



Development of Credit-Bearing Curriculum Administrative Procedure

Approved September 12, 2025 by Curriculum and Academic Policy Committee
Approved September 30, 2025 by President's Cabinet

1. Purpose

To outline the required steps for developing, revising, and discontinuing credit-bearing curriculum in accordance with state and federal law, WVCTCS §135-11 and §135-59, HLC Assumed Practices (B-1, B-2), and institutional timelines for catalog publication.

2. Scope

This procedure applies to:

- All faculty developing or revising credit-bearing courses, programs, or microcredentials.
- Program Directors, Division Chairs, the Curriculum and Academic Policy Committee (CAP), Registrar, and administrative staff supporting curriculum processes.

3. Responsibilities

- **Faculty:** Develop curriculum proposals in consultation with Program Directors and Division Chairs.
- **Program Directors/Division Chairs:** Review and enter proposals into the College's curriculum software; monitor timelines.
- **CAP Committee:** Review and recommend curriculum proposals for approval or disapproval.
- **Registrar's Office:** Manage and provide training on curriculum management software; verify catalog and SIS accuracy following approvals.
- **Director of the Center for Excellence in Learning (CELT) and Faculty Assessment Coordinator:** Consult with faculty on learning outcomes; provide



training and professional development opportunities; maintain curriculum processes, guides, and intent form on CELT website.

- **Vice President for Learning (VPL)/CAO and President:** Final review and approval (as applicable).

4. Procedure Steps

4.1 Idea Generation and Pre-Screening

- Faculty identify the need for a new program/course, revision, or discontinuation.
- Faculty consult with Program Director and Division Chair for initial feedback and feasibility.
- Program Director completes the **Curriculum Intent** form on the Center for Excellence in Learning and Teaching (CELT) Website.
- The Academic Affairs Office responds within 2 business days with instructions on how to proceed.
- For **new programs, major program revisions, or program discontinuance**, the Academic Affairs Office will arrange a meeting between the VP for Learning (VPL) and the Program Director. Program Directors and originators should plan to bring Labor Market Information (LMI) data and/or specific program advisory committee feedback to the meeting to provide justification for the program action. The VPL will use information gained in this meeting to bring the idea to Cabinet. This step may take up to two weeks as Cabinet meetings are held bimonthly. If the idea is cleared to proceed, the Academic Affairs Office will notify the Program Director and refer them to relevant staff members to assist with the development of the proposal. If the idea is denied, the VPL will provide feedback directly to the Program Director.
- For **minor program revisions, new courses, course revisions, and outcomes changes**, the Academic Affairs Office will refer the Program Director to relevant staff members to assist with the development of the proposal. The VPL may permit minor revisions to outcomes and/or typographical corrections to proceed directly to final approval without CAP review. The Academic Affairs Office will advise the Program Director when this option is available.

4.2 Proposal Development

- Using College-approved templates, faculty develop a proposal including:
 - Proposed change(s)
 - Program/course outcomes (aligned with accreditation requirements, if applicable)



- Rationale for the change(s)
 - Impact on students, faculty, and resources.
- Faculty collaborate with Program Directors, Division Chairs, and relevant staff for feedback and data collection.
- **All proposals requiring changes to the College Catalog must be entered into the College's curriculum software** by the Program Director or Division Chair. The Academic Affairs Office will ensure the Program Director has training and access to the appropriate template in the curriculum system.
- The Program Director launches the proposal in the curriculum system. The Academic Affairs Office will review the proposal within 2 business days to ensure it is complete. If corrections or additions are needed, the Academic Affairs Office will notify the Program Director. If the proposal is complete, the Academic Affairs Office will grant the first level of approval in the curriculum system.
- Minor revisions that do not require CAP review will now proceed to the "Post-CAP Approvals" step.
- All other changes will now proceed to the "CAP Submission and Timeline" step.

4.3 CAP Submission and Timeline

- Proposals requiring CAP review include:
 - New programs or courses
 - Program discontinuance
 - Major and minor program revisions impacting the College Catalog
 - Course revisions including title, prefix, prerequisites, credit hours, outcomes, and catalog description
 - Review of articulation agreements
- Division Chair grants approval in the curriculum system for the proposal to proceed to CAP
- Once the Division Chair grants approval, members of Curriculum Committee will have read only access to the proposal in the curriculum system.
- **Deadline:** Proposals must be approved by the Division Chair **at least one week prior to the next CAP meeting** in order for the proposal to be placed on the meeting agenda.
- The Academic Affairs Office will distribute the CAP agenda and PDF versions of the proposals at least three business days prior to the meeting.
- Program Director and Division Chair arrange to be present at the meeting to present the proposal.



4.4 CAP Review

- CAP reviews submitted proposals during scheduled meetings.
- Program Director and Division Chair may be asked to present or clarify proposal details during CAP review.
- CAP votes to recommend proposals for approval or requests revisions before resubmission.
- **Deadline:** Proposals must secure final CAP approval by the conclusion of the **February meeting** to be effective for the following academic year.

5.5 Post-CAP Approvals

- Following CAP approval:
 - The Chair of Curriculum Committee reviews and approves the proposal in the curriculum system.
 - The VPL/CAO reviews and approves the proposal.
 - For new programs or program discontinuance:
 - The Vice President for Learning consults with the President and seeks approval of the approval from the Board of Governors.
 - Upon Board approval, the Vice President for Learning notifies the appropriate WVTCS administrator of the program action.
 - Upon confirmation from the appropriate WCTCS administrator, the VPL notifies Cabinet and the Registrar that the program action is ready to be implemented.
 - The VPL seeks program eligibility for state and federal funding as appropriate.
- Once final approvals are obtained, proposals are prepared for publication in the College Catalog in time for **Fall registration**.

6. Documentation and Record-Keeping

- Proposals, approvals, and related documentation will be stored within the College's curriculum management software.
- The Registrar will maintain a record of approved curriculum for catalog and system alignment.

7. Definitions

- **HLC:** Higher Learning Commission



- **Major revisions:** Changes to a program that alone or cumulatively since the last HLC review constitute 25% or more of program content.
- **WVCTCS:** West Virginia Community and Technical College System

8. Review Cycle

This procedure will be reviewed annually by the Curriculum and Academic Policy Committee in consultation with the Vice President for Learning/CAO to ensure compliance with WVCTCS, HLC, and College practices.