

Curriculum Development and Approval Policy	Policy Number	2.3
	Effective Date	March 18, 2015

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. The purpose of this policy then is to further describe the role and expectations of the Board for the development and approval of College curricula.

A. Board’s Role and Expectations

The Board will approve all credit-bearing programs leading to the conferral of a degree or certificate before they are formally offered. The Board expects the President to develop administrative procedures and accompanying processes that will afford the Board enough detail and time to make informed decisions regarding proposed credit-bearing degree and certificate programs. At a minimum, the Board, either through a meeting of the entire Board or through the utilization of a Board committee, expects to review proposals a minimum of two times, where action would be taken in the second or final review.

In compliance with [WY § 21-18-202\(d\)\(i\)](#), all academic programs must also be approved by the WCCC. Subsequently, all new degree and certificate programs shall also be submitted as necessary to the Higher Learning Commission, the College’s regional accrediting agency, 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, will 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 will 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 will 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 will be developed to meet identifiable needs of the College’s service area, state, or region.

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:

- 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: 5/18/15

Revised on: 11/18/24

3.0 PERSONS AFFECTED

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