

NORTHWEST VISTA COLLEGE  
PROCEDURE

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Procedure Number: AS. 001  
Procedure Title: Curriculum Review Procedure

### **1. Purpose and Definition**

The NVC Curriculum Review process consists of

- Changes to the catalog and course inventory
- Changes to advising guides
- New programs
- Changes to programs
- Core curriculum changes

At the discretion of the VPAS, issues involving articulation agreements and course substitutions may also be considered.

### **2. Procedures Statement**

The NVC CRT is a standing committee that places primary responsibility for curriculum on the faculty. On all curriculum issues, faculty are the voting members of the committee.

### **3. Responsible Team**

Vice President for Academic Success, Chair and ex officio  
Dean of Workforce  
Dean of Arts and Sciences  
Director of Workforce Program Development and Performance  
A faculty representative from each of the Academic Areas  
A faculty member at large  
A representative from Student Success  
A catalog representative, ex officio

### **4. Timelines**

The committee meets bimonthly in the fall and spring semesters. Items must be submitted to the committee for review two weeks in advance with the appropriate documentation. All agenda items must be addressed no later than February 27 each spring semester.

### **5. Implementation**

Discipline/Program coordinators initiate necessary changes, complete the appropriate forms, and submit to the Faculty Chair.

Faculty chair submits request to CRT.

Proposal is presented to CRT by the initiator. Additional information, clarifications, and/or suggested revisions will be made at this time.

CRT approves changes. If CRT disapproves changes, this is communicated to the initiator with reasons or recommendations for further steps.

Contact for Interpretation: Vice President of Academic Success

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Relevant Board Policy: D.10.4 Recognition and Awards  
Relevant SACSCOC Principle: 3.4.10

Last Updated: September 6, 2016 Approved: \_\_\_\_\_  
Vice President of Academic Success