



Procedure Number: AS 215
 Procedure Title: Academic Operations
 Relevant Board Policy: B.2.1 Organizational Plan
 Relevant SACSCOC Principle: 10.4 Academic Governance
 Originating Unit: Vice President for Academic Success
 Maintenance Unit: Vice President for Academic Success
 Contact for Interpretation: Vice President for Academic Success

I. Academic Regulations

Reflecting the College’s accreditor’s principles, especially SACSCOC Principle 10.4 that “the institution...(c) places primary responsibility for the content, quality, and effectiveness of the curriculum with its faculty” and Board of Trustees Policy B.2.1 relating to faculty shared governance), the Faculty of Northeast Lakeview College has established procedures for reviewing and approving all courses and educational programs. The Faculty shall also have established procedures for regularly evaluating and coordinating all courses and educational programs, including College Academic Procedures.

The College’s Academic Procedures are divided into two categories, Academic Procedures and Faculty Procedures. Primary responsibility for the review of Academic procedures is under the purview of the Academic Standards and Curriculum Committee (ASCC). Primary responsibility for review of Faculty procedures is under the purview of the Faculty Procedures Review Committee (FPRC). Responsibility for specific procedures is noted below.

Procedure Number	Procedure Title	Academic Purview
AS 101	Student Responsibility	ASCC
AS 111	Academic Integrity	ASCC
AS 112	Academic Honors	ASCC
AS 114	Credit Hour Definition	ASCC
AS 113	Academic Grievance	ASCC
AS 208	Confidentiality of Student Records	ASCC

AS 119	Academic Courses	ASCC
AS 110	Academic Progress	ASCC
AS 117	Credit and Grading	ASCC
AS 106	Degree Requirements	ASCC
AS 103	Credit for College Level Learning	ASCC
AS 104	Matriculation	ASCC
AS 105	Placement Testing	ASCC
AS 108	Registration	ASCC
AS 102	Admissions Requirements	ASCC
AS 212	Assessment	FPRC
AS 206	Faculty Code of Conduct	FPRC
AS 210	Emeritus Status	FPRC
AS 211	Intellectual Property	FPRC
AS 202	Shared Governance	FPRC
AS 203	Instructor of Record	FPRC
AS 204	Faculty Hiring	FPRC
AS 202	Faculty Credentials	FPRC
AS 205	Academic Freedom	FPRC
AS 207	Professional Development	FPRC
AS 209	Evaluation and Promotion	FPRC
AS 213	Departments	FPRC
AS 214	Committees	FPRC
AS 215	Academic Operations	FPRC

Proposals to adopt, delete, or revise the Academic Procedures or Faculty Procedures shall be reviewed and scrutinized by the appropriate committee. Such review shall include routine evaluation of status, assessment of need for changes, review of proposals for such changes, and appraisal of methods of implementation.

II. Adoption and Revision of Academic Procedures

1. The Academic Standards and Curriculum Committee may initiate review of or revision of an Academic Procedure on its own, or requests for review or proposals for revision may be brought to the Committee by others (academic administration, individual faculty members, program coordinators, or academic Departments, etc.).
2. The Academic Standards and Curriculum Committee shall review all proposals for suitable attributes, including academic legitimacy and appropriateness, coordination with other Regulations, synchronization with Board of Trustees Policies and Procedures, compliance with Texas Higher Education Coordinating Board (THECB) Rules and accreditation requirement or policies from the Southern

Association of Colleges and Schools Commission on Colleges (SACSCOC), and logistical implementation. The Committee has full authority to re-write or revise proposals as it deems appropriate. The Committee's charge is to develop and maintain procedures that are well- designed, well-written, and well-thought-out so that the responsibility of faculty in share governance and the development and maintenance of academic standards and curriculum is prominent and clear.

3. The ASCC, as a representative body of the Faculty is authorized by the Faculty to initiate and approve revisions to Academic Procedures.
4. If ever new issues are raised from the floor in Faculty Meetings that pertain to College Academic Procedures, Faculty should routinely refer such issues or motions to the Academic Standards and Curriculum Committee when appropriate for proper review and vetting.
5. Actions by the ASCC may routinely be distributed to the other Alamo Colleges in order to facilitate coordination on common concerns such as the earning of degrees.

III. Adoption and Revision of Academic Curriculum

Reflecting the College's accreditor's principles, especially SACSCOC Principle 10.4 that "the institution... (c) places primary responsibility for the content, quality, and effectiveness of the curriculum with its faculty" and Board of Trustees Policy B.2.1 (relating to faculty shared governance), the Faculty of Northeast Lakeview College has established this procedure for reviewing and approving all educational programs and components of such. The Faculty also has established procedures for regularly evaluating and coordinating all educational programs and components of such, including the College's academic curriculum.

The College's academic curriculum shall be under the purview of the Academic Standards and Curriculum Committee. The ASCC, as a representative body of the Faculty, shall consider proposals to adopt, delete, or revise current curriculum, including individual courses as well as curricular structure for degree requirements. The ASCC review of the curriculum shall

include but is not limited to routine evaluation of current curriculum for compliance with applicable State rules and accreditation requirements, assessment of need for changes, review of proposals for such changes, and appraisal of methods of implementation.

6. The ASCC, as a representative body of the Faculty is authorized by the Faculty to review and approve revisions to the College's academic curriculum. The Committee's charge is ensure proposals that are well- designed, well-written, and well-thought-out so that the responsibility of faculty in the development and maintenance of curriculum is prominent and clear.
 1. The Academic Standards and Curriculum Committee may initiate review of or revision of College curriculum on its own, or requests for review or proposals for revision may be brought to the ASCC by others (, individual faculty members, program coordinators, or academic Departments, etc.). Once initiated, proposals are reviewed by the designated discipline leads and the Chair of the applicable department. Proposals are then sent for review and approval to the ASCC.
 2. The Academic Standards and Curriculum Committee shall review all proposals for suitable attributes, including academic legitimacy and appropriateness, coordination with other Procedures, synchronization with Board of Trustees Policies and Procedures as well as with College Academic Protocols and Procedures, and logistical implementation. The Committee has full authority to request revisions to proposals, in coordination with the Department Chair/Discipline Lead, as appropriate to coordinate with other Alamo and "non Alamo" Colleges and to comply with the Texas Higher Education Coordinating Board (THECB). The Committee's charge is to represent the will of the Faculty in approving curriculum that supports student learning and degree/certificate completion, and is compliant with board policy, THECB rules, and SACSCOC requirements and policies.

3. The Academic Standards and Curriculum Committee is authorized by the Faculty to initiate and approve revisions that are Routine or Minor as determined by the list below.

Routine & Minor Revisions Include:

- a. Revisions mandated by the Texas Higher Education Coordinating Board via revisions to WECM (Workforce Education Course Manuel) or ACGM (Academic Course Guide Manual).
 - b. Course revisions that constitute less than 25% of course credit changes in a Field of Study.
 - c. Changes in course sequencing
 - d. Change in course title, pre-requisite/co-requisite, contact hours and/or catalog description
 - e. Addition/Revision of developmental education courses
 - f. Course addition/deletion
 - g. Unique Need course requests (see procedures for **Unique Need applications**)
 - h. Addition of a new Occupations Skill Award/Institutional Award
 - i. Degree/Certificate name changes
4. The Academic Standards and Curriculum Committee shall present its recommendations to the Faculty for approval as motions to be acted upon in a business session of an upcoming Faculty Meeting if the proposal constitutes a Major Revision that is not listed in III.3 above.
 5. If ever new issues are raised from the floor in Faculty Meetings that pertain to College curriculum, Faculty should routinely refer such issues or motions to the Academic Standards and Curriculum Committee for proper review and vetting.

Actions by the Faculty may routinely be distributed to the other Alamo Colleges in order to facilitate coordination on common concerns related to curriculum.

IV. Adoption and Revision of Faculty Procedures

Reflecting the College's accreditor's principles, especially SACSCOC Principle 10.4 that that "the institution...(c) places primary responsibility for the content, quality, and effectiveness of the curriculum with its faculty" and Board of Trustees

Policy B.2.1 (relating to faculty shared governance), the Faculty of Northeast Lakeview College has established procedures for reviewing and approving all Faculty Procedures.

1. The Faculty Procedures Review Committee (FPRC) may initiate review of or revision of Faculty Procedures on its own, or requests for review or proposals for revision may be brought to the Committee by others (academic administration, individual faculty members, program coordinators, or academic Departments, etc.).
2. The FPRC shall review all proposals for suitable attributes, including academic legitimacy and appropriateness, coordination with other Regulations, synchronization with Board of Trustees Policies and Procedures, compliance with Texas Higher Education Coordinating Board (THECB) Rules and accreditation requirement or policies from the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), and logistical implementation. The Committee has full authority to re-write or revise proposals as it deems appropriate. The Committee's charge is to develop and maintain procedures that are well-designed, well-written, and well-thought-out so that the responsibility of faculty in the shared governance is prominent and clear.
3. The FPRC shall present its recommendations to the Faculty as motions to be acted upon in a business session of an upcoming Faculty Meeting.
4. If ever new issues are raised from the floor in Faculty Meetings that pertain to College Faculty Procedures, Faculty should routinely refer such issues or motions to the FPRC when appropriate for proper review and vetting.
5. Actions by the Faculty may routinely be distributed to the other Alamo Colleges in order to facilitate coordination on common concerns such as the earning of degrees.

V. Online Education

Reflecting the College's accreditor's principles, especially SACSCOC Principle 10.4 that "the institution... (c) places primary responsibility for the content, quality, and effectiveness of the curriculum with its faculty" and Board of Trustees Policy B.2.1 (relating to faculty shared governance), the Faculty of Northeast Lakeview College has established procedures for reviewing and approving all educational programs and components of such. The Faculty has established procedures for

regularly evaluating and coordinating all educational programs and components of such, including ones offered online.

The College's online professional standards shall be under the purview of the Distance Learning Advisory Council. Proposals to adopt, delete, or revise current practices shall be reviewed and scrutinized by the Council as a vetting step in order to propose well-considered new practices or revisions of practices to Faculty for ultimate Faculty approval. Such scrutiny shall include routine evaluation of current practices, assessment of need for changes, review of proposals for such changes, and appraisal of methods of implementation.

VI. Adoption and Revision of Online Education Standards

1. The Distance Learning Advisory Council may initiate review of or revision of College online practices and standards on its own, or requests for review or proposals for revision may be brought to the Committee by others (academic administration, individual faculty members, program coordinators, or academic Divisions, etc.).
2. The Distance Learning Advisory Council shall review all proposals for, coordination with College Academic Procedures, synchronization with Board of Trustees Policies and Procedures, and logistical implementation. The Committee has full authority to re-write or revise proposals as it deems appropriate. The Committee's charge is to present proposals to the Faculty that are well- designed, well-written, and well-thought-out and that meet all standards for regional accreditation, the Texas Higher Education Coordinating Board, and the Department of Education so that Faculty may focus on the core content of proposals.
3. The Distance Learning Advisory Council shall present its recommendations to the Faculty as motions to be acted upon in a business session of an upcoming Faculty Meeting.
4. If ever new issues are raised from the floor in Faculty Meetings that pertain to College standards for online educational programs or courses, Faculty should routinely refer such issues or motions to the Distance Learning Advisory Council for

proper review and vetting before the Faculty act.

VII. Early College High Schools and Dual Credit Programs-

Reflecting the College's accreditor's principles, especially SACSCOC Principle 10.4 that that "the institution...(c) places primary responsibility for the content, quality, and effectiveness of the curriculum with its faculty" and Board of Trustees Policy B.2.1 (relating to faculty shared governance), the Faculty of Northeast Lakeview College has established procedures for reviewing and approving all components related to the academic programs available through any Early College High School or dual credit programs operated through the College.

The College's academic programs available through Early College High School or dual credit programs are the same programs available to traditional students and are therefore under the primary purview of the Academic Standards and Curriculum Committee. Proposals to adopt, delete, or revise programs or academic procedures are reviewed according to the previously described process for curriculum or Academic procedures.

Attachment:

Originator: Alan Cottrell

Date Approved: 11/11/2016

Updated: 01/27/ 2017

Last Updated: 02/25/2020

Approved: _____

Title: Vice President for Academic Success