MOST RECENT CHANGES

1. Added section about "for-credit" courses, degrees, and certificates.
2. Updated curriculum process structure.
3. Updated structure, roles, and responsibility of the Faculty Senate Curriculum Committee.
4. Updated structure, roles, and responsibility of the School Curriculum Advisory Committee.
5. Updated School Curriculum Advisory Committee to include a communication/feedback role in order to gain comment both from other SCACs and the "College-at-Large."
6. Added a section on procedures for curriculum proposals moving through the administrative portion of the curriculum process.
7. Clarified roles and responsibilities of those involved in the curriculum process including Registrar, Librarian, Assessment, Dean, and Department Chairperson.
8. Updated procedures and guidelines for submission and approval of curriculum proposals to the FSCC.
9. Updated verbiage for criteria for curriculum decisions.
10. Added a section covering deadlines and timelines to make clear when things need to be approved by the FSCC in order to meet administrative side deadlines such as AAC and BoR.
11. Clarified process of early implementation requests.
12. Cross-referenced several policies and Handbook items.
13. Corrected minor grammatical errors.
14. Added references from NSHE Handbook and NSHE Procedures and Guidelines.
15. Added an appendix for Curriculum Proposal Initiator Responsibilities.
16. Moved information regarding the administrative approval process into an appendix.
17. Moved a section regarding deadlines and timelines from process to policy.

I.   POLICY PURPOSE

This policy governs the structure, role, and procedures for the Curriculum process.

II.   POLICY STATEMENT

A.   Academic "credit-bearing" items governed under the Curriculum Policy.

   1.   Courses

   All proposals for new, modification, and deactivation of credit-bearing courses.

   2.   Certificates

   All proposals for new, modification, and deactivation of credit-bearing Certificates of Achievement and Skills Certificates.

   3.   Degrees

All proposals for new, modification, and deactivation of credit-bearing degrees including AA, AB, AS, AAS, BS, BAS, etc.

B.   Structure

The curriculum review and recommendation for approval process operates at four levels: The Department Chairperson, the School Curriculum Advisory Committee (SCAC), the Faculty Senate Curriculum Committee (FSCC) and the Executive Leadership team. Faculty has the primary responsibility for recommending curriculum changes.

1.   As a Faculty Senate Committee, the composition of the Faculty Senate Curriculum Committee (FSCC) is determined by the Faculty Senate by-laws.

   a.   The Faculty Senate Chairperson will select one representative from each academic department, including Library, and from Counseling to sit on the FSCC. Should any of these positions become vacant due to unforeseen circumstances, such as illness, resignation, or any other, the Faculty Senate Chair will name a replacement.

   b.   The chair of the Council of (department) Chairs or designee sits on the committee.

   c.   The FSCC will also include several ex-officio members. Ex-officio members are non-voting members of the committee. The Faculty Senate Chairperson will consult with the FSCC Chairperson to appoint the ex-officio membership. Ex-officio members of the FSCC include:

      1. Registrar or designee
      2. Administrative Faculty Assembly (AFA) representative
      3. Director of Library or designee
      4. Director of Assessment or designee
      5. Representative from Finance
      6. Chair of Deans' Council or designee
      7. Representative from Advising
      8. Representative from Articulation
      9. Representative from Workforce/CTE
      10. Representative from the Office of Curriculum and Scheduling
      11. AVP for Academics or designee
      12. Representative from Financial Aid

2.   Defined as a sub-committee of the FSCC, the School Curriculum Advisory Committee (SCAC) is composed of:

   a.   The FSCC academic department representatives who serve on their respective school's SCAC. The chairperson for each SCAC must be an FSCC academic department representative and is appointed by the Faculty Senate Chairperson.
   b.   One additional faculty member from each academic department within the School may be appointed by the School's Dean.
   c.   The School Dean.
   d.   An Academic Counselor.
   e.   A departmental or School Administrative Assistant, appointed by the School's Dean. This position is ex-officio and non-voting.
   f.   The SCAC also includes the following ex-officio members who are non-voting, but can hold up proposals from SCAC approval:

1. Registrar or designee
2. Director of Library or designee
3. Director of Assessment or designee
4. Representative from the Office of Curriculum and Scheduling
5. Representative from Articulation

C. Roles and responsibilities of the Faculty Senate Curriculum Committee (FSCC) and the School Curriculum Advisory Committee (SCAC)

   1. The FSCC has the following responsibilities:

       a. Implement all current policies, procedures, and standards for the development and revision of courses, programs, and other elements of the curriculum per the Nevada System of Higher Education (NSHE), the Northwest Commission on Colleges and Universities (NWCCU), and the College.
       b. Receive and act on curriculum proposals submitted by the SCACs.
       c. Reserve the right to recommend for approval, request changes, table, or reject any curriculum proposal.
       d. Recommend to the CSN Executive Leadership Team (ELT) the administrative approval path for curriculum proposals that have been recommended for approval by the FSCC.
       e. Serve as the recommending authority for the inclusion of current and new curricular information to the catalog.
       f. Strive for consistency and prevent/remove unnecessary redundancies in the curriculum.
       g. Regularly review the curriculum policy for revision.

   2. The SCAC has the following responsibilities:

       a. Review the correctness of the proposal, including completion of appropriate forms and the attachment of required/supporting documentation.
       b. Strive for consistency and prevent unnecessary redundancies in the School curriculum.
       c. Solicit for and receive feedback on curriculum proposals from the other SCACs and the College-at-Large. A ten-business-day period will be given for receipt of all feedback from both SCACs and the College-at-Large. SCAC committees will notify the College-at-Large and other SCACs of available proposals to make comment on via the "all" email (SCAC Chairpersons should see the Faculty Senate Chairperson to send "all" emails). SCAC committees will use a CSN LMS course shell to receive feedback.
       d. Follow a majority vote rule for decisions in curriculum matters.
       e. Follow a set timeline in coordination with the FSCC.
       f. Return incorrect or incomplete proposals to initiating faculty members for revisions as needed, especially if requested by SCAC ex-officio members.
       g. Identify and include classification index program (CIP) code in consultation with Institutional Research (IR)

D. Role of the Department Chairs

   1. Department Chairperson responsibilities include:

       a. Review resource requirements associated with curricular proposals in

        consultation with Budget and/or ELT.

b. Evaluate curricular viability and integration with other programs.
c. Determine relevance of the curricular proposal in consultation with Budget and/or ELT to the Academic Master Plan.
d. Review learning outcomes for measurability and assessment. This includes, but is not limited to assessing and approving an included general course curriculum map; assessing and approving an included program outcome matrix; and assessing and approving an included three-year assessment plan.
e. Review teach-out plans for degree and certificate deactivation proposals. If any learning outcomes or assessment measures change as a result of the teach-out plan, those items must be approved by the Office of Assessment.
f. Review course syllabi to ensure they meet Faculty Senate syllabi policy requirements.
g. Reserve the right to recommend for approval, request changes, table, or reject any curricular proposal.
h. Ensure proposal includes all documents required for submission to the Board of Regents or NWCCU.

E. Role of the Deans, Registrar, Librarian, Assessment Designee, and Financial Aid Designee as Members of the SCAC

1. The School Dean responsibilities include:

a. Attend all SCAC meetings.
b. Complete all SCAC appointments within the FSCC timeline.
c. Review the resource requirements associated with curricular proposals in consultation with Budget and/or Executive Leadership Team.
d. Evaluate the curricular viability and integration with other programs.
e. Determine the relevance of the curricular proposal to the Academic Master Plan.
f. Review learning outcomes for measurability and assessment. This includes but is not limited to assessing and approving an included general course curriculum map; assessing and approving an included program outcome matrix; and assessing and approving an included three-year assessment plan.
g. Review assessment documents and comments from the Office of Assessment or member of the College Assessment Committee.
h. Review deactivated degree and certificate proposals for comprehensive teach-out plans. If any outcomes or assessment measures change as a result of the teach-out plan, those items must be approved by the Office of Assessment.
i. Alert other schools of proposed changes that may affect their curriculum.
j. Review all feedback from other SCACs along with the College-at-Large and resolve any disputes/issues with the proposed curriculum.
k. Ensure proposal includes all documents required for submission to the Board of Regents or NWCCU.

2. The Registrar responsibilities include:

a. Check for course number availability in MyCSN. Check the NSHE Common Course Numbering Database to make sure the correct number is being used.
b. Determine the impact/effects that new, modified, or deactivated courses will have on degrees.
c. Check for issues/concerns regarding course prerequisites including ensuring that these can be coded correctly in MyCSN.
d. Maintain the consistency of catalog information.

        e.   Check for completeness and accuracy of forms including but not limited to Common Course Numbering forms, Program Change/Deactivations forms, etc.

3. The Librarian responsibilities include:

        a.   Review new curriculum proposals for resources needed via library support.
        b.   Assess the proposal to determine whether the library currently has the resources needed to support the proposed course.
        c.   Assess the proposal to determine whether the library will be able to acquire any other needed resources for the course.
        d.   If there is specialized accreditation involved with the proposal, assess whether the library plays a role and if so, assesses if the library can fulfill the duties this role requires.

4. Assessment Designee responsibilities include:

        a.   Review new curriculum proposals for assessment plans and measurable outcomes.
        b.   Review modification of curriculum proposals for changes to learning outcomes and assessment plans for modified outcomes.
        c.   Assess if course proposal outcomes are listed separately (usually 4-6); begin with an active verb appropriate for the discipline; end with generalized, comprehensive abilities (not individual tasks or processes); are measurable through observation or demonstration of autonomous ability; and the key assessment instrument is identified for each course outcome.
        d.   Assess course proposals to make sure they include an approved general course curriculum map that is thoroughly completed.
        e.   Assess if program proposal outcomes are listed separately (usually 4-6); begins with an active verb appropriate for the discipline; ends with generalized, comprehensive abilities (not individual tasks or processes); are measurable through observation or demonstration of autonomous ability; and the key assessment instrument is identified for each program outcome.
        f.   Assess program proposals to make sure they include an approved (by the department chair and Dean) program outcome matrix that is completed thoroughly.
        g.   Assess program proposals to make sure they include a three-year assessment plan that is thoroughly completed.

5. Financial Aid Designee responsibilities include:

        a.   Identify if a new certificate/degree is PPA eligible
        b.   Ensure requirements associated with the department of education PPA are addressed.

F. Deadlines and timelines

1. The FSCC Chairperson will create the curriculum process timeline each year prior to the beginning of the fall semester. The FSCC Chairperson will consider the following deadlines when creating the timeline:

        a.   AAC and Board of Regents meeting agenda deadlines.

1. Proposals that need to go to AAC or Board of Regents in September must receive the FSCC's recommendation for approval by the May meeting of the same calendar year.
2. Proposals that need to go to the AAC or Board of Regents in December must receive the FSCC's recommendation for approval by the October or early November meeting of the same calendar year.
3. Proposals that need to go to the AAC or Board of Regents in March must receive the FSCC's recommendation for approval by the December meeting of the previous calendar year.
4. Proposals that need to go to the AAC or Board of Regents in June must receive the FSCC's recommendation of approval by the April or early May meeting of the same calendar year.

    b. NWCCU submission and timelines in consultation with the Accreditation Liaison Officer (ALO).

    c. Curriculum that needs to get in the next catalog and DOES NOT need AAC and/or Board of Regents approval must receive the FSCC's recommendation of approval by the December meeting.

2. Early implementation requests

    a. Requests for early implementation must be submitted to the FSCC chairperson by the December FSCC meeting in order to meet the March FSCC meeting deadline. Requests for early implementation will not be considered at the April or May FSCC meetings (because of catalog publication deadlines).

    b. The FSCC chairperson will consult with the Faculty Senate chairperson and the Vice President for Academic Affairs while considering the following items:

        1. Are there any third-party accreditation deadlines, needs, or requirements?
        2. Type of curriculum proposal.
        3. Does the proposal need to go to AAC and/or Board of Regents and/or NWCCU for approval?
        4. Are any members/businesses of the community the college serves backing the request?
        5. Are there any special circumstances (such as funding deadlines, etc.) tied to the proposal?

G. Criteria for curriculum decisions:

The decision to recommend for approval, request changes, table, or reject will be based on one or more of the following criteria:

1. All supporting documents are completed appropriately:

    a. For courses, this includes but is not limited to Common Course Numbering forms, syllabi, etc.
    b. For programs, this includes, but is not limited to NSHE program forms, degree plans, etc.

2. All necessary supporting documents are attached to the proposals.
3. The proposal follows Common Course Numbering guidelines.
4. All transferability and articulation issues have been cleared.
5. All redundancy and/or overlap and other feedback issues with other departments have been resolved.

6. There are no questions of Academic Freedom infringement.
7. The initiating faculty, or a proxy, is present to introduce the proposal and answer questions.
8. Alignment with the Academic Master Plan is clear. All new proposed degrees and/or certificates must complement the Academic Master Plan. Programs and certificates must demonstrate relationship to gainful employment and/or clean transferability.
9. Demonstrated that it is beneficial to students' educational progression and efficient completion of a program of study.
10. Demonstrated that adequate resources to support a program are available.
11. Any other relevant curriculum issues.

III.   PROCEDURE

A. Procedures and guidelines for submission and approval of curriculum proposals to the Faculty Senate Curriculum Committee (FSCC)

1. Proposals to add/delete/revise programs of study, program emphases, and courses, to include substantive changes in courses, will be submitted for action according to procedures detailed in this policy and in accordance with the Board of Regents policies.
2. To initiate a curriculum proposal, a faculty member launches a proposal. The launched proposal goes to the department chairperson and needs to include all required forms and supporting documents.
3. Once recommended for approval by the department chairperson, the proposal moves to the SCAC level.
4. Once proposals reach the SCAC chair, the chair will post proposals in the CSN Learning Management System (LMS) for feedback from other SCACs and the College-at-Large for the 10-day feedback period.
5. After the 10-day feedback period, the SCAC will meet to review the proposals for changes. The SCAC Chair will summarize, for the SCAC, the feedback received. The SCAC will discuss any changes to include the feedback received from other SCACs and the College-at-Large. The SCAC will work with the Dean to resolve any issues/disputes submitted. Once the issues/disputes are resolved, then the SCAC may move the proposal to the next level.
6. Once the SCAC level recommends for approval, the proposal moves to the FSCC level.
7. Proposals at the FSCC level will either be recommended for approval, request changes, tabled, or rejected. Curriculum proposals recommended for approval will then move through the proper administrative approval process.
8. Paper copies of proposals and supporting documents will not be accepted.

B. Complete details, guidelines, and all other materials for submitting requests for curriculum additions, changes, and deletions are located on the FSCC web page.

C. Procedures for curriculum proposals moving through the administrative approval process

1. The administrative approval process may include approvals from the CSN Executive Leadership Team (ELT), NSHE Academic Affairs Council (AAC), NSHE Board of Regents Academic, Research and Student Affairs Committee (ARSA), and the Northwest Commission on Colleges and Universities (NWCCU).
2. FSCC recommends administrative approval path to the ELT based on Board of Regents guidelines for new, existing, and deactivated programs along with substantive change requirements for NWCCU. The ELT either accepts this recommendation or makes changes to it.
3. Courses – Normally, course changes do not go through this process; however, in the case of new bachelor degrees needing to go to NWCCU, courses at the 300-400 level will not become active until the Bachelor's degree has fully completed

the administrative approval process. It is possible that other situations may arise where a course may have to be held until a certificate or degree is approved through the administrative approval process. The FSCC will be responsible for creating, maintaining, and posting approval workflows for different scenarios.

4. Certificates – Skills and Achievement Certificates do not need to go to the NSHE Board of Regents Academic, Research and Student Affairs Committee (ARSA). All certificate proposals must go to the ELT and they may also need to go to the NSHE Academic Affairs Council (AAC) and/or the NWCCU. The FSCC will be responsible for creating, maintaining, and posting approval workflows for different scenarios.

5. Degrees – All degree proposals must go to the ELT, but may also have to go to the AAC, ARSA, and NWCCU. They may also have to go to the Department of Education for financial aid eligibility. The FSCC will be responsible for creating, maintaining, and posting approval workflows for different scenarios.

D. A designee or proxy should attend or participate when the individual designated in this Policy is absent or unavailable.

IV.   AUTHORITY AND CROSS REFERENCE LINKS

Academic Master Plan – BoR Handbook Rev 272 (12/16) Title 4, Chapter 14, Page 3

Annual Revision of the CSN Catalog, effective Date 12/13/10

NSHE Handbook, Title 4, Chapter 14, Sections 5, 7, and 11

NSHE Procedures and Guidelines, Chapter 6, Section 12

V.   DISCLAIMER

The President has the discretion to suspend or rescind all or any part of this policy or related procedure(s). The President shall notify appropriate CSN personnel, including the Administrative Code Officer and Faculty Senate Chair, of the suspension or rescission.

Questions about this policy should be referred to the CSN Administrative Code Officer (general.counsel@csn.edu, 702.651.7488) and/or the Recommending Authority.

VI.   SIGNATURES

Recommended By:

/s/ Jill Acree	6/15/18
Jill Acree, Faculty Senate Chair	Date

Reviewed for Legal Sufficiency:

/s/ Richard Hinckley	6/13/18
Richard Hinckley, General Counsel	Date

Approved By:

/s/ Dr. Margo Martin	6/15/18
Dr. Margo Martin, Acting CSN President	Date

VII.   ATTACHMENTS

        A.   History
        B.   Curriculum Proposal Initiator Responsibilities

ATTACHMENT "A"

HISTORY

- Version 3:
    - o 06/15/2018: Approved by CSN President

    - o 06/13/2018: Reviewed by General Counsel

    - o MM/DD/YYYY: Recommended by Senate Executive Committee

    - o MM/DD/YYYY: Revision Submitted by Curriculum Committee

- Version 2:
    - o 12/14/2010: Approved by CSN President Mike Richards

    - o 12/12/2010: Reviewed by General Counsel

    - o 12/12/2010: Recommended by Senate Executive Committee (B. Kerney)

    - o 12/10/2010: Revision Submitted by Policy Review Committee (F. Jackson)
        - ▪ Policy was rewritten into the approved format, as per GEN 1.2

- Version 1:
    - o 5/14/2010: Recommended by Faculty Senate (N. Rauls)

ATTACHMENT "B"

Curriculum Proposal Initiator Responsibilities

This appendix explains steps the curriculum proposal initiator must complete prior to completing a proposal in the online curriculum program.

I. Courses

    A. New Courses

        1. Complete student learning outcomes and have them reviewed by the Office of Assessment.
        2. Check with the Registrar's Office and the Common Course Numbering database to check the availability of course numbers and prefixes (if proposing a new course prefix).
            a. Work with Institutional Research for the proper CIP code if proposing a new course prefix that is not found in the NSHE Common Course Database.
        3. Complete NSHE Common Course Numbering (CCN) Form and sample syllabus. The sample syllabus should follow the Faculty Senate policy on syllabi. Have these items reviewed by the Office of Curriculum and Scheduling. Follow all requirements and procedures for sending out the forms and receiving feedback.

    B. Course Modification

        1. Modifications vary widely so there is no standard set of steps/requirements.
        2. Any modification to the course prefix, number, title, or total course credits must go through the CCN process.
        3. Any modification to the course student learning outcomes should be reviewed by the Office of Assessment.

    C. Course Deactivation

        1. Complete the CCN Course Deletion Form.
        2. Work with Budget Services and the Division of Finance to address any issues related to course deactivation.

II. Degrees

    A. New degrees

        1. The proposed degree must be listed on the CSN Academic Master Plan. If not, meet with the CSN Vice President for Academic Affairs (VPAA).
        2. Complete the NSHE Program Proposal and Cost Estimate Forms in conjunction with Budget Services and the Division of Finance.
        2. Complete student learning outcomes and have them reviewed by the Office of Assessment.
        3. Complete a degree plan and have it reviewed by the Office of Curriculum and Scheduling.
        4. Complete any additional forms for the Northwest Commission on Colleges and Universities (NWCCU).

    B. New degree emphases

        1. Complete student learning outcomes and have them reviewed by the Office of Assessment.

2. Complete a degree plan and have it reviewed by the Office of Curriculum and Scheduling.
3. Work with Budget Services and the Division of Finance to address any issues related to the new emphasis.

C. Degree Modifications

1. Modifications vary widely so there is no standard set of steps/requirements.
2. Work with the Office of Curriculum and Scheduling and the Accreditation Liaison Officer (ALO) to help determine if the modification is major or minor. If major, additional steps for NWCCU will need to be completed.
3. Work with the Office of Curriculum and Scheduling to determine if a NSHE Academic Program Change Form needs to be completed.

D. Degree Deactivation

1. Complete the NSHE Academic Program Elimination/Deactivation Form
2. Work with Budget Services and the Division of Finance to address any issues related to the deactivation.
3. Create a comprehensive teach-out plan.

III. Certificates

A. New Certificates (30 credits or more)

1. The proposed certificate must be listed on the CSN Academic Master Plan. If not, meet with the CSN Vice President for Academic Affairs (VPAA).
2. Complete the NSHE Academic Program Proposal Form-Certificates 30 Credits or More And the Cost Estimate Form in conjunction with Budget Services and the Division of Finance.
2. Complete student learning outcomes and have them reviewed by the Office of Assessment.
3. Complete a degree plan and have it reviewed by the Office of Curriculum and Scheduling.
4. Complete any additional forms for the Northwest Commission on Colleges and Universities (NWCCU).

B. New certificates (less than 30 credits)

1. The proposed certificate must be listed on the CSN Academic Master Plan. If not, meet with the CSN VPAA.
2. Complete the NSHE Academic Proposal Form-Skills Certificates (Less than 30 credits).

C. New certificates (30 credits or more) emphases

1. Complete student learning outcomes and have them reviewed by the Office of Assessment.
2. Complete a degree plan and have it reviewed by the Office of Curriculum and Scheduling.
3. Work with Budget Services and the Division of Finance to address any issues related to the new emphasis.

D. Certificate (both "30 credits or more" and "less than 30 credits") modifications

1. Modifications vary widely so there is no standard set of steps/requirements.
2. Work with the Office of Curriculum and Scheduling and the Accreditation Liaison Officer (ALO) to help determine if the modification is major or minor. If major,

additional steps for NWCCU will need to be completed.
3. Work with the Office of Curriculum and Scheduling to determine if a NSHE Academic Program Change Form needs to be completed.

E. Certificate (both "30 credits or more" and "less than 30 credits") Deactivation

1. Work with the Office of Curriculum and Scheduling to determine if there is a NSHE form that needs to be completed.
2. Work with Budget Services and the Division of Finance to address any issues related to the deactivation.
3. Create a comprehensive teach-out plan.