

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

Policy # 1.024

Title: CURRICULUM DEVELOPMENT PROCESS AND REQUESTS

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The Louisiana Community and Technical College System is dedicated to implementing curricula and programs that meet student and community needs. The LCTCS further recognizes that providing educational services and training requires a cooperative effort and the combined vision of several parties.

Consequently, each member institution of the LCTCS, in accordance with guidelines established by the Board of Regents and the appropriate accrediting bodies, shall develop, publish and implement a curriculum policy. This policy shall include clearly defined roles and responsibilities of students, the community, business/industry, the faculty, the administration, and the management board in developing curricula.

Curricula originates from the colleges. Creation of new curricula must be justified on the basis of the needs and opportunities of the state, region, industry, and students served by the college. In determining the curricula to be offered in the LCTCS, the Board of Supervisors shall take cognizance of the varying needs of the communities served throughout the state of Louisiana and the substantiated requests of interested industry, students, and other stakeholders.

Scope

This policy applies to all new training and education programs. Curriculum or program modifications require approval, if the percentage of change meets or exceeds 25% of the required coursework and if there is a change in the percentage of online delivery. All curricula submissions shall include Industry Based Credentials (IBCs) that are embedded within program of study, any course equivalencies the curricula will accept from other LCTCS colleges, and the associated National Center for Education Statistics (NCES) Classification of Instructional Programs (CIP) code.

Colleges shall complete the LCTCS REQUESTS FOR PROGRAMS: NEW, MODIFICATION, AND ADOPTION form for review and consideration.

The policy addresses requests made by LCTCS institutions for program approvals when dealing with new programs, modifications to existing programs, changes in delivery method, and adoptions of existing curriculum. These requests occur after college governance processes have occurred.

New Programs

All LCTCS institutions proposing new programs of study up to the length of an associate degree shall submit proposals to the LCTCS for study and recommendation to the LCTCS President and LCTCS Board of Supervisors. The LCTCS Board of Supervisors must approve all new programs for LCTCS institutions.

The Louisiana Board of Regents (BOR) must ratify the approval of all associate degrees, Certificate of General Studies (C.G.S.), and Certificate of Applied Studies (C.A.S.) at its next regularly scheduled meeting following approval by the LCTCS Board of Supervisors. Other credentials shorter than an associate degree offered at LCTCS institutions such as the Technical Diploma (T.D.), Certificate of Technical Studies (C.T.S.) and Career and Technical Certificate (C.T.C.) do not require ratification by the Louisiana BOR. Upon approval by the LCTCS Board of Supervisors, all programs require reporting to the Louisiana BOR for addition to the Curriculum Inventory (CRIN).

Modifications

In order to enhance the System's responsiveness to business and industry and to each college, curriculum or program modifications (including extensions of existing programs to an off-campus site) that impact/involve a departure from the original curriculum of less than 25% of the coursework do not need to submit program modification requests to the LCTCS. Curriculum modifications requiring changes to 25% or more of the coursework should be submitted to the LCTCS.

Program modifications that involve a percentage of a program being delivered via distance education must submit proposals to the LCTCS for study and recommendation to the LCTCS President and LCTCS Board of Supervisors. The Louisiana Board of Regents (BOR) must ratify the approval of all programs that change in distance education delivery. The types of delivery are traditional (< 50%), hybrid (50% < 99%), and distance education (100%).

The standard number of hours for an associate degree is 60. In some situations (e.g., accreditation requirements), hours may range from 60-72. Any modification that increases required hours for an associate degree to more than 60 must be approved by the LCTCS Board of Supervisors.

Adoptions

In response to business and industry as well as regional demand, colleges are allowed to adopt other curriculum that has been approved by the LCTCS President and LCTCS Board of Supervisors as long as the following conditions are met:

1. The college offering the program follows the curriculum with no variations; and
2. The college offering the program notifies the LCTCS by completing a curriculum adoption request.

Adoption of a program shall be reported to the Louisiana Board of Regents (BOR) and any approvals needed beyond the LCTCS Board of Supervisors may still be necessary.

Approval

New Programs, Modifications, Distance Education Delivery Methods, and Adoptions that are approved by the Board of Supervisors may require the approval and/or recognition by the Louisiana Board of Regents and accreditation bodies such as the Southern Association of Colleges and Schools Commission on Colleges and the Council on Occupational Education as well as programmatic accreditations.