Lewis and Clark Community College
Process for Submission and
Approval of Curricular Proposals

Please Note: The complexities of getting curriculum proposals approved by the Academic Affairs Committee (AA Staff), the Curriculum and Instruction Committee (CIC), Illinois Community College Board (ICCB), and possibly the Illinois Articulation Initiative (IAI) and/or the Illinois Board of Higher Education (IBHE) must be recognized by the proposer. Timing is everything. Once a proposal is approved by the CIC, ICCB approval is usually required as well. Some courses can be processed within 30 days; some new curricula may require six months or longer. Then, upon ICCB approval, additional time is required to prepare the various databases that will allow for public access, student registration, faculty assignments, and degree audit system functionality.

New Programs Proposed for Fall

Submitted to/Approved by:	Date
Advisory Committee	Fall or Spring Semester Meeting
Academic Affairs Staff	February Meeting
Curriculum & Instruction Committee	February Meeting
LC Board of Trustees	March Meeting
ICCB Submission Deadline	March 31
ICCB	June Meeting
IBHE	August Meeting

New Programs Proposed for Spring

Submitted to/Approved by:	Date
Advisory Committee	Spring Semester Meeting
Academic Affairs Staff	September Meeting
Curriculum & Instruction Committee	September Meeting
LC Board of Trustees	October Meeting
ICCB Submission Deadline	October 31
ICCB	November Meeting
IBHE	December Meeting

Program Revisions

To become effective for the next academic year, a revised program needs:	
Academic Affairs approval by	November Meeting
CIC approval by	November Meeting
ICCB approval by	February 28th
To appear in catalog by	March 1st
For fall enrollment starting	Mid-March

- **While a new program may start in the spring, all program revisions will take effect in the new academic year which starts in the fall semester**

- **Any revisions that are approved after the above dates will not become effective until the following academic year**

Information highlighted in red refers to the steps needed to be addressed by the requester for a particular category.

I.   Approval by Deans/Vice President
All items brought to the Academic Affairs for approval must first:
   A.   Be discussed and reviewed by the appropriate dean prior to submission
   B.   Be approved by the Academic Affairs and Curriculum & Instruction Committees
NOTE: Any program or course requiring new funds should have administrative approval prior to presentation to the Committee.

Proposals without such prior actions will not be considered by the Committee.

II.   New Credit Courses
   A.   All new credit courses to be added to the ICCB Course Master List for Lewis and Clark Community College **(L&C)** are presented to the Committee before submission to the ICCB office. Exceptions may be made for PCS 1.6 courses.
   B.   Courses to be considered for university transfer (PCS 1.1) will require evidence of articulation with at least three of the following senior institutions prior to submission to the ICCB office:
   Eastern Illinois University
   Illinois State University
   Northern Illinois University
   University of Illinois - Springfield
   Southern Illinois University - Carbondale
   Southern Illinois University - Edwardsville
   University of Illinois - Urbana/Champaign
   Western Illinois University

This activity is initiated by the Academic Affairs Specialist (and can commence prior to Committee approval due to timing issues) only after the syllabus is reasonably certain to be a thorough and accurate document.

C. Courses to be considered for university transfer (PCS 1.1) and for General Education Core Curriculum assignment (Communications, Mathematics, Physical and Life Science, Humanities and Fine Arts, or Social and Behavioral Sciences) must match the Illinois Articulation Initiative (IAI) standards for the specific category for which it is seeking assignment. Refer to www.iTransfer.org or see the Director of Academic Affairs for details and requirements.

This activity is initiated by the Director of Academic Affairs (and can commence prior to Committee approval due to timing issues) only after the syllabus and supporting documentation are reasonably certain to meet the specific IAI Panel's requirements.

D. Although courses considered vocational skills in nature (PCS 1.6) are not usually presented to the Committee for approval, they do require Academic Affairs Committee approval prior to submission to ICCB. These courses are generally developed for a specific business or industry and are neither core courses nor electives in existing degree or certificate programs. Note: The list of such courses submitted to the ICCB since the last Committee meeting will be included in the agenda for the information of Committee members.

E. **The following information should be submitted to the Committee when seeking new course approval:**
   1. **Login to Coursedog at** app.coursedog.com. **Complete the online new course proposal form by choosing Curriculum, New Proposal, New Course Proposal.**
   2. **Attach a course syllabus properly dated and prepared in the official L&C format. The course objectives in the syllabus must be student-centered and written as measurable outcomes**

III. Revision of Existing Courses

A. The following revisions to existing courses should be submitted to the Committee for approval:
   1. Course title
   2. Credit hours
   3. Lecture/Lab hours
   4. Prefix/number
   5. Prerequisite
   6. IAI Status
   7. Repeatability
   8. Variable credit
   9. Substantial changes in course objectives or course content.
   10. Program Code (curriculum number) *
   11. PCS Code*
   12. CIP Code*

B. Note that changes in Program Code (curriculum number), PCS Code, or CIP Code are usually the result of other proposed changes.

IV. Withdrawal of Courses

A request to withdraw an approved course from the ICCB Master File must be presented to the Committee for approval. Login to app.coursedog.com, choose New Proposal, Withdraw a Course, and answer the questions on the form. A copy of the syllabus is NOT necessary.

V. New Curricula

A. All new curricula to be added to the ICCB Master Curriculum File must be approved by the Committee prior to submission to the ICCB office.

B. New curricula presented to the Committee should include:

1. **Supportive materials indicating the need for such a program and the rationale for its inclusion in the college offerings at this time to include:**
   a. **Evidence of student learning supports need**
   b. **Alignment with transfer college or university directs need**
   c. **Recommendations from Program Advisory Committee direct need**
   d. **Changes in labor market direct need**
   e. **Acquisition of new equipment/facilities support need**
   f. **Accrediting agency directs need**
   g. **Developments in the discipline support need**

2. **A copy of the complete curriculum with the following noted:**
   a. **The curriculum must be in compliance with college-wide general education requirements.**
   b. **The curriculum must be in compliance with ICCB policies regarding maximum permissible credit hours.**
   c. **The following sections of ICCB Form 20 (Application for a New Unit of Instruction).**
      i. **Cover page**
      ii. **Curriculum Description**
      iii. **Labor Market Need**
      iv. **Enrollment Data**
      v. **Curriculum Information**
      vi. **Education & Skill Requirements**
      vii. **Faculty**
      viii. **Academic Control**
      ix. **Cost Data**

VI. Revision of Existing Curriculum

A. **Revisions to an existing curriculum involving program title change, change in total credit hours, changes in general education requirements, or changes in core or elective courses must be presented to CIC for approval. Login on to app.coursedog.com, New Proposal, Edit an Existing Program, and complete the form.**

B. **Changes in curricula involving new courses should be presented as part of a package presentation. New courses must also follow the procedures described above.**

VII. Withdrawal of Curricula

A request to withdraw an approved program from the ICCB Master File must be presented to the Committee for approval. **Login to app.coursedog.com, New Proposal, Withdraw a Program, and complete the form.**

COURSEDOG – USER GUIDE LINKS

CLICKABLE WALK-THROUGH

https://capture.navattic.com/ckznx7hzv117309l3uy4ga6is?g=clpnflwdn0obye55j4x7ibd9x&s=0

SCHEDULING	**Department Scheduler's Guide to Academic Scheduling (entire guide)** https://coursedog.freshdesk.com/support/solutions/articles/48001242601-a-department-scheduler-s-guide-to-academic-scheduling
	Adding Courses https://coursedog.freshdesk.com/support/solutions/articles/48001242601-a-department-scheduler-s-guide-to-academic-scheduling#Adding-Courses

CURRICULUM	**Proposing a New Course or Program** https://coursedog.freshdesk.com/support/solutions/articles/48001065985-proposing-a-new-course-or-program
	Proposing Edits to a Course or Program https://coursedog.freshdesk.com/support/solutions/articles/48001065996-proposing-edits-to-a-course-or-program

**If you need assistance submitting course or curriculum requests or edits, please contact
Jeff Coles at jtcoles@lc.edu/ext. 4200 or Teri Kanallakan at tnkanallakan@lc.edu/ext. 4002.**