

CURRICULUM COUNCIL PROCEDURES

Curriculum Development Checklists

Course Development or Revision Checklist	
1. Originator and the dean discuss proposed curricular action. Discussion will include: need for the development or revision, target start date, facility, instructional support, and equipment needed if applicable.	<input type="checkbox"/>
2. Originator follows Course Guidelines and Elements (page 11) in the Curriculum Council Procedures Manual to create a new course using the Course Outline Form or revise current Course Outline located in Curricunet *.	<input type="checkbox"/>
3. Originator prints a course impact report in Curricunet* to discuss the proposal with discipline faculty and faculty from other impacted academic programs. (Directions page 48 of Curriculum Council Procedures Manual).	<input type="checkbox"/>
4. Originator emails Course Outline Forms with new course outcomes to the Dean for Learning Outcomes, Curriculum and Program Development for an outcomes review: kgorski@waubonsee.edu	<input type="checkbox"/>
5. Once the dean reviews the final outline, originator enters 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: email lmalley@waubonsee.edu and copy dean.	<input type="checkbox"/>

Program Development and Revision Checklist	
Curricular Action: Develop a New Program <input type="checkbox"/> Revise an Existing Program <input type="checkbox"/>	
1. Originator discusses new program idea or revision with the dean. Discussion includes: need for the program or revision, target start date, facility, instructional support, equipment, and potential industry partners.	<input type="checkbox"/>
2. Originator follows the Guidelines for Program Development or Revision in the Curriculum Council Procedures Manual . Then follow the course development or revision checklist above.	<input type="checkbox"/>
3. For new programs only : Program idea is included on the Workforce Solutions Council agenda, discussed with the program development core team and presented at Joint Instructional Council (JIC) with the originator, dean or faculty champion, prior to a proposal being sent to the Executive Leadership Team (ELT) for a decision.	<input type="checkbox"/>
4. For new programs only : Upon approval from ELT: originator, faculty champion and/or Program Development Coordinator works with program development core team to complete a timeline. Course Outline Forms are completed for each course in the program.	<input type="checkbox"/>
5. For new programs only : Originator emails Completed Course Outline Forms with the course descriptions and outcomes to Learning Outcomes for review: kgorski@waubonsee.edu	<input type="checkbox"/>
6. For new programs only : Originator enters curriculum in Curricunet or email Instructional Services for support and Curriculum Council preparation: lmalley@waubonsee.edu	<input type="checkbox"/>
7. For new programs only : Upon Curriculum Council approval, Program Development Coordinator prepares documents for the approvals needed prior to offering a program: Waubonsee Board, ICCB, IBHE and HLC.	<input type="checkbox"/>