



North Idaho College

Curriculum Council
Guidelines 2014

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Please Note: Current forms and instructions are available on the Curriculum Council’s website, accessed through the NIC’s main home page, Employee section, under Governance.

North Idaho College Curriculum Council Guidelines

Introduction

Because of its charge, a comprehensive community college must maintain a complex and dynamic curricula. The college must satisfy the needs of students who plan to transfer to a college or university, as well as students who plan to enter the job force immediately after receiving a degree or certificate. It must provide the means by which students can accomplish their goals yet provide the appropriate initial course offerings for their academic backgrounds. In addition, the comprehensive community college must respond to the ever-changing needs of the community it serves.

Responding to students and the community demands a clear set of instructions and guidelines for the faculty of North Idaho College to ensure that the curricula remains quality- and student-centered, community-conscious, and dynamic. This guide provides the faculty with the needed instructions and guidelines to recommend changes to the curriculum.

Faculty, through well-defined structures and processes with clearly defined authority and responsibilities, exercise a major role in the design, approval, implementation, and revision of the curriculum ([Accreditation Standards 2.C.5](#)). When preparing to submit proposals to the Curriculum Council, faculty are expected to consult with their department and division members, including the Division Chair and Council representative, to make certain they are informed about the proposed changes. These guidelines provide instructions for the necessary steps to submit proposals; the Curriculum Council's other resources, including appropriate forms, are available on their web site and through each group's representative. When necessary, faculty/initiators may also consult appropriate deans and the Vice President for Instruction's office for assistance.

All proposals for curricular change at North Idaho College will be based on the following three principles:

1. North Idaho College will provide the highest quality education possible.
2. North Idaho College will maintain a dynamic curriculum in order to address the changing needs of the community and students.
3. North Idaho College will be realistic; curricular changes will occur only if it meets the mission, vision and values of the institution.

The processes described within this document are intended to assist in providing a dynamic, realistic curriculum of the highest possible quality.

Purpose

The purpose of the Curriculum Council is to promote quality and excellence in the design and implementation of North Idaho College's curriculum. The Curriculum Council must review and make recommendations to the Vice President for Instruction regarding the following matters:

1. proposals for new courses and programs;
2. modification, deletion, or reinstatement of courses or programs;
3. changes in general education requirements.

The Curriculum Council may also consider changes in policy related to the implementation of curricula and other matters related to instruction at the request of the Vice President for Instruction.

The Curriculum Council may request of the Vice President for Instruction the opportunity to address a matter of concern related to curricula but beyond the scope of the above three main charges. When the Curriculum Council has approval to address a matter, it will accept, seek out, and carefully examine relevant information. The committee will then develop and submit recommendations regarding the matter to the Vice President for Instruction.

Curriculum Council recommendations generally reflect a majority of the Council, but any voting Council member will have the right to submit an alternate recommendation, which may include evidence and argument as well as additional proposals, concerns, or other comments. Alternate recommendations shall be submitted to the Curriculum Council Chairperson for inclusion in the next meeting's agenda. The Curriculum Council Chairperson will announce before the next Council meeting that an alternate recommendation has been received and will distribute it for the Council's consideration.

Membership

Voting members:

A faculty representative will be elected from each of the groups listed below. These faculty members advocate not only for faculty in these groups but are guardians of the curriculum for the entire college.

1. Group #1: English and Humanities Division
2. Group #2: Communication and Fine Arts Division
3. Group #3: Social and Behavioral Sciences Division
4. Group #4: Trades and Industry Division
5. Group #5: Business and Professional Programs Division
6. Group #6: Math, Computer Science, and Engineering Division
7. Group #7: Natural Sciences Division
8. Group #8: Health Professions and Nursing Division
9. Group #9: College Skills and Physical Education Divisions

NOTE: If a voting member cannot attend a Council meeting, a designated substitute may attend and participate in the discussions, but he or she cannot vote. No proxy votes will be allowed.

Note: During their annual review, described below, the Council will evaluate groupings for numbers of full-time faculty members and total members to assure balanced representation.

Ex-Officio Members (non-voting):

1. ASNIC Representative
2. Dean of General Studies
3. Dean of Professional, Technical, and Workforce Education
4. Dean of Health Professions and Nursing
5. Registrar/Director of Admissions
6. Director of Academic Support Services
7. Director of e-Learning
8. Director of Communications and Marketing
9. Vice President for Instruction

Executive Committee Members:

1. Chair of Curriculum Council
 2. Vice Chair of Curriculum Council
 3. Dean of Health Professions and Nursing
 4. Dean of General Studies
 5. Dean of Professional Technical and Workforce Education
 6. Executive Assistant to the Vice President for Instruction
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Organization and General Operation

Selection of Voting Members:

1. Initial Selection:

Selected faculty members serve three-year terms, with approximately 1/3 of the voting positions replaced each year.

2. Selection Process:

In January, the Executive Committee of Curriculum Council will provide to each of the groups the names of those individuals whose terms are due to expire at the end of the academic year. Those representatives whose terms are expiring are responsible to communicate with the group they represent to enlist candidates. All tenured or tenure-track, full-time faculty members in the group are eligible: their names will be placed on a list, and they will be notified that they must request their names to be removed if they are unable to serve. Division chairs are not normally considered to be eligible unless no other faculty members in the group are able to serve. Once all eligible members of the group have had the opportunity to indicate their willingness to serve or not, the group will vote on their representative using an approval voting process. The person receiving the highest number of votes will be selected. The selection of the new representative for a group must be completed by March 31, and the new representative will attend Curriculum Council, for the group, at the April Meeting.

3. Selection and Rotation Timeline:

Representatives from each group will serve three-year terms. If a member representing a group resigns from Curriculum Council prior to the end of the normal term, then the group may select an individual to complete the departing member's term. Then upon the normal rotation time for the departing member, the group will elect a replacement as defined in the Selection Process above.

Curriculum Council membership rotates on a three-year schedule

To provide for a realignment of representatives in the Fall of 2013, representatives from the former Group 3 (currently in year three) and former Groups 6 (currently in year 3) will not be re-elected. The new Group 7 will choose among the two representatives from former Groups 8 and 9 (currently in year two). The new Group 9 will elect a new representative.

- Year 1 (2014): Groups 1, 3, 8
- Year 2 (2015): Groups 2, 4, 7
- Year 3 (2016): Groups 5, 6, 9
- Succeeding years repeat rotation schedule.

Officers:

1. The chairperson and the vice chairperson of the Curriculum Council will be elected from the voting members of the Council by the voting members of the Council at the last meeting of the Academic Year. Their term of office will start August 1.
2. The chairperson with administrative assistance from the Vice President for Instruction's office will:
 - preside over all meetings;
 - vote only in case of a tie vote;
 - prepare agendas;
 - set and announce the time and location of committee meetings for the school year;
 - ensure the timely posting of the Council agendas to all Council members, to all faculty, and to any interested party;
 - ensure that copies of the minutes of the Council meetings are prepared and distributed electronically to Council members and made available electronically to the faculty, with one copy to be archived in the College library;
 - represent Curriculum Council at the Executive Committee to set the agenda.
2. The vice chairperson serves as the chairperson of the Curriculum Council when:
 - the chairperson is absent;
 - the chairperson must temporarily vacate the chair due to a potential conflict of interest;
 - the chairperson cannot perform his or her duties for any other reason.

Committees:

1. It is the function of the Executive Committee to:
 - meet in advance of the scheduled Curriculum Council meeting
 - set the agenda for the meeting
 - screen proposals to make certain that forms and signatures are complete
 - set the calendar
 - notify groups whose members' terms are expiring to conduct elections
 - screen minor changes (Form 1) prior to their submission as reports to the Council
 - identify issues that should be considered by the Council
 - other duties as assigned by the members

The Executive Committee may not determine the validity of a proposal to come before the council but may return a proposal to an individual faculty member or division for clarification or corrections.

2. Subcommittees and/or ad hoc committees will be organized by and report to the full Council for the purpose of expediting particular functions which cannot be performed efficiently in meetings of the full Council. Any such subcommittees and/or ad hoc committees will provide minutes of their meetings and/or any recommendations, etc., to the Curriculum Council chairperson on a continuing basis so that the full membership will be kept informed of their activities.

General Practices:

1. All Curriculum Council actions require a quorum (a majority of the total voting membership) of the voting members.

2. All curricular changes require a second reading before a vote is taken. A majority vote will determine an issue brought before the Council.
3. Any member of the college community may attend Curriculum Council meetings, and may enter into discussion if recognized by the chairperson. An author of a proposal, or a designee, must attend the first meeting when the proposal is considered to answer questions from Council members.
4. An annual evaluation of the Curriculum Council by the Vice President for Instruction and four voting members appointed by the Council chairperson will review council design, operation, membership, and guidelines, as well as other relevant matters. The group will be appointed by October. Any reconfiguration to this group will be recommended by early January, the full report will be completed by March, and the Council will consider its recommendations.

Curriculum Council Action

1. Curriculum Council considers a proposal once it has been initiated. The Council will respond to formal proposals after a second reading. Only the faculty members/initiators may withdraw a proposal from consideration.
2. The chairperson, in consultation with the Executive Committee, will set the agenda for the next meeting.
3. To be included on the Council's agenda, any proposal or other item for consideration must be submitted to the chairperson by published dates established by the Council chairperson. The agenda will be published and distributed one week prior to the Council's scheduled meeting.
4. At the request of the Council, a proposal may be amended at any time before final action by the Council. The Council may recommend that an author revise a proposal before the second reading, in which case the author must make the changes within a week after the first reading.
5. The Council Chairperson will sign the recommendations and forward them to the Vice President for Instruction for his or her signature. Without the Vice President's signature, the recommendation is vetoed. The Office of Instruction and the college library will maintain archives of all final documents. Copies of the signed documents will be available to all interested parties upon request.
6. The Registrar's Office will be responsible for making sure that all changes are made and are accurate, including all curricular changes in the next electronic publications and printings of the North Idaho College catalog.

Procedure for Recommending Curricular Change

Proposals for curricular change are proposed for consideration according to the following steps:

1. A faculty member/initiator and division chairperson will review the course outcomes, course description, number of credit hours, and/or the program of study.
2. A faculty member/initiator submits the request on the appropriate forms and any supporting information to the division chairperson.

3. The division chair submits the request and forms to the appropriate dean for review. The dean may suggest revisions or request the attachment of additional supporting materials.
4. The dean submits the proposal to the Office for Instruction, who forwards the request to the Executive Committee of Curriculum Council for their review.
5. The Executive Committee of Curriculum Council either accepts the proposal for the next meeting's agenda or requests revisions to the forms or additional information prior to placing the item on the agenda for a subsequent meeting.
6. The faculty member/initiator, division chair, or designee are advised to attend the meeting(s) in which the proposed curriculum changes are considered by the Curriculum Council to answer any questions regarding the proposed changes.
7. The Curriculum Council acts and returns the request and its recommendation to the Vice President for Instruction for his or her consideration. The Vice President for Instruction may approve or disapprove the action of the Curriculum Council.
8. If the Vice President for Instruction approves the action of the Curriculum Council, the Office for Instruction forwards a copy of the request to the Registrar for inclusion in the next college catalog.
9. If the Vice President for Instruction vetoes the proposal, it will be returned to the faculty member/initiator, and the Curriculum Council will be notified of the action. If the faculty member/initiator wishes to make changes, he or she may do so at this time and re-submit the proposal through his or her division chairperson.

Deadlines for Curricular Changes

The yearly calendar for Curriculum Council will be published in August. This calendar will include deadlines for submitting proposals, meeting dates of the Executive Committee, and meeting dates and times for the full Council.

1. Catalog Changes:

- Proposals for curricular change to be included in the following year's catalog must be submitted by the deadline for regular February meetings, usually by the end of January.
- The Council encourages faculty/initiators to submit proposals before the deadline in order to make sure that the entire process is followed and forms are prepared carefully to make certain their proposals are considered.

2. Schedule Changes:

- Proposals for curricular changes that will affect only the schedule in the Fall and/or Spring semesters must be submitted by the deadline for the February meeting.
- Proposals for curricular changes that will affect only the Spring semester's schedule must be submitted by the deadline for the October meeting.

Reasons for Proposing Changes to the Curriculum

Because of their education and expertise in their fields, the faculty of North Idaho College assumes responsibility for maintaining and developing the curriculum. Staying current with trends in their disciplines through professional development and maintaining contacts with faculty in departments at transfer institutions and professional organizations ensures that North Idaho College's curriculum will remain strong. Faculty members proposing changes to the curriculum, along with their departments, division chairs, and representatives, must consider a number of factors and criteria when developing proposals.

All course changes are defined as curriculum changes and require Curriculum Council's action. Changes include minor changes to an existing course or program; major modifications of an existing course or program; the initiation of a new course, special-topics course, degree, certificate or program; the proposal of a General Education course; or the reinstatement of a deleted course or program. Such changes require the completion of specific forms.

Reasons for recommending curricular changes may be the result of a number of factors, such as, but not limited to:

1. changes in the state articulation or other North Idaho College articulation agreements;
2. changes in state guidelines;
3. recommendations from advisory committees;
4. recommendations from regular five-year program review committees;
5. trends in a specific discipline, supported by evidence from research, professional organizations, and transfer institutions.

Minimum Competency Levels and Prerequisites

Minimum competency levels in reading, writing, and mathematics for proposed changes will be indicated by placement test scores or prerequisites when appropriate. The Curriculum Council will discuss these minimum competencies even when there has been no change, and they may recommend that minimum competencies be addressed further.

Since North Idaho College has an "open door" admissions policy, students are admitted with a wide range of entry skills. The College measures entry-level skills in reading, writing, and mathematics through testing. These results are used with other information in the advising process to assist students in selecting the most appropriate courses.

Criteria for Curricular Changes

The Curriculum Council's review of proposals for curricular changes considers not only the range of reasons for making such changes but also the impact on the entire curriculum. Depending on the type of change proposed, specific criteria should be addressed, and the faculty members/initiators of the request should be prepared to answer questions related to the criteria. The Curriculum Council will consider the following criteria

when evaluating a course or program change proposal:

Criteria for Additions or Modifications of Courses or Programs:

1. supports the mission of North Idaho College;
2. does not duplicate an existing credit course or program;
3. is titled and numbered correctly as determined by the Registrar and is appropriate in relation to other courses or degrees offered by North Idaho College and by our principal transfer institutions. If a course has never been offered, the Registrar's Office or a faculty member may propose that a course be deleted in order to re-use the course number for a different course;
4. has the support of the faculty who teach the course;
5. has the support of the faculty who are members of or who are responsible for the department or program;
6. can be implemented and taught by faculty with appropriate academic expertise;
7. transfers as an equivalent course or as part of a transfer college or university parallel degree program, focusing mainly on institutions in Idaho and the region with which the College has articulation agreements;
8. meets the needs of business/industry and has advisory committee support if is part of a Professional-Technical degree or certificate program;
9. supports North Idaho College's and the assigned division's long-term goals;
10. meets all the state and accreditation requirements in the number of credit hours.

NOTE: A resource assessment is the responsibility of the submitting division and is not used as the basis for approval or disapproval by the council.

Criteria for Deletions of Courses or Programs:

1. impacts the mission of North Idaho College;
2. interferes with the progress of students currently enrolled in programs that have the course as a requirement or option;
3. has the support of the faculty in the program(s) in which the course is located;
4. has the support of the faculty whose programs currently list the course as a requirement or option;
5. has the support of the appropriate advisory committee if it is related to a professional-technical program;
6. has the support of the appropriate program review committee.

Definitions of Types of Courses

General Education Core Requirements: The General Education core requirements for associate degrees are listed in the North Idaho College catalog. These requirements are in accordance with the college's mission and will meet all of the requirements of the state articulation agreement with transfer institutions within the State of Idaho. Recommendations for changes in the College's core requirements result only from the efforts of the faculty and the Vice President for Instruction and require the General Education Committee's and the Curriculum Council's action.

General Education courses are taken to satisfy the core requirements as listed in the North Idaho College catalog. When students complete an Associate of Arts or Associate of Science degree at NIC, these courses will complete the core requirement at other state institutions based on articulation agreements. When students transfer without completing an A.A. or A.S., these courses will transfer on a course-by-course basis, as will all other courses on a student's transcript. Therefore, the Council should pay close attention to core courses' transferability to other state institutions.

Since a change in the General Education core requirements will affect numerous degree programs, much care must be taken in making such proposals. This type of change requires additional evidence and documentation that must describe the following:

1. the rationale for the change;
2. the effect of the change on degree programs;
3. the plan for implementing the change;
4. transfer agreements.

Major/Technical Courses: These courses comprise the essential credits of study in a student's selected discipline. The majority of the courses will be in the major discipline; however, closely allied subject areas may also apply. These courses may transfer as electives within the discipline.

Support/Related Courses: As the name implies, these courses complement the educational program by adding breadth to the depth provided by the major courses. These courses may transfer as electives within the discipline.

Electives: These courses are "free-choices" selected by students to fulfill the minimum semester credit hours required for graduation. They are not part of the requirements to complete a course of study or emphasis and may or may not transfer within a specific discipline.

Special Topics Courses are "experimental" course offerings designed to allow the following:

1. testing of a new course in order to determine its appropriateness as a possible permanent course offering;
2. limited offering of an innovative and/or non-traditional course that is not necessarily intended to become a permanent course offering.

Proposals for special topics courses may be initiated by a faculty member, division chairperson, or Vice President for Instruction. The Curriculum Council's approval to offer a special topics course will be valid for a two-year period only.

Instructions for Completing Forms

Please Note: Current forms, standards, and instructions are available on the Curriculum Council's website, accessed through the NIC's main home page, Employee section, under Governance.