Curriculum Action Plan Instructions

Step 1: Generate Program Curriculum List
The faculty review coordinator will receive a printout of all Course Outlines of Record from the official archive in the WebCMS database. This list will contain the following information.

- Course Title and Number
- Last Revision Date
- Course Status: Current, Archived and Obsolete

Step 2: Review Status of All Courses
The program course list should be reviewed for the following information:

- **Course Status**: All courses in the program will be reviewed to determine if they should remain listed as Current or moved to Archived or Obsolete status. Likewise, faculty should review the list of Archived courses to see if any should be revised and moved back to Current status to meet program needs.

Step 3: Review Course Currency and Conditions on Enrollment
Once the program review coordinator has generated a course status report, those courses identified as Current should be reviewed for the following information:

- **Course Currency**: Courses must be reviewed and revised where necessary every five years. All courses being moved from Archived to Current status also need to go through the revision process to update them to current standards.

- **Pre-requisites, Recommended Preparation, Co-Requisites, or Other conditions on enrollment**: Conditions on enrollment for every course on the “Current” list need to be reviewed and verified as appropriate. Any changes to conditions on enrollment, even if the course is within the five-year revision range, must go through the full curriculum revision process. It is particularly important for program faculty to check requisite or recommended courses from other programs, as they may have changed since the last revision. Courses with suggested changes to COE’s are put on the list of courses that need to be revised.

- **Student Learning Outcomes**: All courses need to have SLO’s. All programs under review need to identify course-level SLO’s and submit them for curriculum review using the SLO Form in WebCMS. These are not considered full course revisions and will only be reviewed by the Division Chair, the SLO coordinator, and the Curriculum Committee Co-Chairs. These will be automatically entered into the COR in WebCMS.

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Completion of Step 3: Enter list on the CAP form identifying the following:
- Courses that need to be revised to either remain current or to update any conditions on enrollment.
- Courses that have been reviewed and do not require revision.
- Courses that need SLO’s attached to the COR.

Step 4: Creation of New Courses
Once the list of courses to be revised is complete, the program should review their curriculum to determine if any new courses need to be created to respond to transfer, student or community needs. After generating a list of courses to be created, the program evaluation coordinator needs to determine appropriate titles and numbers for the new courses.

- Create new courses. Coordinators need to check with the scheduling office to see what numbers and sequences have not been used for previous courses and are available. Likewise, the numbering of new courses should follow the established NVC curriculum pattern.

Completion of Step 4: Enter list of new courses on the CAP form, complete with titles and numbers, e.g., Art 200: Portfolio Critique and Review

Step 5: Review of Degree and Certificate Requirements
Programs with a degree or certificate need to review all courses in their degree or certificate sequence once the course-level curriculum revision, additions and deletions are identified. This review will determine if new courses should be added to the degrees, courses should be removed or if any other changes to the course-level curriculum warrants a revision of the degree-level curriculum.

- It is particularly important to check the status of required courses that are outside of the program. Curriculum revisions or deletions may affect the status of these classes and change their place within the degree or certificate sequence.
- All program/certificate revision, deletions or additions need to be entered into WebCMS and submitted for full review of the Curriculum Committee.

Completion of Step 5: Any suggested revisions, deletions or additions to existing degrees or certificates will be entered onto the Curriculum Action Plan.
Step 6: Develop Curriculum Action Plan

The lists generated from Steps 2, 3, 4 and 5 are combined into the CAP form, creating a program-level master list of all courses that have been reviewed and do not need revision and courses that need to be revised, created, or archived. Once the list is complete, program evaluation coordinators need to create a Curriculum Action Plan through consultation with their division chair / dean and the Curriculum Committee Faculty Chair. PEP coordinators will work with Div. Chairs and CCFC to create a timeline for revising all courses in the program. Depending on the scope and complexity of the necessary course revisions some or all of the courses will be recommended for revision during this PEP process.

The curriculum action plan will identify the following:

1. **Course Review Timeline:** Timeline for submitting list of courses that have been reviewed and do not require any revision. These courses will be submitted to the CC as an information item and do not require any editing or vetting by the committee. This will update the last revised date on these courses in our curriculum system.

2. **Course Revision List and Timeline:** List of courses that need revision or change in status and timeline for revising and submitting these changes. This list should also identify which faculty are responsible for the submission of each course. Depending on the scope and complexity of the revisions, some or all of the courses will be revised during the current PEP process.

3. **New Courses:** List of new courses that need to be written and timeline for implementation.

4. **Course-level Student Learning Outcomes:** At the end of the PEP process, all courses must have Course-level SLO’s identified and submitted through the curriculum committee. The SLO submission process separate from the COR revision process in WebCMS and does not require any revision to the Course Outline of Record.

5. **Degree or Certificate Revision Timeline:** Timeline and list of specific changes detailing necessary revisions to Certificate or Degree Programs.

6. **Step 7: Implement Curriculum Action Plan**

Once the CAP is complete, PEP coordinators for each program need to implement the plan based on the following timeline:

1. **Due by the End of Spring Semester**
   - Submission of Reviewed Courses to Curriculum Committee.
   - Submission of course-level SLO’s to CC.

2. **Due by the Beginning of Fall Semester**
   - Submission of Course Revisions to CC as outlined in the CAP.
   - Submission of Degree or Certificate Program Revisions to CC.
   - Submission of new courses to CC.