MISSION STATEMENT:

WE ARE A DIVERSE LEARNING AND TEACHING COMMUNITY COMMITTED TO IMPROVING INDIVIDUAL LIFE AND SOCIETY THROUGH HIGH-QUALITY, ACCESSIBLE EDUCATIONAL PROGRAMS AND ENGAGED LEARNING OPPORTUNITIES.
Course & Curriculum Submission Instructions

The following information is provided as a guide to curriculum and course proposals to be taken to the Curriculum and Instruction (C & I) Committee at John A. Logan College (JALC). The forms contained herein provide the necessary information required for permanent files maintained on our campus and for forms submitted to ICCB for approval.

As we are always concerned with accuracy and detail, it is imperative that all information be completed. Failure to respond to each item will result in the proposal being returned to the individual/department submitting it. This may result in missing deadlines (and therefore a program or course may not be offered when proposed).

An overview of the College’s Curriculum Development Procedures may be found in Administrative Procedure 302. It is located on SharePoint at the following Link:


All proposals being submitted to C&I must have been approved by the Dean of Academic Affairs and the Vice President for Instruction. Once the approval process has been completed, all documents must be sent to the office of the Vice President for Instruction at least one week before the scheduled meeting to allow the committee time to properly review all documents prior to the meeting. A memo requesting items to be included on the agenda will be sent in advance of the deadline. The template for this memo may be found on SharePoint.

https://jalcollege.sharepoint.com/instructionalservices/SitePages/Home.aspx

The College-wide chain of approval may be found in Board Policy 3210. It states the following:

“Proposals should be submitted through the appropriate channels for approval: Curriculum and Instruction Committee, College Council, the appropriate dean, the Vice-President for Instructional Services, the President, and the Board of Trustees, if appropriate. Final approval by the Illinois Community College Board or the Illinois Board of Higher Education may be required pursuant to state law.

New programs must have approval by the President and Board of Trustees before the curriculum is designed and finalized.”

All course creation and changes are submitted through CurricUNET. Directions on how to make these submissions can be found below.

If you have any questions regarding completion of any form(s) please contact either Lauralyn Cima, ext. 8303 or Debbie Richison, ext. 8583.

Click on the following links for instructions on the approval process:

- CurricUnet Instructions
  - Creating a New Course
  - Change an Existing Course
  - Minor Course Revision for an Existing Course
  - Withdrawing a Course
- New Curriculums
• **AES & AFA Degrees**

• **AAS Degrees & CTE Certificates**
  • Reasonable and Moderate Extension
  • New Unit of Instruction

• **Course Offered in a Non-Traditional Format**

• **Curriculum Withdrawal/Change to Curriculum Master**

Courses intended for transfer must each have three articulation agreements on file at the college or be IAI-approved for statewide articulation. For assistance, please contact Tom McGinnis, ext 8697.

### New Curriculums

The following chart briefly describes the various program types and the appropriate application for each. This information may be found on-line at the ICCB website: [https://www.iccb.org/iccb/wp-content/pdfs/manuals/Program_Approval_Manual_11-2014.pdf](https://www.iccb.org/iccb/wp-content/pdfs/manuals/Program_Approval_Manual_11-2014.pdf)

<table>
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<tr>
<th>CURRICULUM</th>
<th>APPLICATION FORM</th>
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<tr>
<td><strong>AA/AS Degrees</strong>: The Associate in Arts (AA) and Associate in Science (AS), and Associate in Arts &amp; Science (A&amp;AS) degrees are prescribed curricula intended to transfer to baccalaureate degree programs. The AA focuses on the arts, humanities, or social or behavioral sciences or one of the professional fields with these disciplines as a base. The AS focuses on baccalaureate degree programs in one of the mathematical, biological, or physical science fields or one of the professional fields with these disciplines as a base. The A&amp;AS is a combination of elements from the AA and AS degrees.</td>
<td>N/A: AA/AS degrees are already approved at every Illinois public community college</td>
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<td><strong>AFA Degree</strong>: The Associate in Fine Arts (AFA) degree focuses on a prescribed curriculum intended to transfer to baccalaureate degree programs in one of the fine arts: art, art education, music, or music education. A Reasonable and Moderate Extension may be applied for if the initial (parent) program includes less than four options.</td>
<td>Form 20FA</td>
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<tr>
<td><strong>AES Degree</strong>: The Associate in Engineering Science (AES) degree focuses on a prescribed curriculum intended to transfer to baccalaureate degree programs in engineering.</td>
<td>Form 20ES</td>
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<td><strong>AGS Degree</strong>: The Associate in General Studies (AGS) degree focuses on a prescribed curriculum individually designed by a college-appointed advisor to meet a student’s educational objectives that cannot be met by other degrees offered by the college.</td>
<td>Form 20GS</td>
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<tr>
<td><strong>AAS Degrees and CTE Certificates</strong>: Associate in Applied Science (AAS) degrees and career and technical education certificates prepare individuals for employment or advancement in various occupational specialties.</td>
<td>Form 20, 20T, 21, 21S</td>
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**AES & AFA Degrees** -- all ICCB forms must be submitted in duplicate.

AFA and AES curriculums currently exist at John A. Logan College. Extensions may be applied for through Reasonable and Moderate Extension Requests

• If the original application for an AFA is for fewer than four options, a college may pursue adding one or more options at a later date by submitting a completed “Reasonable and Moderate Extension Request for an AFA Degree” Form 21FA.

• Applications may be submitted anytime during the year.

• Initial degree approvals require approval from both the ICCB and IBHE.
• Complete ICCB Form 22 for all new curriculum request. They must include: College Name & Number: John A. Logan College & 53001.
• Curriculum Action Desired
• New Curriculum Prefix & Number.
• Curriculum Title – not to exceed 36 characters.
• Curriculum PCS/CIP code – refer to the most up-to-date ICCB Program Approval Manual.
• Minimum Credit Hours – four digits, one decimal (999.9).
• Effective Date.
• Degree or Certificate Type.

• **Program Assessment** - The following information must be included within the application:
  1. How is this program unique? (Program goals and student learning outcomes can be listed to highlight this program and how it differs from what is currently offered).
  2. How will students be assessed prior to graduation (Briefly state the multiple qualitative and quantitative measures that will be used).
  3. What means of feedback will the college use in order to determine program quality and success of graduates? (Input from various stakeholders, program reviews outcomes, student follow up results, etc.).
  4. How will students and program assessment lead to Continuous Quality Improvement of the college? (How will assessment ultimately improve the curriculum, instruction, and student learning?).

**New Curriculum – AAS Degrees & CTE Certificates**

Review and Approval of Career and Technical Education (CTE) Curriculum
All new CTE curricula must be approved by the Illinois Community College Board. Associate in Applied Science (A.A.S.) degree programs require approval by the Illinois Board of Higher Education as well. Appropriate staff will review the application and inform the college whether the proposed program will be recommended for approval or if further information is needed before a recommendation can be made.

**Application Review Process**
Complete the appropriate CTE Approval Application and submit two (2) copies to ICCB. The review process used for new unit requests varies according to the type of curriculum proposed and the category of approval requested. Following are:
- the CTE program categories of approval that may be requested; and
- descriptions of the review process utilized for each type of CTE curriculum

**Career & Technical Education Curriculum Approval Categories**
There are three categories of CTE curriculum approval: Permanent, Temporary, and Reasonable & Moderate Extensions. The categories of approval utilize different application forms and criteria. CTE curriculum approval may be requested as follows:

1. **Permanent Approval** may be requested for any Certificate or A.A.S. degree program by submitting a Form 20.

2. **Temporary Approval** may be requested for any Certificate and for A.A.S. degree programs that meet the following criteria by submitting a Form 20T:
   1. address emerging occupations, or
(2) meet immediate and temporary needs in the community.

3. **Reasonable & Moderate Extension (R&ME) Approval** is a permanent approval and may be requested for any A.A.S. or Certificate program that is an option or subset of an existing and permanently approved curriculum. More detailed guidelines regarding application criteria for an R&ME are provided later in this section.

**Review Processes**

1. **Associate in Applied Science Degree (A.A.S.):** An application for a new A.A.S. degree is reviewed by a team of ICCB and IBHE staff. The college may be asked to provide the review team with additional information. The review team develops a consensus recommendation that is presented to the ICCB for action and to the IBHE if permanent approval is requested.

2. **Certificates:** An application for a new Certificate is reviewed by staff from ICCB. The college may be requested to provide additional information. Staff will develop a recommendation to be presented to the ICCB for action. If the proposed certificate is less than 30 semester credit hours, the President/CEO of ICCB may approve the certificate on behalf of the Board.

3. **Reasonable & Moderate Extensions (A.A.S. degrees or Certificates):** An application for an R&ME is reviewed by staff from ICCB. The college may be requested to provide additional information. Staff acceptance of the R&ME will be made once all materials are complete and requests for clarification/ additional information have been satisfied. R&ME requests do not require ICCB board action.

**Application Time Table**

To provide maximum flexibility to colleges in program development and implementation, applications for CTE curriculum approval may be submitted for consideration at any time and may be recommended for action at any ICCB meeting during the year. A.A.S. degree programs for which permanent approval is requested require ICCB and IBHE approval. All Certificate programs and A.A.S. degree programs for which temporary approval is requested require ICCB approval only. All applications for new CTE curricula are reviewed by an internal team of ICCB staff. Applications for A.A.S degrees are shared with IBHE staff as well. R&ME applications require ICCB staff review and acceptance only.

For applications that are complete and require little or no revisions or clarifications, the time required for ICCB staff to review the proposal, seek comment from staff at IBHE, and make a recommendation for Board action should range from six weeks for requests for temporary approval to eight weeks for requests for permanent approval. Recommendations are not final until the ICCB or its designees (and IBHE, if applicable) have acted upon them.

For Associate in Applied Science degree programs that require approval by both ICCB and IBHE, recommendations must be taken to the ICCB first, followed by a recommendation to the IBHE.

For Certificates, approval documents from ICCB and HLC will need to be sent to the Office of Student Financial Assistance and submitted to the Department of Education for Title IV approval. This is required for Certificate programs only.

**Source:** Illinois Community College Board (2014). *Program Approval Manual.*

Once ICCB and IBHE approval has been received, The Higher Learning Commission must be notified via the Institutional Change Form under “Programs.” This is called “Apply for Approval for a Substantive Change” and the information may be found here: [http://www.hlcommission.org/Monitoring/institutional-change.html](http://www.hlcommission.org/Monitoring/institutional-change.html)
Courses Offered in Non-Traditional Format

Non-Traditional Format Form --Complete the form found at this following link.
https://jalcollege.sharepoint.com/instructionalservices/Instructional%20Services%20Documents/Non%20Traditional%20Course%20Approval%20Form.pdf

Curriculum Withdrawal/Change to the Curriculum Master File

FORM 22 INSTRUCTIONS CURRICULUM ADDITION/WITHDRAWAL/CHANGE TO THE CURRICULUM MASTER FILE

Note: Submit this form in duplicate. ICCB will return one of the copies showing what action was taken only if two copies are submitted.

To Inactivate a Curriculum:
1. Check "Inactivate" in the upper box.
2. Complete all items except the new curriculum prefix and number.
3. Indicate the effective date which will be the date the curriculum becomes inactive and new students are no longer admitted to the program.
4. Optional: You may withdraw courses (Form 11 or 11B) or assign them to active curricula (Form 12 or 12A).

To Reactivate a Curriculum:
1. Check "Reactivate" in the upper box.
2. Complete all items except the new prefix and number.
3. Indicate the effective date.
4. Signature of President required.

To Withdraw an Existing Curriculum:
1. Check "Withdraw" in the upper box.
2. Complete all items except the new curriculum prefix and number.
3. Indicate the effective date which will be the date the curriculum becomes withdrawn and new students are no longer admitted to the program.
4. Either withdraw courses assigned to the withdrawn curriculum (Form 11 or 11B) or reassign them to appropriate existing curricula (Form 12 or 12A). This must be done prior to submitting the form.