

ROCKY MOUNTAIN COLLEGE

FACULTY POLICY

SECTION: Faculty

NUMBER: F-001-01-0019

SUBJECT: Curriculum Adoption and Change, New Program
Initiation, Periodic Program Review

DATE: 4/2013

- I. Curriculum Adoption and Change
 - A. Curricular changes, including new courses, changes to existing courses, changes in program requirements (including the addition of new major concentrations), and course deletions, are initiated by voting members of the faculty.
 - B. Proposed curricular changes are reviewed by all members of the program and other relevant faculty.
 - C. Program members electronically sign the proposal(s). Signatures indicate that all relevant faculty have been notified about the curricular proposal(s) but are not indicators of agreement.
 - D. Relevant proposal form(s) are submitted by December 1 to the Curriculum Committee Chair for review by the Curriculum Committee.
 - E. The proposal is reviewed by the Curriculum Committee.
 1. If all elements of proposal are complete, then proceed to (F).
 2. If proposal is not complete, it is returned to contact person with explanation.
 3. Curriculum Committee will mediate potential problems through discussion with program faculty.
 - F. The proposal is sent to the Faculty Executive Committee for inclusion on the agenda of the upcoming faculty meeting.
 - G. The Curriculum Committee Chair informs the proposal's contact person of its place on the agenda of the faculty meeting.
 - H. The proposal is presented at the faculty meeting.
 - I. If approved, the Curriculum Committee Chair delivers the changes to the relevant office

for inclusion in the upcoming catalog.

II. New Program Initiation

- A. Whatever the source of origination, proposals for new academic programs that are unique and distinct from existing curricular offerings are vetted according to the following process:
- B. New programs shall be submitted to the Academic Vice President, who will make a preliminary assessment as to whether the creation of the new program is in accordance with the mission, core themes, academic objectives, and financial resources of the College.
- C. If the Academic Vice President considers the new program to be in the best interests of the College, a formal proposal is forwarded to the Curriculum Committee, which will ensure that the proposed field of study has clearly articulated curricular requirements and student learning outcomes. The Academic Vice President shall be the sole signatory of the proposal.
- D. The Faculty Executive Committee will review all proposals prior to their presentation to the faculty.
- E. The faculty, meeting as a body of the whole, will consider new programs and by majority vote offer a recommendation to the Academic Vice President regarding their adoption.
- F. The Academic Vice President will consider the recommendation of the faculty and reassess whether the creation of the new program is in accordance with the mission, core themes, academic objectives, and financial resources of the College. Based on these factors, the Academic Vice President will make a recommendation to the President of the College.
- G. The President of the College will consider the recommendation of the Academic Vice President, and if the new program is deemed to be in accordance with the mission, core themes, academic objectives, and financial resources of the College, the President will recommend its adoption and implementation to the Board of Trustees.
- H. The Board of Trustees will, by majority vote, decide whether the new academic program is adopted and implemented.

III. Periodic Program Review

- A. All degree-granting academic programs shall engage in formal, written self-evaluations that serve as evidence of continuous assessment and a commitment to the goal of improving the quality of the curriculum at Rocky Mountain College, as well as guarantee

an explicit coherence between each major's student learning outcomes and the curriculum offered in pursuance thereof.

B. Annual Assessment:

In conjunction with the Assessment Committee, each year academic programs shall evaluate the degree to which student learning outcomes are being satisfied via the curricular offerings of the program. Annual assessments serve as opportunities for self-reflection, foster adjustments in program offerings, and promote intra-curricular efforts to further program goals.

C. Five-Year Program Review:

Rooted in the continuous improvement efforts represented by annual assessments, every five years each degree-granting program shall provide a formal program review to the Office of the Academic Vice President and the Assessment Committee. Five-Year Reviews must include the following information, provided in accordance with the following categories:

1. Preamble: a summary of the previous Five-Year Program Review, with a specific focus on the articulated Areas of Concern and Plans for Improvement (sections 3 and 4 below). The preamble is intended to serve as a summative rearticulation of the program's previous Five-Year Review, with an emphasis on its fulfillment of the prescriptions for program improvement contained therein;
2. Program Strengths: a statement of the degree to which the program is meeting desired results, particularly those related to the satisfaction of student learning outcomes and the overall advancement of the mission and core themes of the College;
3. Areas of Concern: a forward-looking analysis of the direction of the program, with a specific focus on the areas that constituent faculty seek to improve;
4. Plans for Improvement: a detailed explanation of the how the program will implement a strategy which furthers strengths and realizes improvement;
5. Institutional Support Requests (optional): a list of resources deemed helpful and/or necessary to the fulfillment of the objectives of the program, accompanied by a rationale explaining how the resources will facilitate the desired improvements.

D. Program Review documents are to be submitted to the Office of the Academic Vice President and the Assessment Committee, in both printed and electronic format, by November 15th in the year following each program's review cycle.

1. Printed copies of the Five-Year Review must be signed by each faculty member who teaches one or more course within the program.
2. A constituent faculty member who disagrees in whole or part with the assessment provided in the Five-Year Review may attach a signed addendum to the review explaining their specific points of disagreement with the majority-supported document.
3. The Academic Vice President will assess all Program Review documents to ensure that the curriculum from each program is offered in accordance with the mission, core themes, academic objectives, and financial resources of the College.

- a. When necessary, the Academic Vice President will call for a meeting with a program's faculty to discuss strategies to promote improvement and realign its curriculum with the broader needs of the College.

*Upon adoption of this policy, the degree-granting programs of the College shall be divided and staggered into five, roughly equal, alphabetic groupings; the first fifth will be required to submit its first Five-Year Program Review in the Fall of 2016, the second fifth in 2017, and so on.

These groupings shall be determined and announced during the second faculty meeting of the Fall 2013 semester. New programs adopted in the future shall be grouped within these alphabetic categories but will have a minimum of three years before a Program Review is required.