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 (AASC) follows a consistent and equitable process that allows for appropriate input and consideration occurs for the processing of all curriculum change requests.

Scope
This process is used by the AASC 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 (AASC)	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 student.

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 Program Division Chair (hereafter referred to as Division Chair), determine curriculum changes based on appropriate rationale and research. Complete the Signature and Summary Cover Page Form and all necessary other documentation (e.g., program modification, new course form, course modification form, dropped course form, new program form and program plans). Provide the forms and documentation to the Division Chair. Documentation is to be provided electronically.

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2	Division Chair	Reviews proposal with faculty. Sends electronic proposal to the Dean.	
3	Dean	Reviews proposal with faculty/division chair. When proposal is ready, sends electronic copy to AASC Chair.	
4	AASC Chair	Posts the documents on the AASC shared drive and notifies all members AASC of posting for their review. Puts the proposal on the AASC agenda for next meeting.	
5	AASC members	Review proposal from shared drive. Discuss and act on proposal at AASC meeting	
		IF proposal is recommended for approval	THEN the approval is noted in the minutes and the electronic documentation is sent to the Vice President for Academic Affairs for approval.
		IF proposal is not recommended for approval and/or if more research is needed	THEN the Division Chair and Dean work with the originating faculty to make the necessary revisions and/or conduct additional research, if the faculty 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)
6	Vice President for Academic Affairs	Approves or denies the recommendation from the AASC.	
		IF proposal from AASC is approved.	THEN faculty, dean, AASC Chair and registrar are notified of approval.
		IF proposal from AASC is denied.	THEN faculty, dean, AASC Chair, and registrar are notified. UPON REQUEST from the council chair the college president will attend to hear an appeal on the issue.
		A report update of the previous AASC approved/denied proposals and their status will be posted before the next regularly scheduled AASC meeting.	

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7	Registrar (or designee)	Completes required data input within ISRS and communicates the change to appropriate individuals for updating of external and internal communications, including course outlines and the website. If approval for a new program or a major change is required by Minnesota State Program Approval division, submits the application at the direction of the VPAA.
8	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 students, etc.).

Supporting references
Listed below are college documents that support this process:

3030-4-02 Course Outlines and Course Syllabi
3065-1-01 New Program Development and related processes and forms
3070-1-01 Program Suspension/Closure and related processes and forms

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