

THE
LeMoyné-Owen
COLLEGE

LEADERSHIP. OPPORTUNITY. CHANGE.

SUBJECT: Curriculum Changes	Effective Date: July 1, 2011	Policy Number: 01-1-010
	Supersedes: Policy: Date:	Page 1 Of 2
	Responsible Authority: CAO Faculty and Curriculum Committee	

I. Purpose and statement of operational policy underlying the procedure.

The Faculty, in line with best governance practices and reflecting their special expertise in their disciplines and in the academic program, have responsibility for the curriculum. This is balanced by the responsibility of the administration and the Board to monitor and effectively provide resources, and to ensure institutional integrity and coherence with the mission. The faculty provide the structure, design and essential content of the curriculum, with review and approval powers lying in the administration and Board. The faculty conduct consistent monitoring, assessment and review of the curriculum, applying their expertise in their disciplines, in the assessed needs of the students, and in best and most current academic practices. Through their work in their areas and divisions, they design and develop curriculum modifications, which are then reviewed by the Curriculum Committee, a body of the full faculty, for feasibility as to resources, fitness to the mission and direction of the College, and for academic integrity. A single faculty member or group of faculty members can perform and document assessment which can lead to a proposal to the Division. Once approved by the Division, the proposal can be submitted to the Curriculum Committee by the Division Chair on the Curriculum Proposal form. Relatively minor changes, such as alterations of course names or changes to a course description, can be filed with the Curriculum Committee. Addition or deletion of courses can be reviewed and approved by the Committee. Changes of greater scope, such as the addition of a new major program, changes to general education, or the introduction of a new discipline, must be approved by the Chief Academic Officer, the President and the Board of Trustees. If any change entails the addition of new faculty, the Chief Academic Officer must approve.

II. Applicability/Scope

This applies to any curricular change.

III. Implementation procedures

Responsibility	Action	Timeline
Area/divisional faculty	Assessment which leads to a proposed change	
Division	Reviews assessment and proposal for change	
Division Chair	If proposal is approved by Division, submits proposal to Curriculum Committee	Deadline set each term by Curriculum Committee
Curriculum Committee	Conducts review of proposal, approves or returns to Division	
Full Faculty	Reviews if change is extensive (substantial change in programs, introduction of a new major, change in general education program)	
Chief Academic Officer	Reviews for approval if a new faculty position is necessitated, or if of a scope requiring full faculty approval	
President	Approves and submits to Board if a new major or a significant change in curriculum is involved	
Board	Approves if a new major or a significant change in curriculum is involved	

IV. Related policies/References for more information

Faculty Handbook
Curriculum Committee Bylaws

Authorizing Official:  Authorization Date: OCT 06 2011
Title: Vice President/Chief Academic Officer