

## Quick Reference Guide for Submitting Materials to Curriculum Committee

(All forms/documents can be found on the Academic Deans' website:  
<http://www.jccmi.edu/administration/deans/CourseProgramForms.htm>)

- Submit all forms/documents listed below to Ellen Young *in electronic format*; plus bring with you to the meeting a hard copy of the official signature page(s) *with appropriate signatures*.
- Requests (with all supporting paperwork) submitted by 5:00p.m. Wednesday will be discussed at the next Committee meeting (generally the 1<sup>st</sup> and 3<sup>rd</sup> Mondays, Sept. - April.)

### Do you want to...

#### Have a New Course Approved?

1. Initial Authorization form from Dean (before proceeding with course planning)
2. Rationale for the course
3. Institutional impact summary (equipment, space, staffing, etc.)
4. New Course Taxonomy form (course number chosen jointly with Registrar)
5. Course Review packet, including an Official Course Outline
6. Assessment rubrics for all ADOs that will be assessed in that course

#### Run an Experimental Course? \*

1. Experimental Course Approval form
2. Initial Authorization form from Dean (before proceeding with course planning)
3. Rationale for the course
4. Institutional impact summary (equipment, space, staffing, etc.)
5. Experimental Course Taxonomy form (course number chosen jointly with Registrar)

\* Experimental courses do not *require* Curriculum Committee approval; however, presenting the documentation to the committee prevents surprises when applying later for New Course Approval.

#### Run a Course (or Section) in a Distance Learning format? \*

1. Distance Learning Course Proposal (inc. rationale for teaching the course in the new format)
2. Teaching model description and statement of how the teaching model will be comparable to the traditional model for that course
3. Proof of consultation with lead faculty member for the course and the department chair

\* Courses are approved for DL delivery only when taught by the approved faculty member. Before a different faculty member can teach an already-approved course in a DL format, she/he must submit a "DL Section Approval" form.

#### Complete a Course Review?

1. Course Review Guide -- complete ALL items in the form and attach copies of appropriate documents to support *each* item: offerings & staffing, catalog info, syllabus, assessment data, resource issues and transferability
2. Be sure *all* instances of the course description are identical, and submit a taxonomy change form if needed to update the official course description to the most appropriate version.
3. Taxonomy Summary form and Official Course Outline – if not current (do not submit a copy of a Taxonomy Change form (or 2 or 3); include all changes on a new Taxonomy Summary Form

### **Change Something for a Course? (Description/Credits/Seating/Prereq/Fee/etc.)**

1. Taxonomy Change form – ONLY complete items to be changed
2. Include a justification for each change

### **Add a Course to the General Education List?**

1. General Education Approval Form
2. Course assessment information (description & rubrics)
3. Rationale for which ADO category the course should be added to (and which degree(s)) – courses are approved to fulfill *only 1 ADO category* (even though all Gen Ed-approved courses are required to assess for 2 ADOs)
4. Transfer equivalency information for JCC's primary transfer schools (SAU, SHU, EMU, MSU, WMU, UM) and whether the course will apply toward general education for each institution.

### **Start a New Program? (Degree/Certificate/Concentration/Skill Set)**

1. New Program Proposal form
2. Rationale for the program, including local needs/job potential and applicability to JC's mission.
3. Institutional impact & SWOT summary (equipment, space, staffing (across depts), costs, etc.)
4. Program curriculum guidesheet (inc. gen ed requirements, required classes and electives)
5. New Course Approval documents for any new courses that will be part of the program
6. Survey of similar offerings by other institutions (both community and four-year colleges)
7. Advisory Committee information (if appropriate)

### **Change the Requirements for a Program?**

1. Program Change Request form
2. Description, and rationale for, the change
3. Institutional resource implications due to the change
4. New course documentation and/or impact on other programs summary (if appropriate)
5. New program curriculum guidesheet

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### **Why submit different documents?**

They provide the college with different pieces of information:  
Taxonomy Forms – catalog/billing/staffing information  
Official Course Outline – academic content & delivery/ADO/institutional resource information

All forms can be found on the Academic Deans' web page:

<http://www.jccmi.edu/administration/deans/CourseProgramForms.htm>

Archived electronic versions of forms previously submitted can be found under the "Course Related" tab of the "Faculty Resources" section of the Academic Deans' web page:

<http://www.jccmi.edu/administration/deans/FacultyResources.htm>

Archive of completed ADO rubric forms for courses (plus lists of which courses assess for which ADOs): <http://www.jccmi.edu/administration/deans/ADOs.htm>