

The College District shall have a comprehensive curriculum that is consistent with the mission of the institution and meets constituency needs. Each educational program for which the College District awards academic credit shall be approved by the faculty and the administration through the Instructional Council, the Chancellor's Cabinet, and the Coordinating Board.

The College District shall develop procedures for designing the curriculum that include faculty involvement, administrative approval, and that adhere to Coordinating Board requirements. All new programs shall require Board approval.

The instructional programs of the College District shall be continually appraised to ensure that the courses offered meet the needs of the community and the students. The vice chancellor of instruction shall provide administrative leadership in curricular matters and shall collaborate with the Instructional Council, the department chairmen, and the faculty in planning course objectives and curricula. The Chancellor shall have final approval of all curricula. The Chancellor shall use the Chancellor's Cabinet to assist in evaluating new program proposals.

The Board encourages widespread faculty involvement in the planning of course offerings and the exploration of new techniques for meeting course learning outcomes. Primary responsibility for curricular development and improvement of the curriculum and educational programs resides with the faculty. Faculty members shall be responsible for the content, quality, and effectiveness of the curriculum.

Faculty members shall meet annually to determine whether curriculum changes are needed. Assistance in the development of curricula shall be the responsibility of the faculty, working in cooperation with the program chairs and the appropriate dean.

The requested changes shall be submitted to the instructional dean. Curriculum changes shall be forwarded to the Instructional Council using established procedures.

Changes to core curriculum shall be submitted to the Core Curriculum Committee for review. If approved, the proposed changes shall be submitted to the Instructional Council using established procedures.

All significant curriculum changes shall be submitted to the Chancellor's Cabinet and the Board for approval. This shall include new program proposals, major redesign of a course or program, or program changes to the core curriculum approved by the Core Curric-

ulum Committee and the Instructional Council. All state-mandated curriculum changes shall be directly implemented.

**Lay Advisory  
Committees**

The Chancellor is authorized to appoint appropriate lay advisory committees to assist with the identification and measurement of program needs, particularly in the technical, vocational, and general adult education areas. All career technical education programs shall have advisory committees as required by the Coordinating Board. The committee shall assist with the identification and measurement of program needs.

Meetings

Each advisory committee shall meet at least once a year. Additionally, contact shall be maintained with committees throughout the year via e-mail, fax, phone, or videoconference.

Responsibilities

Lay committees shall be advisory in nature and shall make their recommendations to the College District administration. The administration shall utilize these recommendations in strategic planning for curriculum changes and other program improvements throughout the College District.