Columbus State Community College - Curriculum Change Process Description

Department Curriculum Review Process

Each academic department must develop a curriculum review committee and process to oversee the new development of content for their area. Most importantly, this is the first stage of curriculum being exposed to a peer review. Peer review is essential to ensure that all content is relevant and meets degree/program objectives. Minutes from the meetings of the department curriculum review committee should be made available upon request, and copies forwarded to the Curriculum Management Office.

Factors that contribute to curriculum review at the department level may include but are not limited to:
- Community/business/industry request to add competencies
- Labor market data indicating jobs for graduates with a specialized set of skills & knowledge
- Advisory committee request for additional or a change in graduate competencies
- Literature review
- Accrediting bodies' recommendations
- Compliance with federal or state regulations
- Alignment of curriculum to support the transfer of students to other colleges and universities
- Graduate surveys indicating change in needed competencies
- Employer surveys indicating change in needed competencies
- DACUM used as a validation process
- Provides additional pre-requisite skills necessary to make college-level coursework accessible
- Another academic department request
- Courses meeting the general education requirements for Columbus State or another institution
- Courses typically taken during the first two years of a baccalaureate degree program

Department Chairperson Review

The curricular changes are next reviewed by the Department Chairperson for fit within the academic area, course or program meets the necessary college and state requirements, department has appropriate resources to offer the curricula, necessary departments and external entities have been involved in the development of the content, and that the course or program helps to meet the department, division and college mission and goals.

Division Curriculum Review Process

Each academic division must develop a curriculum review committee and process to ensure that each department's curricular offerings meet division objectives. It is here that curriculum is deemed to be in accordance with divisional goals and objectives, ensure that it is non-duplicative and housed with the proper program. Minutes from the meetings of the divisional curriculum review committee should be made available upon request, and copies forwarded to the Office of Curriculum Management.

Division Dean Review

The Dean's review is to ensure that the necessary resources (fiscal, facility and human) are such to support the requested curricular submission. The Dean will engage in conversation with the other Academic Deans and Student Support Services to confirm fit within the division, necessary awareness and preparation of other areas of the College to support the student needs. The Dean will review submitted courses/programs for alignment with CSCC standards and ODHE/HLC requirements.

Office of Academic Affairs – OAA Faculty Curriculum Committee

After review by the appropriate department and division curriculum committees and the department Chairperson and division Dean, curriculum is reviewed by a committee consisting of a cross functional group of faculty that represent Arts & Sciences and Career & Technical programs. The purpose of this review is to ensure that duplication is not occurring between divisions and departments and also to provide an awareness of curricular changes that might impact academic areas of the college other than the home department or division. The committee will verify that the curriculum process was followed and will make recommendations for anticipated changes introduced in the following year.

General Education Review

For courses being considered for TAG or OTM submission, or being considered as general education courses, a further review by the General Education Review Team is required. The team will review the course for alignment with the College's General Education requirements and for content and breadth as required by ODHE.

Curriculum Management Office

The Director of Curriculum Management will review all curriculum approved by the curriculum change process to ensure that it meets the guidelines specified by the Ohio Department of Higher Education and the Columbus State Policy and Procedure Manual. Additionally, after all curriculum changes or new courses/programs are approved, the office is responsible to prepare and submit them to the Ohio Department of Higher Education for review and approval. Programs must be fully approved internally before the external approval process to ODHE and the Higher Learning Commission (HLC) may begin.

Senior VP of Academic Affairs (or designee responsible for Curriculum Management)

The Senior VP of Academic Affairs will give final approval to all curriculum changes and new courses /programs. This confirms that the course/program will receive support from the college and that the external submission/approval process should begin.