Ivy Tech Community College of Indiana

POLICY TITLE
Program Curriculum Development and Maintenance

POLICY NUMBER
6.8 (Formerly APPM 1.5)

PRIMARY RESPONSIBILITY
Academic Affairs

CREATION / REVISION / EFFECTIVE DATES
Created, September 2002/ Revised Fall 2009; Spring 2011/ Effective Summer 2011

PURPOSE
The purpose of this policy is to establish practices and procedures for maintaining degree curriculum and course outlines. This policy also establishes standards to insure the currency, quality, and consistency of curriculum and course outlines for all regions of the College. Curriculum documents generated through the implementation of this policy result in a statewide inventory of degree programs and courses, which constitutes the official authorized curriculum of the College. Additionally, these documents are the basis upon which course schedules, course syllabi, and other instructional materials are developed and used by students, faculty, and staff.

ORGANIZATIONAL SCOPE OR AUDIENCE
This policy applies to all credit-bearing curriculum in Ivy Tech Community College.

DEFINITIONS
Course Outline of Record (CORWeb) - Identifies essential information and criteria for teaching a course. Important components include course title, description, major learning objectives, course content, faculty credentials, etc. A course outline of record is required for each course offered as part of an Associate of Applied Science, Associate of Science, Associate of Arts, Associate of Fine Arts, Technical Certificate, and Certificate. (See sample format in Appendix X).

Curriculum Development and Maintenance – Recommendations include, but not limited to, defining program outcomes, developing courses and course sequences enabling achievement of program outcomes, revising existing courses, adding or deleting courses, revising general education, professional, or elective course requirements, establishing faculty credential standards, identifying appropriate textbooks, etc.

Curriculum of Record (CRWeb) – A listing of course prefixes, titles, numbers, and credit hours that comprise the General Education Core, Professional/Technical Core, and Statewide Elective List for a program of study. A Curriculum of Record will exist for each Associate of Applied Science, Associate of Science, Associate of Arts, Associate of Fine Arts, Technical Certificate, and Certificate offered by the College.

State Wide Program/Discipline Curriculum Committee - Committees are charged with the development and maintenance of the curriculum in their program/discipline. Committee
membership will consist of one instructor of the program, usually a program chair, from each region authorized to offer the degree program. The distance program advisor may represent those regions offering the distance program, but no land-based program. Regions are responsible for selecting program/discipline committee members.

**POLICY**

Ivy Tech curriculum and course outlines are designed to be an inventory of educational resources that are maintained on the College information systems such as Curriculum of Record (CRWeb) and Course Outline of Record (CORWeb). All regions of the College will obtain their curriculum information from this central source. All degree programs and courses will be delivered in compliance with the standards and practices as set forth in the Curriculum of Record and the Course Outline of Record, using the approved template format in appendices A and B. Revision of these documents, per the procedures in this policy, requires faculty and academic administrative approval prior to inclusion into the official inventories.

Revising curriculum and course outlines of record, as well as other curriculum development and maintenance, is the responsibility of program/discipline faculty. Such development and maintenance is facilitated by a curriculum maintenance meeting (usually occurs in fall term), a discussion meeting (usually occurs in spring term) and a textbook meeting (usually conducted through web conference). The office of Academic Affairs in cooperation with the Regional Academic Officers Committee (RAOC) will determine and distribute dates for statewide curriculum, discussion, and textbook meetings and determine deadlines for submission of recommendations to the approval process.

All students must be provided a course syllabus for every class in compliance with the standards and practices as set forth in the following procedures.

**PROCEDURES**

**Program/Discipline Curriculum Maintenance Meeting:**

Program faculty from the regions will meet as a statewide program/discipline curriculum committee at least once each academic year, usually during fall term to review and consider changes to the curriculum. Regions may send only one representative to meetings (see RAO-approved exceptions in appendix C) and only regions with active programs/discipline will have a vote when considering approval for curriculum changes. Motions are approved when 75% of the regions in attendance agree.

**Program/Discipline Curriculum Maintenance Meeting Tasks (Fall Term):**

- Update Curriculum of Record and Course Outlines of Record as appropriate.
- Review statewide elective list and revise as necessary.
- Deliberate on additions, deletions, revisions or other curriculum maintenance issues.
- Review enrollment and graduation data.
- Review program learning outcomes/objectives and revise as necessary.
- Review technical outcome assessment activities, assessment instruments and pass rates.
- Review and recommend changes in the certification, dual credit and other crosswalk matrices.
- Discuss faculty credential standards, consumable fee requests and other issues, concerns, or requests related to program maintenance and development.
Program/Discipline Discussion Meeting:
Program faculty from the regions will meet as a state wide program/discipline curriculum committee at least once each academic year, usually during spring term, to review and consider best practices, student success, equipment needs, etc. Although curricula discussions are appropriate during the discussion meeting, votes related to curriculum changes shall be confined to the fall curriculum maintenance meetings to comply with the March 1 deadline for college wide curriculum changes.

Participation in program/discipline discussion meetings will consist of one faculty member from each region authorized to offer the degree program. Regions may send only one representative to meetings (see RAO-approved exceptions in Appendix C) and only regions with active programs/discipline will have a vote. Motions are approved when 75% of the regions in attendance agree.

Program/Discipline Discussion Meeting Tasks (Spring Term):

- Review general education outcome assessment activities and pass rates.
- Review other programmatic information and occupational data relevant to the efficacy of the degree program, i.e., skill standards, equipment standards, best practices, and make appropriate recommendations.
- Review accreditation status of academic programs.
- Discuss other issues, concerns, or requests related to program maintenance and development for committee approval at fall program/discipline curriculum meetings.

Program/Discipline Textbook Meeting:
Program faculty from the regions will meet as a statewide program/discipline curriculum committee at least once each academic year, usually during the spring term via webinar, to review and consider additions to the ‘5 ISBN Title Selection and Exceptions Lists’ for the following academic year. Participation in the program/discipline textbook meetings is not limited to one representative. Regions will have only one vote, no matter the number of representatives present. Motions to add or remove textbooks from the list are approved when 75% of the regions in attendance agree.

Program/Discipline Textbook Meeting tasks (Spring Term):

- Reduce the number of selections for each course to no more than five items where the list is currently larger than this.
- Review the Exceptions list spreadsheet for deletions and/or additions. It is a committee decision to remove or add to the exceptions spreadsheet. (See Justification document for approved categories.)
- Review any items listed as unable to adopt (such as edition changes, etc.) for the upcoming terms and determine an appropriate course of action for that item.
- Confirm the text to be utilized as the Statewide Online course textbook where appropriate and ensure this is one of the five listed. Changes in textbooks cannot occur without approval from the Center for Instructional Technology.
Participant Roles in Curriculum Development and Maintenance:
Effective curriculum development and maintenance results from the thoughtful and professional fulfillment of several roles. In preparation for curriculum maintenance, discussion and textbook meetings, statewide program/discipline curriculum committee members, statewide program/discipline committee chairpersons, and RAOC representatives have the following responsibilities:

Statewide Program/Discipline Curriculum Committee Member Responsibilities:

- Collect or solicit recommendations on revisions, additions, deletions, or other issues regarding curriculum development and maintenance from regional program faculty and regional academic administrators.
- Submit regional recommendations (if any) for revisions, additions, deletions, or other issues regarding curriculum to the statewide program/discipline committee members prior to curriculum, discussion and textbook meetings.
- Attend and actively participate in statewide program/discipline curriculum maintenance, discussion, and textbook meetings.
- Provide regional faculty and academic administrators with feedback on revisions, additions, and deletions, or other issues regarding curriculum recommendations made during meetings.

Statewide Program/Discipline Curriculum Committee Chair Responsibilities:

Curriculum committee chairpersons will be elected by the committee to serve for a period of two years and may be reelected for a second two-year period. The elected chair will receive a stipend. Under the guidance of the Regional Academic Officer (RAO) and Assistant Vice Presidents (AVP), the chair will be responsible for the following tasks:

- Solicit and collect information from program/discipline curriculum committee members and other regional program faculty on curriculum development and maintenance, i.e. proposals, revisions, additions, deletions, textbooks, or other issues facing the program/discipline.
- Forward items for curriculum maintenance meeting agendas to the assigned AVP ten business days prior to scheduled meeting.
- Develop and distribute spring discussion meeting agendas.
- Preside over curriculum maintenance, discussion, and textbook meetings.
- Delegate follow up tasks to committee members and establish deadlines for completion.
- Ensure that committee meeting minutes and results of action items are recorded and results distributed to all members, school deans, RAO’s and AVP within 10 days of committee meetings.
- Coordinate committee activities with Academic Affairs in the Office of the President.
- Work with statewide marketing on program specific marketing materials as needed
  a. Annually review and revise as necessary the website career pathways visual flow chart in conjunction with Central Office Marketing
  b. Annually review and revise the program description listed in the college catalog and the Academic Website.
c. Review and revise areas of emphasis on the main website to accurately reflect coursework contained in program.
d. Provide an updated “Program Pathways” for program area.
e. Create a semester course sequence/program guide for program.

- Manage the process for textbook selection and statewide book listing for each course prefix within the program/discipline.
- Act as statewide point person for Program/sector initiatives and projects.

Program/Discipline Committee **RAOC Representative** Responsibilities:

One RAO volunteers to act as a liaison between the RAOC and the curriculum/discipline committee. The RAOC representative will be responsible for the following tasks:

- Represent the perspective of the Vice Chancellors for Academic Affairs when appropriate
- Provide guidance in matters related to policy
- Request verification of facts from data source, accreditation policies, and other resources as necessary
- Along with the committee chair, keep the group focused on the agenda topic; ask guided questions to facilitate the meeting if progress is not being made
- Direct the committee to document voting items.
- Be prepared to represent the program/discipline committee at the next RAOC meeting
- Arrange for a substitute RAO to represent RAO’s at meetings in the event of a planned absence; notify the assigned Assistant Vice President in case of any absence due to illness or otherwise.

**Administrative Review and Approval Protocol:**
The program/discipline curriculum committee chair will submit the committee’s final recommendations for revisions, additions, deletions, or other issues to the assigned AVP for official vote tallies if needed. The AVP will submit the recommendations to the RAOC for final administrative review and approval. The following process will be followed:

- Regional Academic Officers Committee (RAOC) review and approve/disapprove all curriculum revisions, additions, deletions, or other issues.
- Disapproved recommendations may be returned to the statewide program/discipline committee for further work.
- Upon final RAOC approval, the AVP will submit the approved items for upload to the official repository for Curricula of Record and Course Outlines of Record of all degree programs offered by the College. Approved updates shall be submitted no later than March 1 in order to be effective the following fall term.

**Maintenance of Course Syllabi:**
The course syllabus is an essential instructional tool for both student and instructor. The course syllabus is a set of course instructions that communicates major learning objectives, course content, plans for progression and sequence of learning experiences, classroom/lab/field
activities; assignments, projects, or other required course work; procedures for determining grades, and/or other college/instructor policies related to the course.

The instructor will provide students with a course syllabus on the first scheduled class meeting, using the format in appendix D. The syllabus should communicate clear and concise information to help the student understand the scope of the course and expectation for successful completion.

Syllabus Audit Procedures
The Office of Academic Affairs in each region will perform an audit of course syllabi to insure compliance with information on approved Course Outlines of Record and with the components as listed in the Course Syllabus Maintenance policy. All courses will be audited on a schedule as determined by the RAO. A course audit form (Appendix E) is completed for each course. Courses that do not comply with the standards as set forth in the COR or syllabus maintenance policy must be reported to the Dean of the School or the Vice Chancellor for Academic Affairs for corrective action.

Course audit files are maintained in the office of the Vice Chancellor for Academic Affairs or in School administration offices.

REFERENCES
CR Web - https://wwwapps.ivytech.edu/cgi-bin/curr/gpprogram_list.cgi
COR Web - https://wwwapps.ivytech.edu/cgi-bin/cor3/gpcourse_list.cgi

RESOURCE PERSON
Regional Vice Chancellor for Academic Affairs or Assistant Vice Presidents
Appendix A

Format to be used for Curriculum of Record

Ivy Tech Community College
Curriculum of Record

Program Title
The full name of the program should be spelled with no abbreviations

Degree
Associate of Applied Science, Associate of Arts, Associate of Fine Arts, Associate of Science, Technical Certificate or Certificate

Other Special Descriptors:
Is the curriculum for transfer to a specific school, is program accredited, or other special conditions?

General Education: (total credits)
A listing of all general education course prefixes, numbers, course titles, semester credit hours by course, and total credits.

Professional/Technical Core Courses: (total credits)
A listing of all professional/technical course prefixes, numbers, course titles, semester credit hours by course, and total credits for the core.

Statewide Electives: (total required credits of electives)
Possible elective courses will be determined by the curriculum committee and published in curriculum outline materials.

Total Semester Hours needed for the degree: (Total credits)
Appendix B

Format to be used for Course Outline of Record

IVY TECH COMMUNITY COLLEGE
COLLEGEWIDE COURSE OUTLINE OF RECORD

COURSE TITLE:
COURSE NUMBER:
PREREQUISITES:
SCHOOL:
PROGRAM:
CREDIT HOURS:
CONTACT HOURS: Lecture: ___ Lab ___ Clinical ___ Coop/Practicum ___
DATE OF LAST REVISION:
EFFECTIVE DATE OF THIS REVISION:

CATALOG DESCRIPTION:

Must have the following components: Course scope (An overview of the topical areas covered); Course level (Introductory, advanced, the first in a series of two courses, etc.).

MAJOR COURSE LEARNING OBJECTIVES:

Detailed statements of what learners will achieve or be able to demonstrate as a result of learning. Objectives are statements of learner behavior; they describe the result of the learning process rather than what or how the learner will be taught. Course objectives constitute the most important component for the course outline.

All major course objectives must be covered: they will constitute a minimum of 70% of the instructional time and will constitute at least 70% of the evaluated grade.

Course Objectives must contain the following components:

1. Objectives should be clear statements that specify the intellectual and psychomotor skills and knowledge to be learned, the affective and creative capabilities to be developed, the specific professional skills to be mastered (if appropriate).
2. Objectives must state in measurable terms what a student will be able to do upon completion of the course.
3. Objectives should use active verbs to describe observable behaviors.
4. Objectives should speak to the degree of rigor and standards of performance required to meet objectives.
5. Objectives should link theory, principle, and concepts to application skills whenever possible.
COURSE CONTENT:

A listing of topical areas of study as determined by the statewide program/discipline curriculum committee. Must constitute at least 70% of the instructional time. Content must reflect the intent of language in the course description and course objectives.

FINAL ADOPTION TEXTBOOKS and EXCEPTIONS LISTS: (accessed through Campus Connect Employee Services tab).

MINIMUM FACULTY CREDENTIALS:

Per APPM 3.8 (should not be included in course syllabus), include program standard or applicable course standard per policy posted on infonet access through Campus Connect.

ACADEMIC HONESTY STATEMENT:

The College is committed to academic integrity in all its practices. The faculty value intellectual integrity and a high standard of academic conduct. Activities that violate academic integrity undermine the quality and diminish the value of educational achievement.

Cheating on papers, tests or other academic works is a violation of College rules. No student shall engage in behavior that, in the judgment of the instructor of the class, may be construed as cheating. This may include, but is not limited to, plagiarism or other forms of academic dishonesty such as the acquisition without permission of tests or other academic materials and/or distribution of these materials and other academic work. This includes students who aid and abet as well as those who attempt such behavior.

COPYRIGHT STATEMENT:

Students shall adhere to the laws governing the use of copyrighted materials. They must insure that their activities comply with fair use and in no way infringe on the copyright or other proprietary rights of others and that the materials used and developed at Ivy Tech Community College contain nothing unlawful, unethical, or libelous and do not constitute any violation of any right of privacy.

ADA STATEMENT:

Ivy Tech Community College seeks to provide effective services and accommodations for qualified individuals with documented disabilities. If you need an accommodation because of a documented disability, you are required to register with Disability Support Services at the beginning of the semester. If you will require assistance during an emergency evacuation, notify your instructor immediately. Look for evacuation procedures posted in your classrooms.

ADDITIONAL INFORMATION:

Additional information may be included on the course outline of record if there is “TOTAL” agreement among “ALL” regions and campuses that offer the course. Items might include agreement on standardized assessment instruments, other instructional materials, standard
grading scale, etc. Additional information or language cannot be included that would circumvent agreement on any other items or requirements of the course outline of record, or that violate or circumvent policies found in the manual for Academic Policies and Procedures, and Student Affairs Policies and Procedures.

GENERAL EDUCATION OUTCOMES MEASURE (in capstone course outlines):

All associate degree graduates must take two modules of the Collegiate Assessment of Academic Proficiency (CAAP) in their capstone course. This is a capstone course requirement. The instructor will advise whether the modules will be administered in class or through the local assessment center. Distance students should contact their local assessment center for the CAAP administration schedule.

WORKFORCE CERTIFICATION DISCLAIMER STATEMENT (on outlines of courses with embedded certification exams):

Long Version:
Ivy Tech cannot guarantee that any student will pass a certification or licensing exam. Your success will be determined by several factors beyond the instruction you are given in the classroom including your test-taking skills, your willingness to study outside of class, and your satisfactory completion of appropriate practice exams. Certification and licensure exam questions are drawn from databases of hundreds of possible questions; therefore, a thorough understanding of the subject matter is required. Ivy Tech’s coursework is designed to assist you in understanding the material sufficiently to provide a firm foundation for your studies as you prepare for the exam.

or

Short Version:
Ivy Tech cannot guarantee that any student will pass a certification or licensing exam. Our requisite coursework is designed to assist you in understanding the material sufficiently to provide a firm foundation for your studies as you prepare for the exam.
Appendix C

Regions shall send only one representative to program/discipline curriculum maintenance and discussions meetings except in the following circumstances (as approved by the RAOC, March 2011):

- Liberal Arts committees with multiple course prefixes
- Clinical coordinators
- For the purpose of training new deans or new program chairs
Appendix D

The following information will appear on the syllabus and be identical to information on the Course Outline of Record (COR):

IVY TECH COMMUNITY COLLEGE

SYLLABUS

The instructor will provide students with a course syllabus on the first scheduled class meeting. The syllabus should communicate clear and concise information to help the student understand the scope of the course and expectation for successful completion.

The following information will appear on the syllabus and be identical to information on the Course Outline of Record (COR):

Required Syllabus Information from (COR)

- Course title
- Course prefix and number
- Prerequisite(s)
- Corequisite(s)
- Program
- School
- Credit hours
- Contact hours
- Catalog description
- Major course learning objectives
- Course content
- Academic honesty statement
- Copyright statement
- ADA statement

Additional Required Syllabus Information

The syllabus must also contain the following additional information. The instructor may determine the content of this information.

- Instructor
- Course section number
- Additional course learning objectives (if required)
- Required text, or other instructional materials
- Required consumable materials and equipment supplied by student
- Instructor phone number
- Instructor e-mail address
- Instructor office location and hours
- Method(s) of instructional delivery
- Method(s) of evaluation
- Grading scale
- Make-up policy
- Attendance policy
- Activities schedule, including calendar of topics, assignment, test, etc.
- Last date to drop course without grade
- The name and location of the Disability Service Coordinator
- Right of revision statement

Optional Syllabus Information

Faculty are encouraged to provide additional information that will help the student understand in more detail how the class will be conducted.

- Extra credit work, if applicable
- Class/lab relationship
- References or reading that are optional but recommended
- Format for papers, projects, or other assignments
- Computer room/lab rules if applicable
- Withdrawal process and responsibility
- Certification/licensure disclaimer language (if appropriate to the course)
- Electronic communication devices protocol
- Other
Appendix E

Ivy Tech Community College
Course Syllabus Audit Checklist

The current course syllabus and the latest approved course outline of record must be compared when completing this checklist. Record a Y (yes), N (no), or N/A (not applicable), to the left of each syllabus component. List reasons for non-compliance in the comments section at the bottom of this form. A copy of the form must be filed in the Office of Academic Affairs, or in the division office. One copy is given to the instructor.

Course Title & Number: ______________________________

<table>
<thead>
<tr>
<th>Required Course Syllabus Information</th>
<th>Additional Required Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date/Semester</td>
<td>Instructor Name (regionally assigned)</td>
</tr>
<tr>
<td>Course Prefix &amp; Number</td>
<td>Course Section Number (regionally assigned)</td>
</tr>
<tr>
<td>Course Title</td>
<td>Additional course learning objectives (if applicable)</td>
</tr>
<tr>
<td>Prerequisites and/or Corequisites</td>
<td>Required Text/Other Instructional Mat.</td>
</tr>
<tr>
<td>Program Title</td>
<td>Required consumable materials and equipment supplied by student</td>
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<tr>
<td>Responsible School</td>
<td>Instructor Campus phone number</td>
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<tr>
<td>Credit Hours</td>
<td>Instructor E-mail address</td>
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<tr>
<td>Optional Syllabus Information</td>
<td>Last date to withdraw</td>
</tr>
<tr>
<td>Extra credit policy</td>
<td>Right of Revision Statement</td>
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</tbody>
</table>

Prepared By: ______________________________ Date: __________________
Reviewed By: ______________________________ Date: __________________

Comments: