

**Manhattan Area Technical College
Institutional Policy Manual**

Policy No. 3.2.7

Title: Curriculum Committee Mission, Structure, & Procedures	
Originated by: Vice President of Academic Affairs	
Signature	Date
Approved: VPAA, Forwarded to Faculty Senate for review	
Signature	Date
Reviewed:	Revised: 7/2011, 02/2016

Policy Statement:

The Curriculum Committee is a representative group of MATC faculty and administrative staff that advises the Vice President of Academic Affairs in matters concerning the planning, implementation, and evaluation of activities related to curriculum and instruction. The committee serves the college's mission and goals by ensuring the curriculum of programs and courses are academically sound, comprehensive, and meet the changing needs of the MATC community.

Rationale:

The faculty of Manhattan Area Technical College is responsible for all instruction including content, methodology, and ongoing assessment. It is therefore essential that the faculty oversee curriculum development and implementation by way of a representative body.

Procedure:

The functions and responsibilities of the curriculum committee are as follows:

1. Review proposals and make recommendations to the administration concerning new and existing instructional programs
2. Review and recommend course and program additions, revisions, and deletions related to the academic offerings.
3. Accept, reject, or suggest modifications of curriculum proposals
4. Recommend graduation requirements and general education requirements for the AAS degree and certificates
5. Monitor course outlines submitted to the office of the VPAA for each course regarding format, content, and rigor
6. Assess general education requirements for each program and assure institution-wide standards are met
7. Work with faculty by offering recommendations and assistance in curriculum changes
8. Serve as a forum for communication between instructional programs and administration

**Manhattan Area Technical College
Institutional Policy Manual**

Policy No. 3.2.7

Curriculum changes that **must** go through curriculum committee are as follows:

- Change in course number
- Change in course name
- Change in credit hours
- Change in course descriptions
- Change in pre-requisite requirements
- Change in learning outcomes
- Change in course competencies
- Method of course delivery, i.e. on-line, blended
- New course
- Course deletion
- New program
- Program deletion

Curriculum changes that **do not** need to go through Curriculum Committee but must be submitted to the Instructional Project Coordinator are as follows:

- Change in textbook

Procedure for submitting information to curriculum committee:

1. Complete appropriate form, i.e. "Proposal for Course Change," "New Course Proposal" (*MATCOnline/Resources/Committees/Curriculum/Documents/Forms and Policies*).
2. Meet with Vice President of Academic Affairs to obtain approval to submit changes to Curriculum Committee.
3. Complete revised/new course outline *MATCOnline / Resources /Committees/ Curriculum / Documents / Forms and Policies*); the Course Outline is a modified version of the syllabus.
4. Submit "Proposal for Course Change" or "New Course Proposal" and course outline electronically to the VPAA; the VPAA will forward to the Curriculum Committee chairperson.
5. Attend the Curriculum Committee meeting when proposal(s) will be reviewed.

The Chair or his/her designee will review the proposal for completeness, accuracy, and VPAA approval before forwarding the proposal to the committee. If the proposal requires correction, it will be returned to the submitting representative for alterations. The Chair, upon receipt of a complete proposal, will place it on the next monthly agenda for action.

Curriculum Committee acts on the proposal by selecting one of the following actions:

- Approval as submitted
- Approval pending modifications
- Table for future discussion
- Rejection

Any action by the committee will require a quorum (50% plus one) of members. Actions taken will be reflected in the meeting minutes and will be available to faculty and staff for review. A notice of Curriculum Committee action will be forwarded to the representatives whose proposals are acted upon. If approved pending modifications, the modifications required will be clearly explained in writing and returned to the proposal originator. After

**Manhattan Area Technical College
Institutional Policy Manual**

Policy No. 3.2.7

modifications or concerns have been addressed, the proposal may be resubmitted for committee approval.

If rejected, the proposal with comments and explanation of rejection rationale will be returned to the proposal originator.

Archives of agendas and meeting minutes filed on the MATC Portal.

Composition of Membership:

- The Vice President of Academic Affairs will be a permanent ex-officio (non-voting) member
- Faculty will have no less than five voting representatives
- Administrative Services, Student Services, and professional staff will have representation as determined by the respective Vice Presidents
- Membership and rotation of faculty will be determined by Faculty Senate
- The Chair or the VPAA may request additional individuals to participate in the committee

Offices of the Curriculum Committee

Chairperson:

The Chairperson will be a faculty member appointed by the Faculty Senate in consultation with the VPAA and will serve a one-year term with the option of serving additional terms.

Duties:

- Prepare and distribute in advance all agendas and relevant documents for committee consideration
- Preside at all meetings
- Disseminate updates and information concerning committee action to faculty and interested parties
- Call special meetings as needed
- Communicate progress to faculty senate

Vice-Chairperson:

The Vice-Chairperson will be elected at the first meeting in the fall by a majority vote of the committee. The Vice-Chairperson must be a faculty member and will serve a one-year term with the option of reelection.

Duties:

- Fulfill the duties of the Chairperson in the case of absence
- Organize and serve as an ex officio member on any subcommittees
- Take minutes in the absence of the Recorder

Recorder:

The Recorder will be elected at the first meeting in the fall by a majority vote of the committee. The Recorder will serve a one-year term with the option of reelection.

Duties:

2-8-2016

**Manhattan Area Technical College
Institutional Policy Manual**

Policy No. 3.2.7

- Record minutes of all meetings, distribute them to committee members and post them on the MATC Portal
- Maintain a file of Assessment Committee minutes, correspondence, and all other pertinent documents

Officer Resignation:

An officer may resign from his/her position by submitting a letter of resignation to the Chairperson or the Faculty Senate and VPAA in the case of the Chairperson. The committee will elect the replacement for the vacancy, except for the Chairperson, at the next meeting. The replacement will fulfill the remainder of the term of the resigning officer.

Meetings

The committee will meet monthly during the academic year, unless additional meetings are warranted. Agenda items will be submitted to the Chair one week prior to the next regularly scheduled meeting.