

INSTRUCTIONAL COUNCIL OPERATING PROCEDURES

I. Definition and Purpose

The Instructional Council is a permanent college body organized to review and make recommendations to the Vice President of Instruction and the President regarding the college curriculum and programs of study.

II. Membership

Membership will be comprised of up to nine instruction and student services administrators appointed by the Vice President of Instruction, six academic employees selected according to the negotiated agreement, two at-large academic employees elected by the faculty as a whole, the designated faculty federation representative, and a student representative.

The Vice President of Instruction shall be a non-voting member; all other members listed above and designated alternates shall be voting members.

III. Responsibilities of the Chairperson

The Vice President of Instruction shall serve as the chairperson. An alternate chairperson shall be designated when necessary.

The chairperson shall convene all meetings, preside at the meetings, prepare and distribute an agenda for each meeting, publish minutes of all meetings, and forward council recommendations to the President as appropriate.

IV. Responsibilities of the Membership

The general responsibilities of each council member are

- to serve as a resource to non-council members regarding Instructional Council processes, activities, recommendations and issues discussions;
- to convey during Council discussions the views of the various constituencies he/she represents;
- to make recommendations regarding courses and programs of study according to the established policies of the Council and the College and according to the highest possible standards of educational quality.

In addition to the above, administrative members are responsible for division-level coordination of the paperwork and processes associated with curriculum and program development.

EVERETT COMMUNITY COLLEGE

CURRICULUM PROPOSAL PROCESS

Any curriculum additions, deletions, or revisions subject to Instructional Council review shall be processed according to the following steps. (Also see Course Action/Information Forms and Chart of Curriculum Development Procedures.)

1. Curriculum proposal is initiated and submitted to the appropriate division administrator via the form/documentation specified on the attached chart of EvCC Curriculum Development Procedures.
2. Proposal is presented to the division for review and approval.
3. Proposal is submitted to Office of Instruction by division administrator.
4. Proposal is reviewed, edited, and researched as necessary by Office of Instruction and placed on the Council agenda by the chairperson.
5. Copies of proposal are distributed to members of Instructional Council prior to meeting to allow time for consideration and additional campus input.
6. Proposal is considered by Instruction Council; Council takes one of four actions on proposal: 1) recommend approval, 2) recommend approval with stipulations, 3) disapprove, 4) table/postpone pending clarification or additional information.
7. Proposals recommended for approval or for approval with stipulations are forwarded to the Vice President of Instruction for action.
8. Records of the actions taken by the Vice President are placed on file in the Office of Instruction, with notification to the appropriate division administrator and the Office of Enrollment Services; a finalized version of the approved proposal is placed on file in the Office of Instruction.
9. Division Offices and Office of Enrollment Services process the finalized proposal for inclusion in computer files, curriculum guide, catalog and/or other publications.

**EVERETT COMMUNITY COLLEGE
CURRICULUM DEVELOPMENT PROCEDURES**

CURRICULUM ITEM	INSTRUCTIONAL COUNCIL RECOMMENDATION NEEDED	TIMING OF INSTRUCTIONAL COUNCIL PARTICIPATION	APPROPRIATE FORM/PAPERWORK
P R O G R A M R E L A T E D I T E M S			
1. Intent to develop entirely new AS, ATA, or certificate or to develop alternate/option within an existing program	No – information and discussion only; VP and Dean will inform Council	Prior to submission of intent materials to the SBCTC	Memo to VP and IC outlining intent
2. Implementation of new program (complete program courses and requirements have been determined; program is ready for student enrollment) certificate and degree programs	Yes	At least one full quarter before implementation	Memo detailing program courses and requirements OR draft curriculum guide
3. Change Program Title	No – information only; VP will inform Council	N/A	Memo to inform VP at least one quarter prior to implementation
4. Add course(s) and increase total credits in an existing program	Yes	At least one quarter prior to implementation	Memo detailing changes OR draft curriculum guide; course form(s) if new courses involved
5. Remove courses/reduce credits in an existing program	Yes	At least one quarter prior to implementation	Memo detailing program courses and requirements OR draft curriculum guide
6. Change/substitute courses in an existing program with or without change in total credits	Yes	At least one quarter prior to implementation	Memo detailing program courses and requirements OR draft curriculum guide
7. Delete/discontinue a program	No -- information only; VP will inform Council	N/A	Memo to VP at least one quarter prior to discontinuance
8. Change program admission requirements (HOWEVER, if changes involve requiring students to complete a specific course(s) or meet other restrictive entrance requirements prior to admission, then follow #4, 5, or 6 as appropriate.)	No	N/A	Memo to VP at least one quarter prior to change

CURRICULUM ITEM	INSTRUCTIONAL COUNCIL RECOMMENDATION NEEDED	TIMING OF INSTRUCTIONAL COUNCIL PARTICIPATION	APPROPRIATE FORM/PAPERWORK
9. Change program continuance/graduation requirements other than course(s) or content (e.g. minimum GPA to continue/proceed in program)	No	N/A	Memo to VP at least one quarter prior to implementation; VP will inform Registrar
10. Change related instruction component of vocational certificate or degree program	Yes	At least one quarter prior to implementation of change	Memo detailing changes OR draft curriculum guide; course forms if needed
11. Internal articulation plan (involves only EvCC courses/programs)	No (Must follow established Internal Articulation Guidelines)	N/A	Memo detailing articulation to Registrar with copy to VP
12. External articulation agreement (involves credit for non-EvCC courses, programs or other work)	No	N/A	Memo to VP <u>prior</u> to commitment to outside agency/school/college; VP will inform Registrar
COURSE RELATED ITEMS			
13a. Create a new course within an existing contractual department (all courses except community service and non-credit extended learning courses)	Yes*	Prior to offering course	Course action request Course information form
13b. Intent to develop a new course outside of an existing contractual department, or an interdisciplinary course, or a course that may be dual-listed (all courses except community service and non-credit extended learning courses)	Yes - IC will assign which departments will need to be involved in the process**	Prior to department and division approval	Course action request Course information form
13c. Approval of a new course outside of an existing contractual department (all courses except community service and non-credit extended learning courses)	Yes*	Prior to offering course	Course action request Course information form MOU from involved departments and divisions***

* The department must approve the course and the department's division must approve the course prior to submission to IC.

** Instructional Council will be the body that determines which departments will be involved in the course proposal process in 13b situations. The Vice President of Instruction, after consultation with the Registrar, will be responsible for approval of new course designators. These may be proposed to Instructional Council as part of 13b and considered by Instructional Council.

*** The MOU referenced in the new process above will contain evidence that collaboration between all involved departments and divisions has taken place. The memo must include records of the appropriate department and division votes on the course.

CURRICULUM ITEM	INSTRUCTIONAL COUNCIL RECOMMENDATION NEEDED	TIMING OF INSTRUCTIONAL COUNCIL PARTICIPATION	APPROPRIATE FORM/PAPERWORK
14. Increase/decrease course credits; change variable credit status	Yes	At least one quarter prior to offering revised course	Course action request Course information form
15. Change course title	Yes	At least one quarter prior to offering revised course	Course action request Course information form
16. Change content/student learning objectives	Yes	At least one quarter prior to offering revised course	Course action request Course information form
17. Change catalog description to reflect substantive content change (e.g. change in scope, add new topics). (Will probably involve #16 as well.)	Yes	Prior to offering revised course	Course action request Course information form
18. Change catalog description (accuracy, clarity, and/or format edits only)	No	N/A	Memo and updated course information form to VP
19. Change/establish prerequisites/corequisites; change/establish minimum placement score as prerequisite.	Yes	At least one quarter prior to instituting change	Course action request Course information form
20. Change/establish instructor permission requirement	Yes	At least one quarter prior to instituting change	Course action request Course information form
21. Change/establish number of repeat enrollments for credit allowed for a course	Yes	At least one quarter prior to instituting change	Course action request Course information form
22. Change Option I/II designation	Yes	At least one quarter prior to instituting change	Course action request Course information form
23. Change/establish minimum grade required (also see #9)	No	N/A	Memo to VP at least one quarter prior to implementation; copy to Registrar
24. Change contact hour proportions/type (i.e. lecture/theory, laboratory); change maximum class size. See #14 if credit change is involved.	No (unless credits also change)	N/A	Memo to VP at least one quarter prior to implementation; copy to Registrar
25. Change course number and replace/discontinue use of existing course number	Yes	At least one quarter prior to change	Course action request Course information form
26. Change course number and keep existing course number active for future enrollments. See number(s) 13-25 as applicable	Yes	At least one quarter prior to change	Course action request Course information form

CURRICULUM ITEM	INSTRUCTIONAL COUNCIL RECOMMENDATION NEEDED	TIMING OF INSTRUCTIONAL COUNCIL PARTICIPATION	APPROPRIATE FORM/PAPERWORK
27. Establish new or existing course in non-traditional format (i.e. telecourse, correspondence course, on-line, etc.). Attached documentation <i>not</i> required (amended 4/02).	Yes	At least one quarter prior to <i>second</i> offering (amended 10/98)	Course action request
28. Establish diversity designation for new or existing course.	Yes	At least one quarter prior to offering revised course	Course action request Course information form
29. Learning Communities	No	N/A	N/A
30. Curriculum guides	No (unless curriculum change is involved)	N/A	Division Dean reviews/approves editorial/content changes