

SUMMARY OF CURRICULUM DEVELOPMENT

The University has a comprehensive system in place to assist in the review and development of academic programs and processes. (Academic input can come from a variety of sources including but should not be limited to: faculty and staff members, current students, and Program or Departmental Advisory Boards (Chart B). This committee then forwards necessary academic concerns, such as course sequencing, pre-requisites, C or better grade designations and program modifications to the Academic Review Committee.

Chart A

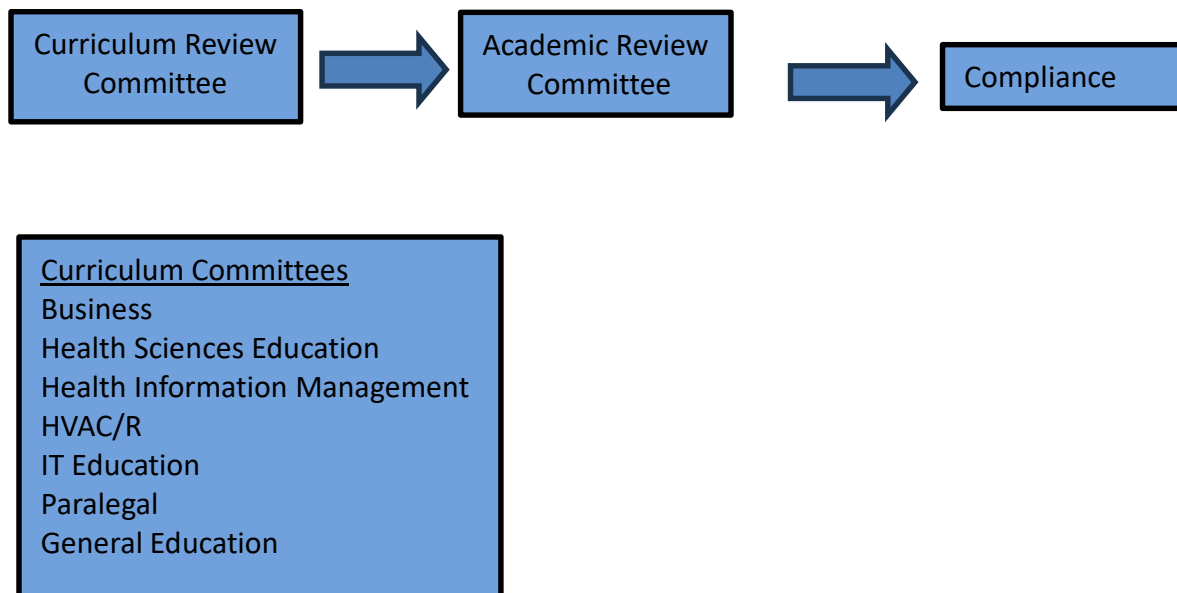
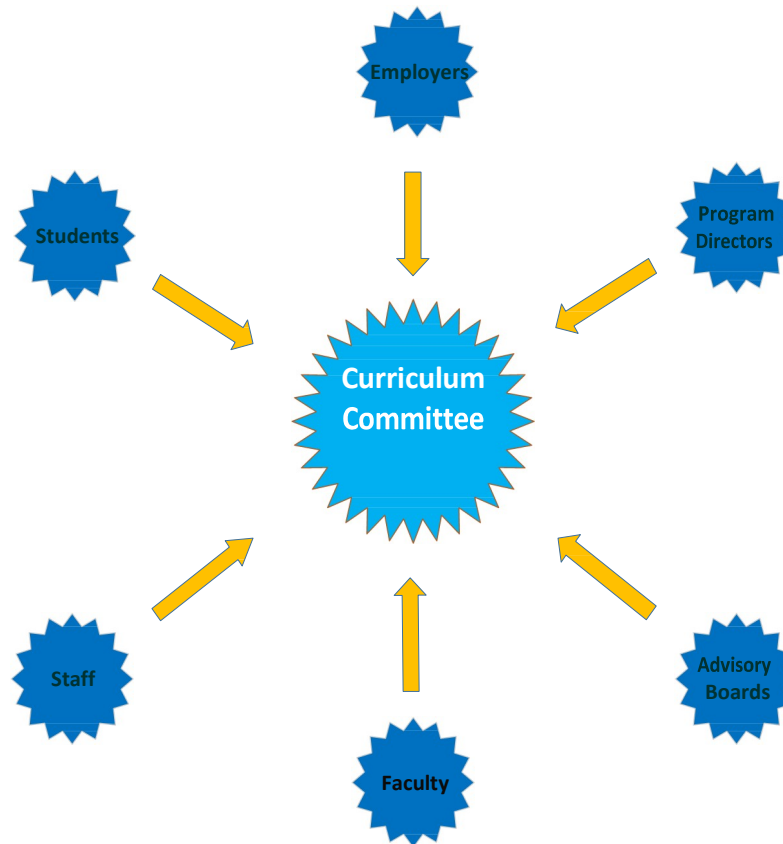


Chart B



The University has several curriculum committees for specific academic areas: Business, IT and Cybersecurity, General Education, HVAC/R, and Health Science Education with subcommittees for Medical Assisting, Health Information Management, Pharmacy Technology, and Nursing. These committees are composed of Deans, program chairs, 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 textbook adoption. Members of the committees may be called upon to present information to the Academic Review Committee.

The Academic Review Committee (ARC) is composed of administration, staff, and a team of academics. This committee accepts input from several sources, such as curriculum committees and advisory boards.

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, and the University President. The CRC may seek advice from subject matter experts of the various content areas. 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 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: This committee is lead by the discipline specific dean or program director. Deans and program directors are required to have both subject matter expertise and experience with distance education program design. (see appendix A) The committee is responsible for oversight of curriculum and faculty matters. Reviews and approves major changes to program curriculum structure. Regarding 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 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.