Curriculum Development at KCC

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Fall, 2015
• New Courses ("Catalog" or "82")

• Modifications to Existing Courses
  • Title
  • Description
  • Credits
  • Hours
  • Pre-/Co-requisites

• Courses in Pathways Common Core

• New Degrees or Certificate Programs

• Modified Degrees or Certificate Programs
Courses are initiated/modified by individual faculty, committee, or chair—based on need, discussions, or research.

(Modifications to existing courses may include: title, description, credits, hours, and pre- or co-requisites.)

Discussed by faculty within discipline and typically voted upon by a department committee or group.

Formal proposal is then prepared by the chair (or faculty and then reviewed by chair).
Proposal is submitted to the Provost’s Office for review using appropriate forms (e.g., “New Course Proposal” form) and Curriculum Transmittal Cover Page. NOTE: Minor modifications require only a brief memo describing change and its rationale.
After review by Provost’s Review Committee (which includes the Chair of the Curriculum Committee), the proposal may be returned to the department with suggestions for modification and re-submission.
New/Modified Course

Proposal may be rejected. (If so, Department chair may request review by Curriculum Committee “Remand” sub-committee.)
Remand committee (if needed) can:
1. Uphold the Provost’s Review Committee rejection or suggest changes
2. Permit the proposal to be included in the upcoming Curriculum Committee agenda
All approved proposals are transmitted to Curriculum Committee for discussion and review at meeting.
Proposal may be “tabled” and/or returned to department for modification.
New/Modified Course

Proposal may be rejected.
Approved proposals are presented to College Council at end-of-semester meeting. (Modifications to title, description, credits, hours, pre- or co-requisites are presented as informational items – requiring no further vote).
Proposal may be tabled or rejected.
Approved Experimental “82” courses are transmitted to Office of Academic Scheduling for inclusion in next semester’s course list. They do not appear in the catalog.
Other approved course proposals are forwarded to Vice Chancellor of Academic Affairs and included in Chancellor’s Report.
The Chancellor’s Report is presented to the CUNY Board of Trustees at their next monthly meeting – typically prior to KCC’s next semester.

New courses appearing in the Chancellor’s Report are added to the college’s course list by KCC’s Office of Academic Scheduling and are available for inclusion in the FOLLOWING FALL semester’s course offerings, when they are added to the KCC yearly catalog.
New/Modified Course

Approved courses can be offered the FALL semester they appear in the KCC catalog as follows: Courses proposed in the Fall, can be offered the NEXT Fall semester. Courses proposed in the Spring can be offered the SECOND Fall. For example, courses proposed FALL 2016 can be offered FALL 2017; courses proposed SPRING 2017 can be offered FALL 2018. (“82” courses—not in the catalog--can be offered the semester following approval.)
Existing courses seeking Pathways designation follow this track. NEW Courses seeking Pathways designation must also follow NEW COURSE approval track as outlined previously.

Discussed by faculty within discipline and typically voted upon by a department committee or group.

Formal Pathways proposal is then prepared by the faculty and then reviewed/submitted by chair.
Pathways Proposal (consisting of CUNY FORM and corresponding COURSE SYLLABUS) is submitted to the Provost’s Office for review.
After review by the Provost’s Review Committee (which includes the Chair of the Curriculum Committee), the proposal may be returned to the department with suggestions for modification and re-submission.
All approved Pathways proposals and corresponding syllabi are transmitted to Curriculum Committee for discussion and review at meeting.
Proposal may be returned to department for modification of content, syllabus or proposed Pathways designation.
Approved proposals are presented to College Council at end-of-semester meeting.
Proposal may be tabled or rejected.
Approved Pathways course proposals are forwarded to the CUNY Common Core Review Committee (CCRC) to be considered by the appropriate CUNY Pathways Designation Committee.
Courses may be approved, rejected, or sent for modification for content, syllabus or designation.

- Approved courses are submitted to the next Chancellor’s report and then added to the KCC Catalog.
- If rejected or sent back for modification, Provost’s staff discusses necessary changes with department. If needed, new proposal is generated and process restarts.
New degrees are initiated by department committee, or chair—based on need, discussions, or research.

Discussed by faculty within discipline and typically voted upon by a department committee or group.

A DRAFT of a proposal is prepared by the chair (or by faculty and then reviewed by chair).
DRAFT Proposal is submitted to the Provost’s Office for review using appropriate form and Curriculum Transmittal Cover Page.
Draft is transmitted to Curriculum Committee for review at meeting.
The approved DRAFT proposal is presented to College Council at its end-of-semester meeting.
The approved DRAFT proposal is sent to the University Director of Program Review with copies to Articulation & Transfer, and Office of Academic Affairs.

New Degree DRAFT Proposal
The Director consults with the Executive Vice Chancellor and University Provost (EVCUP).

New Degree DRAFT Proposal
EVCUP sends formal response to College President either authorizing the college to proceed with full program proposal or requesting additional information and discussion. If needed, Provost & appropriate faculty meet with OAA staff.

Once DRAFT is approved, final proposal must be received within two years of authorization letter.
With DRAFT Proposal approved, a FULL proposal is prepared by the chair (or by faculty and then reviewed by chair).
Proposal is submitted to the Provost’s Office for review using appropriate forms and Curriculum Transmittal Cover Page.
After review (by Provost’s Review Committee which includes the Chair of the Curriculum Committee), the proposal may be returned to the department with suggestions for modification and re-submission.
All approved proposals are transmitted to Curriculum Committee for discussion and review at meeting.
Proposal may be “tabled” and/or returned to department for modification.
Approved proposals are presented to College Council at end-of-semester meeting.

Proposal may be tabled or rejected.
New Degree – FULL Proposal

Approved proposals are sent to the Executive Vice Chancellor & University Provost (EVCUP) with copies to University Director of Program Review, Articulation & Transfer, and University Academic Affairs Manager.
Proposal is reviewed by OAA Staff (about 30 business days). Any concerns/clarifications are communicated to Provost to respond and resolve any issues.

After any revisions, OAA sends approved proposal to EVCUP.
EVCUP forwards proposal to CAPPR to include in next meeting. College President and/or Chief Academic Officer available at meeting to answer any questions.
If approved, resolution is placed on calendar for next Board of Trustees meeting.
If CUNY Board of Trustees approves resolution, the EVCUP sends proposal with letter requesting registration of the program to the State Education Department (SED), where it is added to the “Inventory of Registered Programs,” and assigned a 5-digit NYSED program code and HEGIS code. Program cannot be offered until approved by the SED.

Entire process typically takes 1½ - 2 years.

**New Degree – FULL Proposal**
NOTE: The following degree program modifications require State Education Department approval:

- Changing one-third or more of a program’s credits.
- Changing a program’s focus or design (including changes in the program’s major disciplinary area).
- Adding or eliminating an option or concentration.
- Eliminating a requirement, including internship, clinical, cooperative education, or other work-based experience.
- Changes in program title, mode of delivery, format that alters the program’s financial aid eligibility, or number of credits in a certificate program.
- Discontinuing a program or certificate.

(Source: NY State Education Department Website)
Changes in Degrees are initiated by department committee, or chair—based on need, discussions, or research.

Discussed by faculty within discipline and typically voted upon by a department committee or group.

CURRENT degree (marked with changes) & PROPOSED are included with a cover page stating rationale.
Proposal is submitted to the Provost’s Office for review with a Curriculum Transmittal Cover Page. Proposal must include a rationale and additional pages: a “CURRENT” degree with all proposed deletions (strikeouts) and additions (bolded text) clearly indicated, and a “PROPOSED” degree, which displays the degree as it will appear in the catalog.
After review by Provost’s Review Committee (which includes the Chair of the Curriculum Committee), the proposal may be returned to the department with suggestions for modification and re-submission.
All approved proposals are transmitted to Curriculum Committee for discussion and review at meeting.
Proposal may be “tabled” and/or returned to department for modification.
Approved proposals are presented to College Council at end-of-semester meeting.

Proposal may be tabled or rejected.

Modified Degree Proposal
Approved proposals are sent to the University Academic Affairs Manager who prepares a form to notify the State Education Department.
For additional information, please contact:

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