Carl Albert State College

Mission Statement

The goal and mission of the Curriculum Committee is to provide guidance and oversight to ensure that all curricula and courses are rigorous, comprehensive and responsive to the evolving needs of Carl Albert State College students. The Curriculum Committee would become the major component by which faculty exercises control through expertise in developing and renewing CASC curricula. All new course, program changes or changes in delivery would be presented to the Curriculum committee.

Curriculum Committee

The Curriculum Committee will have oversight of course development and changes in delivery regarding approval of traditional and online delivery. The Curriculum Committee is comprised of faculty members across the institution's curriculum, not to exceed fifteen members. The committee members would be selected based on desire to serve on the committee and appointment to the committee by the Vice President of Academic Affairs, Associate Vice President of Instruction, division chairs, and program directors. The committee members would be appointed for a three year term; the terms are to be staggered in manner to not exceed more than five incumbents per academic year (except in cases of retirement, resignation, or other circumstances) in order to maintain balance of experience and stability in the committee structure. The Vice President of Academic Affairs' office, along with division chairs and program directors, would serve as Ex Officio members (non-voting members) on the committee and are expected to be in attendance when curriculum items addressing approval/changes in their division are presented. Once items have been presented and have passed the Curriculum Committee by a majority vote, the items would be presented to the Vice President for Academic Affairs, the Executive Cabinet, CASC Board of Regents, and the Oklahoma State Regents of Higher Education for final approval, if required.

Role and Responsibility of Curriculum Committee:

- Provide input and render evaluation services regarding all academic and technical programs.
- Recommend new curricula.
- Provide counsel on whether academic standards in courses and programs are being maintained.
- Assist in the development of retention and assessment strategies.
- Provide advisement to the Office or Academic Affairs and Executive Cabinet on academic matters.
- Review proposed additions and make recommendations through appropriate procedures for revisions and deletions to curriculum regarding the following: academic education, technical-occupational, foundation, and pre-professional education programs.

Procedures: Course/Program Revision

1. The Committee will accept applications for addition/deletion of courses through the College Catalog Course Revision/Change Form with supporting documents as needed. (course description, syllabus, course objectives, degree requirements, online infrastructure, etc.).
2. Requests for review and supporting documentation will be offered to the Committee at least 2 weeks prior to the review.
3. Any course/program seeking revision must be signed off on by the appropriate Division Chair prior to Committee review.
4. Course revisions need to also supply the minimum number of Student Learning Outcomes and documentation explaining the course's support of Program Goals/Outcomes.

Procedures: Meetings and Voting

1. The Committee will meet once a month.
2. Decisions will be made through a majority vote of all present members.
3. Division Chairs should attend when applicable, but will not act as voting members.

Steps-in-the-process:

1. Faculty members would complete the Course Approval/Change Form or other documents related to change in delivery format (State Regents forms, and/or other institutional forms).

2. Forms signed by appropriate division chair and/or director.

3. Submitted to the Curriculum Committee Chair.

4. Forums and Agenda ared placed on the Curriculum Committee Google site.

5. Committee meets and approves/disapproves or makes recommendations concerning requested Approval/Change.

6. If approved, request is submitted to Vice President for Academic Affairs, for approval.

7. If approved, request is submitted to the Executive Cabinet, CASC Board of Regents, and Oklahoma State Regents for Higher Education, if required.

8. If adopted, appropriate changes are made in the college catalog.

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