

CURRICULUM DEVELOPMENT

EE
(LOCAL)

CURRICULUM
DEVELOPMENT AND
REVISION

The College President shall establish procedures for curriculum development that provide for faculty involvement in decision making. All educational programs shall be continually reappraised to ensure that the offered courses meet the needs of the community and College District students. Such reappraisal shall include the impact of Substantive Change, as defined by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

SUBSTANTIVE
CHANGE

As defined by SACSCOC, "Substantive change is a significant modification or expansion of the nature and scope of an accredited institution."

POLICY STATEMENT

Southwest Texas Junior College provides written notification to SACSCOC of substantive changes at the college in accordance with Commission policies, procedures, and timetables.

DISSEMINATION OF
SUBSTANTIVE
CHANGE POLICY
AND PROCEDURES

Southwest Texas Junior College recognizes the importance of timely identification of potential substantive changes so that the Commission may be notified within the required time frame. Each semester, the SACSCOC Liaison shall disseminate and review the SACSCOC's substantive change policy and procedures with the service operations committee, the curriculum committee, and the President's cabinet.

REPORTING
SUBSTANTIVE
CHANGES

The College President shall be ultimately responsible for the enforcement of this policy and related procedures. The SWTJC Accreditation Liaison shall be the primary reporting official and shall solicit and receive information from College offices and departments related to Substantive Change. The Liaison will prepare the appropriate documentation for notification to SACSCOC. Policy EE (Local) Exhibit provides a table outlining types of Substantive Change, the lead stakeholders/key holders, and basic reporting procedures. Such notification may require:

1. A letter of notification and request for approval prior to implementation;
2. A letter of notification prior to implementation; or
3. A prospectus or modified prospectus prior to implementation.

Substantive change is a significant modification or expansion of the nature and scope of an accredited institution. Substantive change includes:

- Any change in the established mission or objectives of the institution;
- Any change in legal status, form of control, or ownership of the institution;
- The addition of courses or programs that represent a significant departure, either in content or method of delivery, from those that were offered when the institution was last evaluated;
- The addition of courses or programs of study at a degree or credential level different from that which is included in the institution's current accreditation or reaffirmation;
- A change from clock hours to credit hours;
- A substantial increase in the number of clock hours or credit hours awarded for successful completion of a program;
- The establishment of an additional location geographically apart from the main campus at which the institution offers at least 50 percent of an educational program;
- The establishment of branch campus;
- Closing a program, off-campus site, branch campus, or institution;
- Entering into a collaborative academic arrangement such as a dual degree program or a joint degree program with another institution;
- Acquiring another institution or a program or location of another institution;
- Adding a permanent location at a site where the institution is conducting a teach-out program for a closed institution; and
- Entering into a contract by which an entity not eligible for Title IV funding offers 25 percent or more of one or more of the accredited institution's programs.

The following table identifies a substantive change, reporting requirements, the SWTJC personnel (key holders) responsible for identifying and reporting the change internally, and the basic internal notification and approval procedures. All reporting to the Commission will be coordinated by and principally written by the SWTJC accreditation liaison.

ADOPTED:

8/18/2016

Types of Change	SWTJC Key Holder(s)	Prior Notification Required	Prior Approval Required	Documentation and Time Frame for Contacting SACSCOC
Initiating coursework or programs at a different level than currently approved	VP Academic Affairs; President's Cabinet	No	Yes	<u>Application for Level Change</u> Due dates: March 15 (for June review) September 1 (for December review)

Such a change would require Southwest Texas Junior College to receive approval from the Texas Higher Education Coordinating Board and, in all likelihood, from the Texas Legislature. The SWTJC Vice President for Academic Affairs, upon instruction from the College President and Board of Trustees authorization, would make necessary application(s) to the Coordinating Board and Legislature. Upon such approval, the President's Cabinet would submit an application for level change to SACSCOC by the appropriate deadline.

Types of Change	SWTJC Key Holder(s)	Prior Notification Required	Prior Approval Required	Documentation and Time Frame for Contacting SACSCOC
Initiating off-campus sites where student can obtain 50% or more credits toward a program (including but not limited to Early College High School, dual enrollment programs offered at a high school, and certificate programs that are not at employer's request and not on short notice)	VP Academic Affairs; Instructional Deans; Outreach Director; VP Administrative Services	No	Yes	Cover Sheet <u>Prospectus</u> (See Appendix B of this document) Due dates: January 1 for 7/1-12/31 implementation July 1 for 1/1-6/30 implementation
Expanding at current degree level (<i>significant departure from current programs</i>).				
Expanding program offerings at previously approved off-campus sites by adding programs that ARE significantly different from current programs at the site AND at the institution				
Initiating degree completion programs				
Initiating a branch campus (See definition of "branch campus" on p. 3 of this document.)				
Initiating distance learning by offering 50% or more of the first program for the first time				

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Relocating a main or branch campus	VP Academic Affairs; VP Administrative Services	No	Yes	Prospectus
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The SWTJC Outreach Director and Coordinators, who are the first-line contacts with dual credit sites and other off-campus instructional sites, will have principal responsibility for monitoring course offerings at those sites. Those staff, the Instructional Deans, and the Vice President of Academic will utilize the Substantive Change Verification Form (an internal spreadsheet) to maintain class counts and to receive alerts that proposed course offerings are approaching or exceeding the 50% threshold of a program. A sample of this form is provided at the end of this Exhibit.

The Curriculum Committee approval process will be employed for any change to programs, including the offering of new programs. Curriculum Committee documentation is provided at the end of this exhibit.

The proposal to initiate a branch campus would come directly from the SWTJC President to the college's Board of Trustees.

The Vice President of Administrative Services and/or the Vice President of Academic Affairs would initiate internally the proposal to relocate a campus. The President's Cabinet would have to provide approval before seeking approval from the college's Board of Trustees.

A complete review of off-campus sites and their course offerings will take place twice a year, in March and October. The accreditation liaison will convene a meeting of the VP of Student Services, the VP of Administrative Services, the VP of Academic Affairs, the Instructional Deans and representative from the Outreach Office to conduct this review.

Types of Change	SWTJC Key Holder(s)	Prior Notification Required	Prior Approval Required	Documentation and Time Frame for Contacting SACSCOC
Entering into a contract with an entity not certified to participate in USDOE Title IV programs if the entity provides 25% or more of an educational program offered by the SACSCOC accredited institution	President; VP Academic Affairs; VP Student Services	No	Yes	Prospectus

One or more of the key holders listed would initiate discussion at the President's Cabinet for proposal of such a contractual relationship. Cabinet approval would have to precede submitting of the proposal to the college's Board of Trustees.

Types of Change	SWTJC Key Holder(s)	Prior Notification Required	Prior Approval Required	Documentation and Time Frame for Contacting SACSCOC
Initiating dual or joint degrees involving program expansion (significant departure) or initiating a new site where student can obtain 50% or more credits toward a program	President; President's Cabinet	No	Yes	<p>Cover Sheet <u>Prospectus</u> (See Appendix B of this document)</p> <p>Due dates: January 1 for 7/1-12/31 implementation July 1 for 1/1-6/30 implementation</p> <p>Copy of signed agreement, contact information for each institution, and additional details on non-SACSCOC institution(s) involved. See Policy</p>
Initiating dual or joint degree with at least one institution <u>not</u> accredited by SACSCOC	President; President's Cabinet	At least 6 months prior to implementation	Yes	Acceptance of notification, copy of signed agreement, contact information for each institution, and additional details on non-SACSCOC institution(s). See Policy.
Initiating a direct assessment competency-based program	VP Academic Affairs; Instructional Deans	Yes – Screening Form	Yes	<p>Submit "Screening Form" with letter of notification. If Prospectus is required, Due dates: March 15 (for June review) September 1 (for December review)</p>
<p>Initiating a merger/consolidation with another institution</p> <p>Changing governance, ownership, control, or legal status of an institution</p> <p>Acquiring any program or site from another institution</p> <p>Adding a permanent location at a site where the institution is conducting a teach-out for students from another institution that is closing</p>	President; President's Cabinet	<p>Yes: December 15 (for June review); June 1 (for December review)</p>	Yes	<p>Cover Sheet Institutional Summary Form Prospectus (See Appendix in SACSCOC Policy: <u>"Mergers, Consolidations, Change of Ownership, Acquisitions, and Change of Governance, Control, Form, or Legal Status"</u>)</p> <p>Due dates: March 15 (for June review); September 1 (for December review)</p>

A proposed change involving a direct assessment competency-based program would have to be proposed by the VP of Academic Affairs or an Instructional Dean to the Curriculum Committee for discussion, analysis, and initial approval. An approval recommendation from the Curriculum Committee would be forwarded to the President's Cabinet for consideration/approval. The Cabinet would submit such an approval to the SWTJC Board of Trustees for consideration/approval. Upon receiving such approval, the accreditation liaison would initiate development of a prospectus.

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8/18/2016

All other changes described on the previous page are of sufficient scale as to require initiation by either the President or the President's Cabinet. Upon a recommendation by the Cabinet, the proposed change would be submitted to the SWTJC Board of Trustees for consideration/approval. A prospectus would be developed upon authorization from the Board of Trustees.

Types of Change	SWTJC Key Holder(s)	Prior Notification Required	Prior Approval Required	Documentation and Time Frame for Contacting SACSCOC
Initiating a certificate program at a new off-campus site at employer's request and on short notice (previously approved program)	President; VP of Academic Services; Instructional Deans; Dean of Workforce Education; Outreach Director	No	Yes	Cover Sheet Modified prospectus Contact Commission Staff.
Initiating a certificate program that is a significant departure from previously approved programs at employer's request and on short notice				
Adding a site under a U.S. military contract for a previously approved program				
Altering significantly the length of a program				
Altering significantly the educational mission of the institution				
Changing from clock hours to credit hours	Instructional Deans	No	Yes	Justify reasons for change, indicate calculation of equivalency, and other pertinent information
Moving an off-campus instructional site (serving the same geographic area)	President; VP Academic Affairs; VP Student Services; VP Administrative Services	Yes	No	Letter of notification with old address, new address, and implementation date
Initiating dual or joint degrees with other SACSCOC accredited institution(s)	VP Academic Affairs; Instructional Deans	At least 6 months prior to implementation	No	Acceptance of notification, copy of signed agreement and contact information for each institution. See Policy.
Initiating programs or courses offered through contractual agreement or consortium	VP Academic Affairs; Instructional Deans	Yes	No	Letter of notification and copy of signed agreement

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<p>Entering into a contract with an entity not certified to participate in USDOE Title IV programs if the entity provides less than 25% of an educational program offered by the SACSCOC accredited institution</p>	<p>VP Academic Affairs</p>	<p>Yes</p>	<p>No</p>	<p>Letter of notification and copy of signed agreement</p>
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Altering the educational mission Southwest Texas Junior College would require contributions from all institutional constituents, including faculty, staff, administration, and community members. Upon establishing the need to alter the college’s educational mission, the SWTJC President would submit a new mission statement to the Cabinet. Cabinet approval would allow the new mission statement to be put before the SWTJD Board of Trustees for consideration/approval. Board of Trustee approval would cause the appropriate documentation to be submitted to the Commission.

All other changes in the previous section require the key holder(s) to seek faculty and staff approval through the SWTJC Curriculum Committee. Such approval would be forwarded to the President’s Cabinet; assuming such approval, the change would be submitted to the SWTJC Board of Trustees for consideration/approval. Such approval would cause the appropriate documentation to be submitted to the Commission.

Types of Change	SWTJC Key Holder(s)	Prior Notification Required	Prior Approval Required	Documentation and Time Frame for Contacting SACSCOC
<p>Initiating off-campus sites where student can obtain 25-49% of credits toward a program (including but not limited to Early College High School, dual enrollment programs offered at a high school, and certificate programs that are not at employer’s request and not on short notice)</p> <p>Initiating distance learning by offering 25-49% of the first program for the first time</p>	<p>VP Academic Affairs; Instructional Deans; Outreach Director</p>	<p>Yes</p>	<p>No</p>	<p>Letter of notification including street address and implementation date</p>
<p>Closing a program, approved off-campus site, branch campus, or institution where the institution plans to teach out its own students</p>	<p>VP Academic Affairs; Instructional Deans</p>	<p>Yes</p>	<p>Yes</p>	<p>Description of teach-out plan included with letter of notification</p>

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8/18/2016

Closing a program, approved off-campus site, branch campus, or institution where the institution plans contracts with another institution(s) to teach-out students (Teach-out Agreement)	VP Academic Affairs; Instructional Deans	Yes	Yes	Description of teach-out plan, copy of signed teach-out agreement(s) detailing terms included with notification
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Initiating off-campus sites or distance learning constrained by the 25%-49% criterion as described above may come as a recommendation from a number of sources, including faculty, division chairs, the Outreach Director, deans, and vice-presidents. Such a proposed initiation would be first considered for formal approval by the SWTJC Curriculum Committee. A positive recommendation from the Curriculum Committee would be forwarded to the President’s Cabinet. Approval by the Cabinet would authorize the accreditation liaison to submit the notification letter to the Commission.

Program closure as described above would also have to receive initial approval by the Curriculum Committee. A positive recommendation from the Curriculum Committee would be forwarded to the President’s Cabinet. Approval from the Cabinet would be submitted to the SWTJC Board of Trustees for consideration/approval. Upon approval by the Trustees, the appropriate dean, and program faculty would develop the teach-out plan, which would include written notification for students. Upon receiving the teach-out plan, the accreditation liaison would submit the required documents to the Commission.

Southwest Texas Junior College
Curriculum Committee Submission Form

Requested by: _____ Division: **Choose an item.** Department: **Choose an item.**
Submission Date: _____ **Term:** **Choose an item.** **Year:** _____

Subject of Proposal (Please select one of these items below)		
Course Change (Section 1) <input type="checkbox"/> New <input type="checkbox"/> Revision <input type="checkbox"/> Inactivation <input type="checkbox"/> Reactivation	Program Change (Section 2) <input type="checkbox"/> New <input type="checkbox"/> Revision <input type="checkbox"/> Inactivation <input type="checkbox"/> Reactivation	Miscellaneous <input type="checkbox"/> Textbook Change (Section 3) <input type="checkbox"/> Policy – (Section 4) Attach policy proposal <input type="checkbox"/> Site Changes (Section 5) <input type="checkbox"/> Catalog Change – Attach current proposed text memo. <input type="checkbox"/> Other:

1. Course Change

Rubric (e.g., BIOL)	Course Number	Course Title	CIP / Approval Number
Semester Credit:		Lecture Hours:	Lab Hours:
<input type="checkbox"/> ACGM		<input type="checkbox"/> WECM	<input type="checkbox"/> UNIQUE NEED
When will this change take effect?	Term:	Year:	
Proposed Course Description			
TSI Requirements:		Prerequisite:	
Co-requisite:			
Fee Type:		Fee Amount:	
Which program(s) will course change affect?			
Why is this course change needed? Please provide detailed rationale.			
Is Master Syllabus attached? <input type="checkbox"/> Changes will not be considered until master template is updated.			

Southwest Texas Junior College
Curriculum Committee Submission Form

2. Program Change

Program Title (as it will appear in catalog)																																			
Major Code:	CIP Code /Approval Number:	Type of Program: <input type="checkbox"/> Academic <input type="checkbox"/> Technical <input type="checkbox"/> Workforce Education																																	
When will this new program begin?	Term: Summer	Year:	Site(s) (also complete section 5)																																
Describe program addition / revision:																																			
<table border="0"> <thead> <tr> <th></th> <th style="text-align: center;"><u>Administrator</u></th> <th style="text-align: center;">Initial</th> <th style="text-align: center;">Date</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/>Needs assessment performed.</td> <td>Dean</td> <td>_____</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/>There is a need for the program.</td> <td>VP of Academic Affairs</td> <td>_____</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/>Program coordinator is assigned.</td> <td>VP of Academic Affairs</td> <td>_____</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/>SACSCOC Substantive changed addressed.</td> <td>VP of Academic Affairs</td> <td>_____</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/>Approved budget is attached.</td> <td>VP of Academic Affairs</td> <td>_____</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/>THECB application is attached.</td> <td>Dean</td> <td>_____</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/>Catalog changes are attached.</td> <td>Dean</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>					<u>Administrator</u>	Initial	Date	<input type="checkbox"/> Needs assessment performed.	Dean	_____	_____	<input type="checkbox"/> There is a need for the program.	VP of Academic Affairs	_____	_____	<input type="checkbox"/> Program coordinator is assigned.	VP of Academic Affairs	_____	_____	<input type="checkbox"/> SACSCOC Substantive changed addressed.	VP of Academic Affairs	_____	_____	<input type="checkbox"/> Approved budget is attached.	VP of Academic Affairs	_____	_____	<input type="checkbox"/> THECB application is attached.	Dean	_____	_____	<input type="checkbox"/> Catalog changes are attached.	Dean	_____	_____
	<u>Administrator</u>	Initial	Date																																
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<input type="checkbox"/> THECB application is attached.	Dean	_____	_____																																
<input type="checkbox"/> Catalog changes are attached.	Dean	_____	_____																																
Comments:																																			

3. Textbook Change

Program Title as it appears in catalog:			
Rubric & Course Number :	Adopted (MM/YY):	Proposed for Fall:	
Title of Current Book:			
Author:	Publisher & Address:	ISBN:	Number of Years this book has been used:
Title of New Book:			
Author:	Publisher & Address:	ISBN:	
Rationale for making change at this time:			

ADOPTED:

8/18/2016

Southwest Texas Junior College
Curriculum Committee Submission Form

4. Policy Change (Please select one of the options below)

<input type="checkbox"/> New	<input type="checkbox"/> Revision	<input type="checkbox"/> Deletion
Policy Title:	Source:	Page Number:
Why is this policy change needed?		
Attached proposed policy change.		

5. Site Change (please select one of the options below)

<input type="checkbox"/> New Site	<input type="checkbox"/> Site Status	<input type="checkbox"/> Site Deletion
Name of site:	Start Date:	
List all courses (e.g., BIOL 2401) or describe change to site:		

Signature of Faculty or Administrator Date: _____

Division Chair Date: _____

Dean Date: _____

Vice President Date: _____

Curriculum Committee Action: Recommendation: Yes No

Curriculum Committee Chair: _____

Date: _____

President / Cabinet Rep: _____

Date: _____

President (New Program) _____

Date: _____

Attach copy of Board Minutes showing Approval

ADOPTED:
8/18/2016