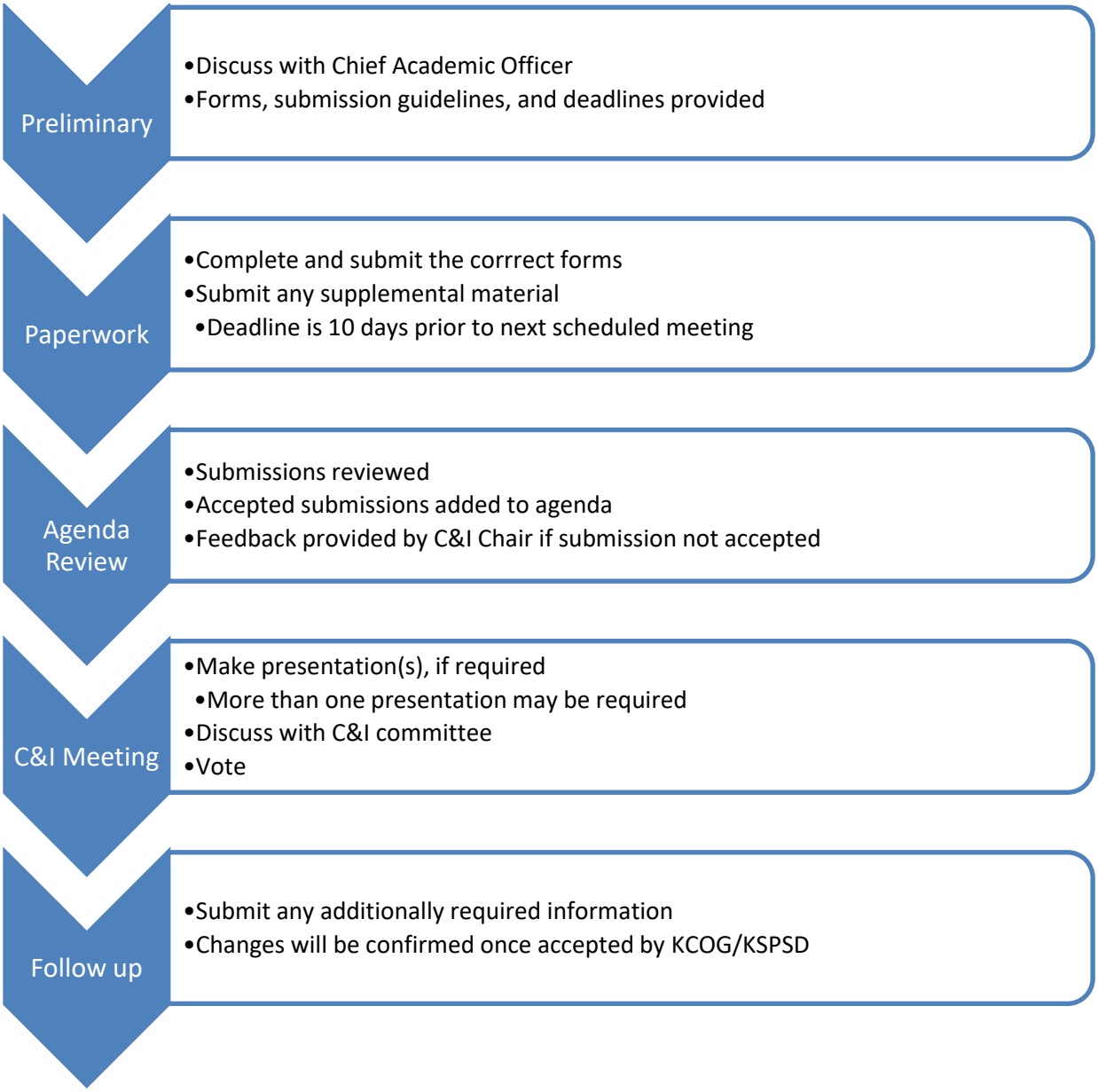
C & I Flow Chart

The Curriculum & Instruction Committee is responsible for reviewing departmental program curriculum and instructional needs as well as reviews and making recommendations to the Chief Academic Officer or the Dean of Technical Instruction on:

- Additions, deletions, modifications to college curriculum
- Recommendations to pertinent departments regarding course offerings
- Catalog reviews and updates
- Instructional facilities, additional faculty, and textbooks necessary to fulfill instruction and curriculum needs
- Ensure instruction and curriculum needs are being met in transfer programs

This document outlines the process to be followed when submitting items to the Curriculum and Instruction committee. This process applies to all modifications to existing courses and programs, as well as proposals for new courses and programs.



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C & I Flow Chart

I. Preliminary Steps

A. The initiator will meet with the Chief Academic Officer (CAO) to discuss modifications to existing courses/programs OR proposals for new courses/programs

1. The CAO or the Administrative Assistant to the CAO will provide the initiator with additional submission information.

a) *Current forms will be made available via:*

(1) HCC Intranet under Faculty Templates at https://highlandcc.edu/pages/faculty-templates

(2) C & I Canvas course (invitation only)

(3) Office of Academic Affairs

b) *Day and time of next C&I committee meeting*

(1) Meetings are held the second Friday of each month at 2 p.m.

c) *Method for submitting forms*

(1) C&I Canvas course (invitation only)

(2) Academic Affairs office or email

II. Deadlines

A. Submission

1. All submissions must be made by midnight at least ten (10) days prior to the next scheduled meeting

B. Review

1. The C&I Chair, CAO, and Administrative Assistant to the CAO will meet to review all submitted materials
2. Viability of modification or proposal
3. Use of appropriate action verbs
4. Completion of all required materials

a) *Proper documentation must accompany submissions prior to being presented to the C&I committee*

C. Agenda

1. If approved, item will be added to the next scheduled meeting agenda

a) *Draft of the agenda will be made available via Canvas 48 hours prior to next scheduled meeting*

2. In not approved, the CAO or the Administrative Assistant to the CAO will provide additional information to the initiator

III. Notifications

A. Modifications that do not require a vote

1. Textbook edition updates
2. Competency changes generated by the Core Competency Outcomes committee at the state level

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IV. Single Presentations

A. Modifications to courses/programs that require at least one meeting
    1. Textbook changes
    2. HCC Catalogue/Program realignments
    3. Alignment with KBOR/KCOG
        a) *Requires single presentation, notes the shift is for KBOR/KCOG alignment, and a vote*

B. Discussion
C. Motion
D. Call for vote
    1. C&I committee reserves the right to request additional review of any presentation at a following meeting prior to calling for a vote

V. Full Presentations

A. Modifications or proposals that require at least two meetings
    1. Reactivation of courses listed as "Inactive" in the KSPSD database
    2. New Course or Program
    3. Credit hour change
    4. Other Course/Program modifications
        a) *A copy of the new syllabus must be submitted with changes*
    5. Degree sheet modifications

B. Discussion
C. Motion
D. Call for vote

VI. Consent Agenda

A. Allows the board to approve items without discussion or individual motions
    1. Approval of minutes
    2. Final approval of items previously presented and discussed
    3. Routine matters
    4. Reports provided for information only
    5. Correspondence requiring no action
    6. Other items that are considered noncontroversial

B. Agenda items requiring two readings may not be added to the consent agenda until after their second reading
C. This is a special rule of order and may be suspended at any point with a two-thirds vote

VII. Post-Approval Steps

A. If approved as amended, final syllabi should be submitted to the Office of Academic Affairs within 3 business days
B. If approved with conditional changes, final syllabi should be submitted to the Office of Academic Affairs within 5 business days
C. Administrative Assistant to the CAO will make all required changes
    1. PowerCampus

2. HCC website
3. KBOR/KSPSD database

VIII. Distribution of Information

A. Administrative Assistant to the CAO will send the meeting minutes to the C&I Chair for review prior to distribution

B. Meeting minutes will be posted in the following locations:
   1. C&I Canvas course
      a) *A draft of the minutes will be made available via Canvas after review by the Chair*
   2. HCC Intranet under Meeting Minutes at https://highlandcc.edu/pages/meeting-minutes
      a) *Posted pending approval by committee at next scheduled meeting*

C. Meeting minutes will be emailed to the following individuals
   1. Director of Concurrent Education
   2. Director of eLearning
   3. Regional Center Directors
      a) *Regional Center Directors are responsible for notifying their adjunct and full-time instructors of changes in curriculum*
   4. Director of the Bookstore
   5. Any guests present at the meeting