



Pikes Peak State College (PPSC) Educational Procedure

EP 100 – Curriculum Committee

Originated:

Unknown

Revised:

September 2024

September 2023

References:

[PPSC Educational Procedures:](#) EP 105 – Course and Program Approval Process

Approved By:

Jacquelyn Gaiters-Jordan

Vice President for Instructional Services, Pikes Peak State College



Jacquelyn Gaiters-Jordan (Oct 17, 2024 21:42 MDT)

Signature

10/17/2024

Date

Joseph Miller

Faculty Senate President, Pikes Peak State College




Signature

10/18/2024

Date

Deidre Schoolcraft
EP Committee Chair, Pikes Peak State College


Deidre Schoolcraft (Oct 18, 2024 10:39 MDT)

Signature

10/18/2024

Date

I. Purpose:

The purpose of the committee is to review and recommend policy and procedures that relate to the approval of curriculum, to review and recommend curriculum proposals, and to review and recommend policy and procedures that relate to instructional practices.

II. Scope:

This Educational Procedure is applicable to all PPSC personnel. This committee is created by the Vice President for Instructional Services (VPIS) as a standing committee responsible for making recommendations on curriculum and on instructional practices that impact instructional policy and/or procedure.

- Curriculum includes degrees, certificates, programs, and courses proposed to be a part of PPSC curricular offerings.
- Instructional practices include any practices required by policy or procedure that impacts the faculty member, instructor, or student in the teaching/learning process.

III. Procedure:

A. MEMBERSHIP

The VPIS will appoint members to the Curriculum Committee as follows:

- a. Faculty appointed from divisions by the VPIS are voting members. Each Executive Dean shall submit four faculty names (two voting members and two alternates) to the VPIS.
 - If the division is comprised of both General Education (Gen Ed) programs and Career and Technical Education (CTE) programs, one representative should come from each type of program.
 - If the division has only Gen Ed or CTE programs, then both representatives will come from the same type.
 - If there is a mix of Gen Ed and CTE but the number of programs for one type heavily outweighs the other, then both representatives may come from the larger group.
- b. One Executive Dean, Associate Dean, or delegates from each academic division, and the High School Programs Director are voting members.

- c. Non-voting members may include, but are not limited to, a representative from the following areas:
 - Advising & Testing
 - Admissions
 - Enrollment
 - Financial Aid
 - Financial Services
 - Institutional Effectiveness
 - Instructional Services
 - Marketing
 - Military Programs
 - SFCC Representatives

B. GUIDELINES

- a. Proposals to delete or deactivate programs that would result in termination of employees will require timely approval by the VPIS.
- b. Courses that are unique to certain programs should be offered on a regular basis as the cycle of the program dictates. If a course is not offered within the required cycle and has not been taught in three years, the course will be referred to the appropriate Executive Dean or Associate Dean for review and possible deactivation. Courses may be deactivated by the Executive Dean using the Curriculum Course Request form.
- c. Changes and new programs/courses will become effective the following academic year. The only exception to this deadline will be revisions required by licensing agencies, accreditation agencies, and/or the governing board.

C. CURRICULUM COMMITTEE TIMELINES

- a. Meeting schedule: the Curriculum Committee will meet each month, September through May. Additional meetings and / or electronic votes may be scheduled as required.
- b. Curriculum deadlines: committee vacancies will be filled by the end of fall orientation week.
- c. Items that complete the Curriculum Committee process on or before the January Curriculum Committee meeting may be included in the print catalog, pending approval

from additional state processes, such as the State Faculty Curriculum Committee (SFCC) or the CTE Gateway.

- d. Calendar deadlines: Colorado Community College System (CCCS) determines the start of the semester and the drop and withdraw date of the full semester. The end of the semester date and other parts of term dates and are at the discretion of the college.
- In March the calendar draft will be submitted to the committee for reading and approval.
 - In April the calendar draft will be submitted to the VPIS for final approval.

D. COURSE AND PROGRAM APPROVAL PROCESS (PPSC)

See EP 105

E. STANDARD OPERATING PROCEDURE

The committee will conduct business under the revised Robert's Rules of Order and will adhere to the following general practices:

- The committee will begin its year in the fall term. Prior to the first meeting a Chair and Vice- Chair will be elected for the year. (See #9 below.)
- The committee will meet on a scheduled basis, or as needed if there is business to conduct.
- Business will be brought to the committee by one of its members or the Instructional Services staff.
- Business will be presented in writing with appropriate documentation attached.
- New and revised courses and programs with changes to the graduation requirements for a degree and/or certificate, must be voted on by the committee. Degrees with Designation revisions that are mandated by the state and/or entirely by Common Course Numbering System (CCCNS) are informational items only and do not require a vote. Course of Study program revisions do require a vote.
- The recommendations will be recorded on the appropriate forms. Recommendations on instructional procedures and practices will be forwarded to the VPIS, with supporting rationale, in writing.
- Instructional practices issues may be dealt with by the committee as a whole or assigned to a subcommittee for research and recommendation; however, all subcommittee recommendations must be presented to the committee for action.

- Within two weeks of receiving a recommendation, the VPIS will notify the committee Recorder of its their response to the recommendation, providing rationale when a recommendation is altered or not approved.
- The officers of this committee shall be the Chair and Vice-Chair. Voting members of the Committee are eligible for election to either of these offices. Prior to the first meeting of each academic year, in the month of September, nominations will be solicited via email by the Recorder. At that time when nominations have been closed, an election will be held to elect officers for the coming academic year via email by the Recorder. The term of office for either position will be for one academic year.
- The position of Recorder to the committee will be filled by a staff member from the office of the Vice President for Instructional Services.











EP 100 Curriculum Committee 10.3.2024

Final Audit Report

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