

Curriculum Development and Approval Policy	Policy Number	2.3
	Effective Date	TBD

1.0 POLICY & PURPOSE

The Board of Trustees of Laramie County Community College, through the power vested in it and upon approval by the Higher Learning Commission and the Wyoming Community College Commission (WCCC), has the authority to formally approve academic programs leading to the award of degrees and certificates conferred by the College and complying within the parameters delineated in Board Policy [2.1 Degrees and Certificates](#) and [2.2 General Education](#). The purpose of this policy then is to further describe the role and expectations of the Board in regard to the development and approval of the College’s curricula.

A. Board’s Role and Expectations

The Board shall approve all credit-bearing programs leading to the conferring of a degree or certificate, before they are formally offered. In compliance with [WY § 21-18-202\(d\)\(i\)](#) all academic programs must also be approved by the WCCC prior to the first formal offering of the program. The Board formally delegates the responsibility for the development of the College’s curricula, and the processes through which proposed courses and programs are advanced for approval to the President. However, the Board expects the following principles are inherent in the Administrative Procedures established by the President:

- 1) The development and review of curricula, at the course level and at the program level, should be an inclusive process driven by those faculty and academic leaders best suited to provide expertise within subject matter as well as the educational process;
- 2) Where appropriate, the development and review processes should include participation by program advisory committees comprised of members of the community, educational partners, business and industry representatives, and/or external subject matter experts;
- 3) The development of new curricula should begin with a focus on clearly defining the competencies (or learning outcomes) students will achieve upon successfully completing the program or course; and
- 4) New curricula should be developed to meet identifiable needs of the College’s service area, state, or region.

Comment [MJ1]: Does the verb “will” work better. Shall implies that while it is preferred, it is not necessary?

Comment [MJ2]: Same as above

B. Program Proposals

Proposals for the addition of new programs leading to degrees or certificates conferred by the College shall be presented to the Board of Trustees with the following components:

Comment [MJ3]: Ditto

- 1) An introduction and overview of the program being proposed, including the individuals, groups that participated in the development of the proposal;
- 2) A Clearly articulated need for the program, including the anticipated student demand;
- 3) Similarity of the proposed program to others within Wyoming or the region;
 - i. If applicable, describe how LCCC will partner with existing programs, or,
 - ii. If applicable, describe how duplication is necessary.

- 4) Details of the program including credential type, program goals and outcomes/competencies, curriculum map, etc.;
- 5) The resources that will be required for the program including faculty, equipment, specialized facilities, etc., and details on how those resources will be met; and
- 6) An implementation plan.

2.0 REVISION HISTORY

Adopted on: TBD

3.0 PERSONS AFFECTED

This policy is applicable to the Board of Trustees, all full-time and part-time administrators, staff, and professionals.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Academic Affairs Vice President Jose Fierro	8/5/14
Ratified by College Council	Chad Marley, College Council Co-chair	
Recommended by President (Signature)		
Approval by Trustees (Signature)		

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Very straight forward

Juan Bernabeu Modern Languages Instructor

Mon 02/02/2015 02:50 PM143 words

The policy seems very straight forward and makes sense that the Board of Trustees be the body that approves new programs. My only concern is that in a progressive and innovative institution we need to have room to try new things. This includes trying new programs that might not be here in Wyoming. In addition, we should be able to develop new approaches to programs which might have not been so successful in other institutions. Our resources are different, our institutional make up is different and we can succeed where others have failed. I hope this will be considered by the board. Doing the same that others are doing might work or not. That's what happens when you imitate what others have. So I hope we can demonstrate the need for a program in other ways besides what other institutions are doing.