



COLUMBUS STATE COMMUNITY COLLEGE BOARD ACTION

DATE: APPROVED
03.19.2026

SUBJECT:

Adoption of Curricular Approval Process and Revisions to Policy 5-07, Approval of Degrees and Degree Programs

BACKGROUND INFORMATION:

Ohio Revised Code 3345.457, which was established as part of House Bill 96 on June 30, 2025, states that “the board of trustees of each state institution of higher education has ultimate authority to establish new academic programs, schools, colleges, institutes, departments, and centers at the institution.”

The law requires that the Board of Trustees adopt a curricular approval process to establish and modify academic programs, curricula, courses, general education requirements, and degree programs. Pursuant to Ohio Revised Code 3345.457, the Board may not delegate its authority to adopt the curricular approval process or to approve or reject academic programs.

The College has developed a curricular approval process consistent with the law that provides the college curriculum committee or future equivalent body an opportunity to provide advice, feedback, and recommendations on the establishment and modification of academic programs, curricula, courses, general education requirements, and degree programs.

The proposed revisions to Policy 5-07, Approval of Degrees and Degree Programs, formally articulate the Board’s oversight of these matters. The proposed curricular approval process sets out the manner in which the Board will exercise its authority for these matters.

The initial curricular approval process must be submitted to the Ohio Department of Higher Education by March 31, 2026, unless the president grants a one-month extension. The process must be reviewed every five years thereafter.

RECOMMENDATION:

That the Board approves the Curricular Approval Process and adopts the revisions to Policy 5-07, Approval of Degrees and Degree Programs, as reflected in the attached.

Curricular Approval Process (ORC 3345.457 / HB 96 Compliance)

1. Executive Summary

House Bill 96 (FY 2026-27 budget) added ORC 3345.457, requiring the board of trustees of each state institution of higher education to adopt a curricular approval process that: (1) provides the college curriculum committee or equivalent body an opportunity to provide advice, feedback, and recommendations; (2) clarifies that such feedback is advisory; and (3) retains the Board of Trustees' (Board) final, overriding authority to approve or reject establishments or modifications of academic programs, curricula, courses, general education requirements, and degree programs.

All curricular changes subject to ORC 3345.457 must be presented for Board approval. This document outlines Columbus State's end-to-end internal curricular approval workflow, including specifying when:

- Board action is required as part of submission for external approvals (e.g. Ohio Department of Higher Education, Higher Learning Commission, and U.S. Department of Education); and
- Items may be submitted to these or other bodies in advance of formal Board approval to meet workforce and student success deadlines, including statewide transfer and articulation alignment deadlines. Relevant items to follow this process include, but are not limited to, course alignment with the statewide transfer guarantees under Ohio's Articulation & Transfer Policy.

2. Definitions

For purposes of this process, Columbus State uses the following working definitions to ensure consistent routing and documentation:

- **Degree program:** The College's authorized degree frameworks (e.g., AA, AS, AAS, ATS, BS, as applicable) and the institutional requirements for those frameworks.
- **Academic program:** An organized set of courses and requirements leading to a credential (e.g. a specific degree or certificate) and/or appearing in the College Catalog as a program of study.
- **Curriculum:** The total design of learning for a program, including required courses, sequencing, learning outcomes, and assessment expectations.
- **General education requirements:** Institution-wide general education categories, credit hour requirements, and approved course lists (including statewide transfer guarantees under Ohio's Articulation & Transfer Policy).
- **Course:** A discrete catalog offering with a course ID, title, description, outcomes, prerequisites/co-requisites, and credit/contact hours.

3. Board Oversight

The Board retains ultimate authority to establish new academic programs, schools, colleges, institutes, departments, and centers, and to adopt the curricular approval process governing the

establishment and modification of academic programs, curricula, courses, general education requirements, and degree programs.

Board approval occurs after all necessary steps among academic leaders in the College’s internal curriculum review process. The framework below specifies when Board approval/action is required.

Board approval process	Board Action to establish new	Board Action to modify existing
“Curricular approval process” document	Required by end of March 2026	Review at least every five years
Academic programs, degree programs, certificate programs, and curricula	Required before external approvals	Required before external approvals if changes account for 50% or more of program/curricula. Board approval may occur after external submissions if changes account for less than 50% of program/curricula.
Academic schools, colleges, institutes, departments, and centers	Required	As appropriate
Courses	Courses that are established as part of a <i>new</i> academic program or curricula must be approved as part of that program or curricular approval process. Courses that are established as part of <i>existing</i> academic programs or curricula shall be reported to the Board.	Board approval may occur after external submissions for course modifications. All course modifications shall be reported to the Board if external approvals are required (including for statewide transfer and articulation alignment).
General education requirements	Required as part of academic program review and Policy revision process	Required as part of Policy revision process

EXPEDITED APPROVAL PROCESS:

The Board, through approval of the Executive Committee, may permit the College to submit curricular items for external approval(s) prior to Board approval as needed to meet key workforce or student success deadlines. In these cases, the relevant curricular items must be ratified by the Board at the next appropriate meeting.

4. Roles and Responsibilities

Role	Primary responsibilities in this process
Faculty	Develops proposals; consults with chair/dean; provides required documentation and rationale.
Department Curriculum Committee	Discipline-level review for rigor, outcomes alignment, and consistency within the department.
Department Chair	Ensures alignment with discipline standards, staffing capacity, and scheduling feasibility; forwards recommendations.
Division Curriculum Committee	Cross-department review within the division; ensures consistency and resource implications are addressed.
Division Dean	Ensures resource feasibility and alignment with division priorities; forwards recommendations.
College Curriculum Committee	College-level review for institutional alignment, catalog consistency, and policy compliance; records recommendations.
SVPAA	Serves as the final institutional academic approver prior to Presidential and Board action.
Curriculum Management & Registrar	Confirms completeness, coding/catalog integrity, and external submission readiness; submits for external approval, as appropriate.
President	Provides overall institutional oversight of curricular matters.
Board of Trustees	Exercises final, overriding authority to approve or reject curricular establishments/modifications within scope.

5. Curricular Approval Workflow

The table below reflects Columbus State's current internal workflow and identifies the additional Board approval point required by ORC 3345.457.

Phase / Step	Responsible group	What happens	Applies to	Key outputs / documentation
0. Pre-approval request (concept approval)	SVPAA (with chair/dean input)	Faculty initiator requests permission to develop a new program/credential or major revision. SVPAA authorizes development to proceed.	New programs, credentials, or curricula; major modifications	Concept summary; preliminary market/workforce rationale; resource considerations.
1. Proposal development	Faculty proposer / discipline team	Develops full proposal and supporting materials; consults with Chair and Dean; completes required forms/templates.	All	Completed proposal package; learning outcomes; curriculum map; catalog copy; resource plan.
2. Department review	Department Curriculum Committee; Department Chair	Discipline-level review and recommendation; Chair verifies staffing, prerequisites, sequencing, and operational feasibility.	All (where applicable)	Committee minutes/recommendation; Chair sign-off.
3. Division review	Division Curriculum Committee; Division Dean	Division-level review and recommendation; Dean confirms resource feasibility and alignment with division priorities.	All (where applicable)	Committee minutes/recommendation; Dean sign-off.
4. College curriculum review	College Curriculum Committee	College-wide review for alignment with institutional requirements, policy compliance, and catalog consistency; records recommendation.	All	Committee minutes/recommendation; final edits/conditions recorded.
5. Final academic administrative approval	SVPAA	Reviews complete record; presents proposals to President/Cabinet, as appropriate	All	SVPAA approval to advance
6. Board of Trustees action	Board of Trustees	Board votes on proposed changes		Approved resolution and meeting minutes
7. External submission / record attachment	Curriculum Management & Registrar	Submits required materials for external approval, as applicable. (Process allows submission before Board approval in selected instances.)	All (where applicable)	External submission confirmation/approval
8. Implementation	Curriculum Management; Academic units; Student Services	Catalog/degree audit updates, scheduling setup, communications, advising materials, and teach-out planning if inactivation/closure.	All	Catalog publication; systems updates; implementation plan; teach-out plan (if applicable).

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

APPROVAL OF DEGREES
AND DEGREE PROGRAMS

Effective ~~October 15, 1985~~

Policy No. 5-07

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- (A) Consistent with Sec. 3345.457 of the Ohio Revised Code, the Columbus State Board of Trustees has ultimate authority to establish new academic programs and to adopt a curricular approval process under which academic programs, degree programs, curricula, courses and general education requirements are established and modified. ~~All degrees and degree programs must be reviewed and approved by the Board of Trustees and Ohio Board of Regents before being offered. The approval process shall be in accordance with procedures adopted by the Vice President for Academic Affairs.~~
- (1) Board of Trustees' approval is required before new academic programs, degree programs, curricula, courses and general education requirements are offered.
 - (2) Revisions to existing academic programs, degree programs, curricula, courses and general education must follow the College's Curricular Approval Process, including Board of Trustees' approval as indicated.
- (B) The college curriculum committee shall have the opportunity to provide advice, feedback, and recommendations on the establishment and modification of academic programs, curricula, courses, general education requirements, and degree programs. All such feedback and recommendations are advisory in nature; the Board of Trustees retains final, overriding authority over these matters. ~~Changes in degree programs will require the following types of approval:~~
- (1) ~~Changes in degree programs that cause a major change in the philosophy, mission, or goals of the degree program shall be approved by the Vice President for Academic Affairs with the concurrence of the appropriate staff member of the Ohio Board of Regents.~~
 - (2) ~~Changes in degree programs that do not cause a major change in the philosophy, mission, or goals of the degree program and are other than an administrative change will be approved by the Vice President for Academic Affairs after appropriate curriculum review.~~
 - (3) ~~Changes in degree programs that are of an administrative nature shall be approved by the Vice President for Academic Affairs. Changes of an administrative nature shall include, but are not necessarily limited to, course number and course title changes.~~

Last Effective Date; October 15, 1985