Procedure Number:	AS 001
Procedure Title:	Curriculum Review

1. PURPOSE

1.1 The purpose of this procedure is to define the purpose, membership, responsibilities, and processes of the Curriculum Review Team (CRT).

1.2 Northwest Vista College (NVC) places primary responsibility of the effectiveness, quality, and content of curriculum with its faculty.

2. DEFINITION / PURPOSE

2.1 The CRT is a standing committee that meets semimonthly to review curriculum changes submitted in the NVC curriculum software.

2.2 The CRT is responsible for ensuring NVC is in compliance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), the Texas Higher Education Coordinating Board (THECB) and the Guidelines for Instructional Programs in Workforce Education (GIPWE). CRT is primarily responsible for ensuring that all courses match the appropriate manual compliance, including the Academic Course Guide Manual (ACGM), the Workforce Education Course Manual (WECM), and the Texas Common Course Numbering System (TCCNS).

2.3 The CRT does not review individual course curricula (course content), materials used, topics covered, or how courses are taught.

3. MEMBERSHIP / OPERATION

3.1 The CRT consist of the following members:
Non-voting members:
- Vice President for Academic Success (VPAS) *ex-officio
- Academic Support Specialist
- Deans for Academic Success
Voting Members:
- 1 faculty member representative from each of the Academic Departments (1 of which is elected CRT Chair)
- Faculty Senate President

3.2 The CRT will review proposals that consist of:
- Changes, Archives, or Additions to the catalog
- Changes, Archives, or Additions to course inventory
- Changes, Archives, or Additions to Field of Study
- Changes, Archives, or Additions to programs

- Changes, Archives, or Additions to core curriculum
- Changes, Archives, or Additions to the AS course list
- Ensure that any course additions and deletions (or archiving) benefit student success.

3.3 The Academic Support Specialist to the VPAS is responsible for creating the agendas for the CRT meetings, assisting the CRT Chair as needed to review and prioritize items for meeting agendas, and recording the team's decisions in the NVC curriculum software.

3.4 The CRT Chair will be responsible for prioritizing items for the meeting agendas and facilitating CRT meetings.

3.5 Selection Process of CRT Members

3.5.1   Each department is represented on the CRT by a faculty member representative.

3.5.2   The Faculty Senate President also serves on the CRT for the duration of service in that office.

3.5.3   All faculty members of the department are eligible to serve on the CRT. The Department Chair must provide all faculty members of the department two weeks' notice to declare themselves a candidate before eligibility is closed. Department Chairs are responsible for organizing the department vote in the fall or spring semester to ensure continuous department representation on the CRT.

3.5.4   Faculty members from each department vote anonymously for a faculty member to serve on the CRT.

3.5.5   Terms are for two years. Members may serve more than one term provided that the department continues to select said member through the established voting and approval process.

3.5.6   Members may resign from membership before the two-year term is complete. In the event that a member is unwilling or unable to serve on the CRT, the department chair will call for a special election that follows the voting process.

3.6 Selection Process of CRT Chair

3.6.1   All CRT faculty representatives are eligible to serve as the CRT Chair.

3.6.2   The CRT will provide two weeks' notice to declare Chair availability to ensure opportunities for members to declare themselves as candidates before eligibility is closed. The Committee is responsible for organizing the CRT Chair vote in the fall semester to ensure continuous representation for the CRT.

3.6.3   All voting members of the CRT will vote anonymously for a faculty member to serve as CRT Chair.

3.6.4   CRT Chair term is two years. The CRT Chair may serve more than one term provided that the CRT continues to elect said member through the

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established voting and approval process.

3.6.5 The CRT Chair may resign from the position before the two-year term is complete. In the event that the elected Chair is unwilling or unable to serve as the CRT Chair, the CRT will call for a special election that follows the voting process.

4. NOTIFICATION AND APPROVAL OF CURRICULAR CHANGE

4.1 STEP 1: The originator will submit a proposal through the NVC curriculum software.
    4.1.1 Any faculty member may be an originator.
    4.1.2 In the curriculum software, all proposals will include the name of the originator. Originators shall not be anonymous.

4.2 STEP 2: The Discipline/Program Coordinator will review and approve or disapprove the proposal.

4.3 STEP 3: If approved the Discipline/Program Coordinator will inform and send details to the Department Chair and Dean for Academic Success. This is an information sharing step, not an approval.

4.4 STEP 4: The Academic Support Specialist to the VPAS will prepare the proposal before going forward to the CRT. The CRT Chair sets the meeting agenda, and the Academic Support Specialist will invite the originator(s) to the CRT meeting to present the proposal.
    4.4.1 The originator may be present for all discussion and any vote taken on a proposal.

4.5 The CRT must meet quorum for a meeting to start. The CRT members have defined quorum as one more than half of the voting CRT members present.

4.6 STEP 5: With a quorum present, CRT members will vote to approve or disapprove proposals. Approval requires at least two-thirds vote of members present and/or by proxy in favor of a proposal.

5. OTHER RESPONSIBITLIES

5.1 The CRT reviews key principles relevant to understanding curricular issues so that members have a study guide and build institutional knowledge.

5.2 For participation and inclusion in college assessment efforts, two voting CRT members shall sit on the Academic Achievement Team.

5.3 The CRT is responsible for staying up to date with the THECB and campus catalog deadlines.

6. APPROVAL AUTHORITY FOR CURRICULAR CHANGE

6.1 The CRT is responsible for all approvals/disapprovals entered through the NVC curriculum software within CRT guidelines (section 2.2).

6.2 If quorum or a voting majority has been met, with a minimum of two-thirds vote, the CRT has the authority to approve reviewed proposals to the next step in the curriculum process.

7. MONITORING AND ENSURING COMPLIANCE

7.1 This procedure was reviewed by the Deans for Academic Success and the Vice President for Academic Success.

7.2 This procedure will be reviewed on a three-year cycle, or as needed by the CRT.

Contact for Interpretation: Vice President for Academic Success

Relevant Board Policy: E.1.3 - Core Curriculum and Degrees

Relevant SACSCOC Principles: 9.1 *Program Content*

          10.4 *Academic Governance*

          10.7 *Policies for Awarding Credit*

Last Updated: Spring 2021

Policy review cycle: Annual – see 6.2 – next review Spring 2026