



CURRICULUM

COMMITTEE MANUAL

Revised April 2017

NASHVILLE STATE COMMUNITY COLLEGE
CURRICULUM COMMITTEE MANUAL

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Section I. Responsibility for Planning, Initiation, Revision, and Assessment of Curriculum

A. CURRICULUM COMMITTEE

1. Committee Responsibilities

Nashville State Community College places principal responsibility for the content, quality, and effectiveness of its curriculum with the faculty (SACSCOC Comprehensive Standard 3.4.10). Typically, faculty members initiate curriculum proposals at the program level. Individuals submitting curriculum changes must discuss curriculum proposals with faculty in the discipline area prior to submitting them for Curriculum Committee review. Every proposal, however, has an impact on several areas of the College and, therefore, requires division and campus-wide review.

The Nashville State Curriculum Committee plays a major role in the overall planning, assessment, and oversight of the College curriculum. The Committee is responsible for:

- setting strategic directions and procedures for curriculum development;
- acting on proposals for major curriculum change; and
- reviewing results from the assessment of Nashville State's instructional program, including Quality Assurance Funding information.
- reviewing and voting on items which meet the criteria outlined on the Special Consideration Request form submitted during the summer semester. Committee members serving during the spring term will continue into the following summer as needed.

Credit Hours

Nashville State's practice on assigning credit hours is consistent with Federal Regulations, as cited in SACSCOC policy on credit hours.

- Fifty-five minutes of classroom or direct faculty instruction and a minimum of two hours out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
- At least an equivalent amount of work as required in paragraph one of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

2. Member Responsibilities

Responsibilities of each member of the Curriculum Committee include the following:

- attending meetings as scheduled
- serving as a contact point for their constituents in terms of curriculum questions or providing guidance
- reviewing all curriculum proposals and minutes of the prior meeting before each meeting.
- reporting back to their constituent group on approved curricular items.

3. Composition and Selection

Membership of the Curriculum Committee:

(1) Three faculty representatives appointed by Academic Deans from each of the divisions given below. (Voting Members)

- Business & Applied Arts
- Computer & Engineering Technologies
- Math & Natural Sciences
- English, Humanities, Arts & Languages
- Social & Life Sciences
- Nursing (one faculty representative)

(2) Two faculty representatives selected by the Faculty Senate (Voting Members). These members are responsible for ensuring that curriculum items are on the Senate agenda to be reviewed by the Senate at their next meeting.

(3) The following non-voting members are invited to attend all meetings:

- Divisional Deans
- Campus Directors
- Dean for Student Services
- Dean for Learning Resources
- Registrar
- Representative from Computer Services
- Associate Vice President for Planning and Assessment
- Workforce Training Director
- Vice President for Institutional Effectiveness (VPIE)
- Vice President for Academic Affairs (VPAA)
- Representative from the Department of Online Learning

(4) Committee membership is finalized before the Curriculum Committee's first meeting in September. This time frame allows for faculty schedules to be in place.

4. The Curriculum Committee has the following officers:

(1) The Committee Chair, elected annually from voting members at the last Curriculum Committee meeting of the academic year, will:

- work with the VPAA to schedule meetings of the Curriculum Committee;
- chair Curriculum Committee meetings;
- approve and submit approved items to the VPAA; and
- initiate items for Curriculum Committee consideration as appropriate.

(2) The Secretary for the Vice President for Academic Affairs, who serves as Secretary to the Committee, will:

- receive notification when approved documents are available in SharePoint. Documents must be posted at least one week prior to the meeting in order to be considered at the meeting.
- alert committee members to check SharePoint two days before meetings;

- prepare and post minutes of meetings in SharePoint; and
- distribute information about approved proposals appropriately.

5. Committee Meetings

Setting Meeting Dates: The Chair of the Curriculum Committee and the VPAA establish dates for meetings of the Committee. The Committee Chair can cancel a meeting of the Curriculum Committee if it is not needed.

B. VICE PRESIDENT FOR ACADEMIC AFFAIRS (VPAA)

1. The VPAA is responsible for coordinating the overall planning, evaluation, and assessment of the effectiveness of the curriculum.
2. The VPAA works with campus, TBR, and THEC staff to develop and review proposals for new academic programs and other curriculum changes.
3. The Vice President for Academic Affairs reviews, acts on, and forwards to external entities, if necessary, approved Curriculum proposals.

SECTION II. PREPARATION OF CURRICULUM PROPOSALS

All proposals to the Curriculum Committee must be submitted on the required NSCC forms, available through SharePoint (instructions below). Curriculum Committee recommendations that require external approval must be submitted on the required TBR forms, available at <http://www.tbr.edu>. Click on “Academics”, then on “Forms for Academic Programs and Off-Campus site approvals”.

When a proposal is submitted to the Curriculum Committee for recommendation, there must be someone present at the meeting to present and explain the proposal. If no one can take that responsibility, the Curriculum Committee Chair should be notified and the item will be deferred to a later meeting.

A. CHANGES THAT REQUIRE CURRICULUM COMMITTEE RECOMMENDATION

- The voting item form is prepared by an NSCC faculty member, who is responsible for sharing the document with appropriate faculty. The authoring faculty member forwards the document to the Divisional Dean for review. The Dean indicates his/her recommendation on the appropriate signature line. If this item requires TBR and/or THEC approval, the appropriate TBR forms must be completed and uploaded to SharePoint.
- The Dean uploads the signed and dated document in SharePoint and then notifies the Dean for Learning Resources that the document is ready for review.
- The Dean for Learning Resources reviews and approves the projected one-time and recurring library expenditures, and then notifies the Associate VP for Planning and Assessment that the proposal is ready for review.
- The Associate VP of Planning and Assessment reviews/approves, assigns a CIP code if needed, and notifies the Registrar that the proposal is ready for review.
- The Registrar reviews/approves the item and notifies the Secretary for Academic Affairs that the document is ready for Curriculum Committee review.
- The proposal can then be reviewed by members of the Curriculum Committee.
- Following the Curriculum Committee meeting, the items are forwarded to the Faculty Senate for review (if required).
- Items approved by the Curriculum Committee must go through further review and final approval. See Section III for review and approval requirements, process, and timeline.
- The office of the VPAA will submit items electronic and hard copies of documents to TBR, as required, when the on-campus approval process is complete.

B. INFORMATION ITEMS

Curricular changes that are necessary for College compliance with a TBR mandate may be submitted to the Committee for information only.

C. PROPOSALS REQUIRING ONLY INSTITUTIONAL APPROVAL

Proposals that will be sent to the Curriculum Committee for either review or recommendation, but that do not require TBR or THEC approval, will be submitted through SharePoint, available at <http://sharepoint02.nsc.edu/cc/default.aspx>. Instructions for using SharePoint are included in this manual.

D. PROPOSALS REQUIRING BOTH INSTITUTIONAL AND EXTERNAL APPROVAL.

See TBR guidelines available at www.tbr.edu.

SECTION III. REVIEW PROCESS AND TIMELINE FOR CURRICULUM PROPOSALS

A. Submission Responsibilities: R = Recommendation Required; I = Information Provided; A = Final Approval

	Faculty Author	Academic Dean	Dean of LRC & VP Planning/ Assessment & Registrar	Curriculum Committee	Faculty Senate	VPAA	President	TBR	THEC	SACS - COC
Change in course Pre/Co-requisites	R	R	R	R	I	A				
Change in Program Requirements (if 60 hours or less)	R	R	R	R	I	R	A			
Change in Course Title, Description, or SCH	R	R	R	R	I	A				
Area of Emphasis in AA/AS	R	R	R	R	I	R	A			A/I
Course Addition or Deletion	R	R	R	R	I	A				
Change in Title of Certificate or Degree Program	R	R	R	R	I	R	A	I	I	
New Certificate or Degree Program	R	R	R	R	I	R	R	A	I	A/I
New Concentration	R	R	R	R	I	R	R	A	I	A/I
Substantive Curriculum Revision (> 17 SCH)	R	R	R	R	I	R	R	A	I	A
Consolidation of Programs	R	R	R	R	I	R	R	A	I	A/I
Extension of Program to Off-Campus Site	R	R	R	R	I	R	R	A	A	A
Certificate or Degree Program Termination		R	R	R	I	R	R	A	A	I

Curriculum changes must be submitted via the schedule below in order to ensure an accurate and timely publication of the College Catalog.

1. For consideration of curriculum items to be published for the next academic year: items may be submitted for review at the September – January meetings.
2. All items submitted after the January meeting, and which do not meet the criteria outlined on the Special Consideration Request form, will be considered for inclusion in the subsequent academic year. The following items will be considered for inclusion in the next catalog if submitted after January of each year:
 - a. Accreditation requirements and/or professional regulatory requirement
 - b. Imminent community need
 - c. Emerging Technology
 - d. External partner timeline

B. Timeline

Action	Responsibility	Send To:	Timeline:
Prepare proposal in program	Faculty	Program (or appropriate) Faculty	
Consult with Registrar regarding all course title or number changes	Faculty (Author)	Program (or appropriate) Faculty for review	
Review and approve proposal at program level	Faculty Author	Divisional Dean	Upload to SharePoint one week before curriculum committee meeting
Review and approve at division level	Academic Dean	Dean for Learning Resources	Send electronically for recommendation
Review and sign off on change	Dean of LRC	VP Planning & Assessment	Send electronically for recommendation
Review and sign off on change	VP for Planning & Assessment	Registrar	Send electronically for recommendation
Review and sign off on change	Registrar	VPAA	Send electronically for recommendation
Submit to VPAA	Committee Secretary	Committee via SharePoint	
Review all Items	Committee		Prior to scheduled meeting
Committee takes action and chair signs action	Committee Chair	Committee Secretary	Meeting date
Forward to Faculty Senate for information purposes	Faculty Senate Representatives	Faculty Senate Chair	Prior to next Faculty Senate meeting
VPAA and President approve	VPAA & President		3 business days following Curriculum Committee Meeting
Transmit materials to TBR	VPAA		Prior to TBR deadlines
TBR acts and submits to THEC	Chancellor/ Board		If approved by delegated authority: at end of month. If approved by Board, typically 2-3 months.
THEC acts and notifies campus	Executive Director		THEC considers proposals at its January and July meetings.
Notify affected offices when final approval is given	VPAA		2 business days following approval
Update NSCC Webpage	VPAA	Webmaster	2 business days following notification

Section IV. Determination of Credit Hours for Courses Guideline

Purpose of Guideline

Nashville State Community College's Determination of Credit Hours for Courses Guideline:

- 1) defines a credit hour,
- 2) provides direction for determining credit hours for courses, and
- 3) ensures credit hours are properly applied and assigned to courses to conform with commonly accepted practices in higher education.

Nashville State Community College employs sound and acceptable practices for determining the level and amount of credit awarded for courses, regardless of format or mode of delivery. As noted in the mission statement, Nashville State is authorized to offer undergraduate level courses leading to an associate degree or certificate. Courses are delivered in the traditional semester credit hour (SCH) format. This guideline governs the determination of student credit hours awarded for courses and applies to all courses in all programs at all locations regardless of the delivery method including traditional, hybrid, and online modes of delivery. Courses offered in shorter than full-term semesters require the same faculty instruction time as courses offered in full-term semesters and class meeting times are altered accordingly. Course credit awarded for alternative learning methods such as practica, internship, clinical, fieldwork and cooperative education varies by discipline but are consistently awarded within a specific discipline.

Definition of a Credit Hour:

- Fifty-five minutes of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
- At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, clinical, fieldwork and cooperative education and other academic work leading to the award of credit hours.

Directions for Determining Credit Hours for Courses:

This credit hour guideline applies to all courses that award academic credit on an official transcript regardless of the mode of delivery including, but not limited to, fully online, hybrid, lecture, seminar, laboratory, studio, directed study, or study abroad. Academic units are responsible for ensuring that credit hours are awarded only for work that meets the requirements outlined in this guideline. The base unit for a credit hour is measured by the amount of classroom clock time required to earn a unit of credit, referred to as contact hours. Contact hours are based on the equivalence of fifty-five minutes per week for a fifteen week period (excluding final exams), a total of 750 contact minutes. The amount of credit assigned to courses will adhere to the following standard.

- Courses in TBR common course libraries will be assigned the prescribed amount of credit.
- Science courses with an associated lab will be assigned four credit hours unless discipline standards justify an exception.
- Non-science courses will be assigned three credit hours unless discipline standards justify an exception.

Semester credit hours may be all lecture or a combination of lecture and lab hours. If a course is all lecture, the number of contact hours is the number of credit hours times 750 contact minutes. If a course is a combination lecture and lab hours, the number of contact hours is the number of lecture hours times 750 contact minutes **plus** the number of lab hours times 750 contact minutes.

For alternative learning methods, the following table contains the guidelines for awarding credit.

Fieldwork	General guideline specifies 30 – 40 total hours of fieldwork per hour of credit, subject to specific discipline requirements
Internship	General guideline specifies at least 3 times the number of contact hours per credit hour for on the job hours.
Practica	General guideline specifies at least 3 contact hours per credit hour for on the job hours.
Clinical	General guideline specifies at least 3 clinical contact hours per credit hour
Laboratory Work	General guideline specifies 2 or 3 contact hours per credit hour
Cooperative Education	General guideline specifies up to 20 hours of work per week for 1.5 credit hours and more than 20 hours of work per week for 3 credit hours
Studio Work	General guideline specifies 2 or 3 contact hours per credit hour

Application:

Nashville State places principal responsibility for the content, quality, and effectiveness of its curriculum with the faculty. When faculty propose a new course to the Curriculum Committee, the number of semester hours is part of the recommendation. Directions for determining the amount of credit hours assigned to the course, as detailed above, must be followed. Federal Requirement 4.9 provides a detailed description of the curriculum approval process, how the process flows from faculty recommendation through Curriculum Committee approval. To ensure consistent application of the credit hour guideline, Curriculum Committee membership includes voting representatives from each of the divisions and the Faculty Senate. The campus-wide participation and perspective of this approach to curriculum development, including assigning course credit hours, conforms to commonly accepted practices in higher education.

SharePoint Website: NSCC Curriculum Committee

TO PREPARE AND SUBMIT A NEW DOCUMENT

- Go to: <http://sharepoint02.nsc.edu/cc/default.aspx>
- Click on the Request Form. Do NOT click on the arrow key that pops up, click on the name of the document.
- Microsoft Word will open the document as a “read only” document. Save the file to your computer. At that point you will be able to complete the form.
- Fill in each item on the form. If a particular item is not pertinent to your submission, please type “NA”, or click the check box “NA”.
- When the form is completed, title the document according to the proposal you are making. Examples: If you are proposing a new concentration, title your document “_____ Concentration”. If you are proposing a new course, title the document AAA1234 Proposal. If you are deleting a course, title the document AAA 1234 Deletion, etc.
- Return to <http://sharepoint02.nsc.edu/cc/default.aspx>. Click Voting Item Submission. Once there, click on the folder for the upcoming Curriculum Committee meeting date.
- Once in the correct folder, click “upload document”. Find your submission on your computer, upload, click “save and close”.
- Once the document has been uploaded, contact the next person in the “chain of command” to begin the review and recommendation process.

TO REVIEW AND APPROVE DOCUMENTS

- Go to: <http://sharepoint02.nsc.edu/cc/default.aspx>
- Click on the Voting Item Submissions folder for review.
- Click on the folder for the upcoming curriculum meeting (identified by month and year). Do NOT click on the arrow.
- In the folder, you should find several documents. When you place your cursor over the name of the desired document, the document name will change colors and an arrow will appear – click on the arrow.
- At this point, several options will appear on your screen – click “check out”.
- Your name should now appear in the “Checked Out To” column.
- Click on the file name, the document will download and open on your computer. You will note that a “Shared Work Place” area will open on the right hand side of your screen. You should note your name in this space, and a dimmed “Check In” underneath your name.
- Review the document, make any changes, and add your signature/date in the appropriate box at the bottom of the form.
- Go to the “File” tab and “Save” the document
- A SharePoint file will pop up on screen, click “Save”.
- A comments box should pop up, add any additional comments or questions here.
- The “check in” option under your name in the Shared Work Place area should now be available. Click this option.
- Return to <http://sharepoint02.nsc.edu/cc/default.aspx> and your desired folder. Make sure that your name is no longer under “checked out”. If it is, click the refresh button for your web browser. If your name is still there, contact Curriculum Committee Chair.

- Your review and signature are now complete. Please contact the next person on the recommendation list.

Use your NSCC Username and password to access the system when prompted