



#### Academic Policy

<b>Policy Title:</b>	New Course Proposals
<b>Policy Number:</b>	AC-1030
<b>Date Adopted:</b>	6/13/2012
<b>Version:</b>	9.0
<b>Review Cycle:</b>	Biennial
<b>Date Last Reviewed:</b>	10/8/2020
<b>Office Responsible:</b>	Deans' Office
<b>Reviewing Committee:</b>	Curriculum
<b>Related Policies:</b>	Experimental Course Approval
<b>Related Laws:</b>	

#### **Policy Summary:**

In response to student needs, Jackson College encourages creativity and innovation in course development. For new course development, notice and approval beyond the initiating faculty or department are necessary. The purpose of this policy is to provide information, guidance and contacts for the course approval process.

This policy does not apply to reorganization or restructuring of a course, changes in teaching techniques or minor changes in content, unless such changes affect the way in which the course is identified or described, or its potential articulation status.

#### **Definitions:**

**Curriculum Committee:** A curriculum committee is a standing committee that consists of faculty members and select administrators. In accordance with the Higher Learning Commission requirement that faculty participate substantially in overseeing the curriculum, faculty membership on the Curriculum Committee always exceeds or equals the number of administrators serving on the committee. The committee ensures the academic integrity and currency of all credit-bearing courses and of all degrees, certificates, concentrations and skill sets.

**Experimental Course:** An experimental course is not part of the course catalog and/or part of an academic program. An experimental course only needs the approval of the appropriate Dean to be offered and can run as experimental for one year.

**New Course:** Any regular and/or experimental course that is not part of the current course list for the College, as recorded in the current Jackson College catalog.



**Policy Statement:**

Jackson College is committed to growing and evolving the academic profile while meeting the needs of our student population, and new course development is a critical component of this commitment. The development of a new course can be initiated by a faculty member, academic department or other College employee as appropriate. All new course proposals shall go through a process that includes the department chair and academic dean, and final approval for all non-experimental course proposals shall be received from the Curriculum Committee.

**Change Log:**

Date Of Change	Version	Description of Change	Responsible Party
1/31/2012	1.0	Initial Release	J. Frew
2/13/2012	2.0	2 <sup>nd</sup> Draft Reviewed by Deans	J. Frew
3/12/2012	3.0	Draft Reviewed by P. Visser	J. Frew
4/9/2012	4.0	Draft Reviewed by Academic Council	J. Frew
6/13/2012	5.0	Added A.C. Recommendations	J. Frew
10/10/2014	6.0	Reviewed and Updated by A.C.	J. Frew
10/10/16	7.0	Reviewed by Academic Council	J. Frew
9/16/19	8.0	Reviewed by Curriculum Committee	P. Visser
10/8/20	9.0	Biennial Review	J.Frew