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| <b>Academic Standards Committee Procedure</b> | Procedure Number | 2.12P         |
|   | Effective Date   | June 14, 2013 |

**1.0 PURPOSE**

In accordance with *Academic Standards Policy 2.12*, the purpose of this procedure is to outline the mechanism in which the College ensures the academic standards expected by the Board of Trustees are met in all approved programs and curricula at the institution. The College accomplishes this through the Academic Standards Committee. The Academic Standards Committee’s primary function is to promote and maintain high academic standards that lead to student success at Laramie County Community College consistent with its overall mission. This is accomplished by approving programs and curricula offered by the College that are relevant to identified community needs, have well-defined student learning competencies comparable with curricula from peer institutions, are aligned with the entrance expectations for students’ next step (e.g., next course level, transfer to a four-year curriculum, job entry, etc.), while also being designed to promote student success. The Academic Standards Committee oversees the development, review and modification of programs, curricula, and the assessment of student learning in a manner that recognizes the interconnected nature of these functions within the College.

**Comment [HT1]:** Aligns with Gen ed language

**2.0 REVISION HISTORY**

Adopted on: 9/21/01  
 Revised on: 6/14/13

**3.0 PERSONS AFFECTED**

This policy applies to all students, faculty, staff, administrators, and other entities affiliated with Laramie County Community College.

**4.0 DEFINITIONS**

- A. *Competency* – The mechanism by which student learning is assessed. A competency is a specific, measurable statement of what a student knows or is able to do upon completion of a course or program of study.
- B. *MCOR* – Master Course Outline of Record required for all credit courses and which contains student-centered description, measurable competencies, a summative common course assessment, and a detailed outline of topics that are included in the course. MCORs help define the levels of content introduction, reinforcement, and mastery within courses in a program.

**Comment [HT2]:** Makes clear the application to all courses

**Comment [HT3]:**

**Comment [HT4]:** Includes this important aspect

**5.0 PROCEDURES**

- A. Functions and Responsibilities of the Committee  
 The Academic Standards Committee serves as the curricular oversight body for the College. Within this scope, the committee is responsible for the review and consideration for approval of the following:
  - 1) All new permanent credit courses and their associated components (e.g. credit value, course competencies/student learning outcomes, etc.).

**Comment [HT5]:** Corrects grammar

- 2) All changes to the Master Course Outline of Record (MCOR), including changes to permanent credit courses; e.g., including change in course title, prefix, number, description, prerequisites, competencies, and credit value.
- 3) All pilot programs and courses, and proposed changes from pilot to permanent programs and credit courses.
- 4) All archiving or inactivation of courses not offered within a designated time period
- 5) All proposed course eliminations or program terminations.
- 6) All new or proposed revisions to degree and certificate programs.
- 7) All competencies for new degree and certificate programs.
- 8) All competencies for existing programs on a five-year rotating schedule.
- 9) All new or proposed revisions to policies and procedures that are inherent in curricula and its ultimate quality including the grading system, graduation standards, general education core course requirements, incomplete procedures, and audit procedures.

**Comment [HT6]:** Adds important function

**B. Membership of the Committee**

Membership on the Academic Standards Committee requires a commitment to actively participate in the discourse surrounding the work of the committee. Members are expected to represent the voice of their primary constituency group, but must also bring objectivity to the work of the committee as a whole when taking action in the best interest of the College.

The Academic Standards Committee is comprised of voting individuals elected from all academic schools of the College, as well as key voting and non-voting ex-officio members whose positions are appointed to the committee. The Academic Standards Committee will consist of the following members (all voting unless otherwise denoted):

1) Faculty – Six Seats

- a. One faculty member, serving as Chair
- b. One faculty member from the School of Arts and Humanities
- c. One faculty member from the School of Business, Agriculture, and Technical Studies
- d. One faculty member from by the School of Health Sciences and Wellness
- e. One faculty member from by the School of Math and Sciences
- f. One faculty member from the Albany County Campus

*\* If the school's faculty member becomes the chair of the committee, the school will select a new faculty representative*

**Comment [MJ7]:** Addition to the revisions made this summer

2) Academic Deans (ex-officio) – Four Seats

- a. Dean of the School of Arts and Humanities
- b. Dean of the School of Business, Agriculture and Technical Studies
- c. Dean of the School of Health Sciences and Wellness
- d. Dean of the School of Math and Sciences

3) Academic Director of Albany County Campus (ex-officio)

**Comment [MJ8]:** Addition from this summer

4) Academic Standards Sub-Committees (ex-officio)

- a. Chair, Student Learning Assessment Sub-Committee
- b. Chair, Program Review Subcommittee
- c. Chair, General Education Subcommittee

5) Ludden Library (ex-officio)

- a. One librarian appointed by the Ludden Library Associate Dean
- b. Associate Dean of the Ludden Library

- 6) Center for Teaching and Learning (ex-officio)
  - a. Director of the Center for Teaching and Learning

- 7) College Registrar (ex-officio, non-voting)
- 8) LCCC Course Coordinator (ex-officio, non-voting)
- 9) Vice President, Academic Affairs (ex-officio, non-voting)

**Comment [HT9]:** Changes to non-voting and aligns with this grouping

C. Length of Term and Appointment for Vacancies

The term length for elected positions shall be a three year renewable term, with one-third of the committee rotating every year to provide continuity of membership. Committee faculty members elected to leadership positions may have their terms of services extended as needed by the Vice President of Academic Affairs.

**Comment [HT10]:** Maintained consistency in this language for all subcommittees

Committee faculty members are elected by the school faculty; Vacancies are filled by appointment by the appropriate Dean for the remainder of the term; non-faculty committee members are appointed by the appropriate Vice President, Dean, or Director; Committee members are identified no later than April for terms beginning the next academic year.

D. Attendance at Meetings

Committee members are expected to attend all meetings. If a member cannot attend a meeting, that member is responsible for finding a substitute from the school. Any voting member missing three meetings in an academic year will be considered to have resigned from the committee unless excused by the Dean and the Chair of Academic Standards.

E. Leadership

The Academic Standards Committee will have a Chair, a Co-chair and a Vice Chair. The Chair and Vice Chair shall be faculty members; the Co-chair shall be an academic dean chosen by the Vice President of Academic Affairs. The Chair will be elected from and by the current faculty representatives on the Academic Standards committee at the last meeting of spring semester for a one-year, renewable term.

A Vice Chair will be elected from the faculty representatives to serve for a one-year, renewable term. The Vice Chair will assume the Chair position when the term of the incumbent chair expires. In the absence of the Chair, the Vice Chair will assume the duties of the Chair.

1) Duties of the Chair include

- a. Calling and managing meetings.
- b. Coordinating the activities involving curriculum review and assessment design.
- c. Working with the Administrative Assistant to the Vice President of Academic Affairs to produce meeting agenda and minutes.
- d. Reporting to Faculty Senate once a semester.
- e. Reporting to other campus groups as needed.

F. Student Learning Assessment Subcommittee

The Student Learning Assessment (SLA) Subcommittee will be a standing subcommittee of the Academic Standards Committee in order to reflect the interrelated nature of curriculum design and assessment of student learning.

SLA Subcommittee members are not members of Academic Standards with the exception of the Student Learning Assessment Subcommittee Chair, who will serve on both committees. In the case that the Student Learning Assessment Subcommittee Chair cannot attend an Academic Standards Committee meeting, he/she will designate an alternate from the SLA Subcommittee faculty membership.

- 1) The responsibilities of the SLA Subcommittee shall include:
  - a. Facilitate, in conjunction with faculty, development of measurable, observable institutional general education competencies.
  - b. Design common assessment rubrics for institutional general education competencies.
  - c. Assist faculty with design of tools to measure student achievement on assessments for institutional general education competencies.
  - d. Facilitate discussion of institutional general education competency assessment results, including developing strategies for improving student success.
  - e. Assist faculty with the development of competencies for all new and existing courses on a five-year rotating schedule.
  - f. Collaborate with Instructional Designers to assist faculty in designing assessments and measurement tools for program and course competencies.
  
- 2) The SLA Subcommittee will consist of the following members
  - a. Student Learning Assessment Chair
  - b. One faculty representative from each academic school
  - c. One faculty representative from the Albany County Campus
  - d. One librarian
  - e. One academic dean
  - f. One instructional designer
  - g. Associate Vice President of Institutional Effectiveness, or designee, ex-officio
  
- 3) The term length for faculty representatives is three years, with one-third of the committee rotating every year to provide continuity.
  - a. Subcommittee faculty members are elected by the school faculty; vacancies are filled by appointment by the appropriate Dean for the remainder of the term; non-faculty subcommittee members are appointed by the appropriate Vice President; Subcommittee members are identified no later than April for terms beginning the next academic year.
  - b. The Chair will be appointed by the Vice President of Academic Affairs from the membership of the SLA subcommittee. The chair will serve a one-year, renewable term.
  - c. Attendance at meetings  
Committee members are expected to attend all meetings. If a member cannot attend a meeting, that member is responsible for finding a substitute from their school. Any voting member missing three meetings in an academic year will be considered to have resigned from the committee unless excused by the Dean and the Student Learning Assessment Chair.

G. Program Review Subcommittee

- 1) The Program Review Subcommittee will be a standing subcommittee of the Academic Standards Committee in order to reflect the interrelated nature of curriculum design and program review.
- 2) Program Review Subcommittee members are not members of Academic Standards with the exception of the Program Review Subcommittee chair, who will serve on both committees. In the case that the Program Review Subcommittee chair cannot attend an Academic Standards Committee meeting, he/she will designate an alternate from the Program Review Subcommittee faculty membership.
- 3) Each instructional program will undergo a Comprehensive Program Review on a five-year cycle. This review will serve to evaluate the quality, effectiveness, and productivity of the program. The outcome of the process is to provide information such as program strengths, strategic value, areas to be strengthened and future opportunities. This information will provide input for strategic planning, analysis, and decision-making. As a result, LCCC will be positioned to ascertain whether programs should be enhanced, maintained, or subject to further scrutiny.
- 4) The Program Review Subcommittee will
  - a. Critically review the Comprehensive Program Review Reports
  - b. Commend outstanding programs
  - c. Endorse program action plans for improvement
  - d. Recommend further action or study
  - e. Recommend approval of the Comprehensive Program Review to Academic Standards for final acceptance and approval
  - f. Determine and publish the review cycle for all programs
  - g. Post the completed Comprehensive Program Reviews online
- 5) The Program Review Subcommittee will consist of the following members
  - a. Chair of the Program Review subcommittee
  - b. One faculty member from each school
  - c. Vice President of Academic Affairs or representative
  - d. Associate Vice President of Institutional Effectiveness
  - e. Two academic deans
  - f. Chair of the SLA committee
  - g. One administrative representative from Student Services
  - h. One representative from Administration and Finance
  - i. One librarian
  - j. Faculty members whose programs will be reviewed in the subsequent years may be appointed by the Program Review Subcommittee chair. These members will not be full members of the Program Review Subcommittee, functioning only to gain an understanding of the process to assist their programs with future reviews.
- 6) The term length for faculty representatives is three years, with one-third of the committee rotating every year to provide continuity.
  - a. Subcommittee faculty members are elected by the school faculty; Vacancies are filled by appointment by the appropriate Dean for the remainder of the term; non-faculty committee members are appointed by the appropriate Vice President; subcommittee members are identified no later than April for terms beginning the next academic year.
  - b. The Chair will be appointed by the Vice President of Academic Affairs from the membership of the Program Review Committee. The chair will serve a one-year, renewable term.

**Comment [HT11]:** Adds important member with assessment expertise

- c. The co-chair will be elected from and by the current faculty representatives on the Program Review Subcommittee at the last meeting of spring semester for a one-year, renewable term.
- d. Attendance at meetings  
Subcommittee members are expected to attend all meetings. If a member cannot attend a meeting, that member is responsible for finding a substitute from their school. Any voting member missing three meetings in an academic year will be considered to have resigned from the committee unless excused by his/her Dean and the Program Review Subcommittee Chair.

H. General Education Subcommittee


- 1) The General Education Subcommittee will be a standing subcommittee of the Academic Standards Committee in order to reflect the interrelated nature of curriculum design and general education requirements for degree programs.
- 2) General Education Subcommittee members are not members of Academic Standards with the exception of the General Education Subcommittee chair, who will serve on both committees. In the case that the General Education Subcommittee chair cannot attend an Academic Standards Committee meeting, he/she will designate an alternate from the General Education Subcommittee faculty membership.
- 3) The General Education Subcommittee will
  - a. Establish the general education requirements for degree programs.
  - b. Establish the criteria for courses to satisfy the general education requirements
  - c. Recommend approval of the General Education requirements and course criteria to the Academic Standards Committee for final acceptance and approval
  - d. Determine and recommend the review cycle for an audit of general education courses
  - e. Other responsibilities as assigned by the Academic Standards Chair.
- 4) The General Education Subcommittee will consist of the following members
  - a. One faculty representative from each academic division/school
  - b. One faculty representative from the Albany County Campus
  - c. One librarian
  - d. One academic dean
- 5) The term length for faculty representatives is three years, with one-third of the committee rotating every year to provide continuity
- 6) Subcommittee faculty members are elected by the school faculty; Vacancies are filled by appointment by the appropriate Dean for the remainder of the term; non-faculty committee members are appointed by the appropriate Vice President; subcommittee members are identified no later than April for terms beginning the next academic year.
- 7) The Chair will be appointed by the Vice President of Academic Affairs from the membership of the General Education subcommittee. The chair will serve a one-year, renewable term.
- 8) Attendance at meetings  
Subcommittee members are expected to attend all meetings. If a member cannot attend a meeting, that member is responsible for finding a substitute from their school. Any voting member missing three meetings in an academic year will be considered to have resigned from the subcommittee unless excused by his/her Dean and the General Education Subcommittee Chair.

**Comment [HT12]:** Adds member that provides additional perspective

J. Other ad hoc Academic Standards Subcommittees

- 1) Ad Hoc Academic Standards subcommittees may be formed as needed to accomplish specific goals of the committee.

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| REQUIRED APPROVALS                | NAME/SIGNATURE  | DATE    |
|-----------------------------------|---|---------|
| Originator(s) Name(s)             | Patrick Schwerdtfeger, Interim Vice President of Academic Affairs                 | 1/29/13 |
| Approval by President's Cabinet   |   | 6/11/13 |
| Ratified by College Council       | Kari Brown-Herbst, Co-chair   | 6/14/13 |
| Approval by President (Signature) |  | 6/14/13 |