Ozarka College
Curriculum Development Plan

Curriculum development is a key element in the education process and necessarily requires careful planning and implementation in order to meet student and community needs within the scope of the institution’s mission. To enable the College to be accurate and consistent in curriculum development, the following plan compliments existing Board academic policies. These policies can be found in Section 4 of the Board Policy and Procedure Manual. Program proposals and major curriculum changes follow criteria and procedures as set forth by the Arkansas Department of Higher Education.

Critical Elements and Procedures for Minor Activities that must be approved by the Curriculum Committee, Faculty Council, and Administrative Council, but not requiring Board of Trustees or Arkansas Higher Education Coordinating Board action.

These activities include:

- Revision of individual course description
- Adding new courses
- Deleting courses
- Program philosophy/learning outcome changes
- Changes in the General Education Philosophy
- Credit awarded through Advanced Placement and CLEP

Step 1 – Generate Proposal

Proposals for new curriculum are generated from many sources. Common sources include faculty initiative, administrative initiative, advisory committee recommendations, needs assessment activities, course evaluations, and program review. There may be preliminary formation of a steering committee at this point to provide input to the proposal, as needed. (See Step 7 of Critical Elements and Procedures for Major Activities.)

Information to be included in the written proposal to the Curriculum Committee:

- Course title
- CIP code (if required)
- Contact person (s)
- Date proposal presented to Curriculum Committee
- Effective date of proposal
- Proposal summary – Provide a general description of the proposed curriculum change or development.
- Need for the proposal – Provide data on student interest, job availability, corporate demands, and employment projections. Focus on need in north central Arkansas; is there sufficient demand.
- Curriculum outline – Include prerequisites and any other requirements.
- Faculty needed for the proposal
- Description of resources – Present library resources including relevant holdings; current instructional facilities including classrooms, instructional equipment and technology, and laboratories (if applicable).
- Costs associated with the activity – New administrative costs; cost, if any, of additional faculty; new library resources and costs; new facilities and costs; distance delivery costs, if applicable; and any other costs associated with the proposal. If no new costs, explain.
- Source of funding (if needed)
- Similar activities in colleges within a 50 mile range
- Preliminary assessment plan with measures

Step 2 – Submit to Curriculum Committee

The Committee reviews the proposal, makes suggestions, and provides feedback:
Ozarka College Curriculum Development Plan

- Recommends fully
- Recommends with conditions
- Requests additional information
- Return for revisions
- Does not recommend

Step 3 – Submit to the Administrative Council if approved with or without conditions:

The Council reviews the proposal for approval and provides feedback:
- Approves fully
- Approves with conditions
- Requests additional information
- Return for revisions
- Does not approve

**For initiation in a fall semester, the proposal should be processed through the development plan by mid-March. For initiation in a spring semester, the proposal should be processed through the development plan by mid-October.**

**ADHE Criteria and Procedures for Preparing Proposals for New Programs, October 2000**

**Formal Submission:**

Proposed changes which must be approved by the Arkansas Higher Education Coordinating Board include the following:

1. Any new program of instruction that results in a certificate or degree as defined in the Arkansas Higher Education Plan and other Coordinating Board policy statements, whether or not additional courses, faculty, facilities, equipment, and library resources will be required.

2. Any new major leading to a certificate or degree, whether or not additional courses, faculty, facilities, equipment, and library resources will be required.

3. Any new designated pattern of courses within an existing major that will be identified on the transcript, degree, certificate, other institutional records of the student, or appearing within institutional publications as a separate program of study.

4. Any major change in academic organization to establish new administrative units, if such units are to serve as a primary base for faculty appointments or are to offer degree programs. “Major” excludes reasonable and moderate extensions of existing research and service activities. Definitions of some common academic administrative entities in the ADHE Criteria guide.

5. New off-campus residence instruction centers where students can receive 50 percent or more of the credits necessary for a certificate or degree from the institution.

6. New off-campus centers where students can receive by instructional television or other electronic communications 50 percent or more of the major field of study credits necessary for a certificate or degree from the institution.

7. New correspondence programs at institutions not currently offering correspondence instruction. Expansion of existing correspondence programs need not be requested formally, but letters of notification will be required.

8. Reactivation of any academic program formally on inactive status for more than five years.
**Critical Elements and Procedures for Major Activities** as listed above, that require Board of Trustee and Arkansas Higher Education Coordinating Board action.

**Step 1 – Generate Preliminary Proposal** – as outlined in Step 1 for Minor Activities

**Steps 2-4** – as outlined in Steps 2-4 for Minor Activities

**Step 5 – Submit to Ozarka College Board of Trustees for approval**

**Step 6 – If approved, submit Letter of Notification to Arkansas Department of Higher Education**

In order to allow sufficient time for the Board and department staff to evaluate thoroughly new program proposals, institutions should notify ADHE not later than one hundred ten (110) days prior to consideration by the Board of any plans to initiate new programs.

**Step 7 – Form Steering Committee**

Generally, major curriculum change or development requires a steering committee comprised of professionals in the field or related area, college faculty, and administration. The steering committee assists with identifying need for the program, curriculum needed in the program, employment opportunities, specialized requirements such as accreditation, licensure, and/or certification requirements and other essential information as needed including a tentative timeline. This committee may also recommend an outside consultant to assist in the process.

**Step 8 – Write Proposal**

College faculty and administration will gather all statistical and curriculum information with steering committee recommendations and guidance and write the formal proposal based on the guidelines set forth by the Arkansas Department of Higher Education, *CRITERIA AND PROCEDURES FOR PREPARING PROPOSALS FOR NEW PROGRAMS*, October 2000.

**Step 9 – Submit for final review, recommendation, and approval**

The proposal will be submitted to appropriate faculty, Curriculum Committee, and Administrative Council for final review, recommendation, and approval.

**Step 10 – Submit to Arkansas Department of Higher Education**

Program proposals may be submitted to the Arkansas Department of Higher Education for Board approval at any regular meeting of the Coordinating Board. In order to allow sufficient time for the Board and department staff to evaluate thoroughly new program proposals, formal proposals must be submitted to the staff no less than seventy-five (75) days prior to the Board meeting at which they will be considered.

In the interest of sound planning and adequate start-up time, institutions should plan to allow sufficient time between Board action and the time the program will be initiated to avoid a hurried initiation. Only in rare instances should this time be less than seventy-five days.

The ADHE staff may call a program conference prior to the Board meeting at which the proposal in question is to be considered.

- The proposal will be placed on the ADHE web page within five days of the deadline for submitting proposals. Notice will be sent electronically to all chief academic officers.

- The academic community will have twenty (20) working days to respond to the new program proposal by raising questions, asking for additional information, or making comments. All such questions, requests, or comments shall be in writing and directed to the “Person to contact for more information” as listed on the cover page as well as the ADHE Deputy Director for Academic Affairs. Opportunity will be provided to furnish a
written response both to the institution with questions, requests, or comments and to ADHE. The proposal may be withdrawn or continue with the process.

- The Academic Affairs section of ADHE will study the proposal and consider all comments and responses. A recommendation will be made and reported to the Executive Council before being placed upon the agenda for the AHECB meeting. If the proposal needs to be deferred, notification will be made as soon as possible.

- After the Executive Council reviews agenda items for the next AHECB meeting, new program proposals that have not been challenged will be placed on the consent agenda for the AHECB meeting. Consent items will be voted on as a group with no discussion. Any Board member may request that a proposal be removed from the consent agenda for the purpose of discussion and a separate vote.

- After the Executive Council has met, the Deputy Director will send notification of the disposition of the program proposal, including concerns that were raised during the review process.

Following a favorable recommendation by the Board, institutions will be expected to initiate programs on the dates specified in the proposal. In the event that circumstances arise that will not allow the institution to initiate the program within a maximum of two years of Board approval, the Board’s approval will terminate. The institution will be required to submit a new proposal for Board consideration if the administration still wishes to initiate the proposed program.

**Letter of Notification**

Activities that must be reported to the State Board through a letter of notification but not requiring Board action unless requested by the Board follow:

1. Changes in name only of an existing degree, certificate, major, or organizational entity where curriculum or emphasis will not be modified.

2. Centers, divisions, institutes, or similar major administrative units not offering primary faculty appointments or degree programs.

3. The addition of a specialized course of study as a component of an umbrella degree program may be submitted as an option addition program change if the number of new courses added to the curriculum does not exceed 15 semester credit hours. If the number of new courses exceed 15 hours, Board approval will be required. Along with the letter of notification, the institution will submit the list of courses within the option.

4. Moderate extension of an existing program where there is a net increase of ten semester hours or more in an identifiable CIP classification (degree program/certificate/option) during the course of one fiscal year.

5. New continuing education, extension, or telecommunication programs where over three courses in identifiable CIP classifications will be offered any time at a single off-campus location where courses were not offered during the previous year or where courses will be planned on a regular basis in the future.

6. Expansions of existing institutional correspondence programs when the net total number of courses available; for enrollment will be increased by 15 percent or more. If new courses will be added but old courses will be deleted so that the net increase is not over 15 percent, notification will not be required.

7. A new instruction, research, or service institute, center, or other such agency temporarily and fully supported by sources other than state funds, and definitely terminating when outside funding terminates.

8. Program deletions. Data on these deletions will be reported once each year after the end of the fiscal year and must be submitted to the Arkansas Department of Higher Education.
9. Any placement of a certificate or degree program on inactive status. Reactivation within two years of placement on inactive status will require a simple notification. Reactivation between two and five years following placement on inactive status will require a letter of justification, which should discuss changes in circumstances supporting reactivation and should document institutional commitment to providing resources adequate to support a high-quality academic program. Reactivation after five years of official program inactivity will require a new program proposal and approval of AHECB.

10. Intent to submit new academic program/organizational program.

11. Changes in organizational structure to reorganize existing administrative units.

12. A single semester certificate consisting of seven to sixteen semester credit hours.

13. A one-year certificate program developed from an existing approved associate degree program provided the program is directly related to the approved associate degree program and consists primarily of courses included in the associate degree program.

14. A graduate certificate program consisting of twelve to eighteen semester hours as defined on page 21 of the ADHE guide.

Critical Elements and Procedures for Activities that Require a Letter of Notification as listed above, that must be approved by the Curriculum Committee, Administrative Council and Ozarka College Board of Trustees but not requiring Arkansas Higher Education Coordinating Board action.

Steps 1-6 - as outlined in Steps 1-6 for Major Activities

Implementation, Assessment, and Revision

Step 1 – Determine assessment measurements to be used in the proposed curriculum.

Step 2 – Implement the curriculum, using previously determined formative assessment measurements.

Step 3 – Provide a report to the Curriculum Committee based on assessment measurements including course evaluation of instruction following the first offering of the curriculum.

Step 4 – The Curriculum Committee and faculty involved with the curriculum agree on any revisions that result from assessment measurements.

Step 5 – The Curriculum Committee will provide update to Administrative Council.

Step 6 – Implement curriculum, revised as needed, a second time.

Step 7 – Provide a report of assessment activities to the Curriculum Committee after the second curriculum offering. If the curriculum is successful and determined to be satisfactory, no further routine reports need be made to the Committee.

Step 8 – The Curriculum Committee will provide update to Administrative Council.