



## Standard Operating Procedure

**Procedure Title:** New Courses and Programs of Study Approval

**Procedure #:** CC.001

**Revision #:** 005

**Unit Responsible:** Curriculum Committee

**Individual Responsible:** Chair, Curriculum Committee

**Effective Date:** 07/21/2023

**Initial Approval Date:** 08/22/2019

**Last Review/Update Date:** 07/21/2023

**Next Review Date:** 07/01/2026

**\*Does this procedure support a Board Policy?** *Yes*

**If yes, identify:** [3.050-Approval of New Courses and Programs](#)

Board policies can be found at: [LCC Board of Trustees Policy Page](#)

**\*Does this procedure support HLC criteria?** *Yes*

**If yes, identify:** [3A, 3B, 4A, 4B](#)

HLC Criteria can be found at: [HLC Accreditation Criteria](#)

**\*Does this procedure support a State or Federal Regulation?** *No*

**If yes, identify:** n/a

**\*Note:** Standard Operating Procedures should be in furtherance of some LCC policy and/or accreditation criteria, even if the relationship is not direct. Assistance in determining this information can be obtained from the Academic Procedure Advisory Committee (APAC) and/or the Accreditation Liaison Officer.



## **New Courses and Programs of Study Approval, BP 3.050**

### **1. Purpose**

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To standardize the review of new courses and programs of study by the Curriculum Committee (CC) in order to ensure consistency across the various divisions of the College.

### **2. Scope**

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This standard operating procedure (SOP) applies to all new credit-bearing courses and new programs of study proposed by the faculty of Lansing Community College (LCC).

### **3. Prerequisites**

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- Faculty proposing new courses and/or new programs of study must follow their divisional processes, leading to approval by their Dean. This includes completing the proper CC forms for submission of new courses and/or program of study, ensuring that the Provost's Cabinet has approved the proposal(s), and also ensuring that the Higher Learning Commission approves of any new programs of study.
- The proposed new program of study also must have completed a review by the Market Analyst from Center for Data Science before being reviewed by the Provost Cabinet.

### **4. Responsibilities**

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- The Chair of the CC is responsible for overseeing each stage of this SOP.
- The Chair of the Technical Review Team (TRT) is responsible for overseeing the detailed review of each course and/or curriculum.
- The members of the CC and the TRT are responsible for conducting due diligence with regard to reviewing courses and/or curricula.

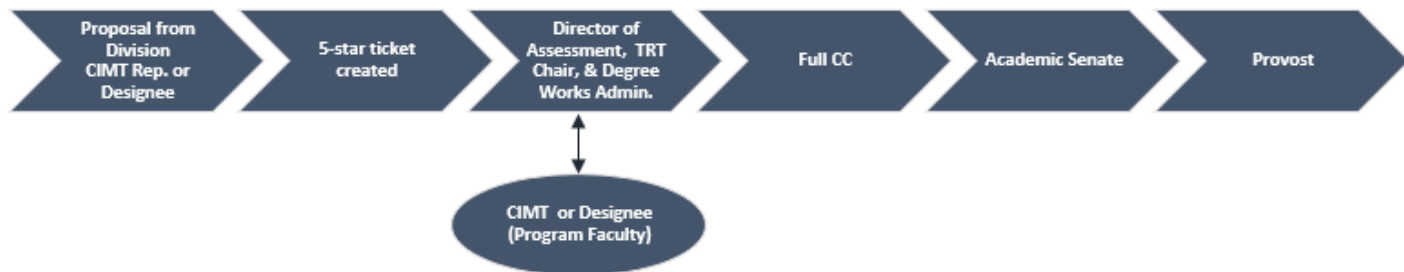
### **5. Procedure**

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1. The divisional Course Information Management Team (CIMT) representative and/or designee, on behalf of the divisional Dean, will complete the 5-star ticket request form:
  - a. [New Course Proposal](#)
  - b. [New Program of Study Proposal](#)

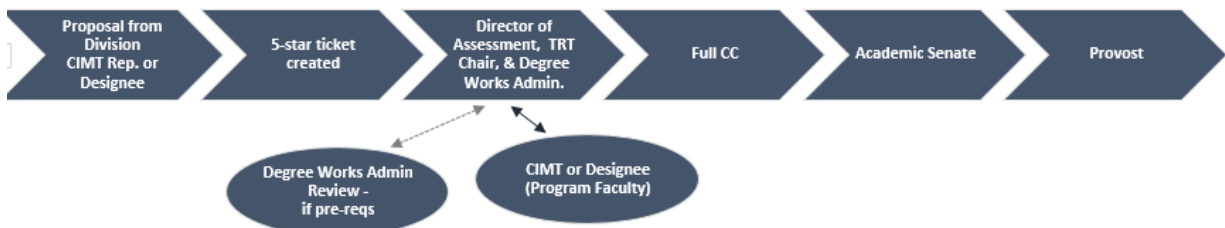
**NEW COURSE PROPOSAL:**

1. The Academic Affairs Project Coordinator (AAPC) reviews proposal to ensure that form is complete. If not, proposal is returned to divisional CIMT representative and/or designee.
2. When form is submitted,
  - a. Complete: the arrival date is recorded, and the AAPC forwards to the Director of Assessment and TRT for review and approval.
  - b. Updates needed: the form is returned to divisional CIMT representative and/or designee for further completion.
3. TRT conducts formal, detailed review. In the event of any questions or concerns, they will consult with the divisional CIMT representative and/or designee. The CIMT representative and/or designee communicates with the contact person listed on the proposal.
4. The CC Chair or designee forwards TRT Report for divisional CIMT representative and/or designee to review and discuss with contact person listed on proposal.
5. AAPC puts the proposal on the next CC meeting agenda.
6. The full CC reviews the proposal.
7. If the proposal is approved, the AAPC forwards the proposal to the Academic Senate President for senate review.
8. If the proposal is approved by Academic Senate, the AAPC forwards the proposal to the Provost for review.
9. If the proposal is approved by Provost,
  - a. AAPC forwards a decision letter to the Dean, CIMT representative and/or designee, and contact person on proposal.
  - b. A copy of decision letter and approve proposal is maintained on the O: drive workspace.



**NEW PROGRAM OF STUDY PROPOSAL:**

1. The Academic Affairs Project Coordinator (AAPC) reviews proposal to ensure that form is complete. If not, proposal is returned to divisional CIMT representative and/or designee.
2. When form is submitted,
  - a. Complete: the arrival date is recorded, and the AAPC forwards to the Director of Assessment and the TRT for review and approval and to the Degree Works Administrator for review.
  - b. Updates needed: the form is returned to divisional CIMT representative and/or designee for further completion.
3. TRT conducts formal, detailed review. If necessary, they will consult with the divisional CIMT representative and/or designee. The CIMT representative and/or designee communicates with the contact person listed on the proposal.
4. TRT Chair returns any proposals approved or tentatively approved with concerns to CC Chair or designee with recommendation via a TRT Report.
5. The CC Chair or designee forwards TRT Report for divisional CIMT representative and/or designee to review and discuss with contact person listed on proposal.
6. AAPC puts the proposal on the next CC meeting agenda.
7. The full CC reviews the proposal.
8. If the proposal is approved, the AAPC forwards the proposal to the Academic Senate President for senate review.
9. If the proposal is approved by Academic Senate, the AAPC forwards the proposal to the Provost for review.
10. If the proposal is approved by Provost,
  - a. AAPC forwards a decision letter to the Dean, CIMT representative and designee, and contact person on proposal.
  - b. A copy of decision letter and approve proposal is stored on the O: drive workspace.
11. The Accreditation Liaison Officer (ALO) and Senior Director of Financial Aid & Title IV Compliance are advised of new program of study.



## **6. Reference**

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[Curriculum Committee Charter](#) - The Curriculum Committee (CC) was officially chartered by the Academic Senate on March 2, 2018. This formalized the transition from the old Curriculum & Instruction Council to the current CC.

Worksheets (forms tab):

- [New Course Proposal](#)
- [New Program of Study Proposal](#)

## **7. Definitions**

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ALO: Accreditation Liaison Officer – The individual identified by LCC to serve as a contact point with the Higher Learning Commission, in addition to the College’s President. The ALO is expected to be aware of HLC requirements and to guide the College’s efforts in relation to compliance.

CC: Curriculum Committee – a Standing Committee of the Academic Senate charged with providing “leadership and support related to academic courses and curricula to ensure that academic standards are maintained” and led by faculty.

CIMT: Course Information Management Team – a college-wide committee charged with managing data, information, and processes to coordinate and implement aspects of academic course scheduling and instruction. Academic Coordinators may serve as designees.

TRT: Technical Review Team – subcommittee of the Curriculum Committee that pre-reviews proposals for technical issues and consistency.