# Pikes Peak State College (PPSC) Educational Procedure

## EP 105 – Course and Program Approval Process

**Originated:**

Unknown

**Revised:**

June 2024

November 2017

**References:**

[PPCC Forms:](#) Curriculum Course Request form and Curriculum Program Request form

[CCCS Dean & Faculty Vault:](#) CCNS CTE Course Submission Template, CCNS Gen Ed Course Submission Template, and CCNS GT Pathways Course Submission Template.

**Resources:**

[CCCS Board Policies & System Procedures](#): SP 9-30a – Associate Degrees, SP 9-30b – Bachelor Degrees, SP 9-30c – Certificates, and SP 9-30d – Requirements for Graduation and Credentialing.

[CO General Assembly SB24-164: Institution of Higher Education Transparency Requirements](#)

[Curriculum Committee folder on the VPIS SharePoint (for current year)](#)

[Curriculum Committee Webpage](#)

[Catalog Format for Programs](#)

[CCCS Contact Hour to Credit Hour Ratio Guidelines Table](#)

[CCCS Course and Program Approval Resources](#)

[CCCS GT Pathways Process Guide.pdf](#)

[Curriculum Management Folder on CCCS Dean & Faculty SharePoint](#)

[SFCC Style Guide on CCCS Dean & Faculty SharePoint](#)

[Educational Procedures](#): EP 105A Revisions to HLC-Approved Degree or Certificate Programs , and EP 111 Catalog and Banner Prerequisites and Co-requisites.

[HLC Assumed Practices B: Teaching and Learning 1: Program, Courses, and Credits](#)

[HLC Substantive Change guidelines](#)

## Approved By:

Jacquelyn Gaiters-Jordan

Vice President for Instructional Services, Pikes Peak State College

*Jacquelyn Gaiters-Jordan*
Jacquelyn Gaiters-Jordan (Nov 4, 2024 15:36 MST)

Signature

11/04/2024

Date

Joe Miller

Faculty Senate President, Pikes Peak State College

*Joseph Miller*

Signature

11/04/2024

Date

Deidre Schoolcraft

EP Committee Chair, Pikes Peak State College

Deidre Schoolcraft (Nov 5, 2024 05:59 MST)

Signature

11/05/2024

Date

### I. Purpose:

The purpose of this Educational Procedure (EP) is to detail the steps for course and program curriculum approvals, whether that is for the development, revision, or deletion of a course or

program. Programs include degrees and certificates. Development and changes to courses and programs must be approved at the recommendation of the Curriculum Committee and then depending on the nature of the proposal, must be approved by some or all of the following: the State Faculty and Curriculum Committee (SFCC), the Career and Technical Education (CTE) Gateway, and the Higher Learning Commission (HLC), before the request can be put into practice.

## II. Scope:

This EP is applicable to all program and course development, deletion, or revision that originates at PPSC.

## III. Procedure:

### Curriculum Committee Approval Process

- The Curriculum Program Request form and Curriculum Course Request form are located on the myPikesPeak Portal and must be submitted according to the Curriculum Committee deadlines, which are available on the Vice President for Instructional Services (VPIS) SharePoint for the Curriculum Committee, in the Curriculum Committee History folder for the current year and on the Curriculum Committee webpage.
- Once the form is submitted, it is routed to the PPSC Instructional Support Recorder who will validate the information and forward it to the Executive Dean or delegate (usually an Associate Dean) or return the form to the submitting party for revisions.
- The Executive Dean or delegate must recommend the form be forwarded to the VPIS delegate who will then approve or deny the request. Approved requests will then go to the Curriculum Committee for review and recommendation for approval or denial.
- Requests that the committee recommends for approval then go to the VPIS for final determination.
- All requests, whether approved or denied, will be retained by the Curriculum Committee on the VPIS SharePoint for the Curriculum Committee, in the Curriculum Committee History folder for the current year.
- Approved requests cannot be acted upon until all changes are approved by SFCC, HLC, and/or the CTE Gateway.
- Information Items must pass through the Curriculum Committee but do not require a vote (because other governing bodies have made the decision, or the decision is left to the division/department level). Information items include course deletions, course additions to the PPSC catalog from CCNS, changes of schedule type and contact hours.
- Action Items must be approved by the Curriculum Committee and include all business other than Information Items.

## Purpose of Forms

- **Program Request Form – use to:**
  - Develop, delete, or change programs including:
  - Associates of Art (AA)
  - Associates of Science (AS)
  - Associates of Applied Science (AAS)
  - Associates of Engineering Science (AES)
  - Associates of General Studies (AGS)
  - Bachelor's degree programs
  - Certificates
  - Bachelor degree programs
  - Change Program Level Outcomes (PLOs) in the catalog
  - Request Degree with Designation (DwD) status
  - Request addition of course to the AA and AS approved electives list

- **Course Request Form – use to:**
  - Add a course to the PPSC catalog that already exists in the Common Course Numbering System (CCNS) database
  - Modify course information in the catalog including prerequisites/corequisites, schedule type, and contact hours
  - Statewide common prerequisites are determined by CCNS, and cannot be changed at the individual college level
  - Systemwide common prerequisites can be changed by the discipline group at the Statewide Curriculum meeting and will be implemented the following year. Changes are recorded in the discipline minutes.
  - Some CTE courses are "alignment exempted" and PPSC can change those at the local level. Check the VPIS SharePoint Prerequisite folder for course status.
  - Delete a course from the PPSC catalog when it has not been offered for 3 or more years, when it is no longer beneficial, or it has been deleted from CCNS
  - Add a course to the CCNS database
  - Request Guaranteed Transfer status from the Colorado Department of Higher Education (CDHE)
  - Modify a course in the CCNS database including credit hours, course description, course learning outcomes (CLOs), and topical outline
  - Delete a course from the CCNS database, making it unavailable for any college in the system to teach in the future

Process for each Type of Request

*Programs*

Add a Program including AA, AS, AAS, AES, AGS, certificate, or bachelor degree programs

- o Use the appropriate CCCS system procedure to develop programs
    - SP 9-30a for associate degrees
    - SP 9-30b for bachelor degrees
    - SP 9-30c for certificates
- o Review the HLC Policy for Assumed Practices B: Teaching and Learning 1: Program, Courses and Credits
- o See the CCCS Program Approval Resources in the CCCS Dean & Faculty SharePoint related to CTE, Transfer, BAS, BSN requirements
- o Conduct a pre-submission review to ensure alignment with the requirements of the following offices before submitting the program to the Curriculum Committee:
    - Assessment for learning improvement coaches (for developing Program Learning Outcomes and curriculum maps)
    - SFCC Representatives (for CCCS requirements found in the SFCC Style Guide)
    - Advising (to make sure the program requirements and layout are clear to advisors and students)
    - Financial Aid (for credits needed for financial aid - optional)
    - Military and Veteran Programs (MPV) (for military funding requirements - optional, but highly suggested)
    - Accreditation Liaison Officer (ALO) (for the Higher Learning Commission (HLC) requirements)
- o Use the Catalog Format for Programs document, found on the Curriculum Committee webpage, to format request
- o Fill out the Program Design section of the Program Request form found on the myPikesPeak Portal
- o After approval from the Curriculum Committee:
    - All programs must receive HLC approval. Work with the ALO to file paperwork.
    - According to the HLC Substantive Change guidelines, "Institutions may take steps designed to make their constituents, including prospective students, aware that an application for a new program "has been submitted to the accreditor and is pending HLC approval." Institutions may not take any other steps to actively recruit or enroll students into the

> prospective program until HLC has issued formal approval of the program in an official Action Letter."
>    - CTE program must receive CTE Gateway approval after HLC approval

### Modify a Program

o Use the appropriate CCCS system procedure when modifying programs
   - SP 9-30a for associate degrees
   - SP 9-30b for bachelor degrees
   - SP 9-30c for certificates
o If changing PLOs, contact an assessment for learning improvement coach for guidance
o Use EP 105A to determine if your program will need re-approval by the HLC due to substantive changes. Contact PPSC's ALO for assistance.
o Use the Catalog Format for Programs document to format requests
o Fill out the Program Modification section of the Program Request form on the myPikesPeak Portal
o After approval from the Curriculum Committee:
   - If changes were determined to be substantive according to EP 105A, work with the ALO to secure HLC re-approval
   - CTE programs must make changes in the CTE Gateway reflecting modifications. This must be done after HLC re-approval, if an HLC re-approval was deemed necessary by EP 105A.

### Delete a Program

o Use the CCCS system procedure SP 9-30d for requirements related to teach outs.
o Fill out the Program Deletion section of the Program Request form on the portal

### Request Degree with Designation (DwD) Status for a Program

- Secure documentation from the Statewide Discipline group of their approval for requesting DwD status, usually in the form of Statewide Discipline meeting minutes, or documentation of an email vote.
- Fill out the Program Modification section of the Program Request form on the myPikesPeak Portal, using the comment box to request DwD status.
- After approval at PPSC, the proposal will be forwarded to the General Education (GE) Council.
- GE Council will convene a discipline faculty including 2 and 4- year faculty.
- GE Council has the final authority to approve program for DwD status.

Request course to be added to the Approved Electives lists

- Submit a Curriculum Program Request. Select your program and degree. Choose Program Revision. In the comment box name the course(s) and what list you want to be added to, AA or AS.

### *Courses*

Add a course to the PPSC catalog that already exists in CCNS

- Fill out the Add a Course section of the Course Request form on the portal.
- Copy the course information exactly as it appears in CCNS (even if it includes errors).
- You may be asked by the Curriculum Committee to work with your Statewide Discipline Group, after approval, to update the CCNS course information if it is dated or has errors.
- This request is an information item and will not be voted on by the Curriculum Committee unless there are concerns. It must still pass through the committee to be included in the PPSC course offerings and catalog.

Modify course information in the PPSC catalog

- Course information that can be modified in the PPSC catalog without SFCC approval includes schedule type, contact hours, and some prerequisites and co-requisites (See EP 111).
- Use the schedule type, credit hour, contact hour table to ensure changes align with system and HLC guidance on required contact hours.
- Fill out the Modify a Course section of the Course Request form on the portal.
- Schedule type and contact hour changes are Information Items and are not voted on by the committee. However, if they do not align with System and HLC guidance they will be returned to the submitter for rejection.

Delete a course from the PPSC catalog

- Search the most recent PPSC online catalog for all disciplines that mention the course in their program.
- Notify those disciplines that the course is being deleted and they need to submit a program revision to remove mention of the course. Retain the name, position, and date of notification as you will need to include this on the form.
- Fill out the Delete a Course section of the Course Request form on the portal.
- CTE courses will not be removed from the catalog until the request has been approved in the CTE Gateway, which must be submitted after going through the Curriculum Committee.
- Courses will not be completely removed from the catalog unless they are deleted from every program listing.

Add a course to the CCNS database

- See the CCCS Course Approval Resources in the Dean & Faculty SharePoint including the SFCC Style Guide, Blooms Taxonomy, FAQ, etc.
- Secure documentation from the Statewide Discipline group of their approval for the new course, usually in the form of Statewide Discipline meeting minutes, or documentation of an email vote. Evidence must be uploaded when you fill out the Course Request form.
- Meet with the PPSC SFCC representative to ensure that the course meets SFCC guidelines. Current SFCC Representatives can be found on the Curriculum Committee webpage.
- Fill out the CCNS Course Design section of the Course Request from on the portal.
- Fill out the appropriate CCNS form found on the Dean & Faculty Fault on the CCNS SharePoint
- CTE Course Submission Template
- Gen Ed Course Submission Template

Request Guaranteed Transfer Status from CDHE

- Reference the CCCS GT Pathways Process Guide
- Prepare a sample syllabus demonstrating that the course meets the General Education content and competencies of the proposed GT Pathways content area (e.g., GT-AH3, GT-CO1, GT-SS3).
- Secure documentation from the Statewide Discipline group of their approval, usually in the form of Statewide Discipline meeting minutes, or documentation of an email vote. Evidence must be uploaded when you fill out the Course Request form.
- Fill out the CCNS Course Design or CCNS Course Revision section of the Course Request form, depending on if it is a new or revised course.
- Fill out the CCNS form Gt Pathways Course Submission Template, found on the Dean & Faculty Vault on the CCNS SharePoint
- After approval by PPSC, SFCC, VP Curriculum Committee, the nomination goes to GE Council which has final authority.

Modify a course in the CCNS database

- Secure documentation from the Statewide Discipline group of their approval, usually in the form of Statewide Discipline meeting minutes, or documentation of an email vote. Evidence must be uploaded when you fill out the Course Request form.
- Fill out the CCNS Course Revision section of the Course Request form on the portal.

Delete (Archiving) a course in the CCNS database

- Secure documentation from the Statewide Discipline group of their approval, usually in the form of Statewide Discipline meeting minutes, or documentation of an email vote. Evidence must be uploaded when you fill out the Course Request form.
- When filling out the CCNS course submission template, select the archiving option

# EP 105 Course and Program Approval 9.18.24

Final Audit Report                                                                    2024-11-05

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