

<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 Standard's 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 outcomes 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 ~~assessment~~ in a manner that recognizes the interconnected nature of these functions within the College.

### 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

N/A

- A. **Competency** – The mechanism by which student learning is assessed. A competency is a specific, measurable statement of what a student know or is able to do upon completion of a course or program of study.
- B. **MCOR** – Master Course Outline of Record which contains student-centered description, measurable competencies, 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.

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### 5.0 PROCEDURES

- A. **Functions and Responsibilities of the Committee:**  
The Academic Standards Committee ~~will~~ serves at the curricula oversight body for the College. Within this scope, the committee is responsive 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.).

- 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 proposed course **eliminations** and program- ~~terminations~~**eliminations**.
- 5) All new or proposed revisions ~~in-to~~ degree and certificate programs.
- 6) All competencies for new degree and certificate programs.
- 7) All competencies for existing programs on a four-year rotating schedule.
- 8) All new or proposed revisions in 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.

#### **B. Membership of the Committee**

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

- 1) **Faculty – Five Seats**
  - a. **One faculty member, serving as Chair**
  - b. **One appointed by the School of Arts and Humanities**
  - c. **One appointed by the School of Business, Agriculture, and Technical Studies**
  - d. **One appointed by the School of Health Sciences and Wellness**
  - e. **One appointed by the School of Math and Sciences**

*\* If the school's faculty member becomes the chair of the committee, the school will select a new faculty representative*
- 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 Standards Sub-Committees (ex-officio)**
  - a. **Chair, Student Learning Assessment Sub-Committee**
  - b. **Chair, Program Review Subcommittee**
  - c. **Chair, General Education Subcommittee**
- 4) **Ludden Library**
  - a. **One librarian appointed by the Ludden Library**
  - b. **Associate Dean of the Ludden Library (ex-officio)**
- 5) **Center for Learning Technologies**

- a. ~~Director, Center for Learning Technologies (ex-officio)~~ One member appointed by the Vice President of Academic Affairs from the Center for Learning Technologies
- b. ~~One instructional designer appointed by the Center for Learning Technologies~~

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6) Center for Teaching and Learning

- a. Director of the Center for Teaching and Learning

6) College Registrar (ex-officio, non-voting)

7) Vice President, Academic Affairs (ex-officio, non-voting)

~~Executive Assistant to the Vice President of Academic Affairs (ex-officio, non-voting)~~

**B.C. Length of Term and Appointment:**

The term length for **appointed positions (e.g., faculty representatives) shall be** ~~is~~ three years **renewable terms**, with one-third of the committee rotating every year to provide continuity of **membership**. ~~Faculty members elected to leadership positions will~~ **may have their terms of services extended as needed by the Vice President of Academic Affairs.**

Appointments ~~to the~~ ~~Committee~~ **shall be made by the leadership of the particular area, although members may be nominated from the area as a whole. For example,** faculty members are ~~elected~~ **nominated to the Dean** by the ~~division~~/school faculty; Vacancies are filled **by appointment** by the appropriate Dean~~;~~. Committee members ~~are~~ **shall be** identified no later than April for terms beginning the next academic year.

**C.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 his/her division/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 Chair of Academic Standards.

**D.E. Leadership**

The Academic Standards Committee will have a Chair, a Co-chair **and a Vice Chair**. The Chair **and Vice Chair will** ~~shall~~ be ~~a~~ faculty members; the Co-chair ~~will~~ **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~~ **two-year** term.

**A Vice Chair to be elected from the faculty representatives to service for a two-year 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 Executive 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.

**E.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 ~~Coordinator~~**Subcommittee Chair**, who will serve on both committees. In the case that the Student Learning Assessment ~~Coordinator~~**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 ~~will~~**shall include**:
  - a. Finalize, in conjunction with faculty, measurable, observable institutional general education competencies.
  - b. Design common assessments for institutional general education competencies.
  - c. Design 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. Review, evaluate, and approve all competencies for all new and existing courses on a four-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 Coordinator
  - b. One faculty representative from each academic division/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.
  - ~~4)~~ **Committee faculty members are elected by the school faculty; Vacancies are filled by appointment by the appropriate Dean; Committee members are identified no later than April for terms beginning the next academic year.** ~~members are elected by the division/school faculty.~~
  - ~~5)~~ ~~Vacancies are filled by the division/school Dean.~~
  - ~~6)~~**4) Committee members are identified no later than April for terms beginning the next academic year.**
  - ~~7)~~**5) The Student Learning Assessment Coordinator serves as Chair of the SLA Subcommittee.**
  - ~~8)~~**6) Attendance at meetings**
    - a. Committee members are expected to attend all meetings.
    - b. If a member cannot attend a meeting, that member is responsible for finding a substitute from their division/school.

- c. 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 Student Learning Assessment Coordinator.


**F.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 ~~to~~ **eight**-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, ~~eliminated~~, 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. One faculty member from each division/school
  - b. Vice President of Academic Affairs or representative**
  - b.c. Associate Vice President of Institutional Effectiveness**
  - ~~c.d.~~ Two academic deans
  - ~~d.e.~~ One administrative representative from Student Services
  - ~~e.f.~~ One representative from Administration and Finance
  - g. One librarian
  - f.h. Faculty members whose programs will be reviewed in the subsequent years and will 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.
- ~~7) Committee~~ **faculty members are elected by the school faculty; Vacancies are filled by appointment by the appropriate Dean; non-faculty committee members are appointed by the appropriate Vice President; Committee members are identified no later than April for terms beginning the next academic year. ~~faculty members are elected by the division/school faculty.~~**
- ~~8) Faculty vacancies are filled by the appropriate Dean.~~

- ~~9) Non-faculty committee members are appointed by the appropriate Vice President.~~
- ~~10) 7) Committee members are identified no later than April for terms beginning the next academic year.~~
- 8) The 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~~ **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.**
- ~~11) 9) 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.~~
- ~~12) 10) Attendance at meetings~~
- a. Committee members are expected to attend all meetings.
  - b. If a member cannot attend a meeting, that member is responsible for finding a substitute from their division/school.
  - c. 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.
- B. 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