

5.1.9.Lp Augusta Technical College Curriculum Program Review Procedure



I. CURRICULUM COMMITTEE

The Curriculum Committee is charged with providing oversight of curriculum, to establish the academic goals and maintain high academic standards of the College, and to assure that the curriculum meets emerging needs of the college community, meets accreditation standards, and complies with TCSG policies and procedures.

II. CURRICULUM COMMITTEE RESPONSIBILITIES

The Curriculum Committee is a standing committee with the following responsibilities:

1. To review all changes including modification, addition, and termination of courses or programs.
2. To evaluate course and program proposals according to approved criteria and TCSG standards and to recommend for adoption those courses and programs that satisfy these criteria.
3. To review proposals for general education requirements, addition or deletion of courses from the general education list according to established criteria.
4. To review the addition or deletion of courses or programs aligned with the standards identified by TCSG. ([See Procedure 5.1.9p](#) for program approval and deletion).
5. Prepare and submit required documents for Substantive Change in compliance with SACSCOC (See 2.3.5.L Augusta Technical College [Substantive Change Reporting](#)).

III. CURRICULUM COMMITTEE MEMBERSHIP

Membership of the curriculum committee shall consist of:

1. Faculty Representatives from each academic school
2. Academic Deans
3. Vice President for Economic Development
4. Provost

IV. CURRICULUM COMMITTEE PROCESS

The process is designed to allow input from all instructional personnel, administrative personnel, and advisory committee members associated with the

College. The process is common to all colleges in the Technical College System of Georgia (TCSG). Technical College System of Georgia guidelines for new program approvals are in place and strictly adhered to and ensure the success, longevity, justification of need, financial resources, and authority to begin new programs. Further, this process ensures that any accrediting, certifying, or similar agencies have approved the new program where such agency exists. All aspects of instruction can be addressed within the process as follows: local instruction practices; state standards and program guides; administrative input and oversight; and advisory committee involvement. The curriculum review and revision process revolve around the state standard curriculum used by all TCSG colleges.

Curriculum Process. When a faculty member has a recommendation for a change or addition of a course or program, it is important that the following process be followed:

A. The-Curriculum Committee Process

1. Discuss the recommendation with other Faculty in the program area. Support for the recommendation may be gathered from others or other viewpoints may be shared that indicate a revision may not be needed, or a better recommendation may be developed through professional interaction.
2. Discuss the recommendation with the respective Dean for Academic Affairs.
3. Conduct a Needs Assessment through one of the following processes:
 - a. Discuss the recommendation at the advisory committee meeting. Advisory committee support is important and minutes should indicate that support as it may be required at the next level of the process.
 - b. Explore the labor needs by conducting a thorough evaluation of the labor trends and employment needs using TCSG committees and the Bureau of Labor Statistics.

B. Curriculum Approval Process: New Programs/Program Changes

1. Department Heads will work with their respective dean to complete the "Request for New Program/Program Change."
2. The Academic Dean will submit the proposal and any supporting documents to the Dean of Academic Affairs.
3. The Dean of Academic Affairs will review the submission for all required material and cross-reference with TCSG requirements to ensure program alignment to system requirements.
4. Upon completion of the review, the Dean of Academic Affairs will add the program onto the agenda.
5. The Curriculum Committee will review the materials including the justification, the curriculum outline, and the courses.
 - a. If no objections are stated, the program will be approved.

- b. If concerns are raised, the program will return to the department heads to make changes. The Curriculum Committee will provide notes and direction if the program must be resubmitted for approval or if approval will be provided after changes made.
6. Upon approval, the Dean of Academic Affairs will prepare any additional information to submit to TCSG and, when appropriate, substantive change to SACSCOC.

10/13/2023