



WAUBONSEE
COMMUNITY COLLEGE

CURRICULUM COUNCIL PROCEDURES MANUAL 2020-2021

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INTRODUCTION

About This Manual

This Curriculum Procedures Manual was developed by a working group of faculty and administration in 2016, not only to guide the work of the Curriculum Council, but to also assist all faculty with the curriculum process at Waubonsee. The manual includes guidelines and assistance for the development of new courses and programs along with making revisions to existing courses and programs. In addition, the manual includes information related to the ICCB, Federal, and accreditation guidelines that inform our curriculum work.

The Faculty Council appoints a Curriculum Committee that works with the Vice President of Educational Affairs, the Assistant Vice President of Education and Workforce Development, and the Office of Learning Outcomes, Curriculum and Program Development to maintain this manual. The Curriculum Council will review and discuss the manual each year at one of the final meetings in the spring semester. Any changes must be approved by the Curriculum Council membership for the next academic year.

Curriculum Administration

Waubonsee Community College is committed to providing current and relevant curriculum that meets the academic, professional and personal needs of the diverse and multicultural community served by the college. The Transformational Statement states that, "Waubonsee shapes futures through global, amplified learning that creates lifetime connections and knowledge growth." In support of the College Mission, Vision and Values and the Transformational Plan, Waubonsee Community College promotes continuous improvement of curriculum and transfer articulation.

Curriculum policies and procedures foster the development of courses and programs that:

- provide educational experiences designed to facilitate the individual's progress towards academic, career/employment and personal goals;
- offer experiences, both inside and outside of the classroom, that allow students to acquire, develop and demonstrate growth in the core competencies of Critical Thinking, Communication, Quantitative Literacy, Global Awareness, and Information Literacy (College Learning Outcomes);
- encourage the development of ideas and insights, and the acquisition of knowledge and skills that together result in an appreciation of cultural and global diversity and the ongoing pursuit of discovery and innovation; and
- respond to the changing educational, societal and technological needs of current and prospective students and community employers.

The purpose of the Waubonsee Community College Curriculum Council Procedures Manual is to provide information and guidance on procedures related to the development, modification and inactivation of curriculum. It is intended for use by faculty, Deans, Assistant Deans, and other academic administrators who are involved in the development and approval of curriculum actions.

Board Policies on Curriculum Development

The curriculum process is guided by the following Board Policies concerning curriculum development:

Board Policy 4.050.01 College Programs

It shall be the policy of the board to provide a comprehensive community college program that aligns with the college's strategic initiatives and that is pursuant to the Illinois Compiled Statutes.

Board Policy 4.050.02 Curriculum Council

The Curriculum Council is the college organization charged with the responsibility for reviewing, evaluating, and refining new courses and curricula and recommending programs that merit adoption. Members representative of the college community will be appointed by the president or president's designee to the Curriculum Council.

Board Policy 4.050.03 Advisory Committees

It shall be the policy of the board to utilize advisory groups to help define educational needs within the community and to advise on formulating college programs to meet these needs.

Board Policy 4.050.04 Courses Concerning Religion

Since religion is an important part of our culture, no complete or balanced picture of human experience can be learned if all reference to it is omitted from the curriculum. However, it is imperative that the subject be presented in an objective fashion which respects the divergent viewpoints to be expected in our pluralistic society.

The courses should be informative rather than persuasive, objective rather than subjective, secular rather than sectarian, and reflect the universal religious experience rather than a narrow parochial point of view.

It shall be the policy of the board to offer courses concerning religious beliefs in the curriculum, but the content of these courses shall be presented in an objective fashion and free of all proselytizing in keeping with the principle of separation of church and state and within the guidelines enumerated above.

Board Policy 4.100.03 Credit Hour

Waubonsee Community College credit bearing courses, including online courses and hybrid courses requiring both in-person and online participation, and all lab and clinical experiences, are scheduled and conducted in compliance with federal regulations defining the credit hour. A credit hour is an amount of work, represented by course-specific learning outcomes and evidence of student achievement, corresponding to one hour of classroom or direct faculty instruction requiring a minimum of two hours of out-of-class student work each week for approximately sixteen weeks for one semester.

Curriculum Council Meetings

Curriculum Council typically meets on Thursdays at 2:30 p.m. on various dates throughout the academic year. Specific meeting dates are distributed at the start of the academic year and posted in CurricUNET.

In order to be considered for the agenda, proposals must be entered in CurricUNET and approved through the Academic Dean step of the approval queue following the published calendar of due dates. Academic Deans will verify the completion of the Curriculum Development Checklist prior to approval in CurricUNET. Agendas will be posted by 4:30 p.m. on the Wednesday during the week before each meeting.

Meeting Procedures and Guidelines:

- All new course and/or program proposals require a second reading prior to vote by the council. A voting member may make a motion to waive the second reading if all clarifying questions have been answered and there are no major corrections needed to the proposal.
- The following actions require a vote: new course proposals, major and minor course revisions, course withdrawal, new program proposals, major and minor program revisions, program inactivation and withdrawal. Course outcome review and textbook changes are presented as informational items to the Council.
- The faculty originator (or proxy) presents curriculum proposals for consideration at the Curriculum Council meeting. If the faculty originator or proxy are not in attendance at the meeting, the item(s) will be tabled for the next meeting.
- Council members should review each proposal in detail prior to each meeting and work through any questions prior to the meeting.
- The Vice President of Educational Affairs is the chair of the Curriculum Council.
- The Curriculum Council conducts its meeting based on Robert's Rules of Order.
- Voting members include the fourteen faculty (two from each academic division, one from Counseling and one from the Library), the nine administrative representatives and the student representative.
- A quorum of voting members is required to take any action.
- A majority vote is required for approval.

CURRICULUM PROCESS OVERVIEW

Proposed curriculum actions for courses and programs can begin as a concept, typically by the faculty, through an originator who develops the proposal and prepares it for the approval process. The three process phases described below are Initiation, Development, and Approval.

Initiation

The originator, typically a full-time discipline or program faculty member, can initiate course development, revision, or withdrawal and program development, revision, inactivation or withdrawal in consultation with appropriate dean and other division members. In the absence of a full-time faculty member, administrators may initiate curriculum with faculty input. It is recommended a full-time faculty be a co-initiator. For new program development, the originator consults with the Program Development Coordinator to complete an Initial Review Form to view economic modeling data prior to dean consultation.

Ideas are shared and input is sought from both internal and external sources to the college. Faculty has a prominent and key role throughout the process.

Development

In the Development phase, the faculty member works with the division Dean to produce the necessary documents and to communicate the proposed curriculum action to discipline area stakeholders, other divisions, advisory committees, other departments such as Information Technology and Operations, Counseling, Registration and Records and/or universities as appropriate.

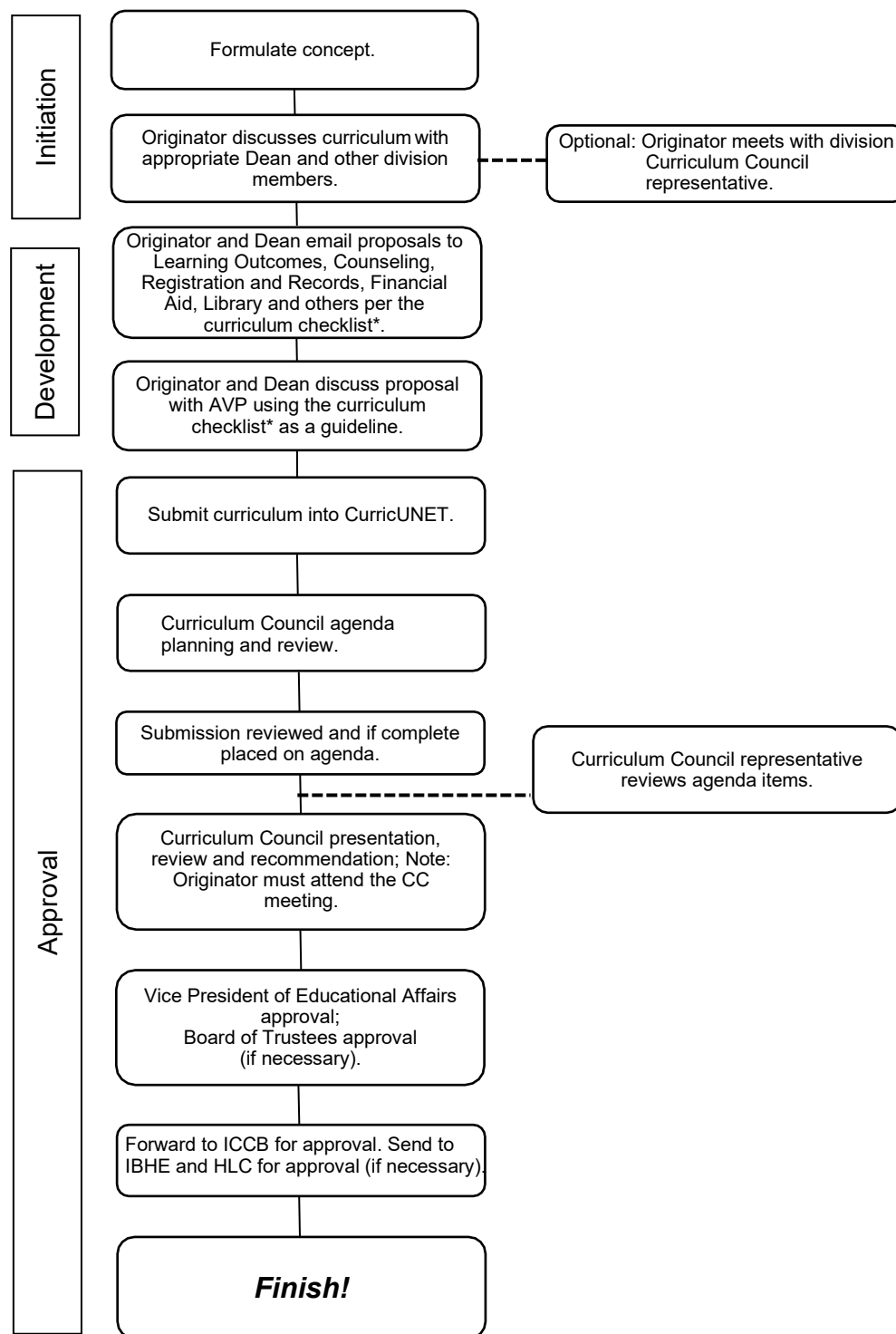
Approval

It is important to note that the steps for the approval process vary according to the type of course or program being processed, but the approval phase for curriculum proposals starts when the originator, Academic Dean and Assistant Vice President (AVP) agree that the curriculum is warranted and that the college has the infrastructure to support the desired curriculum.

Once warranted, the originator can begin the process of entering the draft of the curriculum into CurricUNET in order to be included on the Curriculum Council Agenda for approval. Instructional Services staff are available to support data entry.

Instructional Services staff facilitate and monitor ICCB approval and activation of curriculum. See the Approval Process (Appendix A on page 28). See a detailed curriculum timeline (Appendix M, page 49)

Curriculum Process Overview Flowchart



*See page 8 for curriculum development checklists.
Also see Appendix M on page 49 for a detailed curriculum timeline.

Curriculum Development Checklists

Course Development and Revision Checklist	
1. Curricular Action: Develop a New Course <input type="checkbox"/> Revise an Existing Course <input type="checkbox"/> Refer to Course Guidelines and Elements on page 12.	
2. Originator and the Dean discuss proposed curricular action. Discussion will include: need for the course, target start date, facility, instructional support, and equipment needed if applicable.	<input type="checkbox"/>
3. Originator follows Course Guidelines and Elements on page 12. To develop or revise course(s) using the Course Outline Form(s) on page 30.	<input type="checkbox"/>
4. Originator discusses proposal with faculty from other impacted academic programs.	<input type="checkbox"/>
5. Originator emails Course Outline Form(s) to Learning Outcomes for an outcomes review: kgorski@waubonsee.edu	<input type="checkbox"/>
6. Once outcomes are approved, originator emails advising and counseling, instructional services, learning assessment, financial aid, academic support, library, and registration and records for review: jbechtold@waubonsee.edu , lmalley@waubonsee.edu , cbyrd@waubonsee.edu , cboudreau@waubonsee.edu , amoorebohannon@waubonsee.edu , sbrayton@waubonsee.edu , mdale@waubonsee.edu	<input type="checkbox"/>
7. Originator and Dean discuss proposal with AVP.	<input type="checkbox"/>
8. Using the Course Outline Form(s), originator enters new or revised course details into CurricUNET for the course(s) to be included on the next Curriculum Council Agenda. (Instructional Services can enter information into CurricUNET for the originator.) To request support: lmalley@waubonsee.edu	<input type="checkbox"/>

Program Development and Revision Checklist	
1. Curricular Action: Develop a New Program <input type="checkbox"/> Revise an Existing Program <input type="checkbox"/> Refer to <input type="checkbox"/> for Courses on page 20.	
2. Originator meets with Program Development Coordinator for economic modeling data. New programs will complete an initial program review and if program shows high demand, growth and wage, a program proposal: tford@waubosnee.edu	<input type="checkbox"/>
3. Originator discusses new program idea or revision with the dean. Discussion will include: need for the program or revision, target start date, facility, instructional support, equipment, industry partners and program advisory council members if applicable.	<input type="checkbox"/>
4. For Program Revisions: Follow Program Guidelines on page 22. Then follow the course checklist 3-7 for revisions to courses within the program.	<input type="checkbox"/>
5. For new programs only, follow 5-9: Originator and Dean or Program Development Coordinator presents program proposal at Joint Instructional Council for a recommendation to move forward for executive leadership approval. Dean of Learning Outcomes, Curriculum and Program Development will submit a recommendation for approval based on JIC meeting outcomes. Recommendation is sent to College Stakeholders: admissions, advising, counseling, facilities, finance, financial aid, IT, library and marketing for notification.	<input type="checkbox"/>
6. Upon approval: originator works with dean to complete a program development timeline which includes curriculum development. Each program includes course development. Course Outline Forms are completed for each course in the program.	<input type="checkbox"/>
7. Originator emails Course Outline(s) with the course descriptions and outcomes to Learning Outcomes for review: kgorski@waubonsee.edu	<input type="checkbox"/>
8. Originator enters curriculum in CurricUNET or email Instructional Services for support and Curriculum Council preparation: lmalley@waubonsee.edu	<input type="checkbox"/>
9. Upon Curriculum Council approval, Program Development Coordinator prepares documents for the approvals needed prior to offering a program: Waubonsee Board, ICCB, IBHE and HLC.	

GUIDELINES FOR CURRICULUM DEVELOPMENT

The reference information in this section is designed to assist the originator and the division Dean in the creation or revision of courses and programs in accordance with the Illinois Community College Board (ICCB) and Waubonsee Community College curriculum standards.

For a better understanding of curriculum design, Waubonsee has a website of resources to assist with instructional design practices: <https://facultydae.waubonsee.edu/>.

Course Curricular Actions

Major types of curriculum actions include new course development, existing course revision, or withdrawal. For new development or existing revision, the originator of the proposed action should complete the Course Outline Form (see Appendix B on page 30). Details regarding the Course Outline Form can be found on page 18 of this manual. All curriculum actions require justification.

Justification for New Course Development:

Some of the most common reasons for new course development include:

- New content in the discipline area
- Necessary skill development not currently taught
- Identified unmet student needs, skills, career preparation
- Course needed for a new program
- Recommendations of advisory committee
- Request from employers
- Faculty interest aligned with Impact (see page 19)

Justification for Course Revision

The following list provides examples of common reasons for proposed revisions:

- A title change reflects modified course description and content.
- A title and/or description change reflects current terminology.
- A course number change indicates proper position in course or program sequence.
- A course number change reflects level of content (050-099, developmental; 100-199, freshman; 200-299, sophomore).
- A change in course classification (career and technical education, transfer, special interest or developmental) reflects current focus of course and facilitates hiring of qualified instructors.
- A proposed change in course prefix, number, title, description, and/or prerequisites to align with a similar course offered at an articulating university.

Justification for Course Withdrawal

The following list provides examples of common reasons for proposed course withdrawals:

- The course has not been offered in three years because of insufficient student enrollment (see Cyclical Course Review Below on Page 10).
- The course is being withdrawn because of major changes in the field.

Justification for Course Reactivation

Per ICCB, reactivation of an existing withdrawn curriculum must meet criteria outlined in ICCB Administrative Rules Section 1501.302g. Courses are only reactivated when they are a part of a reactivated program.

Cyclical Course Review

An additional originator of course revision or withdrawal is the Instructional Services Manager in the Office of Learning Outcomes, Curriculum and Program Development. The following lists are distributed to the Deans, AVP and VP of Educational Affairs at the beginning of each semester:

- Courses not offered in the past academic year
- Courses that have not been offered or taught in the past three years (for review and revision, or withdrawal within the next two years)

ICCB Course Proposal Guidelines

All of the major course curricular actions above require proposal submissions to the Illinois Community College Board (ICCB). These include:

- New Course
- Major Course Revision
- Course Withdrawal

ICCB classifies revisions as either a minor course revision or a major course revision. The type of revision has different ICCB submission requirements.

Distinguishing Between Major and Minor Course Revisions:

A **Major Revision** is a change in one or more of the following. ICCB submission is required:

- Prefix
- Course Number
- Title
- Credit Hours
- Lecture Hours
- Lab Hours
- Repeatable Credit
- Variable Credit

A **Minor Course Revision** is performed on a three-year schedule and is a change in one or more of the following. ICCB submission is not required:

- Course Description
- Prereq/coreq or Recommended Prereq/coreq
- IAI Code
- Student Learning Outcomes
- Course Objectives
- Course Topics
- Assessment of Student Learning
- Textbooks and Supplementary Materials

Considerations for Course Development, Revision, or Withdrawal

Course Classification

Course classification is based on the intent of the course at the time of its development. ICCB categorized courses through a Program Classification System or PCS code to refer to the objectives of the course. The college recognizes the following types of courses and PCS codes:

Transfer:	Courses which are developed to transfer to universities, typically to be direct equivalents or departmental electives and apply toward a baccalaureate degree. These courses must be submitted for articulation to Illinois universities and, in order to have the transfer classification, the course must transfer to at least three of the Illinois public universities. PCS 1.1
Career & Technical Education:	Work-related courses usually found in occupational programs for direct employment. These courses are typically submitted for articulation to Illinois universities. PCS 1.2
Developmental:	Courses designed to improve academic skills for college students who do not yet meet post-secondary skill level. PCS 1.4
Workforce or Continuing Education:	Courses that are the result of contractual agreements between the college and an outside agency. The course content is usually determined by the outside agency with the approval of the college. Courses of this type may also be created by the college to attract outside agencies or individuals wanting to improve specific skills. These courses are not submitted for articulation to Illinois universities. PCS 1.3

Effective Terms

Curriculum changes require early preparation to allow time for approvals. Prior to completing a proposal, and to determine adequate lead time for approval, consider the following:

Guidelines for Proposal Submission: Fall Semester

- Any proposal type can be submitted for Curriculum Council review during the fall semester, including:
 - course additions, major and minor revisions, and withdrawals
 - program additions, major and minor revisions, inactivation, and withdrawals
- Items approved at a fall Curriculum Council meeting will be reflected in the next academic year's catalog.
- Items are generally effective for the fall term of the following academic year. Exceptions can be made when necessary.
- NOTE: It is preferable that program revisions and inactivations be submitted for Curriculum Council review during the fall semester due to catalog publication deadlines, and ICCB submission rules.

Guidelines for Proposal Submission: Spring Semester

- Proposal types that can be submitted for Curriculum Council review during the spring semester are:
 - course outline reviews
 - course additions, revisions or withdrawals **if they do not directly impact an existing degree or certificate program**
 - new degree or certificate programs
- Items are generally effective for the fall term of the following academic year. Exceptions can be made when necessary; however, ICCB submission rules for approval must be considered.
- Effort is made for inclusion in the next academic catalog, but not guaranteed.

Course Options:

Courses may be designed to meet the criteria for one or more of the following categories:

1. Typical course: Course has a prefix, number, title, and a fixed number of credit hours.

Example: CIS110 Business Information Systems

2. Cross-listed courses: Two or more courses that must be **identical in all aspects, except the prefix**. This includes the course title, prerequisites, semester hours (including lecture/lab periods), course type, course description, and course outline. The cross-listing is documented as an information item at the end of the course description. The discipline Dean for the faculty originator is considered to be the owner of the original course. The discipline area responsible for the original course should approve any proposed cross-listing with that course. Subsequent course modifications should also be articulated with all cross-listed discipline areas involved prior to change.

Example: A cross-list between PHL 120 and RLG 120 would appear at the end of the PHL description as:

Information: Same as RLG 120

Similar wording would appear at the end of the RLG description:

Information: Same as PHL 120

Course Guidelines and Elements

Course Outline

The Course Outline documents the course performance objectives, outline and learning outcomes, as well as the course title, semester hours, description, prerequisite, co-requisite, information and recommendation lines. It serves as the official college guide regarding the course content. The Course Outline should be reviewed whenever course revisions are proposed. Course Outlines are also reviewed annually according to the five-year Assessment Cycle on the Plan/Report for Learning Improvement.

Course Prefix and Number

Courses are identified by a prefix and a number. The following components together identify each individual course:

- Course Prefix: The course prefix consists of three letters which represent the discipline area of the course. The following guidelines should be considered when selecting a prefix for a course:
1. Identify the discipline area under which the course content would be categorized.

2. Refer to the course catalog for the current list of course prefixes. Determine the “best-fit” prefix.
3. If existing prefixes do not sufficiently represent the course, and if additional courses will be created with similar subject matter, the creation of a new prefix may be necessary.
 - a. The selection of a new prefix should be a coordinated decision between the originator, Assistant Vice President, Dean, and Instructional Services.
 - b. The best practice in forming a new prefix is to use three letters that most easily identify the discipline name.

Course Number: The course number consists of three numerical characters. The following guidelines should be considered when selecting a course number:

1. Identify a number that is neither presently in use nor has been previously in use with the same prefix and consult with Instructional Services.
2. Check to see that the proposed number is appropriate for course level and sequence.
3. Target a number for the course that is higher than the prerequisites with the same prefix.
4. Target a number which corresponds to an equivalent course offered at a transfer university.

Course Number System

Waubonsee Community College courses are numbered as follows:

050 - 099	Developmental
100 - 199	Numbers reserved for collegiate first-year level courses
200 - 299	Numbers reserved for collegiate second-year level courses

Course Title

The title clearly identifies the course and should be no longer than 30 characters. It also differentiates the course from other similar courses and identifies the content unique to that course. Follow these guidelines when developing a course title:

1. Indicate level of course where appropriate.

Example: SPN 101 Elementary Spanish I
 SPN 102 Elementary Spanish II
 SPN 201 Intermediate Spanish I
 SPN 202 Intermediate Spanish II

OR

 MTH 071 Intermediate Algebra I
 MTH 072 Intermediate Algebra II

2. Use Roman numerals to indicate a sequence of courses.

Example: MTH 201 Mathematics for Elementary Teachers I
(prerequisite) MTH 202 Mathematics for Elementary Teachers II

Example: HSV 220 Addictions Counseling I
(no prerequisite) HSV 225 Addictions Counseling II

3. Describe the activity of the course, if appropriate.

Example: HIT 290 Professional Practicum Experience
 ABR 120 Auto Painting and Refinishing

4. Avoid using acronyms in the course title. However, when acronyms are used, spell out the entire phrase first, followed by the acronym in parentheses. In cases where spelling out the acronym would make the title exceed characters, ensure that it is spelled out at its first inclusion in the description.
5. For variable title courses, the title of the “umbrella” course is always followed by a colon. The title for each topic under the umbrella contains the entire title of the umbrella followed by a phrase that describes the specific topic.
 Umbrella Example: ENG 296
 Topic Example: Literature

Course Credit

Course credit hour determinations follow Board Policy (4.100.03) and ICCB guidelines (Section 1501.309): Course Credit Hour Determination.

1. Credit hours for courses for which ICCB credit hour grants are to be claimed shall be determined on the basis of an expected 45 hours of combined classroom/laboratory and study time for each semester hour or 30 hours of such time for each quarter credit hour.
2. Courses with students participating in lecture/discussion-oriented instruction will be assigned one semester credit hour or equivalent for each 15 classroom contact hours of instruction per semester or equivalent. It is assumed that two hours of outside study will be invested for each classroom contact hour.
3. Courses in which students participate in laboratory/clinical-laboratory oriented instruction will be assigned one semester credit hour or equivalent for each 30 - 45 classroom contact hours of instruction per semester or equivalent. It is assumed that one hour of outside study will be invested for each two laboratory contact hours.

Laboratory/Clinical-Laboratory Oriented Instruction	
Total Contact Hours	Semester Hours
30 - 45	1 hour
46 - 61	2 hours
62 - 75	3 hours
76 - 91	4 hours
92 - 107	5 hours
108 - 123	6 hours

4. Students who participate in nonclinical internship, practicum, or on-the-job supervised instruction shall receive one semester credit hour or equivalent for each 75 - 149 contact hours per semester or equivalent, and students who participate in clinical practicums shall receive one semester credit hour or equivalent for each 30 - 60 contact hours per semester or equivalent. It is assumed that one hour of outside study time will be invested for each two clinical practicum contact hours.

Non-Clinical Internship, Practicum, or On-The-Job Supervised Instruction	
Total Contact Hours	Semester Hours
75 - 149	1 hour
150 - 224	2 hours
225 - 299	3 hours
300 - 374	4 hours
375 - 449	5 hours
450 - 524	6 hours

Clinical Practicum	
Total Contact Hours	Semester Hours
30 - 60	1 hour
61 - 91	2 hours
92 - 122	3 hours
123 - 153	4 hours
154 - 184	5 hours
185 - 215	6 hours

Course Descriptions

Course descriptions are broad, summary statements that communicate course content. Generally written in phrases rather than complete sentences, they clearly identify the course focus and the key content areas. Information about teaching methods and procedures are not included in a description.

Employ the following guidelines when creating course descriptions:

1. Write the description with the following criteria in mind: relevant content, accuracy, clarity, and proper emphasis of main topics to be addressed.
2. Make the description student oriented (i.e., help the student understand clearly what the course is really about).
3. Avoid acronyms, technical jargon, and other technical terms when possible, especially in beginning level courses (see technical term format requirements below).
4. Avoid the use of ampersand (&) in the course description as well as the course title and prerequisites.
5. Use plurals when referring to students or others instead of "his/her."
6. Only use brand names if required course software or equipment is an essential component of the course.
7. Course Descriptions and Learning Outcomes should align.

Format for Writing a Course Description

In general, all course descriptions should contain the following components:

- Introductory Statement
 - "Includes" Statement
 - "Also Includes" Statement(s) [optional]
1. The opening phrase describes the basic premise of the course.
 2. The second required phrase describes the essential subject matter of the course. It is recommended that the subject matter included in this phrase come from the key points in the course outline but need not be a comprehensive list. The phrase begins with an inclusive word such as: Includes, Contains, Involves, Encompasses, or Comprised of. "Includes" is most commonly used.

Note that commas are used after each item including the next to last one. If the phrases have commas in a grouped topic in string, use semicolons. The third phrase is optional but may be helpful to break up a long second phrase, to delineate content that complements the key points, or to set off a different type of list from that of the second phrase. It should begin with the word "Also" followed by the same inclusive word used in the second sentence.

Technical Terms

When using acronyms or abbreviations in the course description, spell out the entire phrase first, followed by the acronym in parenthesis. Acronyms or abbreviations that have become common language may be allowed at the discretion of Instructional Services.

- Example from CIS 174 Wireless Local Area Networking... *This course provides a hands-on introduction to Wireless Local Area Networking (WLANs).*

Prerequisites

Prerequisites identify the requirements which students must meet prior to enrollment in the intended course. These may include successful completion of certain courses, competency levels as measured by assessment tests, a specific number of years of work experience in a certain field, or consent of instructor.

1. Prerequisite information enforceable by Banner should be written in the Prerequisite line of the description/Course Outline Form.
 - a. If no prerequisite is required for a student to take the course, write “none” next to the word “Prerequisite:” on the Course Outline Form.
 - b. Assessment information should be written: placement into <insert course> on the English assessment. Concurrent enrollment as an alternative to prerequisite completion should be expressed: MTT 102 Prereq: MTT 100 and MTT 101 or concurrent enrollment.
 - c. Assessment information with a grade requirement should be written: With a grade of C or better: ENG 102 Prereq: C or better in ENG 101 Prereq: C or better in ENG 085 or placement by assessment.
2. The following prerequisite information should be written as an Information line since it is not systematically enforceable:
 - a. Consent of instructor: If enrollment in a course is dependent upon permission by the teaching faculty member, the phrase “Consent of instructor is required before enrolling in this course” must be written as an information line.
3. The phrase “or equivalent” is not used since this is true for all prerequisites. When there is more than one prerequisite:
 - a. List the prerequisites alphabetically in increasing numeric order, and include “and” or “or”:
 - i. GRD 135 and GRD 160
 - ii. MTH 062 or MTH 067
 - b. Do not use ampersands (&).
4. Place period after the prerequisite, even for one course: Prereq(s): MCM 130.
5. Do not list prerequisites of the prerequisite course.

Co-Requisites

Co-requisites are courses that must be taken together in the same term. A course co-requisite is listed below the prerequisite and the course description.

Example: EMT 131 – Coreq: EMT 125; EMT 126; EMT 130

Note: A course that may be a prerequisite **or** a co-requisite is listed in the catalog as a prerequisite.

Example: MTT 101 Introduction to Machine Tool
Prereq: MTT 100 or concurrent enrollment

Repeat Option

The Repeat Option indicates the number of times a course may be taken for and be applied toward a degree or certificate. Instructional Services enters a repeat limit on the required curriculum form in two places. In the Repeat Info field, the number of times the course may be repeated (after the first time) and the total credits ("max hours") awarded (including the credits earned for the original enrollment) are listed. The repeat limit is also provided to the student in an information line after the course description.

Example for a 3-semester hour course:

Information: May be taken 2 times for a maximum of 6 semester hours

Recommendations

Recommendations are course suggestions that provide students with guidance to succeed in class.

Example: Recommended Prereq: MTT 125 or MTT 126 Recommended Prereq: HIT 100 or concurrent enrollment

Course/Scheduling Notes

Under some circumstances, the description might also include a sentence that gives very pertinent information for students. These are displayed in the catalog as information following the course descriptions.

- A. Preparation for specific licenses or examination:
 - "Helps prepare students for the examination."
 - "Satisfies requirements for the examination."
- B. Field trips:
 - "Note: Field trips may be part of the course."

Illinois Articulation initiative (IAI Code)

The Illinois Articulation initiative (IAI) is a statewide transfer agreement, which is transferable among more than 100 participating colleges and universities in Illinois. There are IAI codes for general education and for major courses. New courses requesting IAI approval processing are required to include the IAI code on the Course Outline Form.

Course Objectives

Course objectives state the purpose and goals of the course. Objectives are the content-specific knowledge and/or skills that enable a student to engage in a subject. They include knowledge-based content such as definitions, concepts, themes and facts. Objectives help create focus for the instructor and learners. Objectives are not required to be included on the Course Outline or course syllabi. Inclusion is at the originator's discretion. Examples of course objectives:

- Students will gain familiarity with learning approaches connected to persuasive writing.
- Students will be acquainted with various types of business environments and current theories about what constitutes effective management in those environments.
- Students will explore moral, ethical and professional issues that are encountered in the criminal justice profession.

Course Outcomes

Course outcomes are an observable, measurable skill or body of knowledge, which a student should be able to demonstrate upon successful completion of a course. Each outcome should be specific, measurable, and written using behavioral verbs. Outcomes require higher level thinking which can be observed as a skill or a behavior. Outcomes are assessed to show what

the student can do upon completion of the course. Outcomes guide teaching, learning and assessment. Course outcomes are required on both outline and syllabi. Examples of course outcomes:

Upon successful completion of the course, students will be able to:

- Summarize reasons to write persuasively.
- Explain what constitutes effective management in a business environment.
- Analyze an issue or trend that helped to shape the criminal justice profession.

Note from HLC: Goals, objectives and outcomes are used inconsistently across higher education in the context of assessment of student learning to the extent that one institution's goal may be another's outcome and vice versa. Criteria is indicated through context as to whether the term refers to the learning intended or how much student learn. At Waubonsee, we use Outcomes to describe the assessment of student learning. The Illinois Articulation Panels (IAI) uses the term objective which in this context which is equivalent to our outcomes.

College Learning Outcomes

College learning outcomes are intellectual skills important to the success in education, careers, and in lifelong learning. The following five outcomes are the basis for learning assessment activities: critical thinking communication, quantitative literacy, information literacy and global awareness.

Course Topics

Course topics provide students a conceptual structure or sequence of course content. Including topics on the course outline can improve overall learning as well as motivation for learning. Course topics should always align and support the learning outcomes of each course.

Resource Requirements

Some curriculum actions may require additional resources. This may include staffing, materials and equipment, facilities, library materials, and other resources. Resource requirements should be researched by the originator and communicated to the campus administration prior to starting the curriculum approval process.

Criteria for Evaluation of Course Development

- Content is part of the discipline indicated by the prefix.
- Semester hours are appropriate for content covered (see Credit Hour Policy on page 4).
- Course title and description accurately reflect course content.
- Prerequisites and/or co-requisites are appropriate for the content covered.
- Course number is appropriate for the level of the course (developmental, freshman, sophomore, relationship to the other numbers already assigned, and numbering system).
- Course outline meets required guidelines.
- Course outline identifies the key content headings necessary to address the subject matter and objectives adequately.
- Proposal adequately documents the need for the new or modified course and addresses all appropriate concerns.
- Course outcomes are measurable and reflect appropriate student skills related to the content covered and are aligned with the course description and outline.
- Course objectives are clearly aligned with the course outline.
- College level outcomes.

Impact

- Course is educationally sound and appropriate to be offered for community college students.
- Course does not unnecessarily duplicate existing courses or course content in other disciplines offered by the college.
- Course is compatible with Waubonsee's Mission Statement and the college plan.
- Implications for facilities and equipment, qualified staff, budget and other necessary resources have been considered.
- Development or modification of course does not adversely impact other existing areas of the college.

Programs

Programs at Waubonsee Community College lead to a degree or a certificate. The following types of degrees and certificates are offered at Waubonsee Community College:

Degrees:

Transfer

- Associate of Arts (AA)
- Associate of Science (AS)
- Associate of Engineering Science (AES)
- Associate of Fine Arts (AFA)

Career and Technical Education Associate of Applied Science (AAS)

Associate of General Studies (AGS)

Certificates:

Career and Technical Education

- Basic Certificate
- Advanced Certificate
- Post-degree Certificate

Program Curricular Actions – Development or Revision

Major types of program actions include new program development, existing program revision, program inactivation and withdrawal. This section includes the justification for creating new or revising existing programs and details elements and standards required for both actions. For Information regarding inactivation and withdrawal see page 25.

New Program Development

Justification for Developing New Program Curriculum

Reasons for a new program may stem from one or more of the following:

- The program addresses an emerging industry trend
- Identified unmet need in the workforce
- Recommendations of advisory committee
- Recommendation from Accreditor
- Request from employers
- Result of Program Review

New Program Development Process

Illinois Community colleges are required to submit new degree and certificate program requests to ICCB for review and approval. The assessment of labor market needs for new occupational programs is part of the review process.

Prior to the establishment of new program curriculum, the originator can contact the Program Development Coordinator in the Office of Learning Outcomes, Curriculum and Program Development to request data and the initial review needed to support the new program development process.

Program Initial Review

The Program Initial Review, Part A of the Program Proposal Form, is completed to determine alignment to college mission, labor market demand, and includes information regarding competition. Ideas should be discussed with academic deans. The Program Initial Review is completed by the Program Development Coordinator (see Appendix C on page 32).

Initial Review Includes

Program Description	Labor Market Demand	Admissions and Marketing Inquires
Cooperative Agreements	Competition	Salary

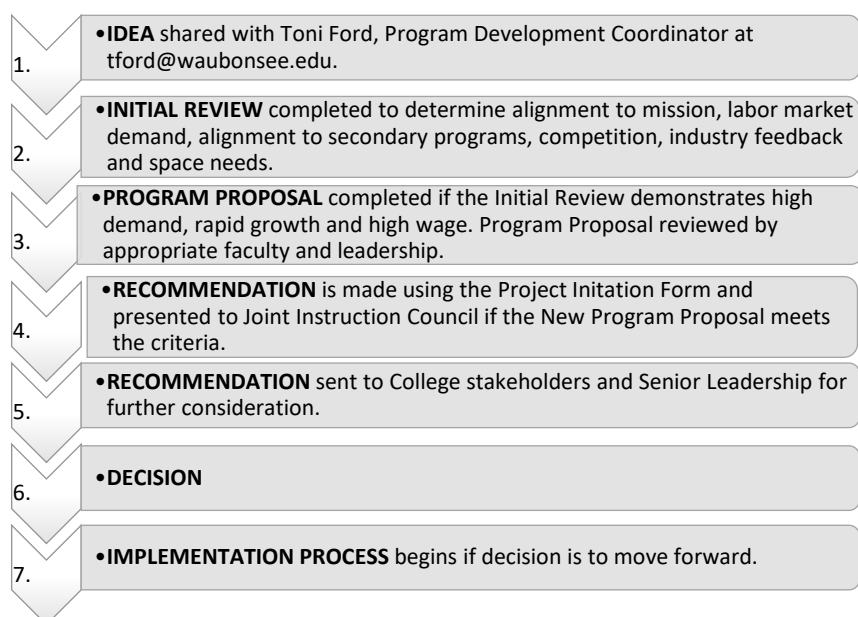
Program Proposal

The Program Proposal, Part B of the Program Proposal Form, is completed for new programs by the Program Development Coordinator when the Initial Review demonstrates high demand, rapid growth and high wages. The Proposal is completed in conjunction with the requesting faculty member if applicable. The Program Proposal is presented by the Originator and Dean or Program Development Coordinator at Joint Instructional Council for a recommendation to move forward for executive leadership approval. The recommendation is sent to stakeholders using the Project Initiation Form. See program development checklist on page 8. See Appendix D on page 34.

Program Proposal Includes

CIP Code	Advisory Feedback	Department/Division	Degree Type
Learning Outcomes	Curriculum Development	Proposed Start Date	Accreditation Information (If applicable)
Program credits	Delivery Method	Staff and faculty Requirements	Grant Funding (If applicable)
Enrollment Projections	Collaborative Partnerships	Technology Requirements	Capital Requirements

New Program Development Process Map



New Program Implementation

Once approved, curriculum is developed following the Curriculum Process Overview section of this manual on page 6 (Initiation, Development and Approval).

Revising Existing Programs

Justification for Revising Existing Program Curriculum

The following list provides examples of common reasons for proposed revisions:

- Course credit changes need to be reflected in the program outline.
- The program title needs to be changed to reflect current terminology.
- Courses are being added, deleted or replaced.
- Changes in the industry require adjustments to the program design.
- The program description needs to be updated to reflect current information, marketing strategy, and/or industry terminology.
- Program prerequisites are being added or modified.
- Concentrations are being added or modified.
- Improved alignment with articulating programs at a university (transfer programs only).
- Program Review identified changes to be made to the program.

Process for Program Revision

Existing programs may need to revise curriculum according to accreditation requirements or updated industry standards. To begin the program revision process, the originator contacts the Program Development Coordinator to provide economic modeling data. Employment, job posting data with job requirements can also be requested to inform revisions. Since most revisions occur through courses, see Considerations for Course Development, Revision or Withdrawal on page 11. Also see the Program Development and Revision Checklist on page 8.

Guidelines for Program Development or Revision

This section describes program guidelines for program development and revision. General criteria for program proposals is also outlined. For revisions, program faculty should discuss potential ramifications with the associated division faculty before submitting requests.

Program Guidelines

The following are applicable to all programs at Waubonsee Community College. Specific requirements for transfer and CTE programs are detailed under separate headings.

1. Only courses at the 100 level or higher may satisfy program requirements.
2. All degrees must require at least 60 credits for completion.
3. In general, a program consists of core courses, support or elective courses and general education courses.
4. Programs may offer concentrations so that students may focus on specific areas. These programs should be designed so that there is a set of common courses and a set of courses specific to each concentration to allow for specialization.
5. The program title appears on the diploma for degrees or certificate of achievement awarded for successful completion of a program. Whenever possible, titles of programs should indicate the occupational field (not job title) in which the program provides competency development and preparation.

Transfer Programs

ICCB provides guidelines for Associate Degrees designed for transfer. There are four associate degrees for transfer: Associate of Arts, Associate of Science, Associate of Engineering Science, and Associate of Fine Arts. See Appendices G-K on pages 41-45.

Career and Technical Education Programs

A Career and Technical Education (CTE) program may take the form of a certificate or a degree. The CTE degree includes the Associate of Applied Science degree (AAS). The following guidelines are applicable to all CTE programs:

1. Program college learning outcomes are required for all occupational programs.
2. All proposed occupational programs should be developed in cooperation with a CTE advisory committee.
3. Occupational programs are designed to prepare students for direct employment.
4. Certificates and associate degrees within a program area should be developed with a "career ladder" approach. Certificate requirements must satisfy a portion of the degree requirements.
5. Certificates should not exceed 45 total credit hours.
6. The Associate of Applied Science degree must consist of a minimum of 60 total credits and should not exceed 72 total credits. Degrees should not exceed 60 total credits unless required by industry, certifications, or accreditation.
7. The CTE degrees require:
 - a. 15 credits of general education. The list of applicable courses is displayed in the General Education section of the current college catalog.
 - b. 45 credit hours of core, support and elective courses.
8. Internships can be included provided at least 12 semester credit hours or equivalent in the corresponding curriculum are completed by the student prior to, or are taken by the student concurrently with, such experience (ICCB System Rules, Section 1501.309g).

Associate in General Studies

The 60-semester hour Associate in General Studies (AGS) degree focuses on a prescribed curriculum individually designed by a college-appointed advisor to meet a student's educational objectives that cannot be met by other degrees offered by the college.

The AGS degree requires:

1. 21 semester hours of general education. The list of applicable courses is displayed in the General Education section of the current college catalog.
2. 39 semester hours of elective courses.

Considerations for Program Development or Revision

Financial Aid

Specific counsel on Financial Aid policy and procedure should be obtained from the Financial Aid Office. However, it is important to consider the following when developing or modifying a program or selecting an effective term:

- Certificates of less than 16 credit hours or 600 clock hours are not eligible for financial aid.
- Workforce programs are not financial aid eligible.

- Certificates are NOT automatically eligible for financial aid. They must be submitted by the Financial Aid office for approval by the U.S. Department of Education.
- Modifications to existing certificates involving a change in total credit or clock hours may require approval to remain financial aid eligible.
- Approval from the U.S. Department of Education may take 6 months or longer.

Resource Requirements

Some curriculum actions may require additional resources to be implemented. For programs, this may include staffing, materials and equipment, facilities, and other resources. Resource requirements should be researched by the originator, discussed with campus administrators, and communicated to Instructional Services for inclusion on required curriculum forms. Criteria for a Program Proposal:

- Justification statement and supporting documentation adequately documents the need for the new or revised program and addresses all appropriate concerns.
- Program description adequately describes the focus, the purposes of the program and the transfer opportunities or the kinds of employment for which students will be prepared.
- Program outline specifies all graduation requirements for the degree or certificate in accordance with Waubensee Community College policies.
- Measurable program learning outcomes align with the program description.
- Program outlines meet required standards.

Program Description

The program description provides information specific to a particular certificate or degree, such as program prerequisites, program concentrations, and employment or transfer information. Include the following, at a minimum, in the program description:

- **Introductory Paragraph** explaining the focus and purpose of the degree/certificate
- **Program Outcomes**
- **Career Options**
- **Academic Options**
- **Program Codes** – These codes are assigned by Instructional Services after the program is approved, so it is not required in the submitted draft.

Program Approval Process

The approval process depends upon the type of curriculum and action being proposed. In all instances, approvals occur at Curriculum Council.

Refer to the Curriculum Process Overview Flowchart (see page 7), and the Approval Process (see Appendix A on page 28).

Activation of Curriculum

Curriculum proposals approved through Curriculum Council are returned to The Manager of Instructional Services. Once approved at the state-level through ICCB, they are entered into Banner, and subsequently made available for the Web and catalog display; the degree audit; the integration into the schedule of classes; the Illinois Transfer Course Equivalency Guide; and other systems as appropriate.

Program Curricular Actions - Inactivation and Withdrawal

Justification for Inactivating or Withdrawing Programs

- Student enrollment is insufficient.
- Program review identified reasons the program is no longer needed.
- Industry changes (example: Industry begins requiring a bachelor's degree for employment).
- Accreditation changes (example: Accredited program is moving to the bachelor's level for certification).

Inactivating and Withdrawing Programs

At Waubensee, programs are inactivated prior to officially being withdrawn in order to suspend new enrollment and create plans to provide declared students a pathway to degree completion. Degrees can be awarded for inactive programs. Typically, five years after inactivation, programs are officially withdrawn through ICCB and degrees can no longer be awarded. Program inactivation may impact courses offered in other disciplines. Program faculty should discuss potential ramifications with the associated division faculty before submitting requests.

Considerations for Inactivating and Withdrawing Programs

Program revision or inactivation may impact courses offered in other disciplines. Program faculty should discuss potential ramifications with the associated division faculty before submitting requests.

Process for Inactivating and Withdrawing Programs

When instructional programs are inactivated and related courses are withdrawn, the appropriate Dean office, in collaboration with discipline faculty, is responsible for communicating the action taken in Curriculum Council to students, the internal college community, and the external college community, if appropriate, using the following mechanisms:

- The Dean identifies the students that have (1) been enrolled in the past two years, and (2) declared the major being withdrawn or inactivated.
 - These students receive a personalized letter from the Dean and a survey where they can indicate their desire (or lack thereof) for completing the program (samples available upon request).
 - The number of students affected, their academic record, and the number of program requirements remaining should all be factors used to determine appropriate deadline dates for completion of the program by students and to establish effective dates for curricular actions. (Students can still be awarded inactive certificates and degrees. So, courses that are program requirements, but are not being withdrawn (e.g., ENG), do not need to be considered in decisions regarding deadlines and effective dates.)
 - These dates and the order of these activities vary depending on the scope of the program. Contact Loretta Malley, Instructional Services Manager, Suzette Murray, Assistant Vice President of Education and Workforce Development with questions.
 - The Dean schedules the required courses and then follows up with students to make sure they are enrolling. This may be accomplished in cooperation with Counseling and Advising.

- The Dean makes sure that the withdrawal/inactivation is communicated to internal/external stakeholders. Good mechanisms include:
 - Global distribution of Curriculum Council minutes with a cover memo,
 - Presentation at Counseling and Advising Coordinating Council (CACC),
 - If CACC is not timely, request the secretary for Counseling and Advising to distribute memo to all C&A staff,
 - Announcement at administrative in-service or board review,
 - Presentation at relevant VALEES program committee meetings,
 - Letters to employers, advisory committee members, and other valued external partners (samples available upon request); also consult the Workforce Development database of employers,
 - Letters to high school counselors and principals,
 - Letters to area Chambers of Commerce and Economic Development Corporations,
 - Other reasonable/appropriate mechanisms.

APPENDICES

APPENDIX A:	Approval Process
APPENDIX B:	Course Outline Form
APPENDIX C:	Program Proposal or Modification Form
APPENDIX D:	Project Initiation Form
APPENDIX E:	ICCB Administrative Rule Section 1501.309
APPENDIX F:	Assignment of Credit – HLC Policy Title: Assignment of Credits, Program Length, and Tuition
APPENDIX G:	ICCB Program Manual (November 2014) Guidelines for Associate Degrees Designed for Transfer
APPENDIX H:	Associate in Arts Degree
APPENDIX I:	Associate in Science Degree
APPENDIX J:	Associate in Fine Arts Degree
APPENDIX K:	Associate in Engineering Science Degree
APPENDIX L:	Guidelines for Associate in Applied Science Degree
APPENDIX M:	Curriculum Timeline
APPENDIX N:	Curriculum Council Meeting and Deadline Dates

APPENDIX A

Approval Process

All 10 steps (levels) are completed for items submitted to ICCB; steps 1 thru 7 and step 10 are completed for Minor Course Revision and Minor Program Modification.

In all, there are 9 proposal types (5 program and 4 course) and two different processes (ICCB and non-ICCB).

Reviewed May 2020

Step	Position	Level	Required or Optional	Actions	Status	Next Level	Notes
Originator Description: Originator-Initiate Proposal (Faculty or Division Staff)	Originator	1.00	Required	Initiated	Pending	2.00	Either division staff or faculty member is originator <input type="checkbox"/> If division staff member originates, faculty member is co-contributor; dean is also listed as co-contributor (<i>co-contributors do not receive email notifications</i>) <input type="checkbox"/> Only originator can move proposal forward
Division Staff Description: Division Staff-Technical Review	Division Staff	2.00	Required	Reviewed	Pending	3.00	Administrative Specialist or staff member appointed by the dean needs to complete Level 2, even if they originated the proposal
Academic Dean Description: Academic Dean-Review/Approval	Academic Dean	3.00	Required	Returned to Originator	Pending	1.00	Proposal goes back to person who originated it (not the co-contributor); if division staff member originated and dean returns it, division staff member will need to follow-up with faculty member re: questions/concerns Note: up to this point, the originator, co-contributor(s), administrative specialist and dean all can make changes regardless of level (Level 1, 2, 3) because we have status as Pending
				Approved	Launched	4.00	At Launched status, only the person at that level can make changes
Instructional Services-Review Description: Instructional Services-Review	Instructional Services-Review	4.00	Required	Returned to Administrative Specialist	Pending	2.00	Return to AS (Level 2-Pending) for <u>format/consistency</u> issues
				Returned to Academic Dean	Pending	3.00	Return to Academic Dean if <u>content</u> issues
				Reviewed	Launched	5.00	
AVP of Education/WFD Description:	AVP of Education/WFD	5.00	Required	Returned to Academic Dean	Pending	3.00	
				Approved for Agenda	Launched	6.00	

Step	Position	Level	Required or Optional	Actions	Status	Next Level	Notes
Curriculum Council Description: Curriculum Council-Review/Approval	Curriculum Council Faculty Representative	6.00	Optional	Reviewed	Launched		
Curriculum Council Chair Description: Curriculum Council Chair-Review/Approval	Curriculum Council Chair	6.00	Required	Returned to Academic Dean for 2 nd Review	Pending	3.00	
				Denied With Comments	Pending	Completed	Keeping a denied proposal at pending status allows it to be edited and re-established as a proposal while retaining any comments associated with the original proposal
				Approved	Launched	7.00	
VP of Educational Affairs Description: VP of Educational Affairs-Review/Approval	VP of Educational Affairs	7.00	Required	Denied With Comments	Pending	Completed	Keeping a denied proposal at pending status allows it to be edited and re-established as a proposal while retaining any comments associated with the original proposal
				Approved	Launched	8.00	
Instructional Services-ICCB Description: Instructional Services-ICCB Submission	Instructional Services-ICCB	8.00	Required	Submitted to ICCB		9.00	This step ensures that emails from ICCB go to Instructional Services so questions can be followed up on
ICCB Description: ICCB-Review/Approval	ICCB	9.00	Required	Denied With Comments		8.00	
				Approved	Launched	10.00	
Instructional Services-Implement Description: Instructional Services-Implement Proposal	Instructional Services-Implement	10.00	Required	Implemented	Active	Completed	

Reviewed May 2020

COURSE OUTLINE FORM

Submitted by:

Date:
Effective Term:
Division:
Department:

Course Data:

Prefix/#: /
Title:
Credit Hours:
Lecture Hours:
Lab/Clinical/Studio Hours:

Course Description:

Prerequisite/Corequisite:

Enforced Prereq:
Enforced Coreq:
Recommended Prereq:
Recommended Coreq:

Repeat:

Course/Scheduling Notes:

Illinois Articulation Initiative (IAI Code):

Gen Ed Code:
Major Code:

Course Objectives:

Throughout this course, the student will learn to:

Course Outcomes:

Upon successful completion of this course, the student will be able to:

College Learning Outcomes:

This course will contribute to meeting the following college learning outcomes:

- ☐ Critical Thinking
- ☐ Communication (*check one or both*)
 - ☐ Oral
 - ☐ Written
- ☐ Quantitative Literacy

- ☐ Information Literacy
- ☐ Global Awareness

Required Text(s): *(include Author(s), Title, Publisher, Year)*

Supplementary Text(s) *(include Author(s), Title, Publisher, Year)* **and Related Materials:**

Assessment of Student Learning:

Assessment Methods:

- ☐ Assignments/Projects
- ☐ Case Studies
- ☐ Class Discussions/Participation
- ☐ Clinical/Studio/Lab Performance
- ☐ Collaborative Work
- ☐ Examinations/Quizzes/Tests
- ☐ Portfolios
- ☐ Presentations
- ☐ Self-Evaluation
- ☐ Standardized/Certification Tests
- ☐ Technology Tools
- ☐ Writing Component:
 - ☐ Essay
 - ☐ Essay Exam
 - ☐ Journal/Reflection
 - ☐ Lab Report
 - ☐ Research Paper
 - ☐ Other/Comments (if checked, include additional writing information below):

- ☐ Other/Comments (if checked, include additional assessment information below):

Course Topics:

Use standard outline format (see example below); to indent, use **CONTROL/TAB** inside form field.

- I. Sample
 - A. Sample
 - B. Sample
- II. Sample

APPENDIX C

Program Proposal Form

Part A: Program Initial Review

Name of Degree/Certificate	List the entire name of the degree and/or certificate.
Program Description	Provide a detailed description of the proposed program. Include all certificates.
Admissions and Web Inquiries	List the number of Admissions and website inquiries in the past year.
Labor Market Demand	Provide the demand for the occupation(s) related to the proposed degree/certificate. This information can include job openings, expected growth and/or employer letters stating the needs of their company. This should be retrieved from EMSI, Illinois Department of Employment Security and/or ONET Online.
Competition	Identify other programs in our region. Provide the number of completions. Completion information can be retrieved from IPEDS or EMSI.
Salary	Describe how the salary of the occupation(s) related to the proposed program compare to the region living wage. Salary information can be retrieved from the Illinois Department of Employment Security and EMSI.
Cooperative Agreements	How many in-district students have gone outside of the district for the proposed program? Refer to the Co-op/chargeback report.

New Programs: If Part A demonstrates high demand, rapid growth and high wage, continue to Part B.

Part B: Program Proposal

Proposed CIP Code	Provide the six digit Classification of Program (CIP) code.
Advisory Feedback	Provide information from the advisory meeting that resulted in the creation of the proposed program.
Department/Division	Identify the Division for which this program will reside.

Degree Type	Identify the credential that will be earned at the end of the proposed program.
Learning Outcomes	Provide the learning outcomes of the proposed program. Include the outcomes for the certificate if applicable.
Curriculum Development	Is there industry curriculum available? Is there curriculum available on Skills Commons (TAACCCT Grant)? Do we have to hire a Subject Matter Expert (SME)?
Proposed Start Date	Provide the proposed semester that this program will start.
Accreditation	List any specialized accreditation required and/or available for the proposed program.
Program Credits	Describe the number of credits required for the proposed program.
Program Delivery Method	Describe the delivery method (online, face to face, or hybrid).
Faculty and Staff Requirements	Describe faculty and staff needed to start and run the proposed program.
Available Grant Funding	Describe any potential grant funding that is available for the proposed program.
Enrollment Projections	Describe the enrollment plan. What are the five-year enrollment projections? Describe the recruiting plan. Where will the students come from? How will you reach the students?
Collaborations/Partnerships (Employers, Secondary Schools and four-year Schools)	Describe the proposed program's curriculum integration/articulation plan with secondary schools. Include dual credit information. Include articulation information regarding partnerships with four-year universities.
Technology Requirements	Describe any hardware or software required for the proposed program.
Capital Requirements	Describe the physical space and equipment required for the proposed program. Describe the plan to acquire the space and/or equipment or the plan for utilization of existing space and equipment.

APPENDIX D

Project Initiation Form

Directions: Please provide as much information as you can to answer the questions below. When the form is completed, submit to Dr. Stacey Randall at srandall@waubonsee.edu.

Project Title:	
Date:	
Submitted by:	

Does this project have budget dollars associated in the current fiscal year? ☐ Yes ☐ No

Is this a recommendation for a change to a current process or procedure? ☐ Yes ☐ No

1) What problem or need are you trying to solve?

--

2) What are you proposing to solve the problem identified above? What assumptions are you making about the project and your proposed solution?

--

3) What data or evidence do you have that supports this recommendation? *Attach additional documents or reports if appropriate.*

--

4) What is your suggested time line for implementing this recommendation? Are there any challenges with timing that the senior leadership team should be aware of when reviewing this proposal?

--

5) If approved and implemented, how will we know this project is successful?

--

6) What resources (e.g., people, equipment, materials, training, supplies, partnerships) will be needed for implementation?

--

7) What other committees or individuals have you discussed this proposal with prior to submission?

--

TO BE COMPLETED BY THE INSTITUTIONAL EFFECTIVENESS OFFICE

Review/Feedback from Support Departments Confirmed: *This list will be added to and edited as needed based on the scope of the proposal.*

Committee/Department	Date Reviewed	Feedback Provided

Senior Leadership Approvals Needed (approvals will be determined based on the scope and impact of the recommendation):

- ☐ President's Cabinet
- ☐ Dr. Sobek, President
- ☐ Douglas Minter, Executive Vice President of Finance and Operations
- ☐ Dr. Diane Nyhammer, Vice President of Educational Affairs
- ☐ Dr. Jamal Scott, Vice President of Strategic Development
- ☐ Dr. Melinda Tejada, Vice President of Student Development

Implementation Timing: Has the proposal been vetted for timing?

- ☐ Academic Calendar
- ☐ Registration Dates – first day to register, withdrawal dates
- ☐ Faculty Development Days
- ☐ Employee Calendar
- ☐ Other _____

Approved By:

If not approved, rationale:

--

APPENDIX E

ICCB System Rules of the Illinois Community College Board Section 1501.309 Course Classification and Applicability

- a) Course Classification. Information on courses for which credit is to be awarded shall be submitted to ICCB on forms provided by ICCB in order for the courses to be classified into appropriate instructional and funding categories and added to the college's Management Information System (MIS) Course Master File.
- b) Course Credit Hour Determination.
 - 1) Credit hours for courses for which ICCB credit hour grants are to be claimed shall be determined on the basis of an expected 45 hours of combined classroom/laboratory and study time for each semester hour or 30 hours of such time for each quarter credit hour.
 - 2) Courses with students participating in lecture/discussion-oriented instruction will be assigned one semester credit hour or equivalent for each 15 classroom contact hours of instruction per semester or equivalent. It is assumed that two hours of outside study will be invested for each classroom contact hour.
 - 3) Courses in which students participate in laboratory/clinical-laboratory oriented instruction will be assigned one semester credit hour or equivalent for each 30-45 classroom contact hours of instruction per semester or equivalent. It is assumed that one hour of outside study will be invested for each two laboratory contact hours.
 - 4) Students who participate in nonclinical internship, practicum, or on-the-job supervised instruction shall receive one semester credit hour or equivalent for each 75-149 contact hours per semester or equivalent and students who participate in clinical practicums shall receive one semester credit hour or equivalent for each 30-60 contact hours per semester or equivalent. It is assumed that one hour of outside study time will be invested from each two clinical practicum contact hours.
- c) Course Syllabus. A syllabus shall be developed and maintained for each credit course and shall be available to the public and students upon request. A syllabus contains the description of the course, specific objectives of the course, a topical outline, and the method for evaluating student performance.

- d) **Course Applicability.** All credit courses must be part of an approved unit of instruction (pursuant to Section 1501.302), and the approved unit of instruction for each course shall be indicated on the college's ICCB MIS Course Master File.
- 1) **Lower-Division Baccalaureate Courses.** Courses designed to meet lower-division baccalaureate degree requirements shall be applicable to associate transfer degrees. For each baccalaureate course offered, the college shall either obtain approval for the course to be listed as a statewide articulated transfer course by a general education or baccalaureate major panel of the Illinois Articulation Initiative or maintain current written articulation agreements or transfer equivalency documents with:
 - A) at least three Illinois public universities, or
 - B) at least three baccalaureate degree-granting institutions to which a majority (51%) of the college's students transfer, or
 - C) one or more baccalaureate degree-granting institutions to which a majority (51%) of the college's students, majoring in the field for which the course is required, transfer.
 - 2) **Remedial Course Credit.** No remedial course credit shall be applicable to associate degrees designed for transfer to institutions granting baccalaureate degrees.
 - 3) **Adult Basic Education Course Credit.** No adult basic education course credit is applicable to degrees or to certificates, except the Adult Basic Education Certificate.
 - 4) **Adult Secondary Education Course Credit.** No adult secondary or college preparatory education course credit is applicable to degrees or certificates, except the Adult Secondary Education Certificate.
 - 5) **General Studies Course Credit.** General studies course credit is applicable only to the Personal Development; Homemaking; Improving Family Circumstances; Intellectual and Cultural Studies; Community and Civic Development; and Health, Safety and Environment Certificates.
- e) **Special Upper-Division Courses.**
- 1) A college may offer any course that is offered by a university, regardless of numbering system, if the university normally permits its own students to take the course as lower-division students. Such courses will be eligible for ICCB grants, if they meet all other criteria.

- 2) If at least three public universities in Illinois agree, or if a public university which is the principal recipient of transfers from the community college agrees, certain special courses taught at the upper-division level may be offered by a college and be eligible for ICCB grants, provided they meet all other criteria.
- f) Independent Study. Independent Study course credit shall not exceed 25 percent of the credit hour requirements for a student to earn an associate degree. The topic of an independent study course shall be listed on the student's permanent academic record.

Internships. An internship experience for credit that is designed to provide the student an opportunity to put into practice the theories and techniques learned in the classroom/laboratory shall be applicable to an associate degree or certificate, provided at least 12 semester credit hours or equivalent in the corresponding curriculum are completed by the student prior to, or are taken by the student concurrently with, such experience.

- g) Courses Approved as Repeatable.
 - 1) Courses in which the content varies from term to term or from student to student (e.g., independent study, special topics, and internship courses) or in which a student is expected to gain increased depth of knowledge and skill through repetition (e.g., music, speech, theatre, and journalism performance or production courses) shall, at the request of the college, be approved for repeatability under the following conditions:
 - A) The number of times the course may be taken for credit does not exceed four semesters (or six quarters);
 - B) The method of determining the amount of credit to be awarded for each section of the course, for each term, or for each student is specified in the college's catalog, on the course syllabus, and on the course classification form, and the subject matter and number of credits for which the student enrolled is specified on the student's permanent academic record;
 - C) The college's catalog, the course syllabus, and the course classification form requesting approval of repeatability by the ICCB indicate the number of such credits that will apply to degree or certificate completion for a single course or a combination of related courses; and
 - D) The total number of credit hours for a single course or for a combination of related courses that are applicable to degree or certificate completion does not exceed the maximums established in subsection (e) governing independent study,

subsection (b) governing credit hour determination, or Section 1501.507(b)(10) governing the maximum rate of credit hour production.

- 2) A vocational skill course that persons employed in an occupation or vocation must retake periodically by law in order to maintain employment shall, at the request of the college, be approved for repeatability under the following conditions:
 - A) The content of the course is determined by law and does not change from one year to the next, and
 - B) A copy of the law (or regulation administering it) and a course syllabus accompanies the course classification form requesting repeatability.
- 3) An adult basic, or adult secondary, or a remedial education course that is organized into discrete modules and offered for variable credit shall, at the request of the college, be approved for repeatability under the following conditions:
 - A) No discrete module is repeated more than three times,
 - B) The title of each module completed and the grade received is permanently recorded on the student's academic record, and
 - C) The content and number of credit hours for each discrete module is shown on the course syllabus and on the course classification form requesting approval of repeatability by the ICCB.
- 4) An adult basic, adult secondary, or a remedial education course that is not organized into discrete modules shall, at the request of the college, be approved for repeatability under the following conditions:
 - A) The number of times the course may be taken for credit does not exceed four times, i.e., repeatable three times.
 - B) The variety of skill levels included in the course and the methods used to accommodate individual differences based on an assessment of student skills is specified in the course syllabus.
 - C) The course title and the grade received is permanently recorded on the student's academic record each time that the course is taken.

APPENDIX F

Assignment of Credit

HLC Policy Title: Assignment of Credits, Program Length, and Tuition

Number: FDCR.A.10.020

An institution shall be able to equate its learning experiences with semester or quarter credit hours using practices common to institutions of higher education, to justify the lengths of its programs in comparison to similar programs found in accredited institutions of higher education, and to justify any program-specific tuition in terms of program costs, program length, and program objectives. Affiliated institutions shall notify the Commission of any significant changes in the relationships among credits, program length, and tuition.

Assignment of Credit Hours. The institution's assignment and award of credit hours shall conform to commonly accepted practices in higher education. Those institutions seeking, or participating in, Title IV federal financial aid, shall demonstrate that they have policies determining the credit hours awarded to courses and programs in keeping with commonly-accepted practices and with the federal definition of the credit hour, as reproduced herein for reference only, and that institutions also have procedures that result in an appropriate awarding of institutional credit in conformity with the policies established by the institution.

Federal Credit Hour Definition: *A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than:*

(1) one hour 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

(2) at least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by an institution, including laboratory work, internships, practica, studio work, and other academic work leading toward to the award of credit hours. 34CFR 600.2 (11/1/2010)

APPENDIX G

Illinois Community College Board GUIDELINES FOR ASSOCIATE DEGREES DESIGNED FOR TRANSFER

The model transfer degrees are intended to serve as guides for community colleges to ensure that their Associate in Arts (AA), Associate in Science (AS), Associate in Arts and Science (AA&S), Associate in Fine Arts (AFA), Associate in Engineering Science (AES), and Associate of Arts in Teaching (AAT) degree requirements are comparable to lower-division baccalaureate degree requirements at colleges and universities in Illinois. Models are based on the recommendations developed by the statewide panels of faculty working on the Illinois Articulation Initiative. The AA, AS and most AAT degrees contain the General Education Core Curriculum. The AFA, AES and the AAT in Secondary Science degrees contain that portion of the General Education Core Curriculum and the specific major field courses recommended by the respective major field panels in music, art, engineering, and teacher preparation. As a result, the model degrees are designed to transfer to all colleges and universities that are participating in IAI majors and the AAT initiative.

Guidelines were developed in cooperation with the ICCB Program Advisory Committee, the Community College Chief Academic Officers, and the Transfer Coordinators of Illinois Colleges and Universities. These groups have endorsed the described degrees as being “models” for transferability and articulation.

Guidelines That Are Common for All Associate Degrees Designed for Transfer

A. **Admission Requirements**

Public Act 86-0954, which establishes high school course requirements for admission to public universities in Illinois also applies to community colleges because the Illinois Public Community College Act requires that “Students allowed entry in college transfer programs must have ability and competence similar to that possessed by students admitted to state universities for similar program” (Ill. Rev. Stat. 1987, ch. 122, par. 103-17). Therefore, community colleges are required to develop high school course requirements for admission to baccalaureate/transfer programs that are similar to those adopted by public universities in Illinois.

B. **Residency Requirements**

Complete 15 semester credit hours at the college.

C. **Grade Point Average Required for Graduation**

2.0 on a 4.0 scale

2.5 on a 4.0 scale for teacher preparation programs

D. **Specific Degree Guidelines**

The specific degree guidelines are shown on the following pages.

APPENDIX H

ASSOCIATE IN ARTS DEGREE

The Associate in Arts (AA) Degree is designed to complete the lower-division (freshman and sophomore) portion of a Bachelor of Arts (BA) Degree. The Associate in Arts Degree includes the transferable General Education Core and the lower-division major field core courses recommended by the Illinois Articulation Initiative. The Associate in Arts Degree is ideally suited for students desiring a Bachelor of Arts Degree in areas such as liberal arts and sciences, English, psychology, and many other fields.

General Education Core

37-41 semester credit hours

Communications:

3 courses (9 semester credit hours), including a two-course sequence in writing (6 semester credit hours) with a grade of "C" or better, and one course (3 semester credit hours) in oral communication

Mathematics:

1 to 2 courses (3 - 6 semester credit hours)

Physical and Life Sciences:

2 courses (7 - 8 semester credit hours), with one course selected from the life sciences and one course from the physical sciences or interdisciplinary courses and including at least one laboratory course

Humanities and Fine Arts:

3 courses (9 semester credit hours), with at least one course selected from humanities and at least one course from the fine arts

Social and Behavioral Sciences:

3 courses (9 semester credit hours), with courses selected from at least two disciplines

Additional College AA Degree Requirements

0-9 semester credit hours

Major Field & Elective Courses

10-27 semester credit hours

TOTAL

60-64 semester credit hours

APPENDIX I

ASSOCIATE IN SCIENCE DEGREE

The Associate in Science (AS) Degree is designed to complete the lower-division (freshman and sophomore) portion of a Bachelor of Science (BS) Degree. The Associate in Science Degree includes the transferable General Education Core Curriculum and the lower-division major field core courses recommended by the Illinois Articulation Initiative. The Associate in Science Degree is ideally suited for students seeking a Bachelor of Science Degree in areas such as biology, business, criminal justice, and many other fields.

General Education Core

37-41 semester credit hours

Communications:

3 courses (9 semester credit hours), including a two-course sequence in writing (6 semester credit hours) with a grade of "C" or better and one course (3 semester credit hours) in oral communication

Mathematics:

2 to 3 courses (6 - 9 semester credit hours)

Physical and Life Sciences:

3 courses (10 - 11 semester credit hours), with one course selected from the life sciences and one course from the physical sciences and including at least one laboratory course

Humanities and Fine Arts:

2 courses (6 semester credit hours), with at least one course selected from humanities and at least one course from the fine arts

Social and Behavioral Sciences:

2 courses (6 semester credit hours), with courses selected from at least two disciplines

Additional College AS Degree Requirements

0-9 semester credit hours

Major Field & Elective Courses

10-27 semester credit hours

TOTAL

60-64 semester credit hours

APPENDIX J

ASSOCIATE IN FINE ARTS DEGREE

The Associate in Fine Arts (AFA) degree is designed to complete the lower-division (freshman and sophomore) portion of a Bachelor's of Fine Arts degree. Baccalaureate degree programs in the fine arts are highly structured and require many sequential courses in the major field at the lower division. In order to take courses similar to those of freshman and sophomore students at a university, some general education courses are postponed to the junior and senior years. Even though the AFA degree does not contain the entire IAI General Education Core Curriculum (GECC), students who transfer, having earned a minimum of 30 semester credit hours of college level coursework, have the option of completing the IAI GECC requirements or the receiving institution's lower-division general education requirements.

There are four approved options or areas of concentration for the AFA degree. Faculty from senior institutions, independent colleges and community colleges developed the AFA as part of the Illinois Articulation Initiative (IAI). The four options are art, art education, music, and music education. Once a college has an approved AFA, other options may be added as Reasonable and Moderate extensions.

The requirements for the Associate in Fine Arts degree are as follows:

General Education

27-39 semester credit hours

Communications (a two-course, 6 semester credit hour sequence in writing with a grade of "C" or better, and a 3 semester credit hour course in speech)

Mathematics (3 - 4 semester credit hours)

Physical and Life Science (7 - 8 semester credit hours with one course in physical science, one course in life science, or two interdisciplinary science courses. At least one course must contain a lab experience.)

Humanities and Fine Arts (6 semester credit hours for art, music, and music education options. The art education option requires 9 semester credit hours. Courses should be taken from both areas.)

Social and Behavioral Sciences (6 semester credit hours for the art option; 9 semester credit hours for the art education option, and 3 - 9 semester credit hours for options in music and music education. If taking six or more credit hours, at least one course should be from social science and one course from behavioral science.)

Major Field Courses

24-35 semester credit hours

The music core requires 31 - 35 semester credit hours. The art core requires 24 - 30 semester credit hours.

Courses recommended for each option can be found on *iTransfer.org* Choose "Majors" and any of the four options mentioned above.

TOTAL

60-68 semester credit hours

APPENDIX K

ASSOCIATE IN ENGINEERING SCIENCE DEGREE

The Associate in Engineering Science (AES) degree is designed to complete the lower-division (freshman and sophomore) portion of a baccalaureate degree in engineering. Baccalaureate engineering programs are highly structured and require extensive, sequential mathematics and science courses at the lower division level. In order to take courses in a similar pattern to those of freshman and sophomore students in the field of engineering at a university, some general education courses are postponed to the junior and senior years. Even though the AES degree does not contain the entire IAI General Education Core Curriculum (GECC), students who transfer, having earned a minimum of 30 semester credit hours of college level coursework, have the option of completing the IAI GECC requirements or the receiving institution's lower-division general education requirements.

The guidelines for the Associate in Engineering Science degree are as follows:

General Education

Communications (a two-course, 6 semester credit hour sequence in writing with a grade of "C" or better)
Mathematics (11 - 13 semester credit hours) Calculus I, II, III
Physical and Life Science (4 - 5 semester credit hours) Chemistry I (with lab)
Humanities and Fine Arts (0 - 9 semester credit hours)
Social and Behavioral Sciences (0 - 9 semester credit hours)

Major Field Courses

19-38 semester credit hours

Differential Equations (3 - 4 semester credit hours)
Calculus-based Physics for Engineers I, II with lab (8 - 10 semester credit hours)
Optional: Calculus-based Physics for Engineers III (3 - 4 semester credit hours)
Computer Programming (2 - 4 semester credit hours in a structured modern language)

Engineering Specialty Courses (6-16 semester credit hours)

Engineering Graphics
Statics
Dynamics
Electrical Circuits

Additional courses recommended for various fields of engineering can be found at itransfer.org/IAI/majors/egr/.

TOTAL

60-68 semester credit hours

APPENDIX L

Illinois Community College Board

GUIDELINES FOR ASSOCIATE IN APPLIED SCIENCE DEGREE

The *Administrative Rules of the Illinois Community College Board*, Section 1501.302, identifies criteria for new units of instruction. In addition to criteria for all new units of instruction, the following requirements are identified specifically for Associate in Applied Science Degree:

A total requirement of not less than 60 semester credit hours nor more than 72 semester credit hours or the quarter credit hour equivalent, except in such occupational fields in which accreditation or licensure by a state or national organization requires additional coursework.

The general education component required will represent at least 15 semester credit hours or the quarter credit hour equivalent.

The following Summary of Preliminary Model Criteria and Guidelines for AAS Degrees, developed by a joint ICCB and Illinois Council for Occupational Education Task Force, is also a resource colleges can consult as they develop new AAS degrees and review and revitalize existing degrees.

Summary of Preliminary Model Criteria and Guidelines for AAS Degrees

Foundational Principle I

OUTCOME ORIENTATION: *AAS degrees should be outcome oriented to meet their primary purpose of preparing people for employment.*

- Criterion 1.* **Employment Needs:** AAS degree programs should meet education and training needs of individuals to enter and/or advance in the workforce, providing skills needed by employers. (Components include outcome orientation, labor market alignment, occupational/professional skills standards, validation of students' skills, and lifelong learning.)
- Criterion 2.* **Degree Designation Associate:** degree programs designed primarily for career preparation and immediate employment or upgrading should be designated as an Associate in Applied Science (AAS) Degree program. The AAS degree also should be identified with a career major. (Components include degree designation and specialty designation.)

Foundational Principle II

CURRICULAR COMPONENTS: *To achieve the needed AAS degree outcomes, the "input" should consist of well-constructed curriculum components meeting criteria for excellence.*

- Criterion 3:* **Collaborative Program Development and Delivery:** Programs should be developed collaboratively with business and labor to meet their workforce needs. Programs should be developed collaboratively with other educational partners to provide a seamless educational program and career ladder for students and to afford consistency of programs across the state. (Components include business and labor partners, educational partners, and consortia.)

- Criterion 4. Curriculum Content and Credit Hour Distribution:** The AAS degree should range from 60 - 72 semester credit hours. It should comprise 50 - 75 percent technical core and specialty coursework and the equivalent of at least 15 semester credit hours of general education instruction to provide the skills needed for the occupation. Post-AAS or advanced certificates can provide further career ladder opportunities for students. (Components include technical core and specialty coursework, work-based learning opportunities, general education coursework, total credit hours, and advanced/post- AAS certificates.)
- Criterion 5. Curriculum Structural Concepts:** AAS degrees should be structured to enable students to meet immediate employment needs while opening other options such as continuing education and upward mobility. (Components include career ladders, integrated instruction, and articulation.)
- Criterion 6. Articulation:** All AAS degree curricula should maximize articulation with secondary and baccalaureate degree programs. (Components include collaborative curriculum development, articulation options, secondary articulation, and baccalaureate articulation.)
- Criterion 7. Curriculum Structure and Scheduling:** As appropriate to institutional resources and specific curriculum requirements, community colleges should structure AAS degrees to provide flexible options for student completion. (Components include course scheduling, course sequencing, open entry/open exit courses, concurrent enrollment, timely program completion, and telecommunications delivery.)

Foundational Principle III

SUPPORTING RESOURCES AND POLICIES: *In addition to above curricular components meeting criteria for excellence, an array of supporting college resources and policies are needed to support quality outcomes, addressing student admission requirements, student services, credit for prior learning, instructor qualifications and professional development, and student information.*

- Criterion 8. Student Admission Requirements:** Appropriate admission criteria for each AAS degree should be identified by the college, to delineate the prerequisite education and skill levels students need to succeed in the program and successfully enter the occupation. For programs for which formal admission is needed or enrollment must be limited, admission criteria should likewise match prerequisite education and skill levels needed for students to succeed and establish equitable processes for student selection. Corresponding assessment and placement procedures should be utilized.
- Criterion 9. Student Services:** Student services should be provided that are geared to assist students in succeeding in college and completing AAS degrees. (Components include core services and linking students to instruction.)
- Criterion 10. Credit for Prior Learning:** Credit toward the AAS degree should be awarded for knowledge and skills acquired through prior experiences. (Components include credit for prior learning policies and credit for prior learning options.)
- Criterion 11. Instructor Qualifications and Professional Development:** Instructors should have the necessary experience and education to effectively instruct students in the career field of study and enable them to attain program competencies and objectives. (Components include qualifications, professional development, and non-teaching responsibilities.)

- Criterion 12.* **Student Information:** Information for students on AAS degrees should be clear, comprehensive user-friendly, and readily accessible through a variety of media to enable them to make informed educational and career choices.

Foundational Principle IV

ACCOUNTABILITY: *In keeping with the axiom “you get what you measure”, for AAS degrees to meet their outcome expectations, in addition to the appropriate components/input and supporting resources and policies, a comprehensive accountability system is needed to assure the outcomes are achieved and to make any needed adjustments.*

- Criterion 13.* **Accountability:** College accountability systems, policies, and procedures should assure that an appropriate collaborative process is used in the development of AAS degrees, that AAS degrees contain the needed components and meet criteria for excellence, and that AAS degrees are indeed effective in meeting the needs of employers and the current and future workforce.

APPENDIX M

New Program and Certificate Development Timeline		
Initial Review to Program Proposal	<i>Review of EMSI data</i>	1 Week
Joint Instructional Council (JIC)	<i>Program proposals presented in JIC</i>	1 Month
College Stakeholders and President's Cabinet	<i>Waubonsee Recommendation form sent to stakeholders for departmental considerations and to President's Cabinet for approval to offer</i>	1 Month
Curriculum Council, Waubonsee Board, ICCB and IBHE Approval	<i>Curriculum Development and approvals</i>	6-18 Months
ICCB program approval board meetings are October 31st and March 31st. Waubonsee Curriculum Council meetings are scheduled to meet Waubonsee and ICCB Board deadlines. In order for new programs and certificates to be on the ICCB board agenda, originators will need to present curriculum proposals for a first read at the first curriculum council meeting each semester.		
Note: This timeline is tentative due to varied approval requirements and external board meeting dates for certificates and programs by Curriculum Council, Waubonsee Board, ICCB, IBHE and HLC.		

New Course Development Timeline		
Meet with Dean	Discuss the need for the course, target start date, facility, instructional support and equipment needed	1 week
Discuss with faculty from other impacted areas	Introduce course to faculty from other impacted areas to ensure course doesn't unnecessarily duplicate existing courses or course content in other disciplines and that the development doesn't adversely impact other existing areas of the college.	2 weeks
Curriculum Council	Present course proposal for a first and second read at curriculum council.	1-2 months
ICCB Approval	New courses require ICCB approval and timing depends on the type of course being submitted: 1.1 Transfer Course or 1.2 CTE course.	1-2 months
Note: Timeline is tentative due to varied approval requirements.		

APPENDIX N

CURRICULUM COUNCIL MEETING AND DEADLINE DATES

All meetings are held at 2:30 p.m.

FALL 2020

Proposal Entry Due in CurriCUNET	Agenda Posted	Curriculum Council Meeting
August 31	September 2	September 10
September 14	September 16	September 24
September 28	September 30	October 8
October 12	October 14	October 22
October 26	October 28	November 5
November 9	November 11	November 19

SPRING 2021

Proposal Entry Due in CurriCUNET	Agenda Posted	Curriculum Council Meeting
January 25	January 27	February 4
February 8	February 10	February 18
February 22	February 24	March 4
March 15	March 17	March 25
March 29	March 31	April 8
April 12	April 14	April 22