

## **GUIDELINES FOR IMPLEMENTING CHANGES TO THE DCCCD CORE CURRICULUM**

### **Overview:**

These guidelines are to be followed by any Curriculum Committee that may request revisions and/or changes to courses, structure, or process for the DCCCD Core Curriculum.

The Core Curriculum is under the auspice of the DCCCD Academic Vice Presidents (AVPs). The AVPS will receive recommendations from the Core Curriculum Steering Team (CCST). The Core Curriculum Steering Team will receive recommendations on course changes to the Core Curriculum from the Core Curriculum Review Committee (CCRC).

Depending on the type of recommendations or revisions to the courses in the Core Curriculum, the structure, or process for the DCCCD Core Curriculum, there may be several approval levels required in the process.

Primarily, if courses are changed in the DCCCD Core Curriculum the approval process is as follows:

1. The Core Curriculum Review Committee (CCRC)
2. The Core Curriculum Steering Team (CCST)
3. The Academic Vice Presidents (AVPs)
4. The DCCCD Chancellor's Staff
5. The DCCCD Board of Trustees
6. The Texas Higher Education Coordinating Board (THECB)

All recommendations for structure revisions must be sent to the Core Curriculum Steering Team (CCST). Depending on the nature of the structural change, the approval process may involve all of the following:

1. The Core Curriculum Steering Team (CCST)
2. The Vice Presidents Council (VPC)
3. The DCCCD Chancellor's Staff
4. The DCCCD Board of Trustees
5. The Texas Higher Education Coordinating Board (THECB)

### **Steps to follow for course changes in the Core Curriculum:**

1. The Discipline Curriculum Committee recommends and submits proposed changes to courses in their discipline area to the Core Curriculum Review Committee (CCRC) for consideration.

Changes to the DCCCD Core Curriculum may consist of the following:

- a. addition of new courses or tier
  - b. deletion of existing courses or tier
  - c. the transfer of a course or courses from one Core Curriculum Tier to another Tier.
2. The Core Curriculum Review Committee (CCRC) reviews, recommends and submits proposed changes to the DCCCD Core Curriculum that is received from the Academic Discipline Curriculum Committee. The CCRC sends recommendations to the CCST.
  3. The Core Curriculum Steering Team (CCST) recommends and submits proposed changes for an academic discipline area to the Vice Presidents Council.
  4. The VPC reviews, approves or disapprove recommendations received from the CCST.
  5. If core course changes are approved by the VP Council, changes will be made in the appropriate curriculum revision cycle for implementation.

### **Timeline:**

Fall and Spring – Academic Discipline Committees meet and develop any recommendations for changes to core courses. (Ex: Fall 2011 and Spring 2012)

Spring – no later than the last work day in February, the CCRC receives recommendations from the academic discipline committee. (Ex: February 29, 2012)

**NOTE:** Any recommendations received after this deadline must be made again in the next revision cycle (the following year).

Spring (March) – The CCRC will review all recommendations. (Ex: March 1- 30, 2012)

Spring (April) – The CCST will review and consider all recommendations.

Spring (May) – The Academic Vice Presidents' Council will review and consider recommendations received by the CCST and develop charges. (Ex: May 2012)

Summer – (June) – AVPs approve charges that will be distributed to the Curriculum committees. (Ex: June 2012)

Fall (new academic year) – affected disciplines receive a charge from the AVPs to make revision in the identified course. (Ex: Fall 2012)

Fall (of the following academic year) – change to the DCCCD Core Curriculum goes into effect. (Ex: Fall 2013)