POLICY TITLE
Program Curriculum Development and Maintenance

POLICY NUMBER
ASOM 6.8

PRIMARY RESPONSIBILITY
Academic Affairs

CREATION / REVISION / EFFECTIVE DATES
Created, September 2002/ Revised Fall 2009; Spring 2011/ Effective Summer 2011/Effective Fall 2013/Revised Spring 2014; Revised July 2014/Effective immediately; Revised September 2014/Effective immediately; Revised October 2014/Effective immediately; revised June 2016/Effective immediately; revised September 2016/effective immediately; revised October 2017/revised July 2018/effective immediately

PURPOSE
The purpose of this policy is to establish practices and procedures for maintaining degree curriculum and course outlines. This policy also establishes standards to insure the currency, quality, and consistency of curriculum and course outlines for all campuses of the College. Curriculum documents generated through the implementation of this policy result in a statewide inventory of degree programs and courses, which constitutes the official authorized curriculum of the College. Additionally, these documents are the basis upon which course schedules, course syllabi, and other instructional materials are developed and used by students, faculty, and staff.

ORGANIZATIONAL SCOPE OR AUDIENCE
This policy applies to all credit-bearing curriculum in Ivy Tech Community College.

DEFINITIONS
Course Outline of Record (CORWeb) - Identifies essential information and criteria for teaching a course. A course outline of record is required for each course offered as part of an Associate of Applied Science, Associate of Science, Associate of Arts, Associate of Fine Arts, Associate of General Studies, Technical Certificate, and Certificate. (See sample format in Appendix A).

Curriculum Development and Maintenance – Recommendations include, but not limited to, defining and assessing program outcomes, developing courses and course sequences enabling achievement of program outcomes, revising existing courses, adding or deleting courses, revising general education, professional, or elective course requirements, establishing faculty credential standards, identifying appropriate textbooks, etc.

Curriculum of Record (CRWeb) – A listing of course prefixes, titles, numbers, and credit hours that comprise the General Education Core, Professional/Technical Core, and Statewide Elective List for a program of study. A Curriculum of Record will exist for each Associate of Applied Science, Associate of Science, Associate of Arts, Associate of Fine Arts, Associate of General Studies, Technical Certificate, and Certificate offered by the College.

Statewide Program/Discipline Curriculum Committee - Committees are charged with the development and maintenance of the curriculum in their program/discipline. Committee membership will consist of one representative
from each campus authorized by CHE to offer the degree program. This representative is usually a program chair. Campuses are responsible for selecting program/discipline committee members and will locally determine a proxy if the committee member is unable to attend.

**POLICY**

Ivy Tech curriculum and course outlines are designed to be an inventory of educational resources that are maintained on the College information systems such as Curriculum of Record (CRWeb) and Course Outline of Record (COR Web). All campuses of the College will obtain their curriculum information from this central source. All degree programs and courses will be delivered in compliance with the standards and practices as set forth in the Curriculum of Record and the Course Outline of Record, using the approved template format in appendices A and B. Revision of these documents, per the procedures in this policy, requires faculty and academic administrative approval prior to inclusion into the official inventories.

Revising curriculum and course outlines of record, as well as other curriculum development and maintenance, is the responsibility of program/discipline faculty. Such development and maintenance is facilitated by a curriculum maintenance meeting (usually occurs in summer and/or fall term), a discussion meeting (usually occurs in spring term) and a textbook meeting (usually conducted through web conference). The office of Academic Affairs in cooperation with the Campus Academic Officers Committee (CAOC) will determine and distribute dates for statewide curriculum, discussion, and textbook meetings and determine deadlines for submission of recommendations to the approval process.

All students must be provided a course syllabus for every class in compliance with the standards and practices as set forth in the following procedures.

**PROCEDURES**

**Program/Discipline Curriculum Maintenance Meeting:**

Program faculty from the campuses will meet as a statewide program/discipline curriculum committee at least once each academic year, usually during summer and/or fall term to review and consider changes to the curriculum. Campuses may send only one representative to meetings (see CAO-approved exceptions in appendix C) and only campuses with active CHE approved programs/discipline will have a vote when considering approval for curriculum changes. Each committee may have up to 19 campuses representatives, one each from the following campuses: Anderson, Bloomington, Columbus, Evansville, Fort Wayne, Indianapolis, Kokomo, Lafayette, Lake County, Lawrenceburg, Madison, Marion, Michigan City, Muncie, Richmond, Sellersburg, South Bend/Elkhart, Terre Haute, Valparaiso. Each campus will have one vote. When three or fewer campuses are present, at least 67% of campuses must agree to approve. When 4 or more campuses are present, at least 75% of campuses must agree to approve.

**Program/Discipline Curriculum Maintenance Meeting Tasks (Summer/Fall Term):**

- Update Curriculum of Record and Course Outlines of Record as appropriate.
- Review statewide elective list and revise as necessary.
- Deliberate on additions, deletions, revisions or other curriculum maintenance issues.
- Review enrollment and graduation data.
- Review program learning outcomes/objectives and revise as necessary.
- Review technical outcome assessment activities, assessment instruments and pass rates.
- Review and recommend changes in the certification, dual credit and other crosswalk matrices.
- Discuss faculty credential standards, consumable fee requests and other issues, concerns, or requests...
related to program maintenance and development.

Program/Discipline Discussion Meeting:
Program faculty from the campuses will meet as a statewide program/discipline curriculum committee at least once each academic year, usually during spring term, to review and consider best practices, student success, equipment needs, etc. Although curricula discussions are appropriate during the discussion meeting, votes related to curriculum changes shall be confined to the summer and fall curriculum maintenance meetings to comply with the December 31 deadline for college wide curriculum changes.

Participation in program/discipline discussion meetings will consist of one faculty member from each campus authorized to offer the degree program. Campuses may send only one representative to meetings (see CAO-approved exceptions in Appendix C) and only campuses with active CHE approved programs/discipline will have a vote. Although consolidation may render the number of current campuses less than 19, each committee may have up to 19 campus representatives, one each from the following campuses: Anderson, Bloomington, Columbus, Evansville, Ft. Wayne, Indianapolis, Kokomo, Lafayette, Lake County, Lawrenceburg, Madison, Marion, Muncie, Michigan City, Richmond, Sellersburg, South Bend/Elkhart, Terre Haute, Valparaiso. Each campus will have one vote. When three or fewer campuses are present, at least 67% of campuses must agree to approve. Motions are approved when 75% of the campuses in attendance agree.

Program/Discipline Discussion Meeting Tasks (Spring Term):

- Review general education outcome assessment activities and pass rates.
- Review other programmatic information and occupational data relevant to the efficacy of the degree program, i.e., skill standards, equipment standards, best practices, and make appropriate recommendations.
- Review accreditation status of academic programs.
- Discuss other issues, concerns, or requests related to program maintenance and development for committee approval at fall program/discipline curriculum meetings.

Program/Discipline Textbook Meeting:
Program faculty from the campuses will meet as a statewide program/discipline curriculum committee at least once each academic year, usually during the spring term via webinar, to review and consider additions to the ‘5 ISBN Title Selection and Exceptions Lists’ for the following academic year. Participation in the program/discipline textbook meetings is not limited to one representative. Campuses will have only one vote, no matter the number of representatives present. Motions to add or remove textbooks from the list are approved when 75% of the campuses in attendance agree.

Program/Discipline Textbook Meeting tasks (Spring Term):

- Reduce the number of selections for each course to no more than five items where the list is currently larger than this.
- Review the Exceptions list spreadsheet for deletions and/or additions. It is a committee decision to remove or add to the exceptions spreadsheet. (See Justification document for approved categories.)
● Review any items listed as unable to adopt (such as edition changes, etc.) for the upcoming terms and determine an appropriate course of action for that item.
● Confirm the text to be utilized as the Statewide Online course textbook where appropriate and ensure this is one of the five listed. Changes in textbooks cannot occur without approval from the Center for Instructional Technology.

Participant Roles in Curriculum Development and Maintenance:
Effective curriculum development and maintenance results from the thoughtful and professional fulfillment of several roles. In preparation for curriculum maintenance, discussion and textbook meetings, statewide program/discipline curriculum committee members, statewide program/discipline committee chairpersons, and administrative representatives have the following responsibilities:

Statewide Program/Discipline Curriculum Committee Member Responsibilities:
● Collect or solicit recommendations on revisions, additions, deletions, or other issues regarding curriculum development and maintenance from campus program faculty and campus academic administrators.
● Submit campus recommendations (if any) for revisions, additions, deletions, or other issues regarding curriculum to the statewide program/discipline committee members prior to curriculum, discussion and textbook meetings.
● Attend and actively participate in statewide program/discipline curriculum maintenance, discussion, and textbook meetings.
● Provide campus faculty and academic administrators with feedback on revisions, additions, and deletions, or other issues regarding curriculum recommendations made during meetings.
● Review new or revised statewide online projects from the Center for Instructional Technology, as they are actively developed, and provide feedback to development teams at each milestone of the development process.

Statewide Program/Discipline Curriculum Committee Lead Chair Responsibilities:
Curriculum committee lead chairpersons will be elected by the committee to serve for a period of two years and may be reelected for additional two year terms by the committee. The elected chair will receive a stipend. Under the guidance of the Directors, Assistant/Associate Vice Presidents (AVP), or School Vice Presidents (SVP), the chair will be responsible for the following tasks:
● Solicit and collect information from program/discipline curriculum committee members and other campus program faculty on curriculum development and maintenance, i.e. proposals, revisions, additions, deletions, textbooks, or other issues facing the program/discipline.
● Forward items for curriculum maintenance meeting agendas to the assigned Director, AVP, or DVP ten business days prior to scheduled meeting.
● Develop and distribute spring discussion meeting agendas.
● Preside over curriculum maintenance, discussion, and textbook meetings.
● Delegate follow up tasks to committee members and establish deadlines for completion.
● Ensure that committee meeting minutes and results of action items are recorded and results distributed to all members, school deans, CAO’s, Director, AVP, and School VP within 10 days of committee meetings.
● Coordinate committee activities with Academic Affairs in the Office of the President.
● Work with statewide marketing on program specific marketing materials as needed
  a. Annually review and revise as necessary the website career pathways visual flow chart in conjunction with System Office Marketing
  b. Annually review and revise the program description listed in the college catalog and the Academic Website.
  c. Review and revise areas of emphasis on the main website to accurately reflect coursework contained in program.
  d. Provide an updated “Program Pathways” for program area.
  e. Create a semester course sequence/program guide for program and/or assure accuracy of the posted sequences.
● Manage the process for textbook selection and statewide book listing for each course prefix within the program/discipline.
● Act as statewide point person for Program/sector initiatives and projects.
● Act as a liaison between the curriculum committee and the Center for Instructional Technology, clearly communicating the preferences of the committee regarding course/content development including distance education textbook decisions, walkthrough dates, review subcommittees, the Course Outline of Record, and general course/content expectations (e.g. grading scale, proctoring, certification expectations, etc.).

Statewide Program/Discipline Curriculum Committee Vice Chair Responsibilities:

Curriculum committee vice chairpersons will be elected by the committee to serve for a period of two years and may be re-elected for additional two year terms by the committee. The elected vice chair will receive a stipend. Under the guidance of the Curriculum Committee Lead Chair, Directors, Assistant/Associate Vice Presidents (AVP), or School Vice Presidents (SVP), the vice chair will be responsible for the following tasks:

● Take minutes during meetings.
● Finalize minutes following meeting in conjunction with Chair and System Office Liaison.
● Ensure that curriculum changes approved in the meeting match the policy and sequence versions of the curriculum of record documents.
● Submit finalized minutes to Google Form using the template provided.
● Will step in for the Chair and run meetings if the Chair is unable to attend or is on an extended leave
● Notify the Instructional Design Team in Systems Office of any changes to curriculum and/or certifications, etc. in statewide DE courses.
● Notify the Instructional Design Team in Systems Office of any textbook edition updates that are coming up in the next academic year and the Committee’s wishes for timing of updates in the statewide DE courses.
● Act as a liaison and provide feedback/attendance in statewide DE course development milestones, course walkthroughs.
● Act as a liaison for ongoing maintenance of statewide DE courses as needed.

Administrative Review and Approval Protocol:
The program/discipline curriculum committee chair will submit the committee’s final recommendations for revisions, additions, deletions, or other issues to the assigned Director, AVP, or School VP for official vote tallies if needed. The Director, AVP, or VP will submit the recommendations to the Provost and Senior Vice President of Workforce Alignment for final administrative review and approval. The following process will be followed unless otherwise mandated by a program’s accrediting body:
The Provost and Senior Vice President of Workforce Alignment) will review and approve/disapprove all changes to the Curriculum of Record. Changes to Course Outlines of Record (COR) are determined by the program curriculum committee and shared as an informational item with the CAOC. Any Campus Academic Officer (CRAO) may request a review of a change to a COR from the Provost or Senior Vice President of Workforce Alignment.

Disapproved recommendations may be returned to the statewide program/discipline committee, with suggested changes from the Provost or Senior Vice President of Workforce Alignment, for further work.

Upon final approval by the Provost or Senior Vice President of Workforce Alignment the Director, AVP, or School VP will submit the approved items for upload to the official repository for Curricula of Record and Course Outlines of Record of all degree programs offered by the College. Approved updates shall be submitted no later than December 31 in order to be effective the following fall term.

**Maintenance of Course Syllabi:**
The course syllabus is an essential instructional tool for both student and instructor. The course syllabus is a set of course instructions that communicates major learning objectives, course content, plans for progression and sequence of learning experiences, classroom/lab/field activities; assignments, projects, or other required course work; procedures for determining grades, and/or other college/instructor policies related to the course.

The instructor will provide students with a course syllabus on the first scheduled class meeting, using the format in appendix D. The syllabus should communicate clear and concise information to help the student understand the scope of the course and expectation for successful completion.

**Syllabus Audit Procedures**
The Office of Academic Affairs at each campus will perform an audit of course syllabi to insure compliance with information on approved Course Outlines of Record and with the components as listed in the Course Syllabus Maintenance policy. All courses will be audited on a schedule as determined by the CAO. A course audit form (Appendix E) is completed for each course.

Courses that do not comply with the standards as set forth in the COR or syllabus maintenance policy must be reported to the Dean of the School or the Vice Chancellor for Academic Affairs for corrective action.

Course audit files are maintained in the office of the Vice Chancellor for Academic Affairs or in School administration offices.

**REFERENCES**
CR Web - [https://wwwapps.ivytech.edu/cgi-bin/curr/gpprogram_list.cgi](https://wwwapps.ivytech.edu/cgi-bin/curr/gpprogram_list.cgi) COR Web - [https://wwwapps.ivytech.edu/cgi-bin/cor3/gpcourse_list.cgi](https://wwwapps.ivytech.edu/cgi-bin/cor3/gpcourse_list.cgi)

**RESOURCE PERSON**
Campus Vice Chancellor for Academic Affairs or Assistant Vice Presidents
Appendix A

Format to be used for Curriculum of Record

Ivy Tech Community College Curriculum of Record

Program Title
The full name of the program should be spelled with no abbreviations

Degree
Associate of Applied Science, Associate of Arts, Associate of Fine Arts, Associate of Science, Technical Certificate or Certificate

Other Special Descriptors:
Is the curriculum for transfer to a specific school, is program accredited, or other special conditions?

General Education:  (total credits)
A listing of all general education course prefixes, numbers, course titles, semester credit hours by course, and total credits.

Professional/Technical Core Courses:  (total credits)
A listing of all professional/technical course prefixes, numbers, course titles, semester credit hours by course, and total credits for the core.

Statewide Electives:  (total required credits of electives)
Possible elective courses will be determined by the curriculum committee and published in curriculum outline materials.

Total Semester Hours needed for the degree:  (Total credits)
Format to be used for Course Outline of Record

COLLEGEWIDE COURSE OUTLINE OF RECORD

“XXX 100 – This is a sample”

COURSE TITLE: COURSE NUMBER:
PREREQUISITES: SCHOOL:
PROGRAM: CREDIT HOURS:
CONTACT HOURS: Lecture:
DATE OF LAST REVISION:  (ex: Fall, 2013) EFFECTIVE DATE OF THIS
REVISION:  (ex: Fall, 2014)

CATALOG DESCRIPTION:

MAJOR COURSE LEARNING OBJECTIVES: Upon successful completion of this course the student will be expected to:

1.
2.

COURSE CONTENT: Topical areas of study include -

(XL) 

(XXXX)

HOW TO ACCESS THE IVY TECH COMMUNITY COLLEGE LIBRARY:

The Ivy Tech Library is available to students on- and off-campus, offering full text journals and books and other resources essential for course assignments. Go to  http://www.ivytech.edu/library/  and choose the link for your campus.

FACULTY CREDENTIALS:

Refer to Academic Standards and Operation Manual (ASOM) Faculty Credential Standard to determine the appropriate credentialing statement for the course.

ACADEMIC HONESTY STATEMENT:

The College is committed to academic integrity in all its practices. The faculty value intellectual integrity and a
high standard of academic conduct. Activities that violate academic integrity undermine the quality and diminish the value of educational achievement.

Cheating on papers, tests or other academic works is a violation of College rules. No student shall engage in behavior that, in the judgment of the instructor of the class, may be construed as cheating. This may include, but is not limited to, plagiarism or other forms of academic dishonesty such as the acquisition without permission of tests or other academic materials and/or distribution of these materials and other academic work. This includes students who aid and abet as well as those who attempt such behavior.

ATTENDANCE

Students are expected to attend and participate regularly in class meetings, online learning activities and other activities assigned as a part of a course of instruction. Faculty are required to report student participation in compliance with institutional policies and federal financial aid guidelines. Faculty and staff shall be sensitive to students’ religious beliefs and observances, including an expectation that instructors make reasonable arrangements when a student must miss an exam or other academic exercise due to their religious observance. When notified in advance, and when possible, faculty will make allowances for students to make up missed work.

TITLE IX STATEMENT:

Ivy Tech Community College is committed to providing all members of the College community with a learning and work environment free from sexual harassment and assault. Ivy Tech students have options for getting help if they have experienced sexual assault, relationship violence, sexual harassment or stalking. This information can be found at https://www.ivytech.edu/prevent-sexual-violence/index.html.

If students write or speak about having survived sexual violence, including rape, sexual assault, dating violence, domestic violence, or stalking, federal law and Ivy Tech policies require that instructors share this information with the Campus Title IX Coordinator. The Campus Title IX Coordinator will contact students to let them know about accommodations and support services at the College and in the community as well as options for holding accountable the person who harmed them. When contacted, students are not required to speak with the Campus Title IX Coordinator.

If students do not want the Title IX Coordinator notified, instead of disclosing this information to their instructor, students can speak confidentially with certain individuals at the College or in the community. A list of these individuals can be found at https://www.ivytech.edu/prevent-sexual-violence/index.html under Confidential Employees and/or Community Resources.

COPYRIGHT STATEMENT:

Students shall adhere to the laws governing the use of copyrighted materials. They must insure that their activities comply with fair use and in no way infringe on the copyright or other proprietary rights of others and that the materials used and developed at Ivy Tech Community College contain nothing unlawful, unethical, or libelous and do not constitute any violation of any right of privacy.

ADA STATEMENT:

Ivy Tech Community College seeks to provide reasonable accommodations for qualified individuals with documented disabilities. If you need an accommodation because of a documented disability, please contact the
Office of Disability Support Services.

If you will require assistance during an emergency evacuation, notify your instructor immediately. Look for evacuation procedures posted in your classroom.

SYLLABUS CONTENT:
Refer to Academic Standards and Operation Manual (ASOM) Program Curriculum Development and Maintenance Standard to determine appropriate information to include on the course syllabus.

ADDITIONAL INFORMATION:
Additional information may be included on the course outline of record if there is “TOTAL” agreement among “ALL” campuses and campuses that offer the course. Items might include agreement on standardized assessment instruments, other instructional materials, standard grading scale, etc. Additional information or language cannot be included that would circumvent agreement on any other items or requirements of the course outline of record, or that violate or circumvent policies found in the manual for Academic Policies and Procedures, and Student Affairs Policies and Procedures.

GENERAL EDUCATION OUTCOMES MEASURE (in capstone course outlines):

All associate degree graduates must take two modules of the Collegiate Assessment of Academic Proficiency (CAAP) in their capstone course. This is a capstone course requirement. The instructor will advise whether the modules will be administered in class or through the local assessment center. Distance students should contact their local assessment center for the CAAP administration schedule.

WORKFORCE CERTIFICATION DISCLAIMER STATEMENT (on outlines of courses with embedded certification exams):

Long Version:
Ivy Tech cannot guarantee that any student will pass a certification or licensing exam. Your success will be determined by several factors beyond the instruction you are given in the classroom including your test-taking skills, your willingness to study outside of class, and your satisfactory completion of appropriate practice exams. Certification and licensure exam questions are drawn from databases of hundreds of possible questions; therefore, a thorough understanding of the subject matter is required. Ivy Tech’s coursework is designed to assist you in understanding the material sufficiently to provide a firm foundation for your studies as you prepare for the exam.

or

Short Version:
Ivy Tech cannot guarantee that any student will pass a certification or licensing exam. Our requisite coursework is designed to assist you in understanding the material sufficiently to provide a firm foundation for your studies as you prepare for the exam.
campuses shall send only one representative to program/discipline curriculum maintenance and discussions meetings except in the following circumstances (as approved by the RAOC, March 2011):

- Liberal Arts committees with multiple course prefixes
- Clinical coordinators
- For the purpose of training new deans or new program chairs
- Health Sciences
Appendix D

IVY TECH COMMUNITY COLLEGE SYLLABUS

The instructor will make a syllabus available to all students on Blackboard prior to the first class session/first day of distance education classes. The syllabus should communicate clear and concise information to help the student understand the scope of the course and expectation for successful completion. The following information will appear on the syllabus and be identical to information on the Course Outline of Record (COR):

Required Syllabus Information from (COR)

- Course title
- Course prefix and number
- Prerequisite(s)
- Corequisite(s)
- Program
- School
- Credit hours
- Contact hours
- Catalog description
- Major course learning objectives
- Course content
- Academic honesty statement
- Copyright statement
- ADA statement

Additional Required Syllabus Information

The syllabus must also contain the following additional information. The instructor may determine the content of this information.

- Instructor
- Course section number
- Additional course learning objectives (if required)
- Required text, or other instructional materials
- Required consumable materials and equipment supplied by student
- Instructor phone number
- Instructor e-mail address
- Instructor office location and hours
- Method(s) of instructional delivery
- Method(s) of evaluation
● Grading scale
● Make-up policy
● Attendance policy clearly specifying the effect of missing classes on student grades
● Activities schedule, including calendar of topics, assignment, test, etc.
● Last date to drop course without grade
● The name and location of the Disability Service Coordinator
● Right of revision statement Optional Syllabus

Information

Faculty are encouraged to provide additional information that will help the student understand in more detail how the class will be conducted.

● Extra credit work, if applicable
● Class/lab relationship
● References or reading that are optional but recommended
● Format for papers, projects, or other assignments
● Computer room/lab rules if applicable
● Withdrawal process and responsibility
● Certification/licensure disclaimer language (if appropriate to the course)
● Electronic communication devices protocol
● Other
Ivy Tech Community College
Course Syllabus Audit Checklist

The current course syllabus and the latest approved course outline of record must be compared when completing this checklist. Record a Y (yes), N (no), or N/A (not applicable), to the left of each syllabus component. List reasons for non-compliance in the comments section at the bottom of this form. A copy of the form must be filed in the Office of Academic Affairs, or in the division office. One copy is given to the instructor.

Course Title & Number: ________________________________

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<th>Required Course Syllabus Information</th>
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Date/Semester

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