

CURRICULUM DEVELOPMENT

I. Purpose

Western Dakota Technical College (WDTC) strives to create and maintain quality academic curricula in order to serve our students and the workforce community.

II. General Statement of Policy

Curriculum development is primarily the responsibility of faculty. Ideas for new courses, course modifications, or removal of courses can be originated by anyone including faculty, students, staff, administrators, advisory board members, and community members. Approval of curriculum will be the duty of the Curriculum Committee.

The Curriculum Committee responsibilities include –

- Review requests required to go before the committee as described in the Curriculum Guidebook which is approved and updated by the committee on a yearly basis
- Ensure requests are in the best interest of the academic program and the students
- Ensure changes maintain compliance with program accreditation and school accreditation requirements
- Ensure changes maintain compliance with state and federal laws
- Ensure changes are in agreement with school policies such as program and semester credit limits and the Carnegie Credit Model
- Study, from a school-wide perspective, how changes will affect other programs
- Ensure pre- and/or co-requisite requirements are met
- Ensure curriculum aligns with industry standards and employer needs and expectations
- Validate Program Advisory Board approval of changes when required

The Curriculum Committee Membership includes –

Voting Members who are appointed by the Vice President for Teaching and Learning and will serve a minimum of three (3) years:

- A minimum of 9 full-time faculty members, in addition to the chair,
- A minimum of 2 faculty members from the General Education Department

- All other program areas (trades, health and human services, business) should have representation on the committee
- An Assessment Coordinator will serve as a standing voting member
- A faculty member will serve as Chair

Non-Voting Members are standing members representing the

- Office of Teaching and Learning
- Director of Instructional Support and Professional Development
- Registrar's Office
- Admissions Office
- Financial Aid Office
- Other applicable support units as deemed necessary

III. Definitions - None

IV. Reporting Procedures - None

V. Dissemination of Policy and Training

- A. This policy shall appear on the WDTC website on the policy page.
- B. This policy shall appear in the Curriculum Guidebook.

Legal References: None

Board Approved 07/11/2019; Committee Reviewed 10/5/2021; Committee Reviewed 10/31/22; Committee Reviewed 7/9/2024