

Curriculum Committee Review Process for Approved Courses: Non-Substantive and Substantive Changes

Every 3-years approved Courses are required to be reviewed: <https://www.canton.edu/curriculum/>

Faculty are to ensure courses are updated, ensuring content is relevant and assessment of Course Student Learning Outcomes [SLO's], Program Learning Outcomes [PLO's], Institutional Student Learning Outcomes [ISLO's] and if applicable GER are aligned.

The College now refers to Course Outlines as Master Syllabus. All courses must be updated to reflect the new Master Syllabus format. A Master Syllabus template and instructions are accessible for this purpose: <https://www.canton.edu/provost/resources.html>

The 3-year review is a minimum requirement however, faculty may find it necessary to make changes to approved courses as necessitated by assessment findings or program changes at any time.

When reviewing and updating Approved Courses, the following guidelines will assist faculty and Department Chairs of the procedure to follow for Curricular updates:

Procedure: No Major Changes to Course	
<p>Non-substantive changes to approved courses do not need to be reviewed or approved by Curriculum Committee.</p> <p>What is a Non-Substantive change?</p> <ul style="list-style-type: none"> • Changes to pre-requisite and/or co-requisite • Course Student Learning Outcomes [SLO's], Program Learning Outcomes [PLO's], GER, and/or Institutional Student Learning Outcomes [ISLO's] alignment. • Minor changes to Detailed Course Outline that do not result in change to course description or course SLO's. • Three-year updates to course outlines that do not include the changes listed in section 2 (Procedure: Major Changes to Course) of this document • Applied Learning designation 	
STEPS	
1	Complete, as an FYI, a Yellow Cover page noting non-substantive changes to the course. If you are reviewing and submitting multiple courses with non-substantive changes, use 1 yellow cover page and list all courses on this one document
2	Forward courses[s] in Microsoft Word format with Yellow [FYI] Cover page to Dean's Office
3	Upon receipt, the Dean's Office will forward all Master Syllabi and assessment-related changes within to the Director of Assessment for review
4	Director of Assessment will approve and send email notification to Dean's Office <i>or</i> contact Department Chair regarding Assessment alignment. If warranted, revisions will be made, and Master Syllabus revised and resent to Dean's Office.
5	Upon Dean approval, the Dean's Office will forward the Master Syllabus to the Registrar and College Web Designer to update accordingly.

Procedure: Major Changes to Course	
<p>Substantive changes to approved courses must be reviewed and approved by Curriculum Committee.</p> <p>What is a Substantive change?</p> <ul style="list-style-type: none"> • Change in Course title • Change in Course number • Change in Course description • Change to Course Student Learning Outcomes • GER Designation Request • Change in Credit Hours 	
STEPS	
1	Department Chair will forward courses[s] in Microsoft Word format with Yellow Cover page[s] to Dean's Office
2	Upon receipt, the Dean's Office will forward all Master Syllabi and assessment-related changes within to the Director of Assessment for review
3	Director of Assessment will approve and send email notification to Dean's Office <i>or</i> contact Department Chair regarding assessment alignment. If warranted, revisions will be made, and Master Syllabus revised and resent to Dean's Office.
4	The Dean's Office will forward the Master Syllabus and Yellow Cover page to the other School Deans for approval.
5	Master Syllabus and the Yellow Cover page will be forwarded to the Curriculum Committee secretary, who will prepare the materials for the Curriculum Committee's review and approval.
6	Master Syllabus will be forwarded to Faculty Affairs for inclusion on the Faculty Assembly Agenda
7	Faculty Assembly will vote to approve.
8	Upon notification from the President's Office, Master Syllabus will be forwarded to the Registrar and College Web Designer to update accordingly.

NOTE:

The Faculty and the Department Chair will be responsible for determining and following the procedures as outlined above for all Curricular Items.