



LEE COLLEGE CURRICULUM DEVELOPMENT AND MAINTENANCE PROCESS

Fall 2012

INTRODUCTION

The curriculum process at Lee College is well defined and compliant with SACS-COC and Texas Higher Education Coordinating Board requirements. During the 2011-2012 academic year, a subcommittee of the Curriculum and Academic Affairs Committee documented the process and then set up an electronic system in PeopleSoft to facilitate the process and to prevent errors of omission of necessary steps, ultimately resulting in relevant curriculum, a current catalogue, and an updated PeopleSoft system for student advising and enrollment.

This document will present the process Lee College uses to create or modify curricular items and to codify the workflow of curricular matters from initiation through final review by the Lee College Board of Regents. It also contains an instruction set for use of the Lee College Curriculum Maintenance Request System.

THE CURRICULUM PROCESS AT LEE COLLEGE

At Lee College, curriculum changes begin either with the faculty or with the advisory board for a program. When an advisory board recommends a change, a faculty member will take responsibility for moving the change through the system.

In general, curriculum changes get initial approval from the sponsoring Division level. The request should be discussed with relevant faculty and administrators outside the Division, including the appropriate Instructional Dean, before Division review and a formal vote on the matter. When the Division has approved the proposal, it can submit it for consideration to the Curriculum and Academic Affairs Committee (CAAC). After the request receives Division approval, no further changes can be made to that request unless returned to the Division for approval of changes.

In addition to Divisions, proposals to CAAC may be initiated by others within the College (e.g. ad hoc members of CAAC, the Instructional Deans, the SACS-COC liaison, the Registrar and the Director of Financial Aid).

Once a proposal is approved by CAAC, the submission enters an administrative tracking phase that can take it in a number of directions, depending on what type of request it is. For example, some requests (e.g. course number changes) are dictated by WECM (Workforce Education Course Manual) or changes in the ACGM (Academic Course Guide Manual). These need no further approval and can go directly from CAAC to the catalogue. New programs may have to go to the Coordinating Board, but certainly would go to the Vice-President of Learning, the President and the Lee College Board of Regents. [See Lee Board Policy, Instruction, Curriculum Development, EE.] If a Division wants to remove an existing program, it will need to be presented to CAAC per SACS-COC policy. Ultimately, the Lee College Board of Regents approves the catalogue as a whole.

THE CURRICULUM MAINTENANCE REQUEST SYSTEM

To document and track this process, Lee College uses the Curriculum Maintenance Request System. An individual faculty member places a request in the system, beginning the process of approval. The system will log the request and carry the uploaded documentation (descriptions, course maintenance forms, substantive change documents, etc.) until the request makes it to the catalogue. Any Lee College faculty member can view and comment on the requests pending and see where the item stands in the process. The system notes approval by the Division and CAAC, and the administrative tracking through the Instructional Deans and the Vice-President of Learning. It ends by noting the approval of the proposal by the Board of Regents includes the uploading of the minutes of the meeting where that approval was given. The Division making the request can edit it up to the point of its consideration at CAAC, however, the revised version must be approved by the Division before it is submitted to CAAC. After that, no further edits may take place.

A CAUTIONARY NOTE

Great care must be taken in designing and vetting proposals and in uploading the necessary information into the Curriculum Maintenance Request System. Errors here have consequences that directly impact student advising and enrollment. In the past people have had to come to CAAC multiple times because they needed to tweak the proposals that were not completely thought through before presentation. Others have rescinded proposals at the meeting immediately after they were approved, or found their course had no prerequisites listed in the catalogue because they failed to fill out that portion of the course maintenance form. While the Curriculum Maintenance Request System is designed to catch the bulk of these errors prior to CAAC consideration, the responsibility lies with the proposing faculty and Division to be sure uploaded information is complete and correct.

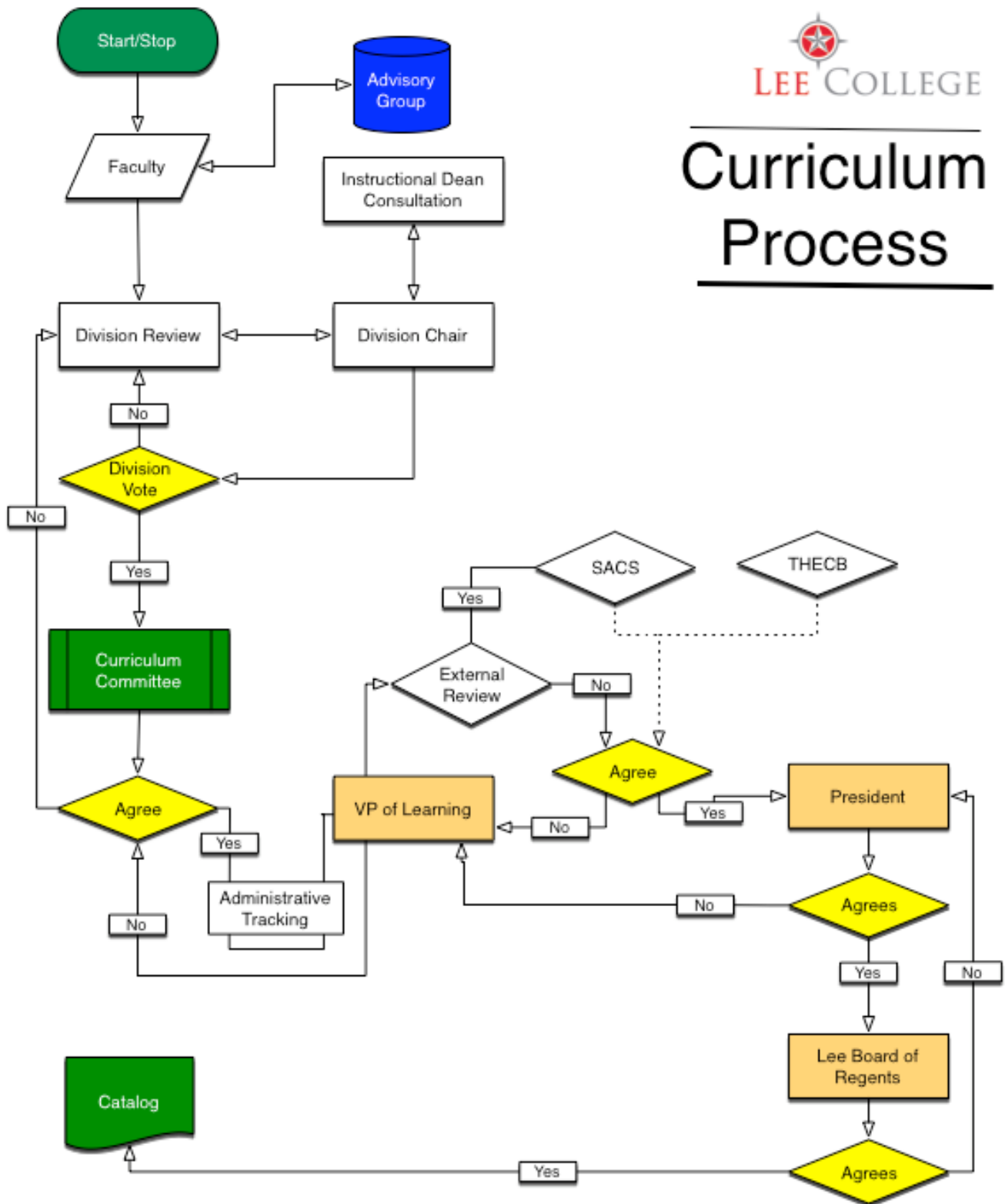
ASSISTANCE & SUPPORT

Please contact a CAAC officer or the CAAC secretary (Susan Keith at ext. 6503) for assistance in using the Curriculum Maintenance Request System. You may also visit <http://www.lee.edu/groups/caac/> for more information about CAAC and this process.

THE CURRICULUM PROCESS FLOWCHART

The diagram on the next page shows in detail the Lee College Curriculum Process.

Curriculum Process




INSTRUCTIONS FOR USING THE LEE COLLEGE CURRICULUM MAINTENANCE REQUEST SYSTEM

Curriculum changes begin with a full time faculty member. Any **full-time instructor** may place requests for consideration of such changes in the online system.

When making a new request, a request type will need to be selected (i.e. New Course, Change/Update Degree or Certificate Plan, etc.). When this is done, the system will display the appropriate fields for the type of request being made. After the information has been filled in for the request, there will then be an option to upload any supporting documentation with the request. The instructions below will direct you in the use of this system.

Note: *Italics* indicate words found on the computer screen.

ADDING A NEW REQUEST

1. Login to the myLC Campus
2. At the top left side of the page click on the *My Page* tab. 
3. Click on *Curriculum Maintenance*.
4. Click on *New Request*
5. Next to *Request Type*, click on the arrows to pull down the menu.
6. Select the type of request that most closely matches your proposal. If none of the options match your proposal, choose *Miscellaneous*.
7. Click the *Add* button.

ADDING REQUEST INFORMATION

The program will present to you a set of fields to be completed. Those fields vary according to the type of proposal you chose. Anytime you see an icon of a magnifying glass, you make click on it to get a drop down menu with all the possible options for that field.


8. Complete all applicable form fields. Be sure you are using course numbers and titles consistent with WECM and ACGM
9. Click the *Next Step* button.
10. At this point the request will be submitted and a request number assigned. Be sure to make note of that number

ADDING SUPPORTING DOCUMENTS

You can upload files that document and support your request. This is the place to submit documentation that you would like CAAC members to see. File types can be Word, Excel or PDF.

The kinds of things you should consider uploading include:

- Course Maintenance Form (required for new courses or changes to existing courses)
- Explanation of the request
- Data supporting the request
- Pages from WECM or ACGM pertaining to the degree or program, course, etc.
- Layout of new and revised programs
- Substantive Change Documents
- Division approval meeting date and agenda item number

1. If more than 1 file needs to be uploaded click on the  button to add an additional row. You can add as many files as you like using this button.
2. Click on the *Add Attachment* button.
3. Click on *Choose File*.
4. You will see a dialog box similar to what you see in Word or WebCT. Follow the prompts to upload a file.

REVIEWING REQUESTS


Any full-time Lee College instructor or instructional administrator can examine a request. Requests are assigned a status number that indicates how far the request has moved in the process. These numbers run from zero to five.

Request Statuses:

- 0 - Declined
- 0 - Withdrawn
- 1 - Request (*all new requests will start at this level*)
- 2 - Division Approval (*represents that the Division approved this request and is ready for submission to CAAC*)
- 3 - CAAC Approved (*CAAC Committee approved the request*)
- 4 – Instructional Dean Reviewed
- 5 - VP-Learning Reviewed


COMMENTING ON REQUESTS

Anyone reviewing a request can make a comment on it. To examine requests and comment:

1. Login to the myLC Campus
2. At the top left side of the page click on the *My Page* tab. 

3. Click on *Curriculum Maintenance*.
4. Click on *Review Requests*.
5. Use the search page to refine a search. Enter what information you have in the appropriate fields or leave all fields blank to see all active requests.
6. Click on *Search*. A list of all active requests matching your search is displayed.

Note: All requests that are awaiting CAAC approval will have a request status of “2-Division Approval”.

7. Click on the link for the request desired to review.
8. Click on the *Public Comments* tab at the top of the screen.
9. Enter any comment you wish to make in the *Your Comments* box.
10. Long comments may appear to be cut off. To expand the box size to see the entire comment click on the  at the bottom right corner of the box and drag it to make the box bigger.
11. Click on *Submit Comments*.

Your Comments

[Submit Comment](#)

EDITING OR WITHDRAWING REQUESTS

When reviewing a request if you are the original creator of the request you can edit it up until the approval by your Division. You cannot edit a request of which you are not the author. To edit an existing proposal:

1. Login to myLC Campus
2. At the top of the page click on the “My Page” tab.
3. Click on *Curriculum Maintenance*.
4. Click on *Review Requests*.
5. Use the search page to refine a search. Enter what information you have in the appropriate fields or leave all fields blank to see all active requests.
6. Click on *Search*. A list of all active requests matching your search is displayed.
7. Click on the link for the request desired to review. Your original information will be presented
8. Make changes in any fields you wish
9. When editing is completed click the *Save* button at the bottom of the page to retain the changes.

Also as the author of a request you can withdraw it by changing the status. You cannot edit a request of which you are not the author.

10. Click on the arrows next to the *status* button to pull down the menu.
11. Select *withdrawn*.
12. Click on the *Save* button at the bottom.

Find an Existing Value

Request Number:

Request Type:

Request Status:

Academic Institution:

Term:

Name:

Include History Correct History Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Search Results

[View All](#) First 1-4 of 4 Last

Request Number	Request Type	Request Status	Academic Institution	Term Name
4	Crse Descr	CAAC	LEETX	2130 Guthmiller,Karen A
3	Crse Descr	CAAC	LEETX	2130 Guthmiller,Karen A
2	Requisite	CAAC	LEETX	2130 Landers,Teresa M.
1	Crse Descr	CAAC	LEETX	2130 Guthmiller,Karen A

APPROVALS

Reviews, approvals and CAAC votes need to be recorded by the appropriate parties: CAAC secretary, Division Chair, Instructional Dean and Vice-President of Learning. These will be recorded on the *Approvals* tab of a request. Emails will be sent to individuals notifying them that a request may need their attention.

1. Login to myLC Campus
2. At the top of the page click on the “My Page” tab.
3. Click on *Curriculum Maintenance*.
4. Click on *Review Requests*.
5. Use the search criteria to find the requests needing your attention.
6. Click on a request to review the information.
7. When ready to approve, click on the *Approvals* tab at the top of the screen for the request
8. Click on the appropriate button to indicate a *Confirm/Review*.
9. To move to another request use either the “Previous in List” or Next in List” buttons or the “Return to Search” button.

On the approvals page, the save function is automatic. There is no save button to hit.