



---

# CANKDESKA CIKANA COMMUNITY COLLEGE

---

*Spirit Lake Tribe*

## Policy on Academic Programs and Courses

Approved by the Board of Regents 8/7/19

## **Academic Governance**

The Cankdeska Cikana Community College (CCCC) Curriculum Committee, in consultation with the Academic Dean and Office of the Registrar, is the governing body for oversight of the CCCC program review process together with oversight of all academic programs, courses, and programs of study. The Curriculum Committee consists of at least three (3) voting full-time faculty members, with the Academic Dean and Registrar serving as non-voting members. The committee ensures the academic integrity and educational excellence of CCCC through the following activities:

- Recommend all credit and non-credit courses for approval to the Academic Dean
- Recommend program changes, course changes, or deletions for approval to the Academic Dean
- Timely review new proposed programs according to the Program Review Guide and forward recommendations to program faculty, the Academic Dean, President and Board of Regents
- Periodically review existing programs according to the Program Review Guide and forward recommendations to program faculty, the Academic Dean, President and Board of Regents
- Regular review of Essential Studies requirements and graduation requirements for all CCCC AA, AS, AAS, and certificate programs and forward appropriate recommendations to the Academic Dean and President
- Regular review of college policies affecting course integrity, such as add/drop and credit by examination
- Regular review of the North Dakota University System's current General Education Requirements Transfer Agreement (GERTA) and forward recommendations to the Academic Dean and Registrar
- Issue updates to faculty on the decisions of the Committee

### **Items for Submission to the Curriculum Committee**

- Requests for new courses or deletion of courses (credit and non-credit)
- Requests for new programs, program changes, or deletion of programs
- Revisions to courses including:
  - Course number or title
  - Credits
  - Course catalog description
  - Pre-requisites or co-requisites
  - Content-extensive changes to topics
  - Changes in sequence of courses
  - Courses to be reinstated
- Other concerns including Essential Studies courses, changes in entrance requirements for matriculation or admission to specific degree programs, or any change affecting the educational objectives of a program or the college.

## **Approved Processes**

### **Adding a Program of Study**

Occurs on an as-needed basis

- 1) Staff requesting a new program must submit a letter of request to the Academic Dean along with a copy of the proposed program using the Program Review Template.
- 2) The Academic Dean forwards the request and proposed program of study to the chair of CCCC Curriculum Committee.
- 3) The Curriculum Committee will meet to review the request according to the Program Review Guide and will take into consideration the following:
  - a. Are the Essential Studies requirements of CCCC met?
  - b. Are the credit hours appropriate? (for example, at least 60 credit hours for an AS, AAS, or AA degree; at least 9 credit hours for a Certificate)
  - c. Is it practical? (Faculty, resources, prospective students)
  - d. Is it going to be transferable?
- 4) If the program is not approved, the Curriculum Committee will forward the recommended revisions back to the staff requesting a new program. The staff proposing the program will make the revisions and return it to the committee for approval.
- 5) Once approved by the Curriculum Committee, the new program of study and a copy of the minutes from the meeting will be sent to the Academic Dean's office for approval.
- 6) Once approved, the Academic Dean will forward a copy of the program of study along with a copy of the minutes and a letter of recommendation to the President's office for approval.
- 7) The President will then review the recommendation; if approved, the President will forward the recommendation to the Board of Regents for final approval.
- 8) Board action will be conveyed to the Academic Dean, the Curriculum Committee, the staff requesting the new program, Student Advisors and Mentors, Registrar, Business Office and Financial Aid Director.

### **Deleting or furloughing a program of study**

Occurs on an as-needed basis

- 1) In accordance with the Program Review Guide and if the Curriculum Committee determines that a program should be furloughed or deleted it will assist program faculty in drafting a final Program Review document detailing concerns, along with their recommendation and forward it to the Academic Dean.
- 2) The Academic Dean will then make a recommendation to the President.
- 3) The President will review all of the documents and present the recommendation to the Board of Regents for consideration.
- 4) The Board of Regents will act on the recommendation.
- 5) Board action will be conveyed to the Academic Dean, the Curriculum Committee, Program Faculty, Student Advisors and Mentors, Registrar, Business Office and Financial Aid Director.
- 6) The Registrar will convey information regarding the furlough or deletion of a program of study to all student advisors and will provide students currently enrolled in the program of study with a plan for completion/graduation.

### **Adding a New Course**

Occurs on an as-needed basis for ALL courses including, but not limited to, Continuing Education Units (CEU's), Essential Studies courses, Distance Education courses, and Community Service courses

- 1) Staff requesting a new course must submit a proposed copy of the course syllabus to the Academic Dean.
- 2) The Academic Dean forwards the request and course syllabus to the chair of the Curriculum Committee.
- 3) The Curriculum Committee will meet to review the request.
- 4) If revisions are needed, the Curriculum Committee will forward the recommended revisions back to the Staff requesting the new course. The Staff requesting the new course will make the revisions and return it to the committee for approval.
- 5) If the course is not approved, the Curriculum Committee will send a letter along with a copy of the minutes to the President, Academic Dean, and Staff requesting the new course.
- 6) If the course addition is approved by the Curriculum Committee, the new course syllabus and a copy of the minutes from the meeting will be sent to the Academic Dean's office for final approval.
- 7) Once approved, the Academic Dean will forward a copy of the course syllabus along with a copy of the minutes of the meeting to the President, the Curriculum Committee, Staff requesting the new course, Student Advisors and Mentors, Registrar, and Financial Aid Director.

### **Deleting a Course**

Occurs on an as-needed basis for ALL courses including, but not limited to, Continuing Education Units (CEU's), Essential Studies courses, Distance Education courses, and Community Service courses

- 1) If courses are in the college catalog that are not being offered or are not part of a program of study, the Curriculum Committee may recommend removing the courses from the catalog. The Academic Dean may also recommend to the Curriculum Committee that a course, or courses, be removed.
- 2) The Curriculum Committee will discuss all courses in question. The discussion will focus on enrollment, how often it is taught, whether it can be used as a Liberal Arts elective, or other concerns.
- 3) The Curriculum Committee will forward recommendations to the Academic Dean for approval.
- 4) Once approved by the Academic Dean, a list of the deleted courses will be forwarded to the President, the Curriculum Committee, Student Advisors and Mentors, Registrar, and Financial Aid Director.

### **Requests for Course Changes**

Occurs on an as-needed basis for ALL courses including, but not limited to, Continuing Education Units (CEU's), Essential Studies courses, Distance Education courses, and Community Service courses

- 1) All course change requests shall be detailed in writing and submitted with a proposed syllabus to the Curriculum Committee and Academic Dean. (See Items for Submission to the Curriculum Committee on page 1 of this document).
- 2) The Curriculum Committee will review the requested changes to ensure all changes meet all institutional criteria and program alignment.
- 3) The Curriculum Committee will forward recommendations to the Academic Dean for approval.
- 4) Once approved by the Academic Dean, notification of approval will be forwarded to the Curriculum Committee, faculty proposing the course change, program faculty and Registrar. Any change in GERTA approved courses will be submitted by the Registrar to the NDUS for approval.



## **CCCC Credit Hour Policy**

The college awards credits as semester hours. A semester hour represents contact hours, which may be accumulated over varying periods of time. Most academic classes are scheduled for a semester and one hour of credit is earned for each 50-minute period of classes per week for the semester. Laboratory session may be required in addition to the classroom work.

Several academic classes and most of the vocational-technical credits are earned by demonstrated competency within a standard time frame. These credits, while referred to as semester hours, may actually be earned in a shorter time period because contact hours are expanded.

A credit hour shall be the unit of University academic credit representing approximately three hours of work per week by a student throughout a 15 week (fall, spring) semester (exclusive of final examination period) or its equivalent in total work for short courses. Specifically, and consistent with Department of Education Program Integrity rules published October 29, 2010, Cankdeska Cikana Community College defines a credit hour as:

“an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than

(1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or

(2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.”

The education methods may include face-to-face lecture and laboratory, accelerated, hybrid, distance learning (internet and IVN), and independent study. All course delivery methods require the same academic equivalency.