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ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
JUNE 5, 2014

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
COUNTY OF COOK AND STATE OF ILLINOIS

RESOLUTION

TO ADOPT REVISIONS TO THE ACADEMIC POLICY AND PROCEDURES MANUAL
OF THE CITY COLLEGES OF CHICAGO
OFFICE OF ACADEMIC AFFAIRS

WHEREAS, the Illinois Public Community College Act, as amended, lists the powers and duties of community college districts in the State of Illinois, and states in 110 ILCS 850/3-30, that:

The Board of any Community College District has the powers...that may be requisite or proper for the maintenance, operation and development of any college or colleges under the jurisdiction of the Board.

WHEREAS, the City Colleges of Chicago Academic Policy and Procedures Manual has been developed to ensure that protocols for instruction and related academic elements are established, reviewed and publicly communicated, and this proposed revised policy has been reviewed by stakeholder groups including faculty, Faculty Council, and college administration;

WHEREAS, Section 4.3 of the Board Bylaws of City Colleges of Chicago provides for the adoption of policies and states that:

The Board may adopt, from time to time, policy statements, guidelines, procedures, regulations, collective bargaining agreements, codes of conduct or similar documents issued for the governance of the Board, the District and the Colleges.”

WHEREAS, the Academic Policy and Procedures Manual has been revised to update the Proposed Academic Change Process (PAC), which provides the structure for the curriculum development process (The Executive Summary and Revisions to the Academic Policy and Procedures Manual are attached).

WHEREAS, the Officers of the District support the new policy revision to the Academic Policy and Procedures Manual that is being recommended by the Provost and Chief Academic Officer;

NOW THEREFORE BE IT RESOLVED, that the revision to the Academic Policy and Procedures Manual be adopted by the Board of Trustees effective June 5, 2014 and posted to the City Colleges of Chicago website.

June 5, 2014 - Office of Academic Affairs

EXECUTIVE SUMMARY

REVISIONS TO THE ACADEMIC POLICY AND PROCEDURES MANUAL OF THE CITY COLLEGES OF CHICAGO APPROVED BY BOARD OF TRUSTEES JUNE 5, 2014

- Revision to City Colleges of Chicago Academic Policy Index Number 1.23a
 - The proposed revised policy replaces the policy that governed the Proposed Academic Change process (PAC). The proposed policy is the most substantive update to this policy in more than 40 years. The proposed policy transforms the PAC process into a collaborative model between faculty and administrators and removes opportunities for subjective bias.

- Highlights of the “Proposed Academic Curriculum Change” (PACC) process:
 - Approval steps reduced 75% (from 12 to 3)
 - Proposed curricula shall be evaluated using rubrics to ensure objective review.
 - Dedicated faculty to ensure proposed curricula flows through the process without interruption.
 - New Joint Curriculum Development Committee (JCDC) requires faculty and administrators at the table together. This efficient committee streamlines the process.

**CITY COLLEGES OF CHICAGO
ACADEMIC POLICY**

SOURCE OFFICE: ACADEMIC AFFAIRS **ISSUED BY:** Provost Edghill-Walden **DATE:** June 5, 2014

REVIEWED:

REVIEWED BY:

ISSUERS SIGNATURE:

SUBJECT: Course and/or Program Approval Process

Curriculum Development processes must comply with jurisdictions set forth by external governmental and accrediting agencies and City Colleges of Chicago Board of Trustee policies. Accordingly, curriculum development shall be structured through a three-step curriculum development process and two-step endorsement process known from now on as the Proposed Academic Curriculum Change process (PACC), which replaces the former twelve-step curriculum review process known as Proposed Academic Change process (PAC).

This structured process, which shall be jointly implemented by the Office of Academic Affairs and faculty and administrators, will provide a clearly defined development and revision process for any course or program offered by any of the City Colleges of Chicago (CCC). The PACC process shall:

- Promote and ensure collaboration among administrators and faculty;
- Designate a tenured, faculty member to coordinate curriculum development for each college and the district;
- Separate curriculum development and curriculum review;
- Increase understanding of required compliance with outside agencies and governing bodies;
- Provide a curriculum development framework that supports the goals and expectations of external agencies and accrediting bodies;
- Assure that new courses or programs and changes to courses or programs support the mission and goals of the City Colleges of Chicago (CCC);
- Provide a web-based solution to store, manage, and track changes to courses and programs.

Curriculum Development

Internal Development Process

The internal development process reflects collaboration between faculty and administrators to produce outstanding curriculum. The PACC approval process will be completed by CCC internal stakeholders before further review and approval by external agencies or regulatory bodies.

Step 1: Initial Recommendation

- The person proposing new curriculum (Principal Advocate) shall vet the proposal with a local President, Vice-President, or designee, along with Academic Department/Discipline and designated tenured faculty member for curriculum development (liaison with DO Academic Affairs).
- An initial proposal rubric shall be used to evaluate the proposal.

Step 2: Curriculum Workshop

Principal Advocate shall establish and work with a proposal team that comprises:

- A. Local Content Advisors* (see suggested content advisors below)
- B. Local Curriculum Committee (Faculty Council/Academic Affairs body)

Both bodies will work in tandem on 1) Program and/or Course Development, 2)

Assessment and 3) Review. Proposal team shall use a detailed rubric for curriculum assessment.

*Suggested advisors include persons or bodies with knowledge in the academic subject matter, four-year transfer models, and/or industry requirements, but are not limited to:

Local College Resources

- College Faculty
- Office of Finance (Business Services)
- Research Office
- Transfer Coordinator

District Resources

- College-wide Faculty
- Data and Analysis, and Finance
- Research Office

Academic Affairs Office
Workforce and Development Office

External Resources

Advisory members (as needed)
Two-year /four-year colleges/universities
Articulation Partnerships
Industry partners

Step 3: Joint Curriculum Development Council

The Principal Advocate shall present a final curriculum proposal to the Joint Curriculum Development Council (JCDC). The JCDC shall be comprised of a joint committee of faculty and administrators and meet a minimum of three times in the Fall and Spring semesters. The committee will use detailed rubric to evaluate the proposed curriculum.

The JCDC includes:

- Principal Advocate
- Academic Affairs (DO Representative)
- Dedicated tenured faculty members for curriculum development (Colleges and D.O.)
- Vice-Presidents of Academic Affairs and Student Services or (Designees)
- Faculty Council Committee A (CCC Representatives)

Internal Endorsement

Step 1:

- Faculty representatives notify local and district faculty councils of proposed final decisions.
- Vice-Presidents notify Colleges

Step 2:

- Finalization of Board Report and DO authorization to submit to external agencies.

External Endorsement

- Colleges, with assistance from Academic Affairs, will obtain verification of course transfer and type of transfer, as applicable.

- Academic Affairs (DO) will submit curriculum development course and/or program proposals to external agencies will all required documentation.

Shareholders, external agencies for endorsement, may include, but are not limited to:

- Illinois Community College Board (ICCB)
- Illinois Board of Higher Education (IBHE)
- Illinois Articulation Initiative (IAI)
- Higher Learning Commission (HLC)
- Department of Education (DoE)
- Other Accrediting Bodies

Substantial changes to the curriculum development process, curriculum development rubrics for courses and/or programs, or other changes to the curriculum development process will be a collaborative process with the mutual agreement of District Academic Affairs and the District-wide Faculty Council, Curriculum Committee A, dedicated faculty for curriculum development at the Colleges and the District, and Vice-Presidents of Academic Affairs and Student Services.