



Procedure 301-01 Curriculum Development

Sponsor: Academic and Student Affairs

Purpose

To describe the process for approving curriculum changes in order to provide quality courses, programs, and learning outcomes consistent with the vision and mission of the College to help students succeed in school, work, home and community.

Definitions

None

Procedure

Faculty and academic administrators who have expertise in discipline areas initiate curriculum proposals for new, modified or retired courses and programs. Curriculum proposals are reviewed using the following approval process:

1. Lead faculty acknowledge that they and the area faculty are aware of the proposal by approving, requesting revision, or disapproving curriculum proposals for their respective areas.
2. Academic deans review the impact of each proposal and approve, request revision, or disapprove curriculum proposals and business plans for their respective areas.
3. The Associate Dean of Learning Services edits and reviews for formatting, completeness, and best practices in learning outcomes and assessments.
4. The General Education Committee reviews proposals for new and modified general education courses for inclusion in the Arizona General Education Curriculum (AGEC) requirements by suggesting revisions, approving, or disapproving the proposals.
5. The Assistant Registrar reviews proposals for completeness and forwards curriculum proposals to Curriculum Committee for review.
6. The Curriculum Committee reviews and then suggests revisions, approves, or disapproves all curriculum proposals sent to the Committee.
7. The Curriculum Committee leadership reviews all curriculum approved by the Curriculum Committee to confirm that the Committee approved changes have been made.
8. As the President's designee, the Provost reviews and then requests revision, approves, or disapproves all curriculum proposals approved by the Curriculum Committee.
9. President or designee forwards new or retiring program proposals to the District Governing Board.
10. The District Governing Board conducts final review, approval, or disapproval of all new or retiring program proposals and new program business plans.

Additional process details and curriculum guidelines are found in the Coconino Community College Curriculum Handbook.

References

Coconino Community College Curriculum Handbook

Procedure History

04/01/1998	New
07/15/2003	Revised
05/13/2009	Revised
04/28/2021	Revised and Approved by Executive Leadership Council

Legal Review

None