

BLUE MOUNTAIN COLLEGE

Policies and Procedures

AREA: **Academic Affairs**

NUMBER: **Policy 2.31**

SUBJECT: **Curriculum and Program Approval and Program Closure**

The purpose of the curriculum approval process is to ensure the integrity and quality of undergraduate and graduate academic programs through a collaborative effort between faculty and administration. The process of curriculum development and change at Blue Mountain College recognizes the important roles played by various groups. The responsibility for developing and implementing academic programs and curriculum resides within the faculty. Ideas for new programs or program revisions may emanate from the faculty, from the Strategic Planning Steering Committee, or from academic administrators. Programs or changes, once identified, should be studied, developed, and placed in proposal format from the affected academic department(s) with leadership from the appropriate department chair. The administration of the College must assure that curriculum proposals are appropriate to the mission and goals of the unit and the College, that adequate resources are available to implement proposed curriculum, and that the resource allocation is a priority college-wide in the overall college budget.

1. Curriculum and Program Approval

A. Departmental Faculty Approval

Although the impetus to consider programming changes in departments can come from a variety of sources, the faculty in academic departments normally originate changes to undergraduate and graduate curriculum. The faculty in the department shall approve changes to be recommended to their department chair. Appropriate forms are used for this purpose, which include information related to rationale and the resources needed to support the change. The approval of faculty within the department shall be reflected in departmental meeting minutes. If changes involve courses in professional education, the Teacher Education Advisory Committee shall approve changes as well.

B. Review by Academic Dean's Council

Proposed changes are reviewed by the Academic Dean's Council for clarification and careful attention to issues which may affect other departments and programs.

C. Approval by the Academic Dean's Council or Graduate Council

After review by the Academic Dean's Council, proposed curriculum changes are submitted to the Academic Dean's Council for approval of undergraduate curriculum/ programs and to the Graduate Council for graduate curriculum/ programs.

D. Communication with the Strategic Planning Steering Committee and the President

The Vice President for Academic Affairs and the President of the College discuss the changes and render an opinion as to whether the changes are to be brought before the faculty for formal action.

If a new program is being proposed or if curriculum changes being proposed involve a substantial commitment of college resources, the proposals must be submitted to the Strategic Planning Steering Committee for discussion and then a recommendation sent to the President.

E. Approval of Curriculum/Program Changes by the General Faculty

The full-time faculty of the College receive information related to proposed curriculum changes and new programs and give approval to the changes.

F. Approval of the Curriculum Changes or Program by the Board of Trustees

Substantial curriculum changes and proposals for new programs must receive final approval from the Board of Trustees of Blue Mountain College.

G. Communication with COC/SACS

The College will inform the Commission on Colleges of the Southern Association of Colleges and Schools (COC/SACS) that a new degree program has been added. If the program represents a substantive change, it must have COC/SACS approval before implementation.

H. Catalog Changes and Other Changes

Upon approval of curriculum changes by the general faculty and approval of substantial curriculum and program changes by the Board of Trustees, changes are made in all appropriate publications, including the appropriate catalog(s).

2. Program Closure

If the program review process or other circumstances result in the need to close a program(s), the Vice President for Academic Affairs, in consultation with the Academic Dean's Council and/or the Graduate Council, will recommend closure of the Program(s) to the President. The President will consider the recommendation after review from the Strategic Planning Steering Committee and other appropriate reviewers. An outline of steps involved in program closure is available in the Office of the Vice President for Academic Affairs.