

# VERMONT TECH

## Manual of Policy and Procedures

<i>Title:</i>  <b>New Courses</b>	<i>Number:</i> <b>T 104</b>	<i>Page(s):</i> <b>2</b>
	<i>Date:</i> <b>6/30/2009</b>	

### PURPOSE

Vermont Technical College has developed guidelines to ensure that changes in academic curriculum are given thorough review by the entire academic community.

### STATEMENT OF POLICY

- 1. Departmental Review**  
New courses, substantive changes in course outlines, changes in degree programs and other modifications to academic curriculum must first be reviewed by the appropriate academic department(s). If a new course is proposed, the department chairperson will complete a VSC course proposal form.
- 2. Chairpersons' Review**  
The approved departmental changes to courses, outlines or curriculum will be documented by the chairperson(s) involved and will be submitted with recommendations for action to the Academic Dean.
- 3. Academic Dean's/Registrar's Review**  
The Academic Dean and Registrar will review the proposed changes. The Academic Dean may choose to recommend that no further action is taken on the proposal. If the new course is one that is a VSC common course, no further approval action is required. The course description will be that which has already gone through the approval process at one of the other VSC institutions. If this is an entirely new course to Vermont Tech and to the VSC, the Academic Dean may return the proposal to the department for change or present the proposal to the Programs and Curriculum Committee for discussion and feedback. The Academic Dean may simultaneously or after further discussion submit the proposal to the Academic Affairs Committee of Faculty Assembly for review or recommendation and/or action.
- 4. Programs & Curriculum Committee Review**  
The Programs & Curriculum Committee will review the proposal and provide the Academic Dean with feedback and/or recommendations.
- 5. Academic Affairs Committee Review**  
The Academic Affairs Committee of the Faculty Assembly will review the proposal and may make recommendation to the Academic Dean for change or submit the proposal to the Faculty Assembly with a recommendation for action.

6. Faculty Assembly Review  
The Faculty Assembly will review the proposal at a First Reading and may recommend further review by the Academic Affairs Committee or recommend the proposal for a Second Reading at a subsequent Assembly meeting. A first reading will not occur unless steps 1-5 are completed or in process. After a Second Reading, the Assembly will then make a recommendation for action to the Academic Dean.
7. President's Cabinet Review  
The Academic Dean will submit approved proposals for discussion to the President's Cabinet with his/her recommendations for action along with those from the department, department chairpersons, and Faculty Assembly.
8. President's Authorization  
The President will then have sole authority to authorize any curriculum changes.
9. Vermont State Colleges Approval Process  
After the Academic Dean's Review, proposals that will require review by the VSC for equivalent course information, course numbers and/or program designations will be submitted to the VSC through the Office of the Registrar.
10. Registrar Review  
The Registrar will ensure that the VSC is apprised of the status of proposals and ensure that the proposed changes are submitted to the VSC no later than January of each year for inclusion in that year's catalogue. Curriculum changes that have been approved by the Department, the Academic Dean and the President that do not make the January VSC deadline for changes, may be offered on an as needed basis prior to formal completion of the review process and inclusion into the catalogue.
11. The final version of the course Outline is prepared by the Point of Contact individual.
12. The Academic Dean notifies all college constituents of all approved course/curriculum changes.

#### POLICY MODIFICATION HISTORY

- I. The following dates reflect chronological changes made to this policy which are henceforth considered depreciated.
  - a) July 2007
  - b) 6/30/2009

Signed By:  Patricia Moulton President
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