

Academic Standards Committee Procedure	Procedure Number	2.12P
	Effective Date	September 21, 2001

1.0 PURPOSE

In accordance with Academic Standards Policy 2.12, the purpose of this procedure is to outline how 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. The committee further promotes programs at Laramie County Community College that are necessary, relevant, financially viable, and consistent with LCCC’s overall mission. This is accomplished by approving programs and courses that are aligned with community needs. These programs will have well-defined student learning competencies comparable with curricula from peer institutions or industry standards that support students in achieving their educational goals. The Academic Standards Committee oversees the development, review, modification, hiatus, and deactivation of programs and courses referenced in procedures [2.1.1P](#), 2.2P, 2.3.1P, 2.3.2P, and 2.3.3P. This committee also participates in the planning, implementation, and oversight of assessment of student learning and program review as referenced in [LCCC procedure 10.2P](#).

2.0 REVISION HISTORY

Adopted on: 9/21/01

Revised on: 6/14/13, 1/26/15, 5/13/16, 9/30/19, 7/26/22 by Temporary Executive Order through 11/23/22

3.0 PERSONS AFFECTED

Students, faculty, staff, administrators, and other entities affiliated with Laramie County Community College are subject to the processes established by this procedure.

4.0 DEFINITIONS

- A. *Academic Standards Committee (ASC)* – The committee with which the College ensures that academic standards expected by the Board of Trustees are met in all approved programs and curricula at the institution.
- B. *Competency* – The mechanism by which student learning is assessed. A competency is a specific, measurable statement of what a student knows or can do upon completion of a course or program of study.
- B. *Course Development* – The process of developing courses for programs, general education, or other institutional needs. This process is outlined in LCCC procedure 2.3.2P
- C. *Course Notice of Intent (CNOI)* – This is the initial document that must be developed to seek approval for a new course. This document is described in LCCC procedure 2.3.2P.
- D. *Course Notice of Intent (CNOI) Review Committee* – A committee that approves a course NOI and provides the official course prefix, number, and title. The committee is comprised of the course

coordinator, the appropriate Dean, and the ASC Chair. This process is described in LCCC procedure 2.3.2P.

- E. *General Education Program* – A purposeful program of courses that permit students to build a mature understanding and appreciation of diverse cultures and the human condition, master multiple modes of inquiry, analyze and communicate information, and recognize the importance of creativity fundamental to lifelong intellectual growth.
- B. *MCOR* – Master Course Outline of Record required for all credit courses and which contains a student-centered catalog 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 and include a common course assessment. The goal of the MCOR is to ensure that all sections of a course, across all modalities and at all locations, maintain a consistent level of quality, teach to the competencies and outcomes established for the course, and evaluate student proficiency on those competencies in a fair, consistent manner.
- F. *Originator* – A faculty member, Dean, the VPAA, or the president or his or her designee, who develops or initiates a curriculum change and sees the proposal through the approval process.
- G. *Program Development* – The process of formulating, improving, and expanding educational plans based on the needs of the institution, students, community, business, and industry. This process is described in LCCC procedure 2.3.1P
- H. *Program Notice of Intent (PNOI)* – This is a template developed by the College to help guide the program development process and ensure all of the necessary steps are completed and critical information is gathered or developed. The Program Notice of Intent (NOI) can be acquired through the office of the Vice President of Academic Affairs and in the Curriculum Management System. This template is described in detail in LCCC procedure 2.3.1P.
- I. *Program NOI Review Committee* – This committee will consist of the VPAA, the appropriate Dean, the ASC chair, one at-large ASC voting member, relevant pathway coordinator, and the course coordinator. This committee is described in LCCC procedure 2.3.1P
- J. *Program Review* – Academic program review assesses and develops the capacity of programs for self-evaluation. This self-evaluation results in organizational learning that intelligently informs continuous improvement while encouraging growing alignment and integration of processes.
- K. *Program Vital Signs* – A common set of metrics produced annually by Institutional Research under the direction of ASC, VPAA, and the AVP of Institutional Effectiveness to measure program viability.
- L. *Student Learning Assessment*: The process through which the College ensures that a student’s proficiency on the course and program competencies has been measured. The goal of assessment is to improve student learning by systematically examining patterns of student learning across courses and programs. This information is used to improve educational practices. The MCOR identifies the standardized summative instrument through which the assessment takes place in each course. Programmatic-level assessment occurs through Academic Program Review. Impactful student learning assessment presumes meaningful conversations among faculty about how they grade students’ work and how to improve student learning.

5.0 PROCEDURE

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 approval of the following:

- 1) All new permanent credit courses and their associated components (e.g. credit value, course competencies, connection to program competencies, etc.);
- 2) All changes to the previously approved MCORs, including but not limited to change in course title, prefix, number, description, prerequisites, competencies, and credit value;
- 3) All new degree and certificate programs;
- 4) All hiatus or deactivations of courses and programs;
- 5) All revisions to degree and certificate programs;
- 6) All competencies for degree, certificate and credit diploma programs;
- 7) All completed Academic Program Reviews.
- 8) All new or proposed revisions in policies and procedures that are inherent to curricula and its impact on quality including, but not limited to, the grading system, graduation standards, general education core course requirements, incomplete procedures, and audit procedures;
- 9) All ASC review and approval processes. These will be documented and shared with the campus at large. Changes to the review or approval processes will be approved by the voting members of the committee.

B. Membership of the Committee

Membership on the Academic Standards Committee requires a commitment to actively participate in the discourse and work of the committee. Members are expected to represent their primary constituency group while considering the overall success of students, the institution, and the LCCC community.

The Academic Standards Committee is comprised of voting individuals from all Academic Schools, as well as key voting and non-voting ex-officio members. The Academic Standards Committee consists of the following members:

- 1) Voting Membership
 - a. Two faculty members from each Academic School
 - b. One faculty member, serving as Chair*
 - * The School to which the faculty chair belongs will select an additional faculty member from the Academic School as appointed by the Dean.
 - c. One faculty librarian
 - d. One faculty member from the Albany County Campus
 - e. Past Chair
 - f. School Dean Membership (ex-officio)
 - g. Dean, ACC Academic Affairs (ex-officio)
 - h. College Registrar (ex-officio)
- 2) Academic Standards Subcommittees
 - a. Chair, Student Learning Assessment Subcommittee (ex-officio, non-voting)
 - b. Chair, Program Review Subcommittee (ex-officio, non-voting)
 - c. Chair, General Education Subcommittee (ex-officio, voting)
- 3) Representative from the Center for Excellence in Teaching (non-voting)
- 4) College Course Coordinator (ex-officio, non-voting)

- 5) Vice President, Academic Affairs (ex-officio, non-voting)
- 6) Director, Financial Aid (ex-officio, non-voting, attendance as needed)
- 7) Representative from Admissions & Academic Advising (ex-officio, non-voting)
- 8) Curriculum Software Administrator as appointed by the VPAA (ex-officio, non-voting, attendance as needed)

All ASC decisions made by a vote will be made by all voting members. ASC will follow Roberts Rules of Order to conduct formal meetings.

C. Length of Term and Appointment for Vacancies

The term length for elected positions shall be a three-year renewable term, with a proportion of members of the committee rotating every year to provide continuity of membership. Representatives within the same School should not rotate on or off in the same year unless extenuating circumstances exist. Committee faculty members elected to leadership positions may have their terms of services extended as needed by the Vice President of Academic Affairs.

Committee faculty members are selected by the Academic School or area of representation; unplanned or unfilled vacancies are filled through appointment by the academic 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.

The Chair positions of the Student Learning Assessment Subcommittee, Program Review Subcommittee, and General Education Subcommittee will be faculty positions nominated by any member of ASC. The Committee as a whole will vote to confirm, and the confirmed Chair will serve a three-year term. Chairs may be reelected for subsequent terms. Unexpected vacancies will be appointed by the ASC chair for the remainder of the academic year.

D. Attendance at Meetings

Committee members or their designee are expected to attend all meetings. If a voting member cannot attend a meeting, that member is responsible for securing a proxy from voting members and notifying the Committee Chair.

It is the expectation that representatives will share relevant information from the ASC meetings with their constituency group. Also, representatives should elicit feedback from their respective constituency group.

E. Leadership Composition

In order to fulfill the purpose of the Academic Standards Committee, the leadership team of the Committee should include representation from multiple Pathways.

The Academic Standards Leadership Team will include: the ASC Chair, a Dean, the Vice Chair, the Past Chair and the Course Coordinator. The Chair and Vice Chair are faculty members; the Dean representative is chosen by the Vice President of Academic Affairs. Any voting member may nominate a new vice chair from current ASC faculty representatives, excluding the General Education Chair. The

vote for vice chair will occur during the last Spring meeting, and the vice chair will serve on the leadership team for a three-year term.

Year One – Vice Chair - Voting

Year Two – Chair - Voting in the Case of a Tie

Year Three – Past Chair - Voting

The Vice Chair will assume the Chair position when the term of the incumbent chair expires. The Vice Chair will continue to serve as their School's representative.

F. Responsibilities

Duties of the Chair include

- 1) Calling and managing meetings;
- 2) Coordinating the activities involving curriculum review;
- 3) Working with the Course Coordinator to produce meeting agendas and minutes;
- 4) Overseeing the assessment activities conducted by the subcommittee chairs;
- 5) Ensuring adherence to all relevant college policies and procedures;
- 6) Participating in subcommittees (e.g. course and program notice of intent) where outlined in procedure;
- 7) Collaborating with the VPAA's office to ensure that all curriculum meets external requirements;
- 8) Reporting to Faculty Senate at least once a semester;
- 9) Reporting to other campus groups as needed;
- 10) Assigning tasks as necessary;
- 11) Voting in the case of a tie;
- 12) Collaborating with the Course Coordinator to communicate the status of programs and courses on hiatus each year; and
- 13) Overseeing and manage Committee communications.

Duties of the Dean representative include

- 1) Providing support to the Chair in administration of the Committee duties;
- 2) Providing support to the Committee at large in administration of the Committee duties;
- 3) Liaising between the ASC leadership team and ALT;
- 4) Coordinating with relevant deans to ensure that faculty positions are filled from each Pathway for ASC and subcommittees;
- 5) Reporting regularly to the Vice President of Academic Affairs regarding ASC work; and
- 6) Providing updates of relevant information to
 - a. Marketing & Communications;
 - b. Office of Institutional Effectiveness; and
 - c. Admissions & Academic Advising.

Duties of the Vice Chair include

- 1) Assisting the Chair in regular duties in order to prepare for the role of Chair;
- 2) Coordinating system review and/or enhancement with the CET;
- 3) Performing the duties of the Chair in his or her absence; and
- 4) Collecting and maintaining appropriate documentation of committee activities.

Duties of the Past Chair include

- 1) Mentoring the Chair and Vice-Chair; and

- 2) Performing the duties of Chair in the absence of the Chair and Vice Chair.

Duties of Course or Program Originator include

- 1) Monitoring the course or program proposal through the ASC process;
- 2) Working with the various reviewers to make changes;
- 3) Communicating with the relevant stakeholders (department members, deans, etc.) of changes made to the proposal; and
- 4) Documenting communications in the curriculum management system.

G. Student Learning Assessment (SLA) Subcommittee

The 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 SLA Subcommittee chair, who will serve on both committees. The SLA Subcommittee Chair is expected to either attend all ASC meetings or submit a report of activities to the Committee Chair in advance of the meeting.

- 1) The responsibilities of the SLA subcommittee include
 - a. Coordinating with the Assessment Coordinator to ensure faculty have meaningful participation in student assessment
 - b. Serving as a resource for faculty during program and course development of measurable competencies;
 - c. Assisting faculty in designing assessments and measurement tools for program and course competencies;
 - d. Participate in Academic Program Review
 - e. Facilitating discussion of competency assessment results, including developing strategies for improving student success.
- 2) The SLA subcommittee will consist of the following members
 - a. Student Learning Assessment Chair, faculty position;
 - b. One faculty representative from each Academic School;
 - c. One faculty representative from ACC;
 - d. One faculty librarian;
 - e. One Dean;
 - f. One representative from the Center for Excellence in Teaching; and
 - 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 selected by the Academic School or area of representation; vacancies are filled by appointment by the relevant Dean for the remainder of the term. Non-faculty subcommittee members are appointed by the appropriate Vice President, Dean, or Director. Subcommittee members are identified no later than April for terms beginning the next academic year.

- b. The Chair of the SLA subcommittee will be nominated by any voting member of Academic Standards, the Committee will vote on confirmation at the last Spring meeting, and the chair will serve for a three-year, renewable term.

H. Academic Program Review Subcommittee (APR)

The APR Subcommittee will be a standing subcommittee of the Academic Standards Committee in order to reflect the interrelated nature of curriculum design and program review.

APR Subcommittee members are not members of Academic Standards with the exception of the APR Subcommittee chair, who will serve on both committees. The APR Subcommittee Chair is expected to either attend all Committee meetings or submit a report of activities to the Committee Chair in advance of the meeting.

Each pathway and associated academic programs will undergo a comprehensive APR on a five-year cycle or as designated by [LCCC procedure 10.2P](#). This review evaluates the quality, effectiveness, and productivity of the pathway and associated programs. The outcome of the process is to provide information such as pathway and 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.

- 1) The responsibilities of the APR Subcommittee shall include
 - a. Evaluating and provide feedback to program faculty via Academic Program Review process in accordance with expectations set by the Office of Institutional Effectiveness;
 - b. Endorsing program action plans for improvement;
 - c. Recommending further action or study;
 - d. Recommending approval of the Comprehensive APR to Academic Standards for final acceptance and approval;
 - e. Recommending changes to the APR process and/or templates; and
 - f. Identifying and sharing best practices for APR with program faculty.

- 2) The APR Subcommittee shall include the following members
 - a. Chair of the APR Subcommittee, faculty position;
 - b. Three faculty members from BATS
 - c. Three Faculty members from HSW
 - d. Two Faculty members from A&S
 - e. One Faculty Member from ACC;
 - f. Vice President of Academic Affairs or representative;
 - g. Associate Vice President of Institutional Effectiveness;
 - h. Two Deans;
 - i. Chair of the SLA committee;
 - j. One representative from Student Services;
 - k. One representative from Administration & Finance; and
 - l. Faculty members whose programs will be reviewed in the subsequent years may be appointed by the APR Subcommittee chair. These members will not be full members of the APR Subcommittee, rather observing and participating to gain an understanding of the process to assist their programs with future reviews.

- 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 selected by the Academic School or area of representation; unplanned 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 of the APR Subcommittee will be nominated by any voting representative of ASC; the Committee as a whole will vote on confirmation at the last Spring meeting and the APR chair will serve for a three-year, renewable term. Attendance at meetings - Subcommittee members are expected to attend all APR meetings. If a member cannot attend a meeting, that member is responsible for notifying the Chair of the APR Subcommittee.

I. General Education Subcommittee

The General Education Subcommittee is 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.


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 meeting, the Chair will provide a report to the ASC chair and designate a proxy from the existing ASC voting membership.

- 1) The responsibilities of the General Education Subcommittee shall include
 - a. Overseeing General Education Assessment as detailed in Procedure 2.2P
 - b. Reviewing General Education course proposals submitted for approval to LCCC General Education Program. Criteria for this process are detailed in Procedure 2.2P as well as in the associated forms.
 - c. Recommending approval of reviewed courses to the Academic Standards Committee for General Education Course designation.
 - d. Initiating General Education Program review assessment cycle as detailed in Procedure 2.2P and its associated forms.
 - e. Articulating and continually improving General Education courses with the Interstate Passport
 - f. Engaging the General Education Subcommittee in periodic reviews of General Education courses to ensure that they continue to meet the needs of the students at LCCC. This may include procedural removal of GE status of particular courses.
 - g. Establishing the criteria for courses to satisfy the general education requirements.
 - h. Recommending approval of the General Education requirements and course criteria to the Academic Standards Committee for final acceptance and approval.
- 2) General Education Subcommittee membership shall include the following members
 - a. Chair of the General Education Subcommittee, faculty position;
 - b. Seven faculty representing each of the seven-general education competency areas, Six from A&S and One from ACC;
 - c. One Pathway Coordinator;
 - d. One faculty representative from HSW;

- e. One faculty representative from BATS;
 - f. One faculty librarian;
 - g. One representative from the Office of the Registrar;
 - h. One representative from Admissions & Academic Advising;
 - i. One Dean; and
 - j. the Vice President of Institutional Effectiveness or their designee.
- 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 selected by the Academic School or area of representation; unplanned vacancies are filled by appointment by the Dean for the remainder of the term; non-faculty committee members are appointed by their Vice President; subcommittee members are identified no later than April for terms beginning the next academic year.
 - b. The Chair of the General Education subcommittee will be nominated by a voting member of Academic Standards, the Committee will vote on confirmation at the last Spring meeting and will serve for a three-year, renewable term.

Other Ad Hoc Academic Standards Subcommittees

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

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Academic Affairs Vice President José Fierro	2/26/13
Approval by President's Cabinet		2/26/13
Ratified by College Council	Co-chair Kari Brown-Herbst	6/14/13
Approval by President (Signature)		6/14/13