Northwest Louisiana Technical Community (NLTCC) defines the curriculum revisions process and follows Louisiana Community and Technical College System (LCTCS) Participatory Curriculum Development Policy. This policy applies to all NLTCC campuses.

## 133.1 SCOPE

Northwest Louisiana Technical Community (NLTCC) will follow Louisiana Community and Technical College System (LCTCS) Participatory Curriculum Development Policy.

## 133.2 DEFINITIONS

All credential options (exit options) must follow the minimum credit hour limitations and definitions established by the Louisiana Board of Regents.

133.2.1 *Associate of Applied Science (AAS)* — An applied/academic degree program (60-72 credit hours) with a limited general education component core (15 hours), primarily designed to prepare students for immediate employment or career entry. AAS degrees can be formed by combining a TD program with 15 hours of required general education or can be a distinct curriculum unrelated to any preexisting program of technical studies. All general education coursework must meet SACS/COC requirements. If technical coursework required of the degree is intended for transfer to a four-year institution, this coursework must meet appropriate SACS/COC requirements. AAS degrees are limited to technical colleges, community colleges, and two-year transfer institutions. Approval authority for implementation of an AAS degree shall reside with the Board of Regents.

133.2.2 *Certificate of Technical Studies (CTS)* — An applied, technical program, (21-33 credit hours) that combines multiple TCAs to provide a student with a broad technical competency forms CTS programs. CTS programs are strictly limited to technical and community colleges. Approval for implementation of a CTS program shall reside with the appropriate management board; however, the establishment of such programs must be immediately reported to the Board of Regents. All other Regents requirements governing academic programs shall apply.

133.2.3 *Crosswalk* — The process and documentation or matrix that aligns the equivalent course(s) from an old curriculum to the course(s) in the new curriculum.

133.2.4 *Technical Competency Area (TCA)* — An applied course or series of courses (1-12 credit hours) that provides a student with a specific technical competency. TCAs are strictly limited to technical and community colleges. Approval authority for implementation of a TCA shall reside within the appropriate management board or their designated staff.

**133.2.5** *Technical Diploma (TD)* — An applied, technical degree program (45-60 credit hours). Combining multiple CTSs and/or TCAs forms TD programs. TD programs are strictly limited to technical and community colleges. Approval authority for implementation of a TD program shall reside with the appropriate management board; however, the establishment of such programs must be immediately reported to the Board of Regents. All other Regents requirements governing academic programs shall apply.

## 133.3 CURRICULUM COMMITTEE

**133.3.1** An NLTCC Curriculum Committee will be established to represent each occupational program/discipline, general education, allied health core, developmental education, and electronic learning division. All faculty, in like disciplines, designated academic officers, secondary faculty when appropriate, business and industry, college administration, and the management board will have the opportunity for input in curriculum development.

**133.3.2** The focus Of the Curriculum Committees is to ensure the accuracy and consistency Of curriculum, e.g. program names, program descriptions, course titles, course descriptions, course clock hours, course credit hours, course competencies/objectives etc.

**133.3.3** A Curriculum Committee will be composed of one voting faculty member from the discipline per region in which the program/discipline is offered. Multiple faculty representatives from a college will be appointed when a program is not offered in two or more districts.

**133.3.4** It is the responsibility of each Curriculum Committee member to seek input from constituents, e.g. other faculty, and advisory board members. Curriculum Committee members are encouraged to utilize email, fax, telephone, etc. when possible to avoid costly travel and absence from the classroom.

**133.3.5** Curriculum Committees will be responsible for the development of sample semesterby-semester curriculum outlines for each exit option to ensure that curriculum can be completed in a two-year period. Special attention should be given to insure the greatest benefit to students for financial aid.

**133.3.6** Curriculum Committees will develop Competencies/Objectives for each course syllabus.

**133.3.7** Curriculum Committees will insure that program Curriculum Outlines and Course Syllabi are in agreement; e.g. course names, course abbreviations, course numbers, hours, etc.

**133.3.8** Curriculum Committee input will be solicited at least annually. Academic officers will provide leadership and oversight to the Committee.

**133.3.9** A Curriculum Committee Chair will be elected or appointed for each committee.

**133.3.9.1** The Curriculum Committee Chair is a non-supervisory position and will be the primary liaison between the Curriculum Committee Members and other stakeholders in the curriculum development process.

**133.3.9.2** Requested revisions will be sent through the Curriculum Committee Chair for member consensus and adoption, by ballot vote, prior to submission to the respective academic officer.

## 133.4 REQUIREMENTS

**133.4.1**   Curricula will be based on industry standards and advice from occupational advisory committees in each program area.

**133.4.2**   Curriculum revision/changes, if made, will become effective in the fall semester.

**133.4.3**   Curriculum for new programs or for new options within existing programs will be reviewed and adopted by Curriculum Committees that are affected prior to implementation.

**133.4.4**   Conversion of clock hours to credit hours must follow the minimum standards set by the institutional accrediting body, COE:

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|---|---|
| 15 clock hours of lecture | = 1 credit hour |
| 30 clock hours of lab | = 1 credit hour |
| 45 clock hours of work-based activities | = 1 credit hour |

**133.4.5**   All programs may include work experience components (cooperative education/practicum courses) and other special projects components as elective courses.

**133.4.6**   All programs at the diploma level or higher will include a computer literacy (Introduction to Computers), workplace readiness course (Job Seeking Skills), and an orientation course (Freshman Seminar) or occupational orientation, with the exception of PN program.

**133.4.7**   Courses start and end within a semester, summer session, intersession, and/or a typical session.

**133.4.8**   All new students and students with a break of enrollment for one academic semester will follow the curriculum that is active on the date of enrollment/reenrollment in a specific program/declared major. A crosswalk should be created to match courses from the old curriculum to the new curriculum. All previous courses will be cross walked to the new curriculum. Faculty should evaluate and determine competencies of each continuing student and match the competencies with the new curriculum. When it is not possible to match a course from the old curriculum to the new, a justification for substitution must be utilized to make up the credit hour deficiency. The crosswalk must be approved and sent to the Records Office where it will be included in the student file for graduation clearance.

**133.4.9**   Historical Note: Credit hour courses completed prior to Fall Semester 2002 will be entered on the student's transcript once competencies have been evaluated, Clock hour courses completed previous to Fall Semester, 2002 will be included on the legacy transcript.

## 133.5 PROGRAM TRANSFERS WITHIN A REGION

Process for Transfer of one Program from one campus to another within a Region:

**133.5.1**   Each Region must submit a request letter and proposal to the LCTCS Vice President of CTE in which the program transfer from one campus to another within its Region is justified. Required details include physical facilities, faculty/staff, and budget. The BOR Guidelines for New program proposal are available at this BOR website address: http://asa.regents.state.Ia.us/PP/Guidelines/I. A program transfer will be described as a Program Expansion on the request forms.

**133.5.2**   The Vice President for CTE submits the proposal to the LCTCS Board for review/approval.

**133.5.3** For programs at the CTS level or above, the LCTCS Vice President for CTE forwards its approved proposals to the Board of Regents (BOR) for review/approval.

**133.5.4** Once approved, the BOR completes the removal/addition of the program to the CRIN for respective campuses within the Region.

**133.5.5** By Letter to COE, each Region will present its notification of program approval and request that COE update its respective COE Program Inventory (ies).

## 133.6 NEW PROGRAM DEVELOPMENT FOR A REGION

Process for Development of and Request for a Program to be offered within a Region:

**133.6.1** Each College must submit a request letter and proposal to the LCTCS Vice President of CTE for review and approval. The request for a program begins with the preparation by a Region Of the Board of Regents Packet (Guidelines for New program proposal) available at http://asa.regents.state.la.us/PP/Guidelines/l. The request will be described as PROGRAM EXPANSION if the program being requested already exists as an NLTCC program. The request will be described as a NEW PROGRAM if the program being requested does not currently exist in the LTC program inventory.

**133.6.2** The LCTCS Vice President for CTE submits the proposal to the LCTCS Board for review/approval.

**133.6.3** For programs at the CTS level or above, the LCTCS Vice President for CTE forwards its approved proposals to the Board of Regents (BOR) for review/approval.

**133.6.4** Once approved, the BOR completes the addition of the program to the CRIN for the respective campus within the Region.

**133.6.5** By Letter to COE, each Region will present its notification of program approval and request that COE update its COE Program Inventory.
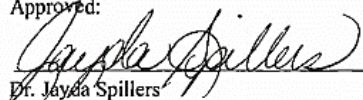
## 133.7 FLOW CHART FOR UPDATING LTC CURRICULUM

LTC Faculty > Curriculum Committee Members > Curriculum Committee Chair > Lead Academic Officer of the Program > Academic/student Affairs Council > LCTCS Vice President for CTE > Curriculum Data Entry Operator

| TIMELINES | ACTIONS — Timeline is dependent upon necessary Board and Agency Approvals. |
|---|---|
| Sept 1 - Nov 1 (Fall Semester) | Faculty Input: Faculty members submit proposals (and forms) to their Region Representative of the Curriculum Committee for their program area. Forms must have appropriate signatures. |
| Nov 1- Feb 1 | Curriculum Committee Meetings: Curriculum Committee members must communicate with the Curriculum Committee Chair from each program area to review proposed updates and forms, to ensure their relevance, and to address any conflicts among various proposals. Minutes of meetings and votes on proposals must be documented. The Lead Academic Officer/SME for the program will provide guidance during meetings. |
| By Feb 15 | Submission of Proposals: Curriculum Committee Chairs must submit all committee-approved proposals and required signature forms to the Lead Academic Officer/SME for the program area. |

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| By Feb 30 | Communication with Regional Directors: Lead Academic Officers/SMEs forward synopsis to Vice President for CTE for his submission to the Regional Directors. |
| By Apr 1 | LTC Academic & Student Affairs Council Meeting: Lead Academic Officers for program areas will submit all curriculum proposals and signed forms for consideration/policy check. |
| By May 1 | Review & Approval by Vice President of CTE is completed: Academic & Student Affairs Council submits proposals and signed forms to the Vice President for CTE for review and approval. "Add New Course" forms will also be submitted when appropriate. |
| By May 15 | Curriculum is Updated in CIS: The Vice President for CTE submits all approved proposals and signed forms to the Curriculum Data Entry Operator for input into Curriculum Information Systems (CIS). Originals of curriculum revision proposals/forms are filed with this LCTCS Office. |
| By May 30 | Viewing of Curriculum Updates in CIS: Academic Officers/SMEs and Committee chairs proof CIS.<br>Reporting of Problems: Curriculum Committee Chair* Lead Academic Officer Curriculum Data Entry Operator |
| By June 15 | Final Edits: Curriculum Data Entry Operator will research and correct problems that are not consistent with approved proposals and forms. CIS will then be frozen.<br><br>Note: Only those updates that do not require board approvals can be moved from CIS to the<br>ITC production systems (Itc.edu and Student Course Enrollment System) for implementation in the upcoming Fall. |
| By Sept 30 | Board and Agency Approvals/Notification.<br>1. Vice President for CTE will obtain any additional required approvals (LCTCS Board & Board of Regents).<br>2. Upon Board approvals, Vice President for CTE communicates with COE, as required.<br>3. Upon receipt of updated COE program inventories, notifications are made to PELL and VA, as required. |
| By June 15 | The curriculum is moved from CIS to the appropriate LTC production systems (www.ltc.edu and the appropriate Student Course Enrollment System). Implementation will become effective the upcoming fall. |

Policy Reference:  *LTC Policy # IS1930.133 Curriculum Development/Revision*
Louisiana Board of Regents (BOR)
Council on Education (COE)
LCTCS Policy 1.034 Participatory Curriculum Development
LTC Form #IS100.1 Add a New Course
LTC Form #IS100.11 Curriculum Revision Justification
LTC Form #IS100.12 Curriculum Revision Proposal

Approved:

Dr. Jayda Spillers
Chancellor