

**Williamsburg Technical College
PROCEDURE**

SECTION D – EDUCATIONAL AFFAIRS

Title CURRICULUM REVISION AND REVIEW	Number D-1.1
Division of Responsibility Academic Affairs	Approval Date Page 1/21/2021 1 of 2
Approval Vice President _____ President _____	Supersedes Procedure No. D-1.1 Date 2/3/14

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

- I. All recommended changes to the curricula must be made through the Curriculum Review Committee, comprised of all faculty Department Heads, the AVP of Academic Affairs, and the AVP of Student Affairs. The President or designee shall appoint one faculty Department Head as chair.
- II. The Vice President for Academic and Student Affairs must provide final approval for any changes to existing curricula that are recommended by the committee. Any faculty member may recommend a change to the Curriculum Review Committee. The Curriculum Review Committee should seek input regarding the proposed change from faculty members with expertise in the discipline affected when applicable.
- III. Any change to existing curricula offerings such as course deletions, additions, lecture or lab contact hours, or placement criteria can be made with the approval of the Vice President for Academic and Student Affairs provided there is no conflict with the State Models or the SC Technical College System Catalog of Approved Courses (CAC).
- IV. The proposal for a curriculum change can be made in writing to the Curriculum Review Committee chair, the faculty member's Department Head, or the Vice President for Academic and Student Affairs and should clearly describe the recommended change and its rationale. Recommendations received by Department Heads or the Vice President for Academic and Student Affairs should be forwarded to the Curriculum Review Committee chair for inclusion in the committee's agenda discussion.
- V. If the Curriculum Review Committee, with affected faculty input and rationale, recommend the creation of a new course that does not exist in the CAC and is approved by the Vice President for Academic and Student Affairs, the Vice President for Academic and Student Affairs will initiate an electronic New Course Request Form via the SC Technical College System Office TWEB site and notify the Curriculum Review Committee of its approval status from the SC Technical College System Office. Any new course not in the CAC must be approved by the SC Technical College System office before curriculum changes can be executed.

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- VI. Proposals for new academic programs or curriculum options will be recommended by the Vice President for Academic and Student Affairs to the President, who will in turn seek Area Commission approval. The format for proposals will be as follows:
- A. New curriculum
 - B. Rationale for program
 - C. Date of implementation
 - D. New courses not already approved
 - E. New Required Equipment and Expected Costs/Budget, if any
 - F. Projected additional faculty, if any
- VII. The Area Commission must act on all new program proposals and is the approval authority for certificate programs. The State Board for Technical and Comprehensive Education must act on diploma and associate degree proposals and is the approval authority for diploma programs. The South Carolina Commission on Higher Education must approve all associate degree proposals.