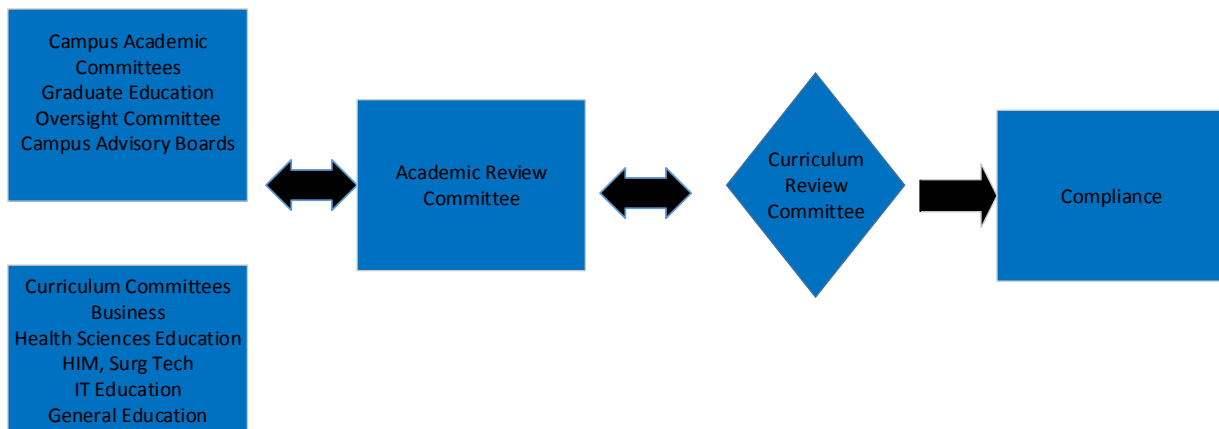


## SUMMARY OF CURRICULUM DEVELOPMENT

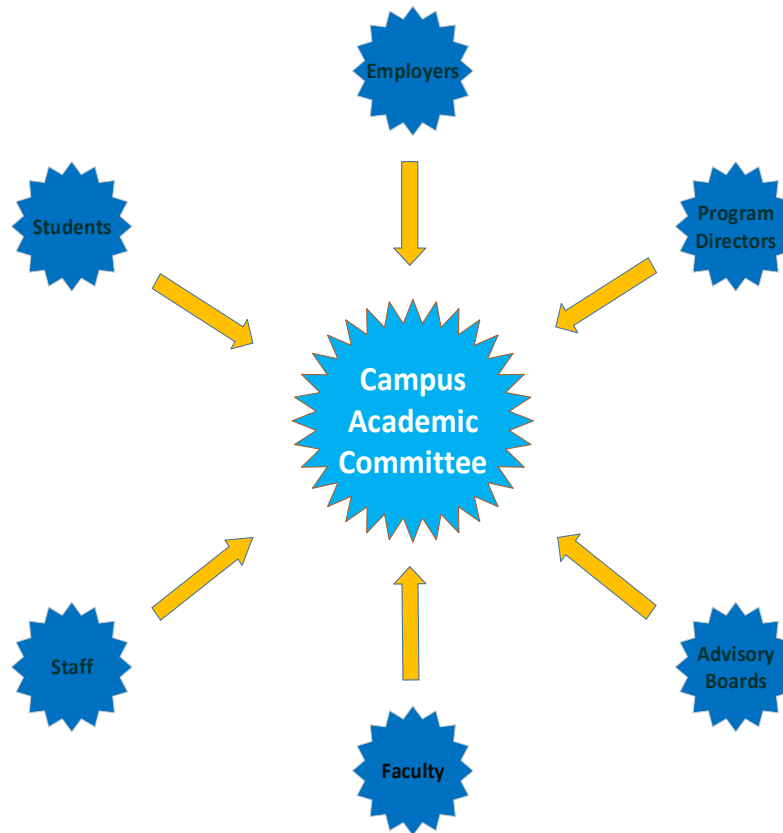
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The University has a comprehensive system in place to assist in the review and development of academic programs and processes. (Chart A) The campus has established a Campus Academic Review Committee (CAC) composed of Program Directors, faculty and staff members. This committee is responsible for collection and coordination of all academic input at the campus level. Academic input can come from a variety of sources including, but should not be limited to: faculty and staff members, current students, and Campus Advisory Boards (Chart B). This committee then forwards necessary academic concerns, such as textbook change requests and program modifications to the Academic Review Committee.

**Chart A**



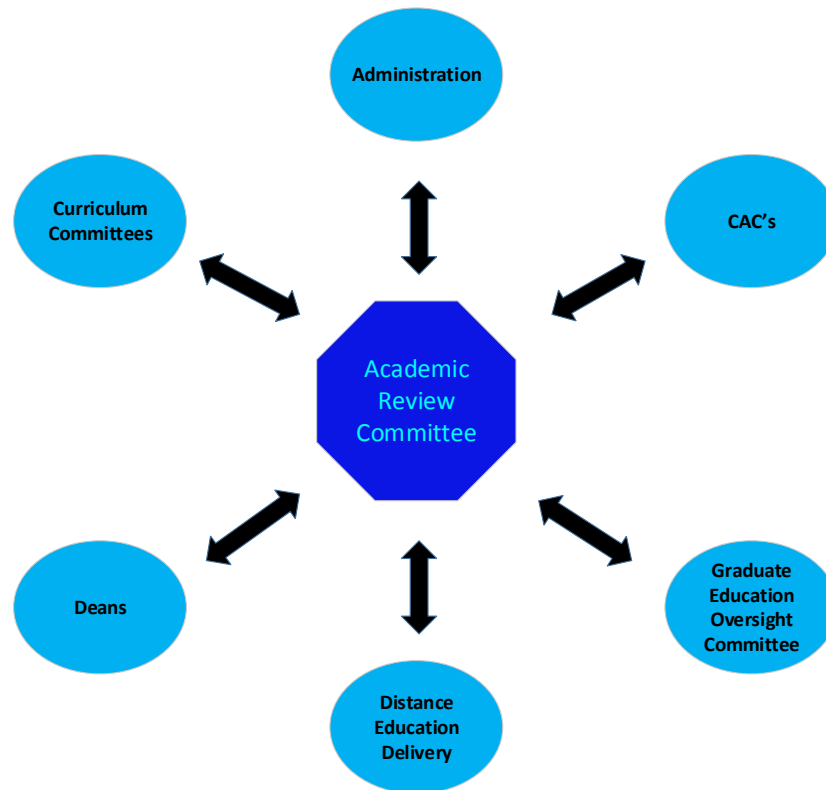
**Chart B**



The University has several curriculum committees for specific academic areas: Health Science Education with sub committees for Health Information Management, Pharmacy Technology, Nursing, Information Technology, Business Education, and General Education. These committees are composed of Deans, program directors, and faculty. The Curriculum committees have been developed to review all programmatic and academic issues related to their program. They should discuss all suggestions brought to their attention such as course changes, program changes, new programs and text book adoption. The members of the committees will communicate with the Campus CAC and the Curriculum committee. Members of the committees may be called upon to present information to the Academic Review Committee and/or the Curriculum Review Committee.

The Academic Review Committee (ARC) is composed of administration, staff, and a team of academics. This committee accepts input from several sources: Campus Academic Review Committee, curriculum committees, graduate education oversight committee, and advisory boards. (Chart C) The committee oversees the administration of all academic changes, modifications and enhancements for the University. The core members of this committee bring a wide range of skills and education to the oversight of all academic programs. Members of various campus and curriculum committees will be called upon to present proposals to the ARC for discussion. The ARC identifies the curriculum design team for each new program or revision.

Chart C



The ARC forwards all approved requests for modifications and changes to the academic programs to the Curriculum Review Committee (CRC). The CRC is the final authoritative body responsible for approving and implementing changes to the academic programs, and the creation of new academic programs. The CRC is composed of the chairperson for the ARC (Vice President of Academic Affairs), Executive Vice President of Operations, University President, two faculty representatives from each of the following content areas (medical, business, information technology, and general education) one faculty member from the Master level programs, and paralegal program and the Vice President of Marketing. When a request is received by the CRC, one of three scenarios occurs: a) the request for action is approved and implemented; b) the request for action is sent back to the ARC for further study and recommendations; c) the request is not approved. The CRC has the final say on all requests for change or modification to academic programs at the University.

**Program Development Process:** Program outcomes focus on the broad knowledge, skills, and abilities students need to attain and are measured by the achievement of course outcomes.

**Program Needs Analysis:** Market research is conducted to assure the proposed program is current, relevant, and meets a growing need in the marketplace. The result of this Analysis Phase is the identification of the program outcomes and how they will support the institutional mission, goals, and outcomes.

**Course Needs Analysis:** For all new courses, faculty must complete and submit a Scope, Level, and Rationale narrative.

- **Scope:** provides the overall content which will be taught in the course.
- **Level:** identifies whether the course is at the appropriate program level.
- **Rationale:** discusses the reason for the course and how it supports the program's outcomes.

**Program Design:** The Curriculum Development Teams are identified, organized and assigned by the Academic Review Committee. The initial program outcomes are reviewed using the knowledge, skills, and abilities graduates need to achieve in order to be successful within the chosen career-focused profession. Required resources, textbooks, and instructional materials are identified.

**Program Development:** Once the new program outline and outcomes have been approved by the ARC the team begins working on the 20 week course development cycle. Upon completion of this initial course development cycle, the course is then formatted to fit the University's instructional design and the content is carefully edited during a 10 week review cycle.

**Curriculum Review Committee:** Responsible for oversight of curriculum and faculty matters. Reviews and approves major changes to program curriculum structure. With regard to larger matters, such as starting up new programs or departments, the committee makes recommendations for action to the Board of Directors. Reviews and approves degree requirements, program proposals, professional development and continuing education curricula and accreditation processes. Reviews and approves curriculum procedures and faculty policy.

The Committee has the following duties and responsibilities as it relates to faculty:

- Review and approve institutional policy relevant to faculty;
- Maintain a broad overview of the University's academic programs, reviewing and approving proposals for substantial change to academic programs;
- Meet periodically with the President and Vice President of Academic Affairs for briefings and updates on administrative matters;
- Provides guidance and advice to the President and Vice President of Academic Affairs on administrative matters;
- Approve the manner in which the academic program is presented in official School publications.

**Program Implementation:** Once all of the courses for the program have been developed, they are integrated into the Canvas Learning Management System.

**Program Evaluation:** Following a predetermined revision schedule, the new courses and program are monitored throughout the year. Minor errors are corrected as soon as they are identified and major revisions to courses are submitted for review every 12 months. Complete Program Reviews occur once every five years based on the Curriculum Review Schedule.