



**SAN ANTONIO COLLEGE
COLLEGE PROCEDURES**

Procedure Number: I.2

Procedure Title: Curriculum Review and Approval

Relevant Board Policy: E.2.1 – Substantive Change

Originating Unit: Performance Excellence Division

Maintenance Unit: SAC Curriculum Review Committee

- I. Purpose: The purpose of this procedure is to formally codify the curriculum review and approval processes at San Antonio College.
- II. Procedure statement:

For many years, San Antonio College has followed a common procedure for making changes to the college curriculum, but this procedure has never been formally documented at the college level. Recent changes to the Texas core curriculum, combined with a need to better align courses with the other Alamo Colleges to facilitate transfer and completion, has necessitated a substantial review of all courses in the core. The outcome of this core curriculum review significantly streamlined the core. The formalization of this procedure elevates the importance of the curriculum review process at the college level.

A. Curriculum Review Committees

1. Department Committees

- a. Each academic department will establish and maintain a department curriculum review committee consisting of a minimum of three committee members and representation from each department sub-unit.
- b. The method of selection of committee members shall be determined by the academic unit.
- c. Responsibilities of the department curriculum committee include, but are not limited to: recommending course and program curriculum changes to the SAC Curriculum Review Committee, vetting existing courses on a cyclical basis to ensure that they remain current, and working with cross-college discipline teams to maintain alignment of the curriculum with other Alamo Colleges per the Alamo Colleges MOU entitled *Transfer of Credits Between the Five Alamo Colleges*.

2. SAC Curriculum Review Committee

- a. The College will maintain a standing Curriculum Review Committee (CRC) chaired by one of the academic deans, and composed of at least three Arts & Sciences (A&S) faculty, two Professional and Technical Education (PTE) faculty, 1 Student Affairs faculty member, and a minimum of two other faculty members selected at large. Additional teaching faculty (including adjunct faculty), non-

teaching faculty, and staff may be added to the committee as needed, subject to the constraint that teaching faculty comprise at least 2/3 of the voting members.

- b. The CRC is empowered to recommend its own membership selection criteria, subject to the constraints in Section A.2 (a) (*College Curriculum Committee*) above. Any changes in the membership selection criteria must originate within the CRC and must be approved by the Chief Academic Officer and the President of the College.
 - c. Responsibilities of the CRC include evaluating proposed course and program changes recommended by department committees, forwarding those changes that pass committee scrutiny to the Alamo Colleges Curriculum Council (ACCC) for cross-college review, forwarding ACCC-vetted recommendations to College Council for final approval, maintaining records of committee deliberations as well as templates for appropriate curriculum change forms, and coordinating with other Alamo Colleges curriculum committees to maintain curriculum alignment per the Alamo Colleges MOU entitled *Transfer of Credits Between the Five Alamo Colleges*.
 - d. Minutes of the CRC meetings constitute a standard action item at College Council. If CRC minutes are approved by the College Council, the recommendations contained within those minutes shall individually be considered approved and effective immediately.
3. Documentation
- a. All department committees and the CRC will maintain and retain meeting agendas and minutes to document committee decisions.
 - b. The CRC is empowered to draft or revise any necessary paper or electronic forms to efficiently execute its business.
 - c. At least once per academic year, department committees should submit a brief report of their activities to their respective department chair and dean, and this summary report should be archived with meeting agendas and minutes.
 - d. At the end of each academic year, the CRC should submit a brief summary of its activities to the Chief Academic Officer. This report, along with meeting agendas and minutes should be accessible to the college community through SharePoint.
4. Approval Procedures
- a. The following course or curriculum changes must be approved by the College Council before they can be made to the college catalog:
 - i. Addition or deletion of new courses or programs to the college catalog;
 - ii. Changing of a course title or number;
 - iii. Changing of a course catalog description;
 - iv. Changes to total-lecture-lab credits;
 - v. Adding, removing, or substantially changing course or program-level student learning outcomes (SLOs);
 - vi. Adding or removing courses from the SAC core curriculum;
 - vii. Adding or removing courses from existing degree plans; or
 - viii. Any other change that might be reasonably determined to have a significant impact on course content or a program's structure.

- b. All SAC course and curriculum revisions must formally originate from department curriculum review committees as recommendations to the CRC. The department curriculum review committee must submit all of the following documents as part of its recommendation to the SAC Curriculum Review committee:
 - i. Either a New Course form or an Existing Course form (available from the Alamo Colleges Curriculum Committee Sharepoint site);
 - ii. A sample course syllabus with learning outcomes (if appropriate);
 - iii. If the proposed course is a core course, documentation that demonstrates that it meets THECB core curriculum requirements, including how it meets the required core objectives for the curriculum area;
 - iv. Accompanying any recommendation to the CRC must be a statement, signed by both the department chair and the department committee chair, that explicitly notifies the CRC whether a substantive change requiring SACSCOC approval is either needed or not needed.;
 - v. Appropriate documentation of curriculum alignment with the other Alamo Colleges as part of the Alamo Colleges MOU entitled *Transfer of Credits Between the Five Alamo Colleges*;
 - vi. Advisory Board approval if required by an AAS program.
- c. The SAC College Curriculum Review Committee (CRC) will review recommendations from department committees at the next scheduled CRC meeting. The CRC may invite department chairs and department review committees to its deliberations in order to address questions and concerns that arise from the department-level recommendations.
 - i. If recommendations are not accepted, the CRC chair will notify the department chair in writing of the decision and the rationale for it. Departments may submit again to the CRC after addressing CRC concerns.
 - ii. Recommendations that are accepted by the CRC shall be forwarded to the Alamo Colleges Curriculum Council (ACCC) to be reviewed for compliance with the Alamo Colleges MOU entitled *Transfer of Credits Between the Five Alamo Colleges*.
 - iii. Recommendations that do not address the SAC Substantive Change policy ([SAC policy A-5 – Substantive Change, approved July 2013](#)) shall be returned to the department by the CRC without evaluation.
 - iv. If evidence of cross-college alignment is not evident, the CRC shall return the recommendation to the department without approval.
- d. Recommendations for approval from CRC are reviewed by the ACCC
 - i. If ACCC expresses concerns about a recommendation, CRC shall return it to the department to be modified to comply with the Alamo Colleges MOU entitled *Transfer of Credits Between the Five Alamo Colleges*.
 - ii. Recommendations that are cleared by the ACCC shall be forwarded in writing to the College Council as a recommendation from the CRC. The Chair of the CRC will notify the department in writing of the decision.
- e. College Council Ratification.
 - i. If recommendations are not ratified by the College Council, the CRC chair will notify the department chair in writing of the decision and the rationale for it. Departments may begin the curriculum review process again after addressing concerns.

- ii. Curricular changes that are based on recommendations that are ratified by the College Council shall be placed in the next college catalog. The Chair of the CRC will notify the department and the college catalog manager in writing of the decision.
- f. Cases may arise where it is necessary to expedite the curriculum review process. In urgent cases, if both the Chair of the CRC and the Chief Academic Officer believe that approval of course or curriculum changes is likely to be granted by the CRC, ACCC, and College Council, they are authorized to write a memo to initiate implementation of the changes while the remainder of the curriculum review process is still ongoing. If the change is ultimately not approved, the memo will be voided and the course/curriculum restored to its previous state.

B. Adding new courses to the college catalog

1. All proposals to the CRC for new courses to be added to the college catalog should formally begin at the department level and provide evidence that both demand and staffing for the new course is available.
2. Requirements for new courses
 - a. New courses to be developed at SAC must already exist in the Texas Higher Education Coordinating Board (THECB)'s approved course inventory, either in the Academic Course Guide Manual (ACGM), the Workforce Education Course Manual (WECM), or approved by the THECB as a "unique need" course.
 - b. Faculty who will be teaching the new course are responsible for drafting the course content, to include syllabus, catalog description, and student learning outcomes. The course content must comply with appropriate ACGM or WECM guidelines.
 - c. If the course is to be taught at more than one of the Alamo Colleges, the cross-college Discipline Teams must agree to the basic course rubric and number, the title of the course, the course's total-lecture-lab credit format (*e.g.*, 3-3-0), and a minimum set of course SLOs.
 - d. Evidence must be provided to ensure compliance with THECB policies and the SACSCOC Principles of Accreditation, particularly with [CR 2.7.3](#), [CR 3.5.1](#), and [especially CS 3.10.1. \(Substantive Change\)](#)
3. The new course must be routed through the proper curriculum review process as outlined in Section II.A. (*Approval of Procedures*) above, beginning with the department curriculum review committee.
4. After College Council ratifies the new course, it will be placed into e-Catalog

C. Revising or deleting existing courses or programs in the college catalog

1. All proposals to the CRC to revise or delete courses in the college catalog should formally begin at the department level and provide evidence that the revision is needed or that the course should no longer be included in the college inventory.
2. Requirements to delete a course/program

- a. Cross-college Discipline Team representatives must agree to any changes to ensure that the SAC remains in compliance with the Alamo Colleges MOU entitled *Transfer of Credits Between the Five Alamo Colleges*.
 - b. Evidence must be provided to ensure compliance with SACSCOC Principles of Accreditation, particularly with [CR 2.7.3](#), [CR 3.5.1](#), and especially [CS 3.10.1 \(Substantive Change\)](#).
 - c. If an entire program is to be sunset, then the department must submit a teach-out plan for the program that complies with THECB requirements, the [SACSCOC Substantive Change policy](#), and [SAC policy A-5 – Substantive Change, approved July 2013](#).
3. The revised course must be routed through the proper curriculum review process as outlined in Section II.A. (*Approval of Procedures*) above.
 4. After College Council ratifies the revisions, the course/program will be removed from the college's e-Catalog.

III. Amending this Procedure

- A. The SAC Curriculum Review Committee will review this procedure at least once every three years and, if necessary, make recommendations to the College Council to amend the procedure.
- B. A simple majority vote of a quorum of the College Council is sufficient to ratify any amendments to the procedure.

Attachments: Alamo Colleges MOU - *Transfer of Credits Between the Five Alamo Colleges*

Originator: Dr. David Wood, Dean of Performance Excellence

Date Approved:

Signed: _____, President