

Chapter: Academic Affairs

Modification No. 011Subject: **Curriculum and Course Proposals**

I. Purpose

The purpose of this procedure is to set forth a mechanism for faculty representatives and campus academic administrators to advise the Senior Vice President for Academic Affairs on curriculum matters. The procedure also provides the operational process for reviewing and processing curriculum and course proposals.

II. Curriculum Committee

A. This committee is a standing committee of the Faculty Council. The function of this committee is to advise the Senior Vice President for Academic Affairs with respect to curriculum matters and to oversee initiation, design, development, modification, and discontinuance of courses and programs to be offered by Montgomery College. In fulfilling this function, the committee will have the final review with respect to course, program, and curriculum content and objectives. From time to time, the Senior Vice President for Academic Affairs will ask the committee to undertake other specific assignments in these areas. The committee may also request that the Senior Vice President for Academic Affairs make a specific assignment. The committee reports to the Faculty Council for informational purposes and to the Senior Vice President for Academic Affairs for approval purposes.

B. The Committee consists of the following voting members¹:

1. 11 voting faculty members, representing the following:
 - a. Two from each of the Vice-President and Provosts' Collegewide areas.
 - b. Three at large faculty members
2. Four instructional deans appointed annually by the Vice President and Provosts.
3. Two department chairs nominated by the Chairs Committee and approved by Faculty Council

C. Non-voting resource members of the Committee will include:

1. one student systems specialist
2. a registrar
3. one representative from MC Libraries
4. one transfer articulation representative
5. one Counseling faculty representative
6. one liaison representative from the General Education Committee, either

¹ The new committee structure will be implemented on a rolling basis as current committee membership terms expire and new appointments are made.

- the chair or the chair's designee
- 7. one representative from WD&CE
- 8. at least four Curriculum Advisory Persons (CAPs); two from Rockville, one from Germantown, and one from Takoma Park/Silver Spring
- 9. one resource member of the Collegewide Assessment Team
- 10. one financial aid specialist
- 11. other resource members as the Committee sees fit to appoint.

- D. The committee selects its own chair and such other officer(s) as it chooses. The chair will serve one-year terms. The chair must be a current voting faculty member of the committee. The committee will seek a chair elect to serve a year term before the current chair's declared or term limited final year of service.
- E. The committee will meet at the call of the chairperson, or at the request of the Senior Vice President for Academic Affairs as appropriate. A schedule of meetings will be announced at the beginning of each semester.
- F. Faculty members serve staggered three-year terms with a limit of two consecutive terms. At the end of the spring semester, the SVPAA's office will be notified by Faculty Council and the Committee of any new appointments. One faculty voting member will be designated annually as liaison to the General Education Standing Committee and will serve as a resource member for that committee.

III. Procedure

A. Creation of Curriculum and/or Courses

- 1. Proposals for creation of curricula and/or courses may be sponsored by a full-time faculty member or academic administrator and forwarded through approved campus procedures to the Curriculum Committee.
- 2. The chair will ensure that copies of the proposals are forwarded to each committee member in a timely manner.
- 3. Proposals for approved exploratory courses will be furnished to the Curriculum Committee for information purposes.

B. Revisions to Curriculum and/or Courses

- 1. Proposals for revisions to existing courses and/or curricula may be sponsored by a full-time faculty member or academic administrator and forwarded through approved campus procedures to the Collegewide Curriculum Committee.
- 2. The chair will ensure proposals are forwarded to each committee member in a timely manner.

C. Deletion or Suspension of Curriculum and/or Courses

- 1. Proposals for deletion or suspension of a curriculum and/or course may be sponsored by a full-time faculty member or academic administrator and forwarded through the approved campus procedures to the

Collegewide Curriculum Committee.

2. The chair will ensure that all proposals for course and/or curriculum suspension or deletion are forwarded to each committee member in a timely manner.

D. Committee Action and Disposition of Proposals

1. All proposals submitted to the committee will be recorded in the minutes of each meeting with recommendations noted and then forwarded to the Senior Vice President for Academic Affairs, the Senior Vice President for Student Affairs (for STSU courses), and to the Board of Trustees and MHEC, when appropriate.
2. Senior Vice President for Academic Affairs or designee will inform the committee of the decision on its recommendations in a reasonable period of time. If the Senior Vice President for Academic Affairs does not accept the written recommendations of the committee, he/she will provide the committee with written indication of the reason for not accepting the recommendation. The Senior Vice President for Academic Affairs will notify the originator of the proposal of the decision with a copy to the respective instructional dean.
3. Actions approved by the Senior Vice President for Academic Affairs will be returned to the proposer, CAP, Dean and to the representative of the Office of Enrollment Services and announced and implemented.

E. Additional Activities

The Senior Vice President for Academic Affairs may request advice from the committee on other collegewide course curriculum concerns.

F. Staff Support

The Senior Vice President for Academic Affairs will provide staff support to aid in the administration and implementation of committee functions and responsibilities.

Administrative Approval: June 23, 1983; May 10, 1990; June 11, 1991; March 8, 1999; December 17, 2002; June 5, 2008; August 13, 2010; September 12, 2013; July 18, 2016; June 28, 2018; May 27, 2020