CURRICULUM DEVELOPMENT

I.   Procedure

A. New Courses (any course that does not currently exist at Western Dakota Technical College)

- A proposed new course needs to be vetted through the faculty of the program(s) the course will affect
- Once agreement is reached on a proposed master syllabus, the program(s) will forward the proposed master syllabus/course to the Vice President for Teaching and Learning to review
- After review, the program(s) will present the proposed master syllabus/course to the Program Advisory Board(s) for approval
- Upon approval, the proposed master syllabus/course will be forwarded to the Curriculum Committee Chair along with the required curriculum change request forms and supporting documentation for final Committee approval and tracking purposes

B. Course Modifications (changes to the master syllabus of a current course)

- Modifications to current courses need to be vetted through the faculty of the program(s) the course affects (Gen Ed course modifications need to be vetted through the Gen Ed program faculty only)
- Once agreement is reached on the modifications, the program(s) will present to the Program Advisory Board(s) if required for approval
- After Program Advisory Board(s) approval (if required), the modifications will be forwarded to the Curriculum Committee Chair along with the required curriculum change request forms and supporting documentation for final Committee approval and tracking purposes

C. Removal of Courses

- A course recommended for removal from a program needs to be vetted through the faculty of the program(s) the course will affect
- Once agreement is reached, the program(s) will present the recommendation for course removal to the Program Advisory Board(s) for approval
- Upon approval, the recommendation for course removal will be forwarded to the Curriculum Committee Chair along with the required curriculum change request forms and supporting documentation for final Committee approval and tracking purposes

D. Other Program Changes (e.g. pre- or co-requisite changes, course sequence changes, etc.)

- A proposed change needs to be vetted through the faculty of the program(s) the change will affect
- After review, the program(s) will present the proposed change to the Program Advisory Board(s) for approval if required for approval
- After Program Advisory Board(s) approval (if required), the modifications will be forwarded to the Curriculum Committee Chair along with the required curriculum change request forms and supporting documentation for final Committee approval and tracking purposes

II.   Definitions - None

Legal References: None

Board Approved 07/11/2019; Committee Reviewed 10/5/2021; Committee Reviewed 10/31/2022; Committee Reviewed 11/21/24