

METROPOLITAN COMMUNITY COLLEGE

DISTRICT REGULATION

6.10021 DR

PROGRAM AND CREDIT COURSE APPROVAL AND REVISION

6.10021 DR

Reference: 6.20070 Program Evaluation

The faculty and administration share the responsibility to develop and review curriculum, which meets the educational needs of the community, represents a prudent commitment of district resources, and maintains appropriate academic standards. The vice chancellor for education and technology will coordinate this process through the district instructional coordinating committee (DICC).

I. Definition

- A. Course: an organized process of instruction in a subject; a unit of curriculum
- B. Curriculum: a sequence of related courses.
- C. Program: a set of courses leading to an associate degree or certificate.

II. Proposed Courses and Programs

- A. Proposal: A faculty member or an administrator may propose a new course or program.
- B. Recommendation: This proposal must have the recommendation of the appropriate division chair and the dean of instructional services. A program also requires the recommendation of the president of the campus at which the proposal originates.
- C. Review: The proposal will be reviewed by the faculty in the appropriate discipline at each college, the college curriculum committee at each college where it will be offered, the academic senate and the DICC.
- D. Approval
 - 1. A proposed course may be offered after approval by the vice chancellor for education and technology
 - 2. The proposed program, upon recommendation by the DICC and approval by the vice chancellor for education and technology, will be lodged with the chancellor's cabinet.
 - 3. The proposed program, after review by the cabinet and approval by the chancellor, will be recommended for board approval.

4. Upon the approval of the board, the Missouri Coordinating Board for Higher Education (CBHE) will be notified of the new program by the vice chancellor for education and technology.
5. Provisional approval to offer a course for one semester may be given by the vice chancellor for education and technology if recommended by the division chair, dean of instructional services and the college curriculum committee.

III. Program or Credit Course Revision

- A. Program revisions require review and a recommendation as described in II.B and II.C. Upon recommendation by the DICC, the vice chancellor for education and technology may approve the revision.
- B. Changes in title; catalog description; course number; number of credit, lecture, or laboratory hours; prerequisites; or major emphasis in subject matter require review by the appropriate college curriculum committees, the academic senate, the DICC and the approval of the vice chancellor for education and technology.

Approved: Chancellor
January 20, 1975
Revised: May 3, 1977
Revised: February 12, 1985
Revised: October 13, 1992
Revised: March 14, 2006