

Curriculum Development Procedure

Offering relevant and updated curriculum courses and programs is critically important to the success of both the College and its students. For any curriculum not otherwise mandated by the North Carolina State Board of Community Colleges (“State Board”) or by another controlling entity, as it becomes necessary to introduce new courses and programs, the following Procedures shall be followed.

1. Instructional employees directly involved in teaching a particular course or within a particular program shall assist in the development of new curricula and in the review of anticipated changes to existing curricula.
Each academic division shall regularly review and make recommended changes in the curricula within that division. Instructional employees directly involved with instruction in the curriculum are responsible for preparing written course descriptions and outlines for each new or revised course offering as well as initial feasibility studies. The division is encouraged to make requests to the Dean for any new curriculum deemed useful to the College and its students.
2. The Vice President of Academic and Student Affairs (“Vice President”) shall act as the coordinator for curriculum development and shall work with Deans in conducting further feasibility studies, consulting with industry and business representatives concerning course content and length, as well as other activities necessary to develop a curriculum application.
3. After the Vice President has made an initial review, and after consultation with the Dean, the Vice President may submit the request to the College’s Curriculum Committee (“Committee”), a group of College administrators and curriculum personnel representing all instructional areas of the College. Upon review, the Committee shall present its recommendation to the Vice President. Prior to making a recommendation to the President, the Vice President shall ensure that the State Board, all accreditation bodies, and the Board’s policies are followed in the development of a curriculum proposal including providing notice to other community colleges.
4. All new curricula must be approved by the President before it is submitted to the Board.
5. The President or Vice President shall present the request to the College Board of Trustees Programs Committee regarding the nature of the request, the results of the feasibility study, and any other pertinent information requested. The full Board must formally approve the request prior to submission to the North Carolina Community College System Office (“System Office”).
6. If approved by the Board of Trustees, the College will submit the request to the System Office and State Board for approval. The College may officially offer the curriculum for credit after it has received all necessary approvals from the System Office and State Board. The Vice President is responsible for all reporting to the System Office and State Board.
7. The continued operation of any curriculum at the College is dependent upon adequate state funds and a sufficient enrollment to make it financially feasible to continue. The College reserves the right to discontinue any program if sufficient funds are not available. In addition, the College shall terminate a curriculum program when there has been no enrollment for two years. The College may request a oneyear extension of a curriculum program upon justification of the potential for employment opportunities and student enrollment. If the College plans

on terminating a curriculum program, the President or designee shall inform the System Office President by submitting a termination notice. The System Office President shall have the program removed from the College's program approval list.

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