

## CURRICULUM COMMITTEE

2.0 It shall be the responsibility of this committee to review all proposals for changes in the curricular offerings of the College, including new curricula and courses, major revisions or deletions of existing curricula and courses, and to recommend appropriate action to the Faculty Senate. It shall review the College's general education requirements and recommend any changes. It shall review the philosophy of the academic programs, and it may consider changes in courses and programs in all Divisions of the College.

### 2.1 CURRICULUM COMMITTEE PROCEDURES

#### 2.1.1 Academic Process for Initiation of Curriculum Change (2004)

- (1) The Academic Process shall consist of action by the following: Curriculum Committee, the Faculty Senate Executive Committee, the Faculty Senate, and the Vice President for Academic Services. Approval by the President and the Board of Trustees may be necessary. State approval may also be required. All curriculum changes must follow the Academic Process unless otherwise stated.
- (2) The proposals for curriculum changes may be submitted to the Curriculum Committee by Department Chairpersons, individual faculty members, administrative personnel, and the Student Senate. Electronic forms are available on the MCC Curriculum Proposals Database. This database can be accessed through the MCC web site at: <http://www.monroecc.edu/go/curriculum>.
  - (a) Faculty must submit proposals for departmental discussion and approval.
  - (b) The Division Dean shall then review proposals, resolve any conflict or confusion within the division, and forward them with pertinent comments to the Dean of Curriculum and Program Development.
- (3) The Dean of Curriculum and Program Development shall review all proposals and forward them to the Committee.
- (4) The Curriculum Committee will review the proposals. Upon review, proposals will be posted electronically for faculty review for ten (10) working days. Comments may be submitted by clicking on Respond to the Document while in "Posted for Faculty Review." Comments will be sent electronically to the Committee Chairperson. After the posting period is complete, the Curriculum Committee will review comments and vote on the proposals.
- (5) Faculty, staff and administration shall be notified electronically of curriculum proposal postings. Electronic versions of proposals posted for faculty review are available on the MCC Curriculum Proposals Database. This database can be accessed through the MCC web site at: <http://www.monroecc.edu/go/curriculum>.

- (6) If Faculty Senate vote is not required, the proposal will be forwarded to the Dean of Curriculum and Program Development and the Vice President for Academic Services.
  - (a) Faculty Senate vote is required for New Program, Program Revision and Program Deactivation proposals.
  - (b) Faculty Senate vote is required for any proposal receiving negative comments during Curriculum Committee review or Posting Period that cannot be reconciled.
  - (c) Faculty Senate vote is not required for New Course, Course Revision, Course Deactivation, Special Studies and Achievement Award proposals.
- (7) For proposals receiving comments during Curriculum Committee review or Posting Period that cannot be resolved, the Curriculum Committee will hear the proposal and call an open hearing if necessary or requested by any interested party. If not resolved, the Curriculum Committee will forward the proposal to the Faculty Senate Executive Committee. The Faculty Senate Executive Committee may hold an open hearing if necessary or requested by an interested party. The Faculty Senate will vote to forward the proposal to the Vice President for Academic Services. The Vice President must approve or disapprove any proposal within thirty (30) working days. If disapproved, the rationale for disapproval will be forwarded to the proposer of the proposal and the Curriculum Committee.
- (8) A proposal may be withdrawn by the proposer at any time during the Academic Process.
- (9) Curriculum Committee will inform proposer of refusal and rationale.

#### 2.1.2 Curriculum Changes – Courses

- (1) New Courses

New Courses are courses which will become a permanent part of the College curriculum. New course proposals will follow the academic process as specified in 2.1.1(1) through (9).

- (2) Course Revision

A course revision is the addition or deletion of a prerequisite, revision of a course description, major changes in course content, credit changes, or any changes in interdisciplinary courses. Course revision proposals will follow the academic process as specified in 2.1.1(1) through (9).

Editorial changes such as a change in prefix, number, title and/or catalog description without changing the course content will be submitted to the Dean of Curriculum and Program Development through the Division Dean. Such changes will not follow the Academic Process but will be reported to the Committee.

(3) Course Deactivations (temporary and permanent)

Course Deactivation is the deletion of the course from the College Catalog. Course Deactivations will follow the academic process as specified in 2.1.1(1) through (9).

- (a) Departments shall review course offerings each year.
- (b) Proposals for course deactivation shall be submitted to the Dean of Curriculum and Program Development who will notify all affected departments. Proposals must include documentation indicating the rationale for proposed course deactivation.
- (c) A course temporarily deactivated may be reinstated in its original form without review by the Committee. Proposals for reinstatement shall be proposed to the Division Dean and, if approved, shall be submitted to the Dean of Curriculum and Program Development for approval. If the request for reinstatement does not originate with the department offering the course, the recommendation of the department shall be requested before review and approval.

(4) Special Studies (2012)

Special Studies is a general heading for experimental courses or those for which the demand is untested, unknown, immediate, or temporary. Special Studies will follow the academic process as specified in 2.1.1(1) through (9).

- (a) A Special Studies course may be submitted to the Curriculum Committee which may recommend approval by the Vice President for Academic Services. A Special Studies course may be in the areas of Humanities, Social Sciences, Mathematics, Natural Science or Health/Physical Education. Sequential course numbers 080 through 089, 180 through 189 and 280 through 289 will be reserved for each Department's Special Studies; and each will have the option to select the most appropriate title. A special studies courses designed as 080 through 089 would reflect a course with imputed credit. A Special Studies course designated as 280 through 289 would reflect a more sophisticated level of study, usually requiring a prerequisite. A Special Studies course may be submitted as a general elective or as an elective in the areas of Humanities, Social Science, Mathematics, Natural Science or Health/Physical Education with the approval of the respective division. A Special Studies course may be submitted for program elective at the discretion of the

Department. A Special Studies course may not be submitted as a program requirement or as a requirement in areas of Humanities, Social Science, Mathematics, Natural Science or Health/Physical Education.

- (b) Any approved Special Studies course is approved for a period of two (2) years commencing at the beginning of the next semester. After the two year period, the course will be automatically discontinued. Permission for an extension may be granted by the Curriculum Committee under special circumstances if requested by the Department. Prior to the assembly of the master schedule, the Vice President for Academic Services will provide a list of approved Special Studies courses to the office of Records and Registration. The Special Studies may be proposed as permanent courses by the Department through the established procedures for New Courses.
- (c) Special Studies courses are not subject to the Catalog/Master Schedule deadline dates and may be implemented at any time following approval.
- (d) A printed list of Special Studies courses will be maintained in the office of the Dean of Curriculum and Program Development.

### 2.1.3 Curriculum Changes – Programs (2004)

#### (1) New Programs/Advisement Sequences

New Programs/Advisement Sequences are new degree areas of study including: Certificate, Associate in Arts, Associate in Science, and Associate in Applied Science programs.

New Programs/Advisement Sequences which are proposed will be reviewed for comments by the offices of Admissions and Career Center as well as those listed in 2.1.1(2)(a) and (b).

New Programs/Advisement Sequences will follow the academic process as specified in 2.1.1(1) through (9).

Following approval by Curriculum Committee after the posting period, New Program/Advisement Sequence proposals will be presented to the Faculty Senate Executive Committee prior to Faculty Senate vote. Proposals for New Programs must be approved by the Vice President for Academic Services, President, Board of Trustees, and the State University of New York. They must be registered with the State Education Department.

#### (2) Program/Advisement Sequence Revisions (2005)

Programs/Advisement Sequence Revisions are the modification of any existing certificate or degree program. Program/Advisement Sequence Revisions will follow the academic process as specified in 2.1.1(1) through (9).

- (a) Editorial changes such as a change in title and/or catalog description without changing the program content will be submitted to the Dean of Curriculum and Program Development through the Division Dean. Such changes will not follow the Academic Process but will be reviewed and approved by the Curriculum Committee chair who will report such changes to the Committee.
- (b) Following approval by Curriculum Committee after the posting period, Program Revision/Advisement Sequence proposals will be presented to the Faculty Senate Executive Committee prior to Faculty Senate vote. Program Revisions must also be approved by the Vice President for Academic Services. The Dean of Curriculum and Program Development will submit title changes and major Program Revisions to the State University of New York and State Education Department. Major Program Revisions must be registered with the State Education Department.

(3) Program Deactivation/Discontinuance

Program Deactivation is the deletion of the program from the College Catalog. Program Discontinuance is the permanent deletion of the program from the College Curriculum.

Program Deactivations/Discontinuance will follow the academic process as specified in 2.1.1(1) through (9).

- (a) Proposals for Program Deactivation/Discontinuance shall be submitted to the Dean of Curriculum and Program Development who will notify all affected departments. Proposals must include documentation substantiating the need for the proposed Program Deactivation.
- (b) A printed list of Program Deactivation/Discontinuance proposals will be compiled by the Dean of Curriculum and Program Development after the deadline for proposal submission.
- (c) The Dean of Curriculum and Program Development will submit to the State University of New York and the State Education Department a printed list of Program Discontinuances with the effective dates.

(4) Achievement Awards

An Achievement Award is a written record of achievement or performance which may be granted to students who have successfully completed a credit or non-credit course or structured series of courses which has been established for a specific purpose and includes performance-based outcomes objectives. Achievement Awards should include general education courses. Credit courses offered in Achievement Awards should articulate with an existing certificate or associate degree program.

Achievement Awards will follow the academic process as specified in 2.1.1(1) through (9).

The Curriculum Office will maintain a list of approved Achievement Awards and submit to the Curriculum Committee an annual list of those Achievement Awards. The Curriculum Committee may request evaluation reports on any of the Achievement Awards and recommend discontinuance if appropriate.

During the review and approval process, proposals will be submitted to the following offices for comment: Records and Registration, Counseling Center, Admissions, and Workforce Development and Technical Education.

## 2.2 COOPERATIVE EDUCATION (1990)

2.2.1 Cooperative Education at MCC is a credit bearing academic program that allows day or evening students to work at a job related to their college major or career interest, while continuing an appropriate classroom education.

2.2.2 Cooperative education credit may be awarded for cooperative education courses which have been approved through the existing curriculum development procedures.

2.2.3 Cooperative education may be taken as a

Program requirement (e.g., retailing, food service, etc.)

Program elective (e.g., business)

General elective (e.g., liberal arts)

Program add-on credit

Substitute for existing required courses with the approval of the chairperson of the department that sponsors the program.

2.2.4 The maximum amount of credit that may be awarded for a cooperative education experience is six credit hours.

(1) The first four credit hours will be earned by:

(a) Entering into a learning contract that relates classroom learning to the job situation. The contract will be developed by the student, College and employer. This contract will contain job performance objectives which will:

(i) State what is to be learned in terms of desired outcomes

(ii) Establish a method of evaluating the level of achievement

- (iii) Reflect the approval of the Director of Adult and Experimental Learning or the Coordinator of the cooperative education course.
  - (b) Participation in a weekly cooperative education seminar
  - (c) Participation in at least 180 hours of supervised work experience
- (2) An additional two hours of credit may be earned in a subsequent semester if the student:
- (a) Demonstrates through a learning contract that there will be a significant differentiation of role and an expansion of responsibility
  - (b) Participates in at least an additional 180 hours of supervised work experience
- (3) A student who wishes to participate in a cooperative education program generally will have attained at least 24 credit hours and have maintained a GPA of 2.00 or better. In some instances students not meeting the above qualifications may be admitted with the permission of the Director of Adult and Experiential Learning and the appropriate Department Chairperson.

## 2.3 CONTINUING EDUCATION UNIT (C.E.U.) (1990)

### 2.3.1 Definition of Continuing Education Unit (C.E.U.)

The faculty of Monroe Community College hereby adopts the Continuing Education Unit (C.E.U.) as a means of recording, accounting, and providing recognition for student achievement in noncredit courses, programs and educational activities. One (1) C.E.U. is defined as "ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction".

The C.E.U. will be used as a unit of measure to give recognition for an individual's participation in noncredit activities which meet the appropriate nationally endorsed criteria and as an accounting unit of an institution's total noncredit courses, programs, and activities.

The College will adhere to the guidelines on use of the Continuing Education Unit as set forth in the SUNY Chancellor's Memorandum to Presidents dated December 3, 1976, and the Commission on Colleges of the Southern Association of Colleges and Schools, Guidelines on the Continuing Education Unit, 1973.

The Office for Community Education and the Office for Corporate and Community Based Programs determine in advance, according to SUNY guidelines, the C.E.U.'s to

be awarded to individual participants who meet the criteria for satisfactory completion of the educational experience.

### 2.3.2 Administration of the Continuing Education Unit (C.E.U.)

A permanent record of student's participation in noncredit continuing education activity for which C.E.U.'s have been awarded will be maintained by the Office of Registration and Records, and a student may request and obtain an official College record of C.E.U.'s earned.

The official College record (student transcript) to be maintained will include: the name and address of the individual participant, social security number of the participant, title of the program activity, the semester in which the program activity took place, and the number of C.E.U.'s awarded.

The Office for Community Education and the Office for Corporate and Community Based Programs will retain as part of its record; a brief description of the program or activity giving some indication of content, level, objectives and format, location of the program, starting and ending dates of the program activity, name of the instructor, and cooperating organizations such as a company, agency, or association. Records will be maintained to allow periodic reporting of C.E.U.'s awarded in total during specific time periods such as a semester or a year.