

OVERVIEW

2016-2017

What is the Curriculum Process?

The ***Curriculum Process*** is a system designed for developing, revising and/or processing arts and sciences courses; and career and technical program curriculum proposals or changes.

Curriculum changes are initiated, processed and incorporated into the academic and career and technical program curriculum areas by Liberal Arts/Academic Discipline Committees and Career and Technical Program Discipline Committees. The DCCCD Discipline Committees have a key role in the process.

The committees are responsible for ensuring that curriculum changes have been reviewed, updated, revised and approved by the appropriate committees or councils on an annual basis. This requires a joint effort on the part of faculty, instructional leaders, deans, administrators and staff.

The process is designed to:

- Create and revise a curriculum
- Create and revise degrees/awards/programss
- Create and revise courses
- Implement changes to the curriculum
- Revise and update information contained in the Ellucian/Datatel Colleague Course Master, DCCCD catalogs and Degree Audit system
- Communicate curriculum recommendations and/or changes

Role of Discipline Chairs and Members

A. THE COMMITTEE CHAIR

- i) Ensures that the District Discipline Committee meets at least once per academic year.
- ii) Convenes and organizes committee meetings in accordance with DCCCD curriculum revision timelines.
- iii) Collects curriculum materials needed to prepare curriculum revision forms; completes required forms and coordinates distribution of copies.
- iv) Records and post discipline committee minutes to e-campus/Blackboard/portal and make accessible to district discipline committee members, deans, vice presidents of instruction, District Director of Curriculum Management and Associate Vice Chancellor of Workforce and Community Initiatives in accordance with the sample format (template).
- v) Submit a detailed summary of all proposed curriculum recommendations and/or revisions. For academic changes and/or revisions, send an electronic version of the summary to the District Director of Curriculum Management. For Career and Technical Program changes and/or revisions, send an electronic version to the Associate Vice Chancellor of Workforce and Community Initiatives.
- vi) Ensures that the impact of proposed arts and sciences curriculum changes upon technical education program general education requirements are considered; consults with vice presidents, technical education and/or continuing education deans before recommending major course revisions.
- vii) Ensures the curriculum for his or her academic and/or career and technical discipline is reviewed on at least a five-year cycle.
- viii) Ensures his or her District Discipline Committee has discharged its responsibilities.

B. COMMITTEE CHAIR AND MEMBERS

- i) Be familiar with the appropriate processes and established deadlines. Refer to the Curriculum Process Guide as a resource.
- ii) Meet at least once per academic year.
- iii) Elect a chair.

- iv) Elect a chair-elect.
- v) Serve as their college's representative for the respective discipline areas and keep other discipline faculty and dean informed of all curriculum changes, recommendations, etc.
- vi) Attend orientation sessions designed to consider the DCCCD curriculum revision process, roles, responsibilities, and timelines associated with the process.
- vii) Meet, as needed, to review and propose changes to curricula or address other areas of concern.
- viii) Meet, as needed, to consider and respond to college and DCCCD issues--such as Texas Success Initiative (TSI)--as requested by the Vice Chancellor of Educational Policy.
- ix) Develop proposals for individual curriculum changes or course development for District Discipline Committee and College Curriculum Committee review.
- x) Respond within given timelines to charges issued by the Vice Chancellor of Educational Policy on behalf of the Vice Presidents' Council.
- xi) Review curriculum proposals from all District Discipline Committee members:
 - 1. for content (substance) and format;
 - 2. to ensure that proposals fit into total curriculum and meet program objectives;
 - 3. to ensure that SACSCOC requirements have been met, particularly with respect to general education requirements;
 - 4. to ensure that Coordinating Board guidelines have been met; and
 - 5. to ensure that all District guidelines have been met.
- xii) Become familiar with requirements of the Curriculum Process. This will include the Coordinating Board's *Lower Division Academic Course Guide Manual (LDACGM or ACGM)*, *Guidelines for Instructional Programs in Workforce Education (GIPWE)* and *Workforce Education Course Manual (WECM)*.
- xiii) Afford college faculty colleagues an opportunity to review all curriculum proposals.
- xiv) Meet with division deans, vice presidents, technical and/or continuing education deans, as appropriate, and if called upon, with College Curriculum Committees to review curriculum proposals.
- xv) Review final proposals for completeness and format.

xvi) Work with Gregory Williams, District Director of Transfer Services & Transition Services, ext. 1742, as needed to address questions or concerns that may arise with the transfer of certain academic courses to senior colleges and universities. There are times we may need to contact someone who is knowledgeable in the discipline area in order to fairly represent courses in your disciplines to senior colleges or universities. In this regard, committee members may be asked to write a letter, meet with faculty from the senior college or university, or both.

Role of the Liaison Dean to Discipline Committee

The ***Liaison Dean*** to the Discipline Committee is a dean or assistant dean who resides at the same college as the discipline committee chairperson and/or co-chair(s). The liaison dean [Academic and/or Career and Technical] serves an important role as a resource to the chair and members of the committee on instructional and curriculum matters. He or she is a non-voting member of the committee who is appointed annually by the Vice Presidents' Council. Their role as the liaison is to:

- (1) Meet and maintain contact with the discipline chair and committee members.
- (2) Ensure the committee meets face-to-face at least once per semester during the curriculum cycle.
- (3) Ensure the chair of the curriculum committee posts minutes of the meeting in eCampus/Blackboard/portal within a timely manner.
- (4) Work with the chair and committee members to ensure curriculum timelines are met.
- (5) Keep all deans with supervisory responsibilities in the specific discipline informed of the decisions made by the curriculum committee.
- (6) Keep the academic vice president apprised of any issues or concerns.

Role of the Division Dean and/or Assistant Dean

The ***Division Dean*** and/or ***Assistant Dean*** serves as an instructional resource to each discipline for Liberal Arts/Academic and/or Career and Technical programs offered by the colleges of DCCCD. He or she is appointed annually in accordance to the DCCCD Curriculum Process Timelines by the Vice Presidents' Council through the Office of Educational Policy. The role of the respective dean is to:

- (1) Nominate a faculty member within his/her division to serve on the District Discipline [Academic and/or Career and Technical] Committee for the next curriculum cycle.
- (2) Upon acceptance of the nomination by the respective academic vice president, the division dean and/or assistant dean must inform the faculty member of his or her selection to serve on the discipline committee; and review with that member, their roles and responsibilities as a member of the discipline committee (including, but not limited to keeping the dean informed as to the discussions of the discipline committee).
- (3) Once a new curriculum review cycle has begun, the division dean and/or assistant dean should remain engaged in the curriculum process by communicating with their respective faculty member who is serving on a discipline committee.
- (4) Keep the division faculty/staff and academic vice president informed of the decisions made by the discipline committee and its work.
- (5) If chair of a District Discipline Committee is part of your division, review final revision proposal prior to submission by the chair of District Discipline Committee for accuracy and compliance; and ensure package is complete with all pertinent information.

Role of Vice President

The **Vice President** plays a critical role in the Curriculum Revision Process as an instructional leader providing advice and council to faculty members serving as discipline committee members and chairs, as well as deans and other administrators. The Vice President also serves a key role as the receiver and transmitter of curriculum documentation. The following represents a listing of the activities that the Vice President is responsible for performing in the DCCCD Curriculum Revision Process:

- (1) Review and update the DCCCD Discipline Committee Membership List published by the District Office of Curriculum Management and District Office of Workforce and Economic Development.
- (2) Communicate with District Discipline Committee Chairs on their campus to ensure that all chairs understand the revision process, timelines, charges, etc. and encourage their attendance at the district sponsored Curriculum Process Workshop.
- (3) Review discipline committee minutes and encourage dialog among faculty related to proposed curriculum revision.
- (4) After the review of the proposed revision by the College Curriculum Committee, the vice president of the impacted college will transmit to the vice president of the discipline committee chair the results of the review indicating approval or recommendations for changes.
- (5) The vice president of the discipline committee chair will forward to the discipline chair the results of the review from the impacted College Curriculum Committee(s).
- (6) If the District Discipline Committee agrees to make changes to the proposed revision, then the vice president of the chair of the District Discipline Committee will transmit the corrected revision documentation back to the impacted college vice president for final review and feedback by the College Curriculum Committee. **NOTE:** If the College Curriculum Committee has a concern and/or disapproves the proposed revision, the Chair of the College Curriculum Committee must convey those concerns via their Vice President to the Academic Vice President of Discipline Chair and Discipline Committee. The Discipline Committee Chair must reconvene his/her discipline committee to address issues or concerns; and convey the response to the Academic Vice President of Discipline Chair and Academic Discipline Committee Chair **or** Technical Discipline Committee Chair via email.

- (7) Once the proposed revision has been finalized, the vice president for the chair of the District Discipline Committee will sign the cover Transmittal Memorandum and submit the finalized revision and supporting documentation for ***Liberal Arts/Academic*** revisions to the District Office of Curriculum Management; and ***Career and Technical Program*** revisions to the District Office of Workforce and Economic Development.

Role of College Curriculum Committee

The ***College Curriculum Committee*** is appointed annually by the College President and has the responsibility to review and approve proposed curriculum revisions submitted by District Discipline Committees that impact courses and programs offered by the college. The following represents a listing of activities that the chair and members of the committee are responsible for performing:

A. The Committee Chair

- i) Receives proposed curriculum revisions that impact courses and programs offered by the college from the District Office of Educational Policy.
- ii) Transmits proposed revisions to College Curriculum Committee members.
- iii) Calls members together for meetings.
- iv) Provides written communication to the Instructional Vice President citing approvals or recommendations for changes to proposed curriculum revisions.

B. Committee Members

- i) Receives proposed curriculum revisions that impact courses and programs offered by the college from the College Curriculum Committee chair.
- ii) Consults with the District Discipline Committee member from their campus concerning the proposed revision.
- iii) Reviews proposed revisions for approval or makes recommendations for changes.
- iv) No course or program will be made available for scheduling unless the College Curriculum Committee has indicated its approval and the College Vice President has indicated such in writing to the District Office of Educational Policy.

Role of Vice President of Instruction Council

The Vice President of Instruction Council has the right, obligation and/or authority to review all curriculum revisions, which may include additions, changes, modifications, etc. Furthermore, the Council may intercede and exercise judgment in rejecting proposed curriculum revisions when students of the Dallas County Community College District are not well-served by the suggested recommendation for proposed changes and/or additions to the curriculum.

The Vice Presidents' Council must approve all changes to the Core Curriculum, workforce education (credit and Continuing Education) programs and courses, changes to existing and/or the addition of new courses found in both the ACGM (general education courses) and WECM. In addition, the Vice Presidents' Council approves the offering of Associate of Arts (AA) or Associate of Science (AS) degrees; Associate of Applied Science Degrees and Certificate Programs; Associate of Arts in Teaching (AAT) degrees; Articulated degrees; and Field of Study Curricula (FOSC).

If the Vice Presidents' Council should elect to reject suggested additions, deletions and/or changes to existing courses, the Council may ask the discipline committee who submitted the recommendation to provide further justification or rationale for the proposed recommendation.

**DCCCD DISTRICT OFFICE STAFF
AND
RESPONSIBILITIES IN THE CURRICULUM PROCESS**

CURRICULUM MANAGEMENT

Meredithe Greer

District Director of Curriculum Management

- Liberal Arts/Academic curriculum processes, degrees, pathways and courses
 - Core Curriculum
 - Developmental Education and Non-Course Based Options/Interventions
 - Texas Success Initiatives (TSI) mandates, requirements and updates for course descriptions
 - Lower Division Academic Course Guide Manual (LDACGM or ACGM)
 - Texas Common Course Numbering System (TCCNS)
 - DCCCD Ellucian/Datatel Colleague Course Master (liberal arts/academic); maintenance and updates of course records for general education (liberal arts/academic) credit courses and NCBOs
 - DCCCD Academic Liaison to THECB and TCCNS
 - DCCCD Academic Liaison to THECB and DCCCD/IT staff re: state reporting (liberal arts/academic courses)
 - DCCCD Academic Liaison to universities as it relates to letters of transferability and support documentation for unique need course request
 - DCCCD Academic Liaison to faculty and staff (internal and external in collaboration with colleges and universities)
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Treschell Seymore

District Coordinator, Curriculum Management

- Manage, review and update liberal arts/academic curriculum content to ensure colleges of DCCCD are in compliance with curriculum mandates, requirements, policies and procedures of DCCCD and governing agencies [*i.e. Texas Higher Education Coordinating Board (THECB), Texas Common Course Numbering System (TCCNS), Southern Association of Colleges and Schools Commission on Colleges (SACSCOC); and DCCCD Policies and Procedures*]; and submission of liberal arts/academic curriculum to THECB
- Input, update and maintain liberal arts/academic courses and course records in Colleague/Datatel system
- Input, update and maintain liberal arts/academic courses for district (all seven colleges) in online TCCNS Matrix
- Liaison for state reporting (liberal arts/academic - credit courses) issues and resolution
- Lower Division Academic Course Guide Manual (*LDACGM or ACGM*) review
- Liberal Arts/Academic process for degrees – review, revise, update and manage
- Liberal Arts/Academic process for College Affiliation and Course Verifications

Lee Bell

Administrative Assistant

- Manage curriculum intake process for department; conduct initial review of curriculum content, recommendations, changes and/or revisions; and assist with the curriculum process and departmental projects
- Update and maintain Curriculum Committee Membership Lists (Division Deans/Secretary/Discipline List, Department Code Lists)
- Liberal Arts/Academic Discipline Committees – Update and maintain Outlook email groups
- Create, update and maintain curriculum forms, records, etc.
- Research and prepare reports for curriculum management

WORKFORCE AND ECONOMIC DEVELOPMENT

Joyce Williams

Associate Vice Chancellor of Workforce and Community Initiatives

- Credit and CE workforce program revisions review and approval
- Credit and CE new workforce program applications review
- THECB Workforce Guidelines Compliance
- DCCCD Workforce Liaison to THECB
- Credit and CE new program development facilitation
- Review CE reimbursable course tuition list for Board approval
- Review CE and CTE workforce Special Topics and Local Need courses
- Liaison to the community stakeholders for workforce education and economic development

Teresa Moomaw

Curriculum Specialist

- District Curriculum liaison for CTE revisions
- Credit and CEU workforce program revisions processing and submission to THECB
- Credit and CEU new workforce program applications processing
- College Affiliation and Course Verification for CTE
- Update and maintain Colleague/Datatel system for CTE courses
- Update and maintain CTE College Campus Department Codes Lists
- Review annual credit and CE local need courses renewal list from the THECB
- Update and maintain myPortal for CTE and CE Curriculum Committee Team Sites

Debra Turner

Senior Executive Assistant

- Process CE reimbursable course tuition list for Board approval
- Website updates for CE course grid

Christopher Rincon

Curriculum Specialist

- College Affiliation and Course Verification for CTE
 - Process CE Special Topics and Local Need stand-alone courses for THECB
 - Update and maintain Colleague/Datatel system for CTE and CE courses
 - Update and maintain CTE and CE Curriculum Membership Lists
 - Update and maintain Outlook e-mail groups for CTE and CE Curriculum Committees
 - Update ECAR (Eligibility and Certification Approval Report) for Financial Aid
 - Workforce Scanning and Research
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STUDENT ACADEMIC PROGRAMS

Velma Hargis

District Director of Student Academic Programs

- Web Catalog Publishing Team (WCPT)
- Provides guidance to the catalog team relating to awards, courses, and general information content approved for the colleges of DCCCD

Brenda Welcome

Project Manager – Instructional Web Manager, Catalog Publications

- Oversees the production and publication of combined and college online catalogs
- Serves as information architect of the online catalogs
- Responsible for the publishing of online catalogs used by Veteran Affairs offices within the colleges of DCCCD and VA offices in Austin, Texas and Washington D.C.
- Verify and approve catalog content in comparison to content fully vetted through the curriculum process
- Set catalog production annual timeline; Manage online catalog rollover and rollout processes
- Update and manage Core Curriculum and Core Options for AAS Awards catalog web pages; Manage the Core Curriculum Resource website
- Manage course description information/indexes and Core Curriculum information featured in the Online Browsable Credit Class Schedule and Find Credit Classes
- Co-manage the technical aspects of CATSACS and provide CATSACS with workable solutions
- Manage all Educational Affairs external websites (*including Academic Programs, Career Pathway Program, Core Curriculum Resources, Curriculum Management, Office of International Education, Office of Student Retention, Student Affairs, and Workforce Education*)
- Administrator of all Educational Affairs, Curriculum Chair, Core, and Catalog internal information and team websites in Sharepoint MyPortal
- Set timelines for the production of the Curriculum Process Guide; Manage the production of the annual Curriculum Workshop online training manual (Curriculum Process Guide)
- Manage Historical Catalog Collection website and related documentation

Kimberly Jones

Website Content Coordinator I

- Edit web catalog posting of all general information content
- Assist with the management of PDF format (general information section) of the combined online catalog
- Co-manage the production of the combined catalog CD-ROM for college Veteran Affairs, the U.S. Military (Washington D.C.)
- Editor of Educational Affairs Internet sites
- Editor of all Educational Affairs, Curriculum Chair, Core and Catalog internal information and team websites in Sharepoint MyPortal
- Editor of the Office of International Education website
- Assist in the posting of updates for the Curriculum Management and Workforce Education internet and intranet websites (respectively)
- Editor of the Core Curriculum Resource Website
- Editor of the Academic Calendar online information posted in the districtwide Events Calendar

Daniel Medford

Web Content Assistant II

- Assistant to the Project Manager – Instructional Web Manager, Catalog Publications
 - Code Web catalog degree plans HTML files, course description databases, and degree plan index databases
 - Editor of Educational Affairs Internet sites
 - Editor of all Educational Affairs, Curriculum Chair, Core and catalog internal information and team websites in Sharepoint MyPortal
 - Co-manage the update of academic degree plan databases
 - Editor of the Core Curriculum Resource Website
 - Editor of the Workforce Education Website
 - Editor of the Curriculum Management internet website
 - Assist with the updates of Curriculum Process Guide materials
 - Scan catalog/curriculum revisions into Paperwise
 - Responsible for the design of the catalog covers and web banners; Assist in the designs of materials used for the annual Curriculum Workshop
 - Co-manage the production of the combined catalog CD-ROM for college Veteran Affairs, the U.S. Military (Washington D.C.)
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