State Policy 3.22. As addressed in Minnesota State Policy 3.36.1, syllabi will also discuss credit hour policy expectations and the number of hours the course will meet each week and the number of hours students are expected to work outside class. Courses offered in an alternative format (online, blended, compressed format, etc.) are expected to adhere to the same credit hour policy. The college will review compliance through peer and administrative oversight. 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:

Group/Individual	Responsibility
Faculty	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.
Academic Affairs and Standards Council	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.
NTC Vice President of Academic Affairs	Ensure compliance with this policy.

The most current documentation is electronic; therefore, please discard printed copy after 24 hours. This does not apply to completed forms which are records.			Print Date:
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Approved: President Hensrud	Date: 11/1/19	Check here if policy should appear in student handbook:	<input type="checkbox"/>

Supporting References

Listed below are college document(s) that support this policy:

- 3030-2-01 Making Curriculum Changes Process
- 3030-2-02 Developing or Revising Master Course Outlines
- 3030-4-02 Course Outlines and Course Syllabi
- 3030-2-03 Implementing Articulation Agreements Process

Compliance References:

Listed below are references to compliance requirements (e.g. Minnesota State policy, federal regulations).

- Minnesota State College Faculty contract
- Minnesota State Policy 3.22 Course Syllabi
- Minnesota State Procedure 3.36.1 Academic Programs

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