

## COLLEGE CURRICULUM COMMITTEE

### Curriculum Change Review Process

1. The dean of the school proposing a curriculum change sends a completed Curriculum Change Form as an email attachment to the Director of Enrollment Services, the Director of Financial Aid, and the CCC chair at least two weeks in advance of the CCC review.

The dean proposing the change sends a completed Assessment Plan Worksheet for each new or modified course or program as an email attachment to the CCC chair at least one week in advance to allow for CCC review.

The Directors of Financial Aid and Enrollment Services discuss any concerns about the proposal with the proposal's originator, the dean of the originator's school, and/or the CCC chair, as necessary.

2. The Director of Enrollment Services forwards an electronically signed copy of the Curriculum Change Form to the CCC chair at least one week in advance to allow for CCC review.

The CCC chair posts the Curriculum Change Form and its Assessment Plan Worksheet, if one is required, to the CCC website for study. The website is also available to the VPAA and the Executive Director of Academic Affairs.

3. The Curriculum Liaison is the dean designated by the VPAA to be responsible for communication between CCC and DC during the reviews. The Curriculum Liaison informs CCC and DC of any differences between the two reviews, but will not do so until discussion of the proposal has ended so as not to jeopardize the independence of the reviews by CCC and DC.
4. The dean of the school proposing the change may or may not accept revisions or additions requested by CCC or DC. If a proposal is modified from the original, whether to suit the school, CCC, or DC, it must be resubmitted to the CCC chair and the VPAA. The CCC chair and the VPAA will decide whether the modified proposal requires further study.
5. Once a single version of the proposal has been approved by CCC and DC, the VPAA convenes a meeting to collect (pen on paper) signatures on the Curriculum Change Form. The Executive Director of Academic Affairs, the Director of Enrollment Services, and the CCC chair attend this meeting.

The dean of the school proposing the change signs the Curriculum Change Form approved by the VPAA at a subsequent meeting of DC. The CCC chair will have an opportunity to send an advisement, including attached, signed forms via email to the dean prior to this meeting.

6. In the event that either CCC or DC does not approve a proposal accepted by the other body, and subsequent discussion has not produced an acceptable revision, a meeting will be convened to arbitrate the issue.

The following will attend the arbitration: the VPAA; the Curriculum Liaison; the CCC chair; the person who presented the proposal (or a proxy); and an advocate for the dissenting body, chosen by the CCC chair, if CCC should dissent, or the Curriculum Liaison, if DC should dissent.

The VPAA judges the arbitration and proceeds accordingly, with the sole proviso that if the proposal requires a review by the Governing Board of CNM and CCC has not approved the proposal, the VPAA will give written notice to that effect to the Governing Board.

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CCC denotes the College Curriculum Committee, DC denotes Deans Council, and VPAA denotes the Vice President for Academic Affairs.