

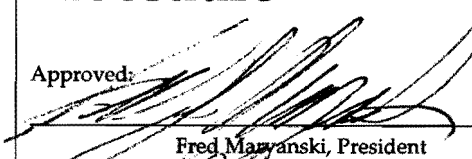


NEVADA STATE COLLEGE
POLICY LIBRARY

Date Issued: 6/17/08

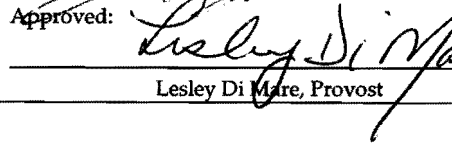
Curriculum Committee Procedure

Approved:

 2/24/09
Date

Fred Marzanski, President

Approved:

 2/20/09
Date

Lesley Di Mare, Provost

POLICY STATEMENT

Nevada State College offers a wide range of baccalaureate programs and selected masters programs designed to meet the general needs of the State of Nevada and the specific needs of the southern region of the state.

REASON FOR POLICY

To establish the procedure for changes to the curriculum.

ENTITIES AFFECTED BY THIS POLICY

- President
- Provost
- Vice Presidents
- Provost Council
- Deans/ Directors
- Academic Faculty

WHO SHOULD READ THIS POLICY

- President
- Provost
- Vice Presidents

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- Provost Council
- Deans/Directors
- Academic Faculty

WEBSITE ADDRESS FOR THE POLICY

<http://www.nsc.nevada.edu/Administration/VPFinanceAdministration/Projects/PPM/index.htm>

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CONTACTS

Direct any general question about the Curriculum Committee Procedure to your department's administrative office. If you have questions about specific issues, contact the following offices:

Question	Contact	Telephone	E-mail
Any question regarding this policy	Lesley Di Mare, Provost	992-2060	Lesley.DiMare@nsc.nevada.edu
	Shirlee Snyder, Interim Dean of School of Nursing	992-2034	Shirlee.Snyder@nsc.nevada.edu
	Francine Mayfield, Dean of School of Education	992-2063	Francine.Mayfield@nsc.nevad.edu
	Erika Beck, Dean of School of Liberal Arts	992-2057	Erika.Beck@nsc.nevada.edu
	Chair: Dr. Tony Scinta	992-2626	Tony.Scinta@nsc.nevada.edu

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This policy does not apply to Nevada State College's core curriculum.

Prior to beginning any curricular changes, please communicate with the Deans/Directors at the other institutions to discuss possible ramifications the change might have on their programs and any impact on students. This communication shall be from NSC's Dean/Director directly to the other institutional representatives as appropriate. **All additions, changes and deletions of courses require submission of two forms to the NSC Faculty Senate Curriculum Committee.** The forms are the Common Course Numbering Form and the Degree/Course Approval form. For changes to a course description only, no form is required and the change may be handled through the process of collaborative discussions among the faculty in the discipline, with final approval by the Dean/Director of the appropriate School/Programs. Notification of any approved minor changes must still be communicated from the Dean/Director to other Schools/Programs, the Faculty Senate, the Registrar and the Provost.

For modifications to existing course(s) and/or degree(s) at NSC, all required approval documentation must be forwarded to the Registrar no later than May 30th of each year in order to go into effect in the next catalog cycle.

New degrees and courses can be offered as soon as they have been approved by the Curriculum Committee, the Provost, the President, the Common Course Numbering Committee, and the Board of Regents.

To create a course that is new to NSC or to make a change to the title, prefix or credits to an existing course, begin with Step 1. This process should be used for any curricular change other than for a minor course description revision. A thorough discussion with the Department Chair, Dean or Director of the area should be initiated prior to completing this process.

To delete a course, start with Step 3.

Step 1. Please check the common course numbering website at:
<http://system.nevada.edu/Chancellor/Academic-A1/CCN/index.htm>.

Then select from these options:

- a) **If you are creating a new course that does not currently exist in the NSHE system,** review the current courses in the appropriate discipline to determine if a similar course exists. In order for a course to be assigned a unique course

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number, at least 20% of the content of the proposed course must be considered unique and not found in a current course within the NSHE. If your course is unique, select a course number that is not currently listed on the common course numbering website. In addition, check in SIS to make sure the course is not currently articulated at NSC.

- b) **If you are using a prefix that is not in the common course numbering (CCN) website but is offered at another NSHE institution**, check the online catalogs at other NSHE campuses to determine if the course you wish to teach already exists, or to select a course number that does not appear to be used at another institution. If the course is not listed in the common course numbering website, go to Step 2.
- c) **If the course you wish to add to NSC's curriculum is listed in the common course numbering website**, skip Step 2.

Step 2. Direct contact must be made by the appropriate academic Dean/Director via email with the relevant department Chair/Dean at each NSHE institution that offers the discipline in which the proposed or current course resides in order to prevent any duplication of numbers. This applies to ANY course that is not listed on the common course numbering website. If the prefix is not on the common course numbering website, you can either select the most closely related discipline and contact the appropriate division Chair/Dean or contact the registrar at each college. A list of current department Chairs and registrars may be accessed through the common course numbering website listed above.

If you are creating a new course that does not currently exist in the NSHE system and you wish to seek transfer status, you must get CCN/articulation approval from the other institutions. Therefore, your communication with all other institutions must ask for transfer status with the new CCN prefix/number, either as a general elective or as a direct articulation transfer (if applicable). You must receive approval before the course can be put into SIS. A lack of response to an email should not be considered as receiving approval for transfer; you must receive a written response (email is acceptable) from the other NSHE institutions.

Step 3. The discipline area instituting the curricular change shall fill out the Common Course Numbering & Transfer Status Form and the NSC Degree/Course Approval Form. Once approval has been obtained from all NSHE institutions (if applicable) and all signatures have been obtained on the NSC Degree/Course Approval Form (except from the Curriculum Committee), submit the forms to the Chair of the Curriculum Committee. If

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approved by the Curriculum Committee, the committee will sign the form and submit its recommendation to the respective Dean/Director to forward to the Provost, who will review, discuss with the President and approve or deny the recommendation. Approved changes will be sent to the Board of Regents if necessary.

Once approved by all groups, the change will go into effect. The Curriculum Committee will then inform the campus community of the changes via Faculty Senate and the Departments/Schools/Programs. All changes will be posted on the Policy website. If you have any questions, please contact your department Chair, Dean or the Curriculum Committee Chair.