

Course & Curriculum Submission Handbook

***John A. Logan College
700 Logan College Road
Carterville, IL 62918***

JALC

www.jalc.edu

2023 - 2024

Mission Statement:

To enrich lives through learning and community engagement.

Course & Curriculum Committee Submission Handbook

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2023-2024 Curriculum & Instruction Committee Members

Nathan Arnett, Assistant Provost of Academic Affairs

Stephanie Chaney Hartford, Provost

Rob Craig, Department Chair Applied Technologies

Joe Dethrow, Department Chair Business, Computer Science and Math

Matt Garrison, Department Chair Communications, Humanities and Social Science

Emily Monti, Manager of Curriculum & Instruction

Nicole Rains, Director of Academic Advisement

Jenifer Rongey, Curriculum Materials Facilitator

Cheri Rushing, Director of Financial Aid

Kaylee Smith, Associate Manager of Admissions and Records

Jason Snider, Bursar

Kenneth Stoner, Manager of Workforce Education

Rachel Sveda-Webb, Director of College Readiness

Cheryl Thomas, Department Chair Life Science and Physical Science

Scott Wernsman, Dean of Career and Technical Education and Workforce Training

Kristin Yosanovich, Dean of Health Sciences and Director of Nursing

**Committee Members as of 10/19/2023*

2023-2024 Curriculum & Instruction Meetings

Thursday, September 7, 2023

Admin Board Room – 11:00 am

Tuesday, October 3, 2023

Admin Board Room – 11:00 am

Thursday, November 2, 2023

Admin Board Room – 11:00 am

Thursday, December 7, 2023

Admin Board Room – 11:00 am

Thursday, January 18, 2024

Admin Board Room – 11:00 am

Thursday, February 8, 2024

Admin Board Room – 11:00 am

Thursday, March 7, 2024

Admin Board Room – 11:00 am

Thursday, April 4, 2024

Admin Board Room – 11:00 am

Thursday, June 6, 2024

Admin Board Room – 11:00 am

**Special meetings may be called at any time throughout the year*

Course & Curriculum Committee Submission Instructions

Submissions to the Curriculum and Instruction Committee are to be made through the appropriate online forms. Forms should be completed and electronically signed by the department chair and appropriate Associate Dean prior to submission. Associate Deans, please email your submission to CurriculumInstruction@jalc.edu.

Click on a link below for instructions and necessary forms for your submission.

Any changes that require updates to program guides and syllabi **must have these documents attached with changes made in **red**.*

Please call Emily Monti (x8514), Jenifer Rongey (x8217), or Jamie Sims (x8005) for assistance. Thank you!

Approval Required:

Course Withdrawal
New Course
New Program
Program Changes that Affect Number of Credit Hours in Program
Prefix and/or Credit Hour Change
Program Inactivation
Program Withdrawal

Information Only:

Course Description
Course Title
Course Objectives
Non-Traditional Course
Prerequisite
Program Changes that Do Not Affect Number of Credit Hours in Program
Program Title

Course Description Change

Include a copy of the syllabus with changes in **Red*

Course Prefix and Number		Course Title			
Current Course Description					
Proposed Course Description					
Rationale for Change	What prompted this change?	Assessment	Program Review	Other	
Effective Date	Fall	Spring	Summer		

Approvals

Department Chair

Date

Assistant Dean

Date

Dean

Date

C&I Committee Chair

Date

Assistant Provost

Date

Provost

Date

*Deans email approved submission to CurriculumInstruction@jalc.edu.

Approved submissions will be taken to the next Curriculum and Instruction meeting. Please contact Jamie Sims, ext. 8005 if you have any questions.

Course Objective Changes

Include a copy of the current and proposed syllabus with changes in **Red*

Course Prefix and Number	Course Title			
Current Course Objectives				
Proposed Course Objectives				
Rationale for Change	What prompted this change?	Assessment	Program Review	Other
Effective Date	Fall	Spring	Summer	

Approvals

Department Chair

Date

Assistant Dean

Date

Dean

Date

C&I Committee Chair

Date

Assistant Provost

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Provost

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Course Title Change

Include a copy of the current and proposed program guide and syllabus with changes in **Red*

Course Prefix	Course Title			
Current Course Title				
Proposed Course Title				
Rationale for Change	What prompted this change?	Assessment	Program Review	Other
Effective Date	Fall	Spring	Summer	

Approvals

Department Chair

Date

Assistant Dean

Date

Dean

Date

C&I Committee Chair

Date

Assistant Provost

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Provost

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Course Withdrawal

Course Title		Department	
Course Prefix	Course Number	Credit Hours	
Rationale for Withdrawal	What prompted this change?	Assessment	Program Review Other
List other Programs Impacted	Consult C & I Staff for Program Impact		
Effective Date	Fall	Spring	Summer

Approvals

Department Chair

Date

Assistant Dean

Date

Dean

Date

C&I Committee Chair

Date

Assistant Provost

Date

Provost

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New Program Proposal

*Include a [Form 20](#), proposed program guide & syllabi for all new courses

Proposed Program Title				
Curriculum Prefix	*Contact C & I Staff for Curriculum Prefix			
Level (Certificate, AAS, AA/AS)	Certificate	AAS	AA/AS	
Rationale for Program	What prompted this change?	Assessment	Program Review	Other
Total Program Hours				
Effective Date	Fall	Spring	Summer	

Approvals

_____	_____
Department Chair	Date
_____	_____
Assistant Dean	Date
_____	_____
Dean	Date
_____	_____
C&I Committee Chair	Date
_____	_____
Assistant Provost	Date
_____	_____
Provost	Date

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New Course Proposal

Course Title				Department		
Course Prefix	Course Number	Credit Hours	Lecture Hours	Lab Hours	Course CIP	
*Refer to Curriculum Master on SharePoint for information below						
Curriculum Prefix		Curriculum Number		Curriculum PCS		
Variable	Yes	If yes, list credit hours.	Variable Justification:			
	No					
Repeatable	Yes	If yes, # of times.	Repeatable Justification:			
	No					
Prerequisite						
Course Description						
Rationale for Course	<div style="display: flex; justify-content: space-between;"> What prompted this change? Assessment Program Review Other </div>					
GECC Elective or General Elective (Transfer Only)	GECC Elective		In what Program(s) will it be listed?			
	General Elective					
Lab Fee	Yes		If yes, how much?			
	No					
Method of Delivery	<div style="display: flex; justify-content: space-between;"> *Select all that apply Hybrid Face-to-Face Online </div>					
IAI Designation	Yes		If yes, provide IAI #			
	No					
Students Served						
Effective Date	<div style="display: flex; justify-content: space-around;"> Fall Spring Summer </div>					
Submitted by						

New Course Proposal

Approvals

Department Chair

Date

Assistant Dean

Date

Dean

Date

C&I Committee Chair

Date

Assistant Provost

Date

Provost

Date

JALC
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Prefix and/or Credit Hour Change

Include a copy of the current and proposed program guide and master syllabus with changes in **Red*

Current Course Information				
Course Title				
Course Prefix	Course Number	Credit Hours	Lecture Hours	Lab Hours
Variable	Yes No	If yes, list credit hours.		Variable Justification:
Repeatable	Yes No	If yes, # of times.		Repeatable Justification:
Proposed Course Information				
Course Title				
Course Prefix	Course Number	Credit Hours	Lecture Hours	Lab Hours
Variable	Yes No	If yes, list credit hours.		Variable Justification:
Repeatable	Yes No	If yes, # of times.		Repeatable Justification:
Rationale for Change	What prompted this change? Assessment Program Review Other			
In what Program(s) will course(s) be listed & impacted by change?	*Consult C & I Staff for Course Impact			
Is this course mapped to the GECC package?	Yes No			
Is this course mapped to a Student Learning Outcome? (If yes, please indicate the appropriate Student Learning Outcome)	Yes No	Communication Information Literacy Critical Thinking Quantitative Reasoning Cultural & Global Awareness		
Effective Date	Fall Spring Summer			

Prefix and/or Credit Hour Change

Approvals

Department Chair

Date

Assistant Dean

Date

Dean

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C&I Committee Chair

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Assistant Provost

Date

Provost

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Prerequisite Change

Include a copy of the proposed master syllabus with changes in **Red*

Course Prefix	Course Number	Course Title	
Current Prerequisite		Proposed Prerequisite	
In what Program(s) will course(s) be listed & impacted by change?	*Consult C & I Staff for Course Impact		
Rationale for Change	What prompted this change?	Assessment	Program Review Other
Effective Date	Fall Spring Summer		

Approvals

_____ Department Chair	_____ Date
_____ Assistant Dean	_____ Date
_____ Dean	_____ Date
_____ C&I Committee Chair	_____ Date
_____ Assistant Provost	_____ Date
_____ Provost	_____ Date

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Program Changes that Affect Credit Hours in Program

Include a copy of the current and proposed program guide with changes in **Red*

Program Title						
Curriculum Prefix			Curriculum Number			
Identify the Changes	Additional Classes			Dropped Classes		
	Course Prefix	Course Number	Credit Hours	Course Prefix	Course Number	Credit Hours
Rationale for Change		What prompted this change? Assessment Program Review Other				
Current Program Hours				Proposed Program Hours		
*This change will total program hours by credit hours.						
Effective Date		Fall Spring Summer				

Approvals

_____ Department Chair	_____ Date
_____ Assistant Dean	_____ Date
_____ Dean	_____ Date
_____ C&I Committee Chair	_____ Date
_____ Assistant Provost	_____ Date
_____ Provost	_____ Date

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Program Changes that Do Not Affect Credit Hours in Program

Include a copy of the current and proposed program guide with changes in **Red*

Program Title								
Curriculum Prefix			Curriculum Number			Program Hours		
Identify the Changes	Additional Classes/Class to be Moved				Dropped Classes/Class to be Moved			
	Course Prefix	Course Number	Credit Hours	*Move To Term	Course Prefix	Course Number	Credit Hours	*Move From Term
Rationale for Change		What prompted this change? Assessment Program Review Other						
Effective Date		Fall Spring Summer						

Approvals

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Assistant Provost

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Program Inactivation

*Inactivation applicable to CTE Degrees & Certificates *ONLY*

Program Title				
Curriculum Prefix		Curriculum Number		
Rationale for Inactivation	What prompted this change? Assessment Program Review Other			
Curriculum(s) in which courses should be assigned (if necessary)				
Effective Date	Fall	Spring	Summer	

Approvals

Department Chair

Date

Assistant Dean

Date

Dean

Date

C&I Committee Chair

Date

Assistant Provost

Date

Provost

Date

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Program Title Change

Include a copy of the current and proposed program guide with changes in **Red*

Program Prefix	Program Title			
Current Program Title				
Proposed Program Title				
Rationale for Change	What prompted this change?	Assessment	Program Review	Other
Effective Date	Fall	Spring	Summer	

Approvals

Department Chair

Date

Assistant Dean

Date

Dean

Date

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Assistant Provost

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Provost

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Program Withdrawal

*ICCB requires CTE programs to be inactive for 5 years before withdrawal

Program Title			
Curriculum Prefix		Curriculum Number	
Rationale for Withdrawal	What prompted this change? Assessment Program Review Other		
Curriculum(s) in which courses should be assigned (if necessary)			
Effective Date	Fall	Spring	Summer

Approvals

Department Chair

Date

Assistant Dean

Date

Dean

Date

C&I Committee Chair

Date

Assistant Provost

Date

Provost

Date

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Approved submissions will be taken to the next Curriculum and Instruction meeting. Please contact Jamie Sims, ext. 8005 if you have any questions.

**PROGRAM DEVELOPMENT PROCEDURE
(BACCALAUREATE TRANSFER AND CAREER DIVISIONS)**

1. The primary responsibility for the development of new programs is delegated to the **Provost**.
2. After preliminary planning work by the Provost in conjunction with appropriate persons at the College, all new program ideas will be submitted to the President for recommendation to the Board of Trustees, if appropriate.
3. Subsequent to ICCB approval, the program curriculum will be submitted to the Curriculum and Instruction Committee, **Assistant Provost**, and Provost --in that order-- for approval.
4. Following authorization by the President and Board of Trustees, approval to proceed with program development will be requested from the Illinois Community College Board (ICCB).
5. Final approval of the program is then requested from the Illinois Community College Board and the Illinois Board of Higher Education.
6. A copy of the Illinois Community College Board (ICCB) and the Higher Learning Commission (HLC) approval documents are sent to the Office for Student Financial Assistance and submitted to the Department of Education for approval to receive Title IV funding (needed for certificates only).
7. After final approval is received, the responsibility for program implementation then reverts to the **appropriate academic administrator**.

**COURSE DEVELOPMENT PROCEDURE
(BACCALAUREATE TRANSFER AND CAREER DIVISIONS)**

1. Primary responsibility for the development of new courses for existing programs is delegated to the Assistant Provost, Provost, the appropriate associate dean, or the department chair.
2. All new course ideas are initiated at the departmental level.
3. All course proposals must be submitted in writing using a standard format as follows:
 - A. course title, prefix, number; and IAI number
 - B. credit hours, lecture hours, lab hours;
 - C. course description;
 - D. course prerequisites;
 - E. specific course objectives;
 - F. detailed course outline;
 - G. course requirements and method of evaluation;
 - H. text and other required materials;
 - I. reference or resource materials;
 - J. students to be served; and
 - K. initial offering date.
5. Detailed course proposals are submitted to the Curriculum and Instruction Committee. Following approval by the Curriculum and Instruction Committee, course proposals are submitted to the **Assistant Provost** and Provost for approval and completion.
6. New course proposals are sent to ICCB for approval.

7. Following approval, the course is added to the College's course master by Academic Affairs staff.
8. After final approval is received, the responsibility for program implementation then reverts to the appropriate academic administrator.

WORKFORCE AND ADULT SECONDARY EDUCATION PROCEDURE

1. Workforce and Adult Secondary Education administrators are charged with the development of new courses.
2. All course proposals must be submitted in writing using a standard format as follows:
 - course title, prefix, number; and IAI number
 - credit hours, lecture hours, lab hours;
 - course description;
 - course prerequisites;
 - specific course objectives;
 - detailed course outline;
 - course requirements and method of evaluation;
 - text and other required materials;
 - reference or resource materials;
 - students to be served; and
 - initial offering date.
3. Following approval by the Assistant Provost, course ideas are submitted to the Provost for approval.
4. New course proposals are sent to ICCB for approval.
5. Following approval, the course is added to the College's course master by Academic Affairs staff.
6. New courses should be submitted to the Curriculum and Instruction Committee as information only.

COMMUNITY EDUCATION COURSE DEVELOPMENT PROCEDURE

1. Community Education administrators are charged with the development of new courses.
2. The following course information will be sent to the Academic Affairs staff:
 - Title, course description, and contact hours
3. Following approval by the Assistant Provost, course ideas are submitted to the Provost for approval.
4. New courses should be submitted to the Curriculum and Instruction Committee as information only.

RESPONSIBILITIES OF CURRICULUM AND INSTRUCTION COMMITTEE

The Curriculum and Instruction Committee is charged with the approval of new programs and courses and/or changes to existing programs and courses.

1. Curriculum matters submitted for approval:
 - A. new courses and programs;
 - B. significant revision of course description or title;

***Procedure for Curriculum
Development***

Administrative Procedure 302

- C. credit hour changes to programs and/or courses;
 - D. course prerequisite change;
 - E. officially withdrawing courses and/or curriculum
2. Curriculum matters submitted as information only:
- A. changes that do not significantly alter a course, i.e., minor revision of description or title;
 - B. course numbers;
 - C. curriculum footnotes;
 - D. instruction mode;
 - E. revision of curriculum with no change in credit hours
3. The Curriculum and Instruction Committee may take one of the following actions:
- A. approval;
 - B. rejection accompanied with reasons;
 - C. table approval for further study;
 - D. approval with changes
4. Faculty members are encouraged to attend the Curriculum and Instruction Committee meetings to voice their opinions of proposed curriculum changes.
5. Actions of the Curriculum and Instruction Committee are sent to the Assistant Provost and Provost in that order for approval.
6. New programs are sent to the Assistant Provost, Provost, and President and then to the Board of Trustees for approval.
7. Following authorization by the President and Board of Trustees, approval to proceed with program development will be requested from the Illinois Community College Board (ICCB).



PRESIDENT

NOVEMBER 28, 2022

DATE

ADOPTED: NOVEMBER 8, 1982
AMENDED: JULY 8, 1985; JULY 1, 1996; MARCH 4, 2016; OCTOBER 1, 2021 (*TITLES*); **NOVEMBER 28, 2022**
CROSS REF.: BOARD POLICY 3210