KINGSBOROUGH
COMMUNITY COLLEGE

Curriculum Development at KCC

Prepared by

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Chair
College Council Curriculum Committee

Amanda Kalin
Director
Curriculum Development and Program Planning

Fall, 2015

Click the up/down scrolling arrows to continue

1

- 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

Curriculum Development

Department PROPOSAL

Courses are initiated/modified by individual faculty, committee, or chair—based on need, discussions, or research.
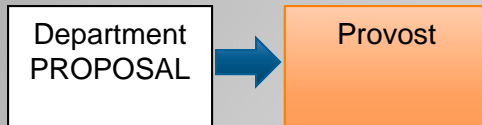
(Modifications to existing courses may include: title, description, credits, hours, and pre- or co-requisites.)

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).
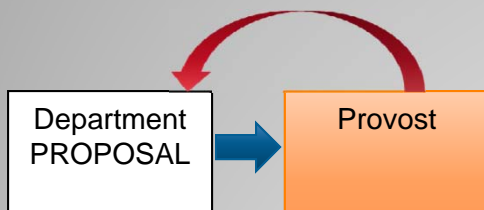
New/Modified Course

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┌────────────────┐      ┌────────────────┐
│ Department     │ ──▶  │ Provost        │
│ PROPOSAL       │      │                │
└────────────────┘      └────────────────┘
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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.
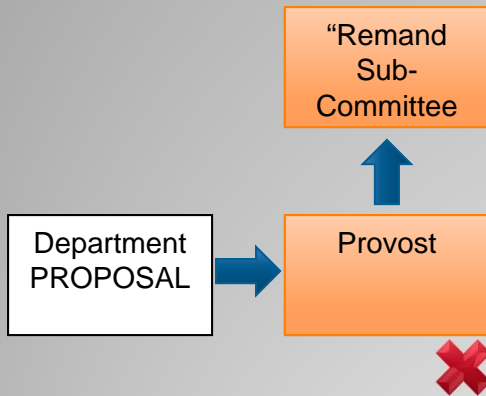
New/Modified Course

Department
PROPOSAL

Provost

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.
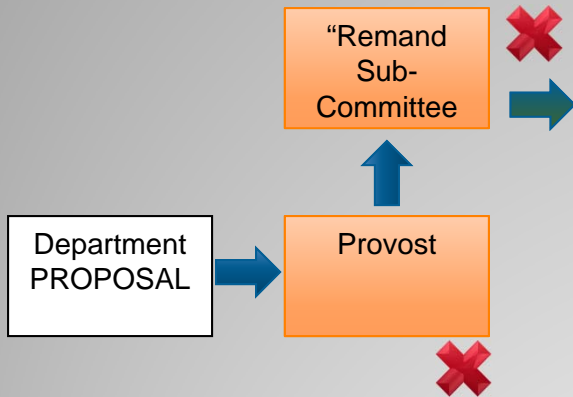
New/Modified Course

"Remand
Sub-
Committee

Department
PROPOSAL

Provost

Proposal may be rejected. (If so, Department chair may request review by Curriculum Committee "Remand" sub-committee.)

New/Modified Course

"Remand
Sub-
Committee

Department
PROPOSAL
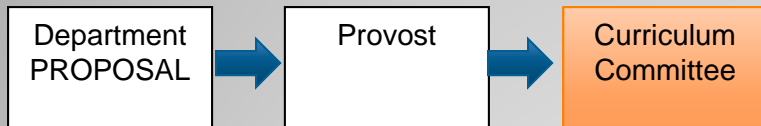
Provost

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

New/Modified Course

Department PROPOSAL → Provost → Curriculum Committee

All approved proposals are transmitted to Curriculum Committee for discussion and review at meeting.

New/Modified Course

Department PROPOSAL → Provost → Curriculum Committee
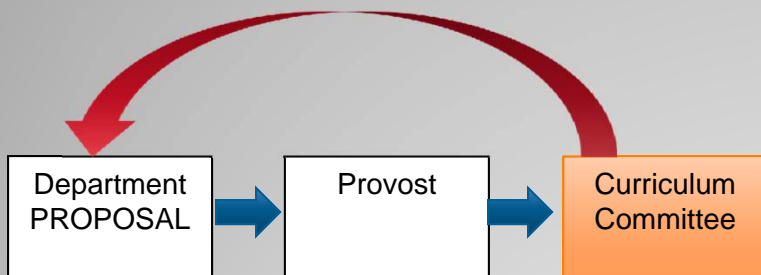
Proposal may be "tabled" and/or returned to department for modification.

New/Modified Course

Department
PROPOSAL → Provost → Curriculum
Committee

Proposal may be rejected.

New/Modified Course

Department
PROPOSAL → Provost → Curriculum
Committee → College
Council
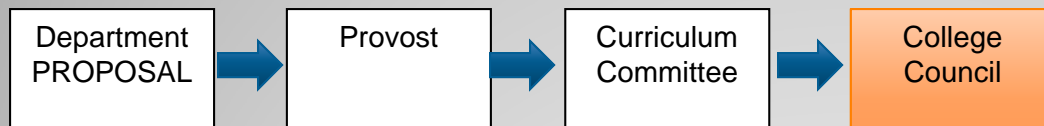
Approved proposals are presented to College Council at end-of-semester meeting. (Modifications to title, description, credits, hours, pre- or co-requisites are presented as informational items – requiring no further vote).

New/Modified Course
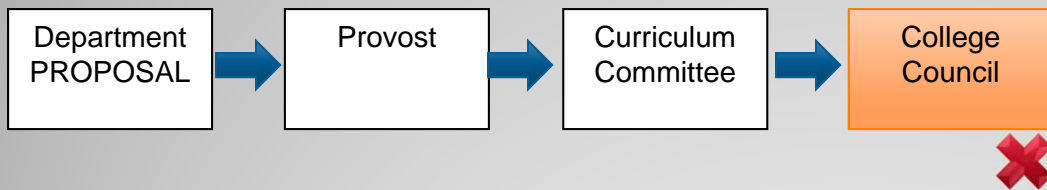
Department PROPOSAL → Provost → Curriculum Committee → College Council ✖

Proposal may be tabled or rejected.

New/Modified Course

"82"
Experimental

| Department PROPOSAL | → | Provost | → | Curriculum Committee | → | College Council |
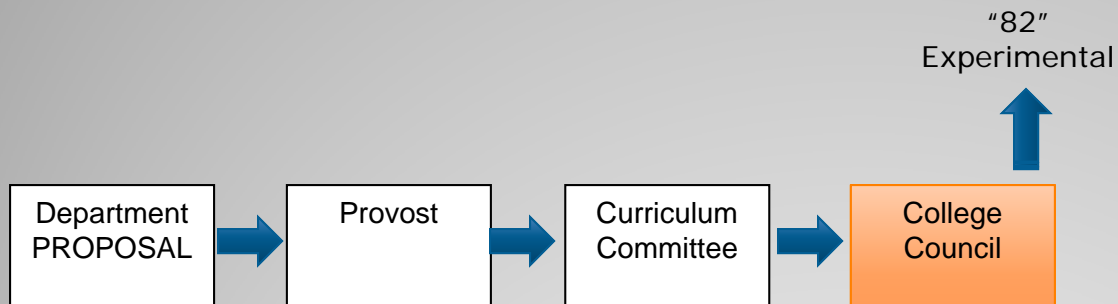
Approved Experimental "82" courses are transmitted to Office of Academic Scheduling for inclusion in next semester's course list. They do not appear in the catalog.

New/Modified Course

Department PROPOSAL → Provost → Curriculum Committee → College Council → CUNY Vice Chancellor → Chancellor's Report
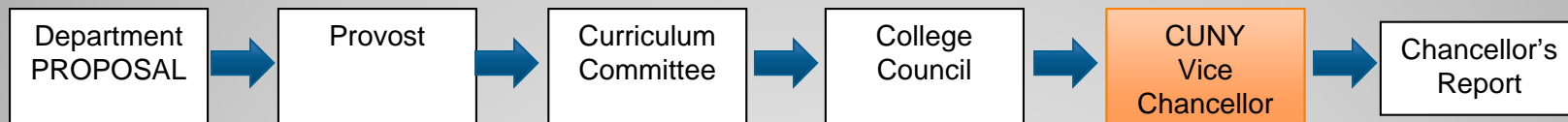
Other approved course proposals are forwarded to Vice Chancellor of Academic Affairs and included in Chancellor's Report.

New/Modified Course

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┌──────────────┐      ┌──────────────┐      ┌──────────────┐      ┌──────────────┐      ┌──────────────┐      ┌──────────────┐
│  Department  │ ──▶  │   Provost    │ ──▶  │  Curriculum  │ ──▶  │   College    │ ──▶  │     CUNY     │ ──▶  │ Chancellor's │
│  PROPOSAL    │      │              │      │  Committee   │      │   Council    │      │     Vice     │      │   Report     │
└──────────────┘      └──────────────┘      └──────────────┘      └──────────────┘      │  Chancellor  │      └──────────────┘
                                                                                        └──────────────┘      ┌──────────────┐
                                                                                                              │    CUNY      │
                                                                                                              │  Board of    │
                                                                                                              │  Trustees    │
                                                                                                              └──────────────┘
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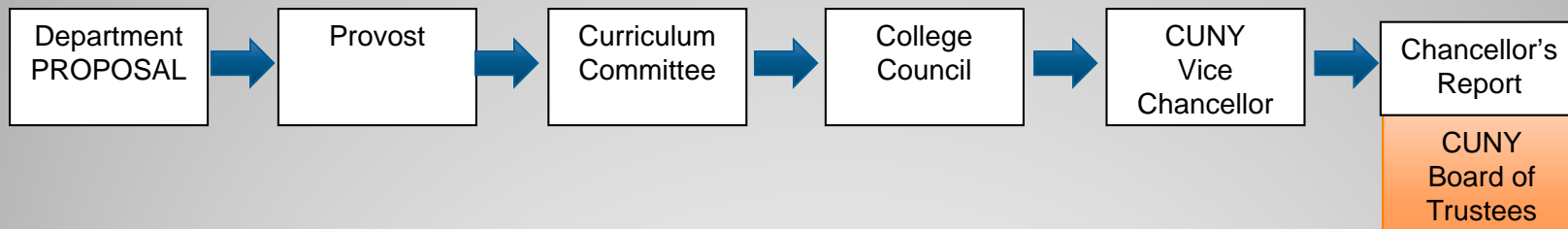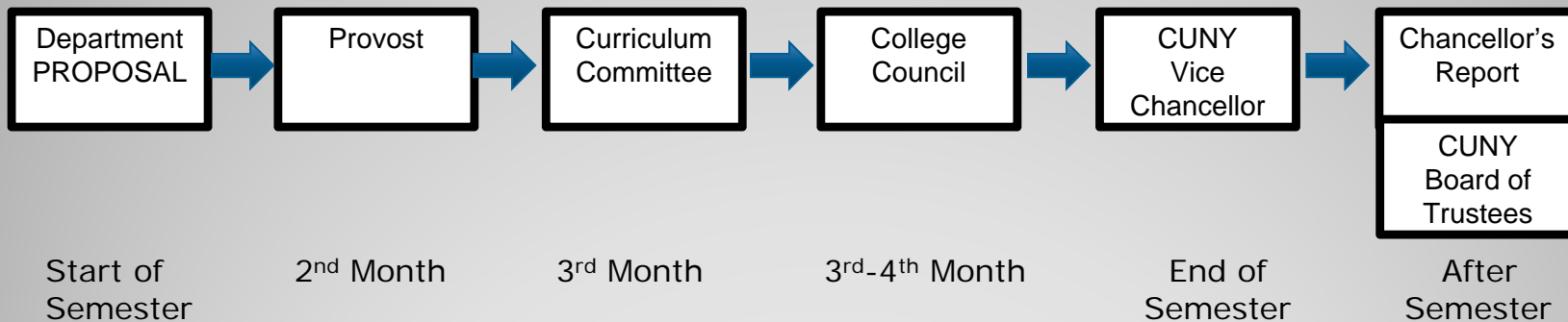
The Chancellor's Report is presented to the CUNY Board of Trustees at their next monthly meeting – typically prior to KCC's next semester.

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

Department PROPOSAL	→	Provost	→	Curriculum Committee	→	College Council	→	CUNY Vice Chancellor	→	Chancellor's Report
										CUNY Board of Trustees

Start of Semester	2nd Month	3rd Month	3rd-4th Month	End of Semester	After Semester

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.)

New/Modified Course

**Department Pathways Proposal**

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.
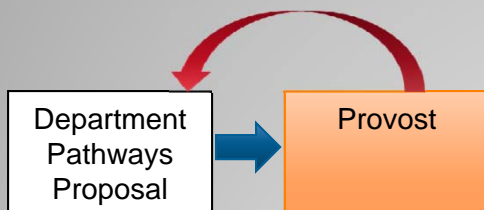
Pathways Course

Department
Pathways
Proposal
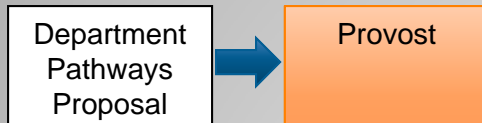
Provost

Pathways Proposal (consisting of CUNY FORM and corresponding COURSE SYLLABUS) is submitted to the Provost's Office for review.
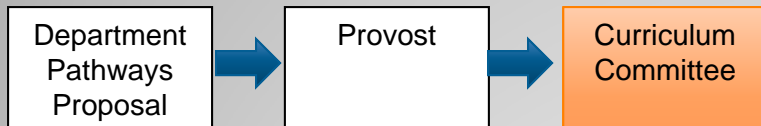
Pathways Course

Department Pathways Proposal → Provost

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.
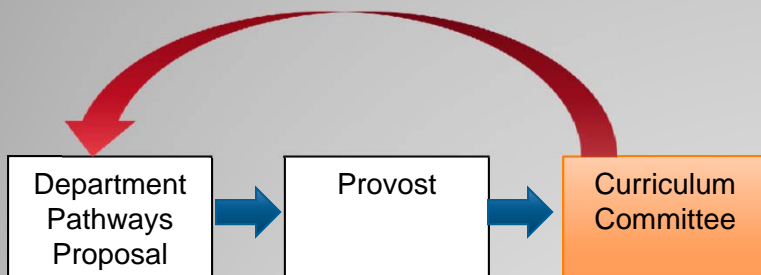
Pathways Course

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┌─────────────┐      ┌─────────────┐      ┌─────────────┐
│ Department  │ ───> │   Provost   │ ───> │ Curriculum  │
│  Pathways   │      │             │      │ Committee   │
│  Proposal   │      │             │      │             │
└─────────────┘      └─────────────┘      └─────────────┘
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All approved Pathways proposals and corresponding syllabi are transmitted to Curriculum Committee for discussion and review at meeting.
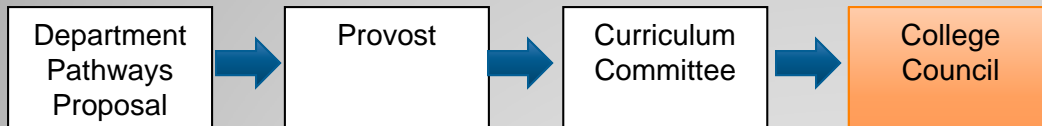
Pathways Course

Proposal may be returned to department for modification of content, syllabus or proposed Pathways designation.
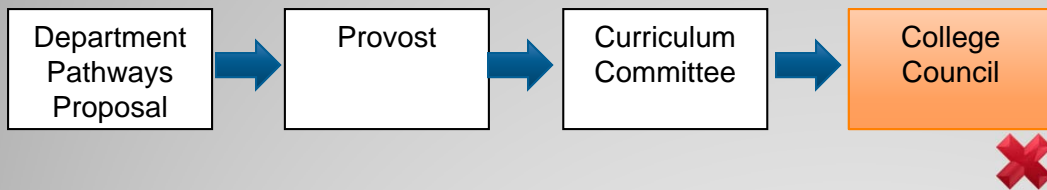
Pathways Course

Department Pathways Proposal → Provost → Curriculum Committee → College Council

Approved proposals are presented to College Council at end-of-semester meeting.

Pathways Course

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Department          Provost          Curriculum          College
Pathways            ───►             Committee  ───►      Council
Proposal  ───►                                            ✖
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Proposal may be tabled or rejected.

Pathways Course

Department PROPOSAL → Provost → Curriculum Committee → College Council → CUNY CCRC → Pathways Committee
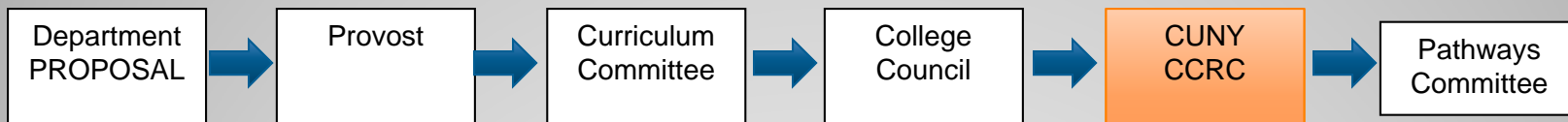
Approved Pathways course proposals are forwarded to the CUNY Common Core Review Committee (CCRC) to be considered by the appropriate CUNY Pathways Designation Committee.

Pathways Course

| Department PROPOSAL | → | Provost | → | Curriculum Committee | → | College Council | → | CUNY CCRC | → | Pathways Committee |
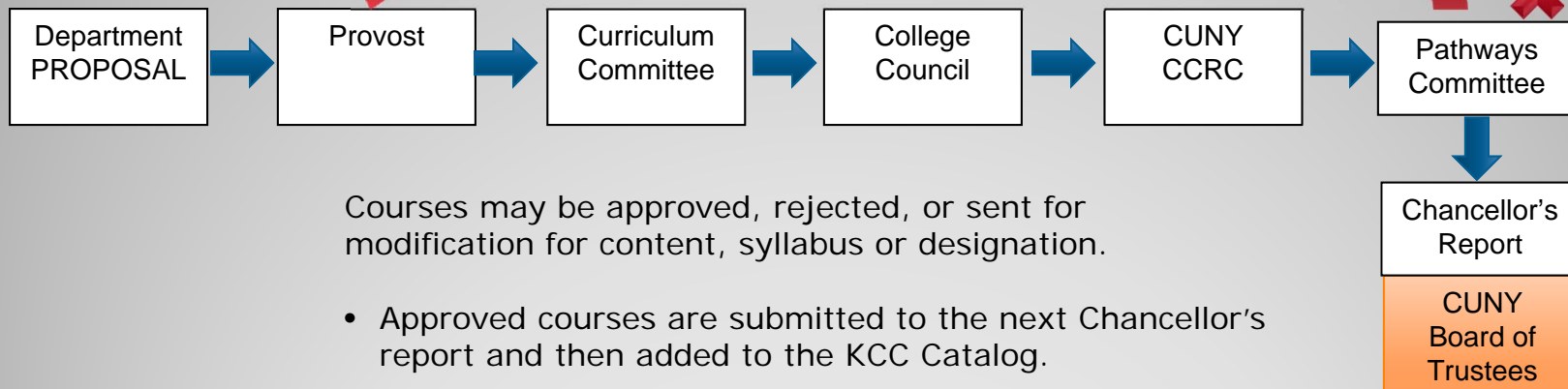
Courses may be approved, rejected, or sent for modification for content, syllabus or designation.

- 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.

Chancellor's Report

CUNY Board of Trustees

Pathways Course

Department
DRAFT
PROPOSAL

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).

New Degree DRAFT Proposal

Department
DRAFT
PROPOSAL
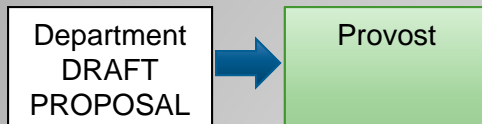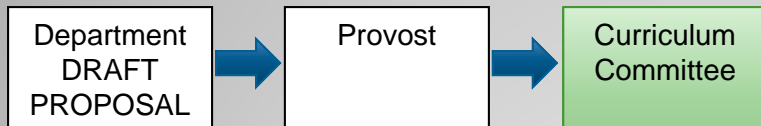
Provost

DRAFT Proposal is submitted to the Provost's Office for review using appropriate form and Curriculum Transmittal Cover Page.

New Degree DRAFT Proposal

Department
DRAFT
PROPOSAL → Provost → Curriculum
Committee

Draft is transmitted to Curriculum Committee for review at meeting.

New Degree DRAFT Proposal

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Department          Provost          Curriculum          College
DRAFT                                Committee           Council
PROPOSAL
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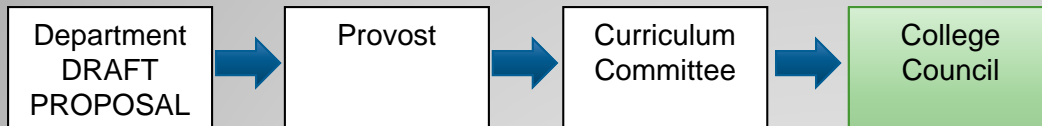
The approved DRAFT proposal is presented to College
Council at its end-of-semester meeting.

New Degree DRAFT Proposal

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┌──────────────┐     ┌──────────────┐     ┌──────────────┐     ┌──────────────┐     ┌──────────────┐
│  Department  │ ──▶ │   Provost    │ ──▶ │  Curriculum  │ ──▶ │   College    │ ──▶ │  University  │
│    DRAFT     │     │              │     │  Committee   │     │   Council    │     │ Director of  │
│   PROPOSAL   │     │              │     │              │     │              │     │   Program    │
│              │     │              │     │              │     │              │     │   Review     │
└──────────────┘     └──────────────┘     └──────────────┘     └──────────────┘     └──────────────┘
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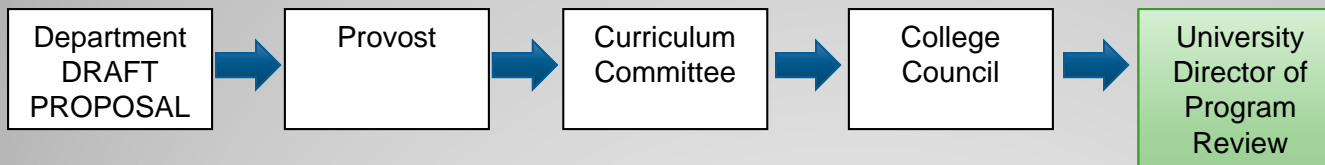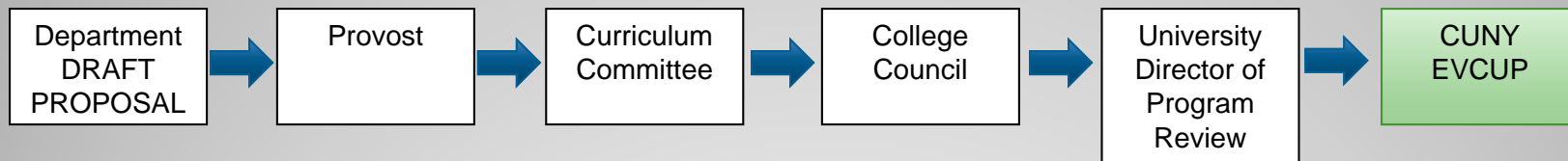
The approved DRAFT proposal is sent to the University Director of Program Review with copies to Articulation & Transfer, and Office of Academic Affairs.

New Degree DRAFT Proposal

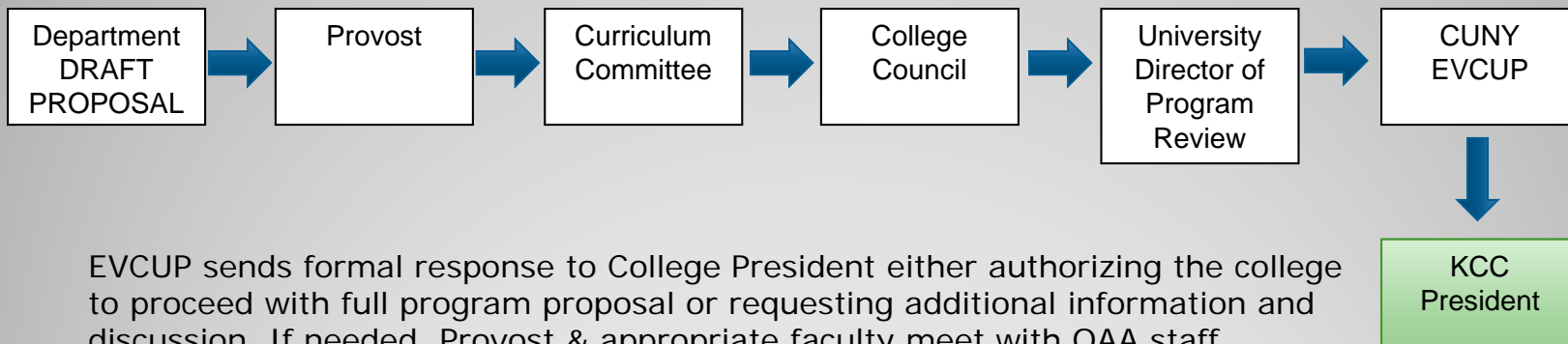Department DRAFT PROPOSAL → Provost → Curriculum Committee → College Council → University Director of Program Review → CUNY EVCUP

The Director consults with the Executive Vice Chancellor and University Provost (EVCUP).

New Degree DRAFT Proposal

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┌──────────────┐     ┌──────────────┐     ┌──────────────┐     ┌──────────────┐     ┌──────────────┐     ┌──────────────┐
│  Department  │ ──▶ │   Provost    │ ──▶ │  Curriculum  │ ──▶ │   College    │ ──▶ │  University  │ ──▶ │    CUNY      │
│    DRAFT     │     │              │     │  Committee   │     │   Council    │     │ Director of  │     │    EVCUP     │
│   PROPOSAL   │     │              │     │              │     │              │     │   Program    │     │              │
│              │     │              │     │              │     │              │     │    Review    │     │              │
└──────────────┘     └──────────────┘     └──────────────┘     └──────────────┘     └──────────────┘     └──────────────┘
                                                                                                                │
                                                                                                                ▼
                                                                                                         ┌──────────────┐
                                                                                                         │     KCC      │
                                                                                                         │  President   │
                                                                                                         └──────────────┘
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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.

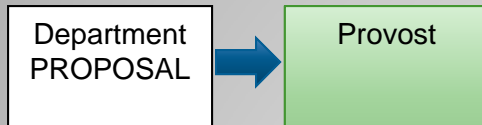Once DRAFT is approved, final proposal must be received within two years of authorization letter.

New Degree DRAFT Proposal

Department PROPOSAL

With DRAFT Proposal approved, a FULL proposal is prepared by the chair (or by faculty and then reviewed by chair).
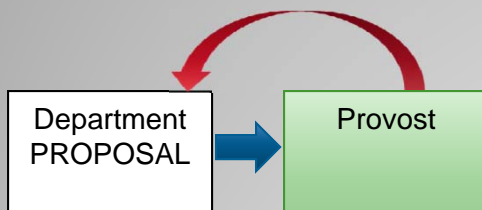
New Degree – FULL Proposal

Department
PROPOSAL

Provost

Proposal is submitted to the Provost's Office for review
using appropriate forms and Curriculum Transmittal
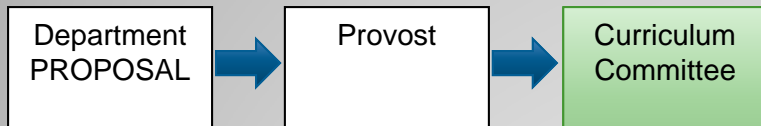Cover Page.

New Degree – FULL Proposal

Department
PROPOSAL → Provost

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 Degree – FULL Proposal

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┌──────────────┐      ┌──────────────┐      ┌──────────────┐
│ Department   │ ───▶ │   Provost    │ ───▶ │  Curriculum  │
│ PROPOSAL     │      │              │      │  Committee   │
└──────────────┘      └──────────────┘      └──────────────┘
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All approved proposals are transmitted to Curriculum Committee for discussion and review at meeting.

New Degree – FULL Proposal

Department PROPOSAL → Provost → Curriculum Committee
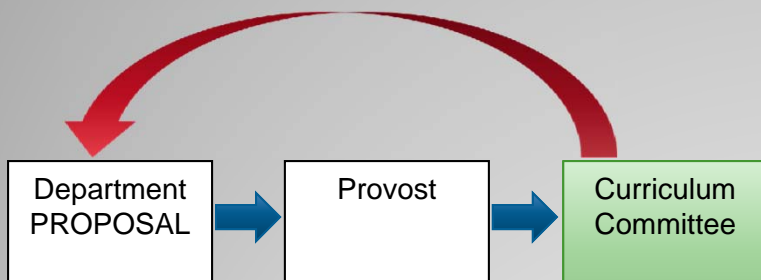
Proposal may be "tabled" and/or returned to department for modification.

New Degree – FULL Proposal

| Department PROPOSAL | → | Provost | → | Curriculum Committee | → | College Council |

Approved proposals are presented to College Council at end-of-semester meeting.

Proposal may be tabled or rejected.

New Degree – FULL Proposal

| Department PROPOSAL | → | Provost | → | Curriculum Committee | → | College Council | → | CUNY EVCUP |
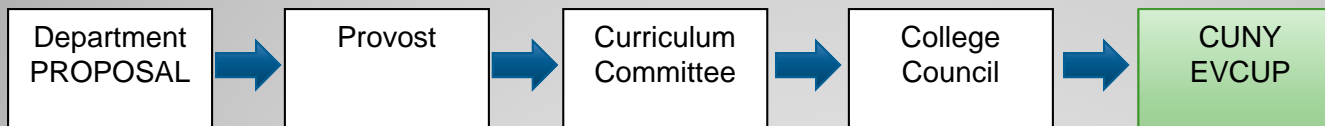
Approved proposals are sent to the Executive Vice Chancellor & University Provost (EVCUP) with copies to University Director of Program Review, Articulation & Transfer, and University Academic Affairs Manager.
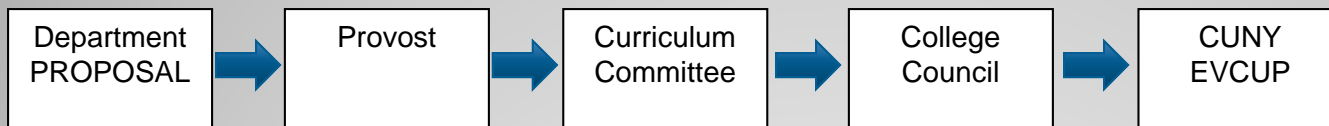
New Degree – FULL Proposal
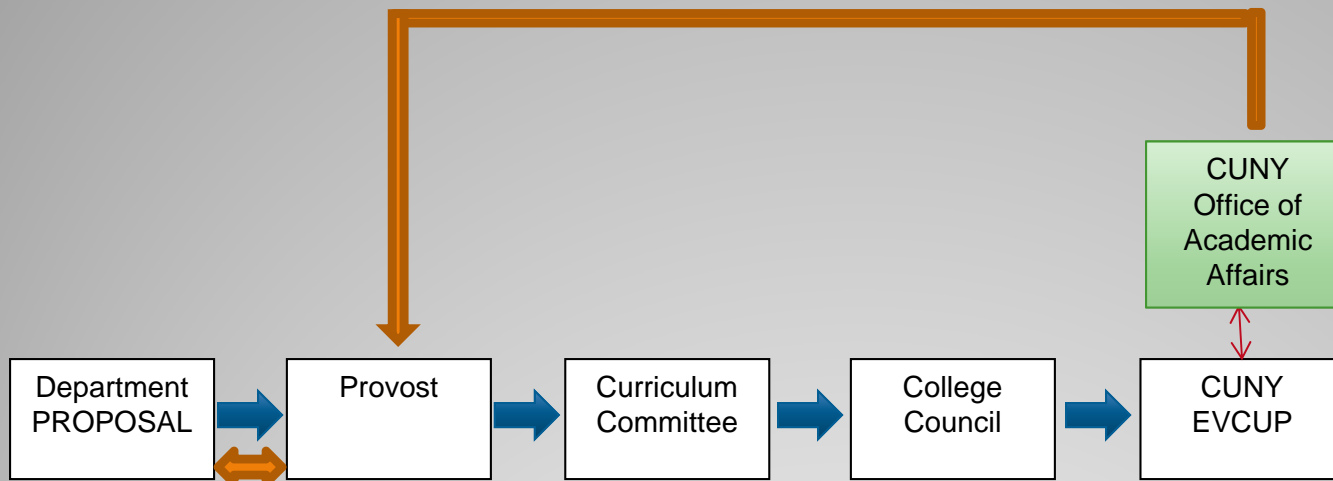
Proposal is reviewed by OAA Staff (about 30 business days). Any concerns/clarifications are communicated to Provost to respond and resolve any issues.

After any revisions, OAA sends approved proposal to EVCUP.

New Degree – FULL Proposal

Department PROPOSAL → Provost → Curriculum Committee → College Council → CUNY EVCUP
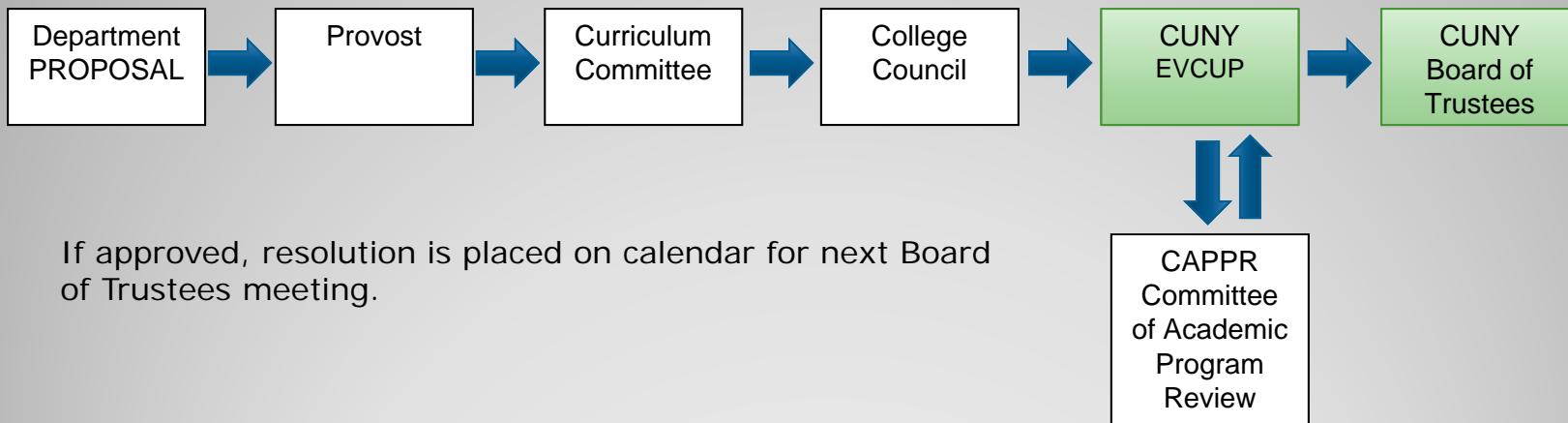
↓

CAPPR Committee of Academic Program Review

EVCUP forwards proposal to CAPPR to include in next meeting. College President and/or Chief Academic Officer available at meeting to answer any questions.
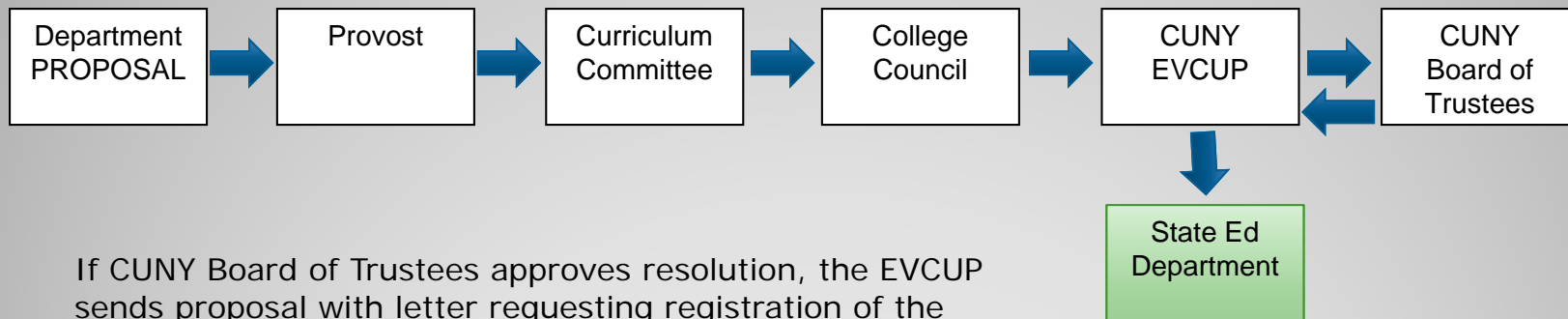
New Degree – FULL Proposal

| Department PROPOSAL | → | Provost | → | Curriculum Committee | → | College Council | → | CUNY EVCUP | → | CUNY Board of Trustees |

If approved, resolution is placed on calendar for next Board of Trustees meeting.

CAPPR Committee of Academic Program Review

New Degree – FULL Proposal

Department PROPOSAL → Provost → Curriculum Committee → College Council → CUNY EVCUP ⇄ CUNY Board of Trustees

CUNY EVCUP → State Ed Department

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.
- Changing the degree classification (A.A., A.S., A.A.S.).
- 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)

Modified Degree Proposal

Department PROPOSAL

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.
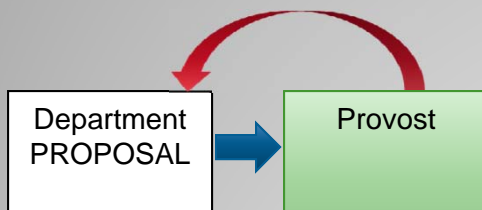
Modified Degree Proposal

Department PROPOSAL → Provost

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.
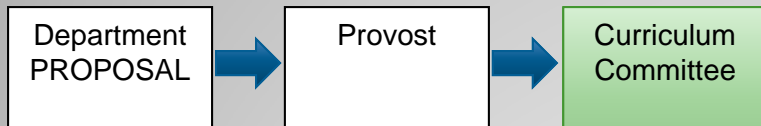
Modified Degree Proposal

Department
PROPOSAL → Provost

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.
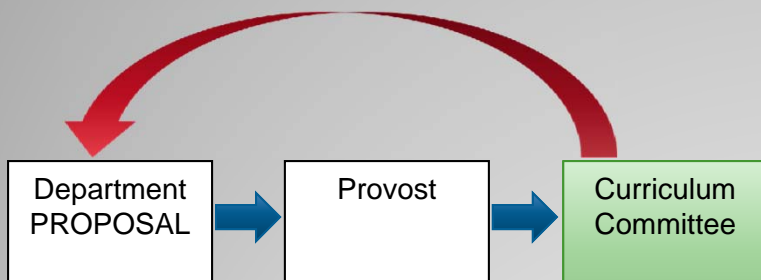
Modified Degree Proposal

| Department PROPOSAL | → | Provost | → | Curriculum Committee |

All approved proposals are transmitted to Curriculum Committee for discussion and review at meeting.
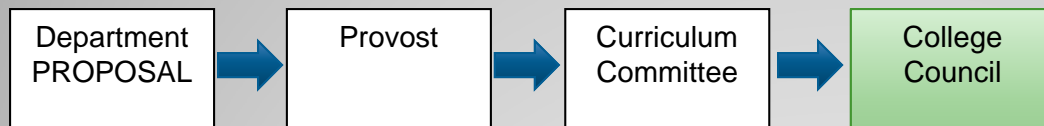
Modified Degree Proposal

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Department          Provost        Curriculum
PROPOSAL     →               →     Committee
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Proposal may be "tabled" and/or returned to department for modification.

Modified Degree Proposal

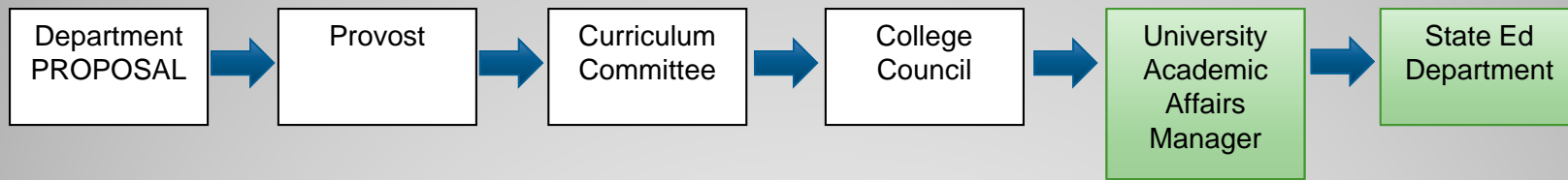| Department PROPOSAL	→	Provost	→	Curriculum Committee	→	College Council

Approved proposals are presented to College Council at end-of-semester meeting.

Proposal may be tabled or rejected.

Modified Degree Proposal

Department PROPOSAL → Provost → Curriculum Committee → College Council → University Academic Affairs Manager → State Ed Department

Approved proposals are sent to the University Academic Affairs Manager who prepares a form to notify the State Education Department

Modified Degree Proposal

For additional information, please contact:

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