

6.1.1 Development and Revision of Curricula

Policy Tracking	Date
Approved	
Revised	September 2, 2020
Reviewed	

- I. The Vice President for Instruction acts as a coordinator for curriculum development and normally directs Deans in conducting feasibility studies, recommending advisory committee members, consulting with industry and business representatives concerning course content and length, and other activities necessary to develop a curriculum application. Requests for new curricula or proposed changes in existing curricula should be submitted to the dean over the program area through the program change process. If the dean approves the change, it should be submitted to the Vice President for Instruction. The Vice President for Instruction determines if the change is substantive. If the change is minor, such as replacing a course in a program of study, the Vice President for Instruction will make the necessary change. If the change is substantive, or if it involves a new program, the Vice President for Instruction will present the proposed program or change to the Curriculum Committee of the Board of Trustees, or directly to the Board of Trustees. The Vice President for Instruction is responsible for ensuring that the State Board of Community Colleges, SACSCOC, and Blue Ridge Community College Board of Trustees' policies are followed in the development of a curriculum proposal, including notice to other community colleges.
- II. The President of Blue Ridge Community College examines the fiscal aspects of proposed curricula or changes in existing curricula and ascertains that budgetary requirements are within the fiscal capabilities of the College. The President also appoints the members of the official advisory committee for a new curriculum. All new curricula must be approved by the President before they are submitted to the Board of Trustees.
- III. Faculty members directly involved in the teaching of a particular curriculum aid in the development of new curricula and in the review of anticipated changes in existing curricula. Annual meetings are held in each division for the purpose of recommending changes in the curricula within that division. Members of the faculty directly involved with instruction in the curriculum are responsible for preparing written course descriptions and outlines for each new course offered. The faculty is encouraged to make suggestions and even to conduct a feasibility study of any new curriculum deemed useful to the community. The faculty also works in any committee capacity involving a curriculum deemed beneficial to the College and community by the administration. At least one faculty member serves on each advisory committee.
- IV. The Board of Trustees approves or disapproves each application for a new curriculum after it has been developed by the administration and faculty. The Vice President for Instruction or his/her designee will present to the Board of Trustees Curriculum Committee or to the full Board of Trustees the results of the feasibility study and any other pertinent information requested. Meeting minutes must indicate approval to offer the new curriculum by the full Board of Trustees prior to submission to the North Carolina Community College System Office.
- V. If approved, the System Office places it on the agenda of the State Board of Community Colleges where it is again reviewed and either approved or disapproved. Blue Ridge Community College may officially offer the curriculum for credit after it has been approved by the State Board of Community Colleges. The Vice President for Instruction is responsible for the three-year report to the State Board of Community Colleges, as well as any other required reporting.
- VI. The continued operation of any curriculum at Blue Ridge Community College is dependent upon adequate state funds and a sufficient enrollment to make it financially feasible to continue. In view of this, the College reserves the right to discontinue any program if sufficient funds are not available or if the enrollment declines to an unacceptable level, as defined by the North Carolina Community College System.
- VII. Each curriculum program will be reviewed at least every five (5) years to determine program strengths and weaknesses and to identify areas for program improvement. The program review process shall be consistent with the requirements of the regional accrediting agency.