

Northern New Mexico College
Undergraduate
Curriculum Committee
Handbook

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INTRODUCTION

- I. This handbook contains the policies and procedures of Northern New Mexico College for the establishment and maintenance of the College curriculum. It establishes a procedure for the creation, modification, and termination of all credit-bearing courses and program curricula, with all academic standards pertaining thereto.

Note: The decision to establish or terminate degree and certificate programs is initiated at the Educational Policy Committee.

- II. The basic principle of curriculum development and maintenance follows:

- A. Curriculum is developed to meet documented current or projected educational needs. Curriculum will be continuously reviewed to insure its currency and necessity.
- B. Requests to create new curriculum or discontinue existing curriculum are initiated at the department level by faculty. It is recommended that curriculum should be reviewed by the appropriate department faculty every three years and that substantive changes to existing degree programs should be initiated no sooner than every three years. The curriculum committee will approve minor changes to courses and degree plans as needed, such as increasing the credit value of a course.
- C. Requests to *establish or discontinue* a program curricula are each referred by department chairs or deans through the Educational Policy Committee, to the Curriculum Committee, to the Faculty Senate, to the Provost, to the President, and to the Regents for *final* approval before going to the Registrar for implementation. *All other curricular changes* originate with a department chair or dean, are approved by the Curriculum Committee, and then referred with the appropriate recommendation to the Faculty Senate for its approval, and to the Provost for *final* approval and delivery to the Registrar for implementation.

Curriculum Committee Charter

- I. The Undergraduate Curriculum Committee is a Standing Committee of the Faculty Senate.
- II. The responsibilities of the Curriculum Committee are to:
 - A. Act on all recommendations received to establish, terminate, or change any credit-bearing course or program curricula offered by Northern at the undergraduate level.
 - B. Recommend appropriate action to the chairpersons or other appropriate persons regarding such course or instructional program. Appropriate action includes but is not limited to such matters as the elimination of duplication of offerings between, among, or within departments.
 - C. Make recommendations to the Faculty Senate
- III. The membership of the committee shall consist of representatives from each academic department. The Provost and the Registrar/Associate Registrar are ex-officio, non-voting members of the committee. There is no limit on the number of terms a faculty member may serve on the committee. The committee co-chairs are not a voting members unless there is a tie.
- IV. Monthly meetings of the committee will be held during the fall and spring semesters. If necessary, additional meetings will be called by the co-chairs.
- V. At the first meeting each fall of the Faculty Senate, the Faculty Senate president shall appoint a chairperson or co-chairs. Responsibilities include scheduling and conducting all meetings, preparing meeting minutes, and providing copies of the minutes to all interested parties. The co-chairs will prepare committee reports to submit to the Faculty Senate for approval. All Curriculum Committee Forms will be signed electronically by appropriate Dean/Chair, Curriculum Committee Co-Chairs, Faculty Senate President and Provost and submitted electronically to the Registrar's Office.
- VI. In order to hold a meeting in which action is taken, a quorum consisting of a simple majority of the committee members must be present. Committee

members may select another member of the faculty to attend in their absence and vote on their behalf.

- VIII. A set of policies and procedures governing the submission of matters to the Curriculum Committee will be developed and made available to all members and to other concerned persons.

Policies and Procedures

- I. The Undergraduate Curriculum Committee shall insure that the curriculum supports the College's goals and purposes. No actions to establish, terminate, or in any way change, except as noted below, any curriculum or academic standard of this College shall be taken until this committee has acted favorably upon the request.
- A. All formal requests for action by the committee shall have been completely researched, documented, and coordinated with all persons concerned before the request is submitted to the committee for final approval or recommendation.
 - B. All formal requests shall be in writing and shall be presented to the committee by the dean, chairperson and/or that person's representative who has professional knowledge of the content. Material to be considered must be sent via email attachment to the co-chairs of the Curriculum Committee five business days before the committee meets.
 - C. Action may be taken on the first reading or may be delayed for an email vote or a second reading as needed.
 - D. All requests to establish courses or to make substantive changes in the content, purpose, credit hour value, or title of a course shall be submitted on a Course Change Form. The form will be attached to a memorandum which briefly explains the request.
 - E. Requests to terminate program curricula will require a complete and thorough memorandum of justification.
 - F. The Undergraduate Curriculum Committee does not approve course syllabi, textbooks, or other related matters beyond the basic curriculum itself.

- G. Syllabi for all new courses must be available to the Curriculum Committee at the time of the review and submitted to the Registrar's office at the time of course approval.

Definitions

- I. **Program** - A program is defined as a course of study (sequence of courses) leading to a certificate or degree.
- II. **Degree** - A formal award requiring the completion of at least 60 semester hours of credit for an associate degree and 120 for a baccalaureate degree, and fulfilling the requirements for a Regents-approved program.

Northern grants several types of degrees and certificates:

A. Associate degrees

Associate of Arts - designed to serve the needs of the student who intends to enter a baccalaureate degree in either the humanities, fine arts, education or social sciences.

Associate of Science - designed to serve the needs of the student who intends to enter a four-year natural science-oriented baccalaureate degree.

Associate of Applied Science - a job-oriented program which adds a general education component to the technical job competency courses required for employability.

Associate of Engineering – a job-oriented program, similar to an associate of applied science, designed to serve the needs of the student who intends to enter a baccalaureate degree in one of the various fields of engineering.

Associate of Music -- designed to serve the needs of the student who intends to enter a baccalaureate program in music.

B. Baccalaureate degrees

Bachelor of Arts – a program which usually defines a major in the humanities, fine arts, social sciences or education.

Bachelor of Science – a program which usually defines a major in one of the natural or physical sciences.

Bachelor of Business Administration – a program which defines a major in the area of general business, management, or accounting.

Bachelor of Engineering – a program defining majors in the various fields of engineering.

Bachelor of Music – a program which defines a major in the field of music.

III. Certificates

These are formal awards granted upon completion of a vocational training program (e.g., Administrative Office Assistant) or for professional certification (e.g., Alternative Licensure Programs) requiring at least 15 but no more than 59 semester hours of credit and fulfilling the requirements for a Regents-approved program to satisfy job competency requirements. In unusual and fully justified cases, the minimum and maximum credit hours may be adjusted.

IV. **Diploma** – a document which reflects the successful completion of a Regents-approved program.

V. **Minors** -Students pursuing a baccalaureate degree at NNMC shall have the option of pursuing a minor. This option is not available for associate degree students. A minor will have a minimum of 18 credits hours and a maximum of 24 credit hours. No more than 9 credit hours will be lower division classes and the rest will be upper division classes.

VI. All programs must follow the general education requirements as defined by the General Education Committee.

VIII. **Academic Standards** - minimum standards pertaining to the enrollment in any approved course. These standards include setting co-requisite and pre-requisite courses which must be attained before a student may enroll in any given course and setting a minimum grade which must be achieved for the student to enroll in the next higher level course in a series.

Curriculum Standards

- I. **Program Goals** - each program submitted for approval must be accompanied by a statement of educational and/or employment goals which describes what the successful graduate can expect upon completion of the program.

- II. **Program Requirements**
 - A. **Certificates** - will contain a minimum of 15 semester hours and a maximum of 59 semester hours. In unusual and fully justified cases, the minimum and maximum credit hours may be adjusted. All certificate candidates must meet program requirements as determined by the department.

 - B. **Associate degrees** will contain a minimum of 60 semester credit hours and a recommended maximum of 65 semester hours.

 - C. **Baccalaureate degrees** will normally contain a minimum of 120 semester credit hours. Of that number, a minimum of
 - 38 must be in the General Education Common Core
 - 40 must up upper-division (including 20 in major)
 - 30 must be credits in the major (36 for a BS)

 - D. **Second Baccalaureate Degree** The student seeking a second baccalaureate degree must apply for and meet admission criteria for that degree. To obtain a second bachelor's degree the student must successfully complete a minimum of 30 additional hours beyond the requirements for the first degree and must meet all degree requirements of the second degree.

 - E. **Minors** Students pursuing a baccalaureate degree at NNMC shall have the option of pursuing a minor. This option is not available for associate degree students. A minor will have a minimum of 18 credits hours and a maximum of 24 credit hours. No more than 9 credit hours will be lower division classes and the rest will be upper division classes. The designated minor will appear on the student's academic transcript. All requests for minors will be approved by the Undergraduate Curriculum Committee. Minors will go into effect with the 2013-2014 catalog.

- F. **Electives** are desired in order to broaden the student's educational experience.

III. **Course Requirements**

- A. **Transferability** - Acceptability of individual courses in transfer is determined by the gaining institution. There is a statewide general education common core that ensures transferability among New Mexico state institutions.
- B. **Sequencing** - Each degree plan shall contain recommended course sequencing information.
- C. **Contact time** - In order to maintain assurance that our credits are substantially the same as those of other post-secondary institutions; we must maintain certain minimum standards of contact time.
 - 1. **Lecture/theory** courses normally meet for 15 fifty-minute contact hours for each semester hour of credit. This equates to 750 minutes of instruction per credit hour.
 - 2. **Laboratory** courses (usually science labs and health occupation courses, designated by an "L" after the course number) meet 45 fifty-minute contact hours for each semester hour of credit. This equates to 2250 minutes of instruction per credit hour. The lab course is usually listed as a co-requisite with its lecture/theory course.
 - 3. **Studio** courses are those (normally in the applied arts, dance, music, or theatre) which require supervised creative or performing activity in class. Also included for this purpose are physical education (activity) classes (HPER). These classes meet for 30 fifty-minute contact hours for each unit of credit. This equates to 1500 minutes of instruction in a 16-week period. These courses do not bear an "L" suffix to the course number.
 - 4. **Shop/studio** courses are those that meet for 30 fifty-minute contact hours for each unit of credit. This equates to 1500 minutes of instruction per credit hours.

6. **Practicum** courses are those designed to give students supervised practical application of theory. Depending on the department to which such a course belongs, the contact time will be either at a 2:1 or a 3:1 ratio.
- D. **Course Numbering** - is limited to three digits. Chairpersons are instructed to work closely with the Registrar in the development of each new/revised course to insure that the course number/level is appropriate and that duplication of a previous/current course number does not occur.
- E. **Discipline (Department) Designators** - consist of 2-, 3-, or 4-letter designators which broadly, but as clearly as possible, describe the course content/ discipline. The designator may not exceed four letters.
- F. **Course Titles** - are originated by the faculty and chairperson and are part of the required information on a Curriculum Proposal/Change Requests. Our computerized system allows for a maximum of thirty (30) characters including spacing.
- G. **Course Grading** - unless otherwise requested and approved, students' final grades for any course will be A, B, C, D, or F, with an option of adding a + or a – for grades A through D only. Specific approval must be requested for the course to be graded Credit/No Credit (CR/NC). Information about this is required as part of the Course Change Form. See the current catalog for a detailed explanation of each grade authorized.
- H. **Credit Value** - After determining the amount of instructional time necessary to reach the minimum competencies set for the course, the chairperson assigns a credit value to the course.

Credit values are required as part of the Course Change Form. Credit values which are associated with "Lecture/shop combination" courses are expressed as a breakdown of the lecture and shop credits. For example, a 4 credit course in, perhaps, drafting, with 3 of the credits assigned to lecture and the remaining credit assigned to shop time, would be expressed as 4, 3T+1S.

The credit value attached to a course can be **variable**, which means that a different course section must be scheduled for each variant of the range of credits approved. For example, one student will be enrolled for 2 credits, with the rest of the class enrolled for 3 credits each: therefore, two sections must be created, one for 2 credits and one for 3 credits. A request for a course to be measured as *variable credit* must be made at the time the Curriculum Proposal/Change Request is submitted.

J. **Cross-Listing** of courses

In order for two or more courses to be cross-listed, they must be identical in every way, except for the discipline designator. When submitted for approval, the Curriculum Proposal/Change Request must be signed off by both department heads.

K. **Exclusion** of courses

No course may be counted more than once in any degree or certificate program. For example, a program requirement of ECON 200, required in the BBA core, cannot also satisfy a General Education Common Core (GECC) elective in the same degree.

L. **Substitution** of courses needs to be approved by the department head prior to or no later than the time a student submits a Petition-to-Graduate form. There are three general rules governing substitutions of courses: 1) Students should be encouraged to take courses when they are offered, not putting off courses until it is too late to get them; 2) Substitutions of General Education Common Core (GECC) courses can only be approved by the department chair having responsibility for that GECC discipline; and 3) Any substituted course should provide at least a good measure of the competencies contained in the course for which it is being substituted.

M. **Scheduling** of Committee action

In general, the Committee hears a course/program proposal over two meetings: a first and a second reading. Chairpersons should submit their material to the Committee chairperson by email attachment at least five business days in advance of when it is scheduled to be heard.

N **Waivers** of courses

A chairperson may waive the pre- or co-requisite for a specific course. (If a student tests into a higher level English course or

they transfer in with an equivalent course, they will automatically get credit for the pre-requisite course if it is a program requirement.)

O. **Special Types of Courses**

1. **Topic (TP)** courses are those courses which are created primarily for use on a trial basis. They do not appear in the catalog and are assigned either a 147 or 247 numeric designator for freshman and sophomore courses, or 399 or 499 for junior and senior courses. Approval by the Curriculum Committee is not necessary to offer these courses; however such a course may be taught in this manner no more than twice. If, after the second offering, the course will be continued, it must be submitted to the Curriculum Committee for approval and a regular course number assigned.

Topic courses are meant for enrollment of more than one student and, therefore, must be listed in the schedule of classes.

A copy of the course syllabus must be furnished to the Registrar at the time that the course is submitted if it is to be entered into the database or included in the published schedule of classes.

2. **Independent Study (IS)** courses are variable credit courses (1-6 credits) based on the academic needs of an individual student or department. No student may be permitted to enroll in an IS course which would cover the same or substantially the same material as would a regularly listed course. No more than six semester hours of IS credit may be applied toward the completion of a degree or certificate. All IS courses bear numbers of 248, 398, or 498, dependent on their level. These course numbers may not be used for any other purpose.

Minors

Procedure for Submitting a Minor for Approval

All requests to establish an undergraduate minor will be submitted to the Undergraduate Curriculum Committee for approval.

Development of a minor in an existing discipline

For the development of a minor in an existing discipline (those who already have an existing baccalaureate degree and no new courses need to be developed) the curriculum plan for the minor will be submitted to the Undergraduate Curriculum Committee for approval.

Stand Alone Minors

Stand Alone Minors are not associated with an already existing baccalaureate degree and require additional documentation in order to establish the need for the minor and the existence of resources to sustain the minor. Programs that wish to establish a Stand Alone Minor will submit a curriculum plan along with the *Stand Alone Undergraduate Minor Approval Form* to the Undergraduate Curriculum Committee for approval.

**Northern New Mexico College
Stand Alone Undergraduate Minor Approval Form**

1. Initiator:	Date:
2. Subject Area:	Academic Division:
3. Proposed title for minor:	
4. To begin: Semester:	Academic Year:
5. Timeline for implementation of minor:	
6. Catalog description:	
7. Documentation of needs assessment; is there evidence of student support for this minor? (Employer data, numbers of prospective students, etc.)	
8. Student target; for which students would this minor be appropriate?	
9. Documentation of resources needed to develop and implement the minor, to include faculty, supplies, equipment, space, labs, budget, etc.	
10. How will the department/college support and sustain the minor?	
11. Does the curriculum for the minor align with academic standards for similar minors offered at other colleges and Universities?	
12. Are there sufficient library resources available?	

Signatures	
Department Chairperson	Date
Undergraduate Curriculum Committee Chairperson	Date
Faculty Senate President	Date
Provost	Date
Registrar	Date

