



# PIEDMONT TECHNICAL COLLEGE

## PROCEDURE

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**TITLE: Development, Revision, and Review of Academic Programs**

**RELATED POLICY AND PROCEDURES:**

- 3-1-1010 Development, Revision, and Review of Academic Programs**
- 3-1-101 SBTCE Policy Structure of Associate Degree, Diploma, and Certificate Programs**
- 3-1-101.1 SBTCE Procedure Structure of Associate Degree, Diploma, and Certificate Programs**
- 3-1-301 SBTCE Policy Instructional Program Evaluation**
- 3-1-301.1 SBTCE Procedure Instructional Program Evaluation**
- 3-1-401 SCTCE Policy Instructional Program Advisory Committees**
- 3-1-502 SCTCE Policy Approval for Cancelled Curriculum**
- 3-1-502.1 SBTCE Procedure Approval for Cancelled Curriculum**

**DIVISION OF RESPONSIBILITY: Academic Affairs**

July 12, 2013  
**Date Approved by President**

December 12, 2017  
**Date of Last Review**

December 12, 2017  
**Date of Last Revision**

### **Administrative Responsibilities**

It is the responsibility of the Vice President for Academic Affairs and the Office of Institutional Research, Planning and Effectiveness, in conjunction with the Academic Deans to review and revise this procedure.

### **Procedures**

#### **A. Procedural Responsibilities**

The maintenance of the development, review, and revision of academic programs is a shared responsibility of the Vice President for Academic Affairs, Division Deans, Department Heads/Academic Program Directors and faculty.



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#### **B. Curriculum Development and Revision Process**

Proposals to add, change, or terminate an academic program must advance through the processes described below. At every step in the process, the Academic Affairs Office will determine if the proposed addition/change/termination is appropriate and supports the mission, vision, and goals of the College to determine if the proposed change will move to the next approval in the process. If curriculum changes are not approved at any stage in the process, faculty may make necessary changes and resubmit in the next cycle.

##### **1. Process for proposed curriculum changes**

- a) Faculty, Academic Program Directors/Department Heads, and Advisory Board members collaborate and research possible curriculum changes. Proposed changes should be approved by the program advisory board and reviewed for alignment with any program accreditation standards, if applicable. Faculty completes the [Proposal to Add, Change, or Terminate \(PACT\) form](#) and submits to the Academic Affairs Office to go before the Curriculum Committee.
- b) Additions or changes to the course delivery modality of a class require:
  - i. Supervisor approval to add or change the course delivery modality
  - ii. Once approval is granted, faculty will request and obtain a learning management system shell for the course.
  - iii. Faculty member will develop the course and submit the Quality Course Design Approval form.
  - iv. Review of the Quality Course Design Reviewer's Check-off Sheet by supervisor.
  - v. Completion of the PACT form
- c) The faculty, Dean, or designee presents the proposal to the Curriculum Committee. If approved, the PACT form is presented to the Deans' Council for approval.
- d) If changes include a program addition or termination, the Vice President for Academic Affairs or designee presents PACT form to the President and Area Commission for final approval.

##### **2. Changes to an existing program**

After completing the process for proposed curriculum changes outlined above, The Vice President for Academic Affairs submits the following types of program changes to South Carolina Technical College System (SCTCS):



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- a) Addition of new concentrations, tracks, options, specializations, emphases or cognates offered within an existing major that total more than 18 hours.
  - b) Revisions to existing majors where 50 percent or more of the total credit hours for the major changes the Classification of Instructional Program (CIP) code.
  - c) PTC follows SACSCOC guidelines for substantive change, as identified in the procedures listed in the Substantive Change for SACSCOC Accredited Institutions.

### **3. Addition of a new course and/or program**

#### **a. New Courses**

For new courses that are approved on the PACT form by the Vice President for Academic Affairs, but are not in the PTC catalog:

- i. Courses may be selected from a list from the SBTCE Catalog of Approved Courses (CAC)
- ii. If the course is not on the list from the SBTCE Catalog of Approved Courses(CAC), the Add Course request form will be completed by the Office of Academic Affairs.

#### **b. Certificates**

After completing the process for proposed curriculum changes (PACT) and upon approval by the Area Commission, the Vice President for Academic Affairs takes the following steps:

- i. New certificate programs are reported to the South Carolina Technical College System for Higher Education General Information Survey (HEGIS) and Classification of Instructional Program (CIP) code assignments and notifies the SACSCOC of the new program.
- ii. Upon acceptance of the new certificate by SACSCOC, and if the certificate is over 16 credit hours, the Office of Academic Affairs works with the Director of Financial Aid to submit changes to the Department of Education to add the new certificate to the Program Participation Agreement (PPA).
- iii. The Office of Academic Affairs, faculty, division dean, or designee meets with the New Academic Program Implementation Team and oversees the completion of the [New Program Implementation](#) form.



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#### **c. Diploma and Associate Degree Programs**

The procedures for developing new diploma and/or associate degree programs are outlined in the South Carolina's Technical System Curriculum Management System. Internally, the procedures for developing and approval are as follows:

- i. Upon approval from the Area Commission, the lead faculty member, Dean, and Vice President for Academic Affairs prepares and submits the new program proposal required by the State Carolina Technical and Comprehensive System (SCTCS).
- ii. If the program is a transfer program, the SCTCS and Vice President for Academic Affairs submits the new program request to the Commission on Higher Education (CHE) for associate degree programs.
- iii. Upon approval from SCTCS, and if applicable, CHE, the Office of Academic Affairs along with the SACSCOC Liaison submits the substantive change to SACSCOC for approval.
- iv. Upon acceptance of the a new diploma by SACSCOC, the Office of Academic Affairs works with the Director of Financial Aid to submit changes to the Department of Education to add the new diploma to the Program Participation Agreement (PPA).
- v. Office of Academic Affairs, Faculty, Dean, or designee meets with the New Academic Program Implementation Team and oversees the completion of the New Program Implementation form

#### **d. Termination/Cancellation of Academic Programs**

When it is determined that an academic program should be terminated/cancelled, the Vice President for Academic Affairs or designee will follow the good practices for closing a program, site, branch, or institution by SACSCOC and will abide by SBTCE policy and procedure, as stated in SBTCE Policy 3-1-502 Approval of Cancelled Curriculum and SVTCE Procedure 3-1-502.1 Approval of Cancelled Curriculum.

### **C. Periodic Program Reviews**

#### **1. Annual SBTCE Program Status Evaluation.**

Annually, the College participates in the SBTCE process to establish the status of each approved program of study based on number of graduates, placement rates, and enrollment.



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- a. The Vice President for Academic Affairs receives the letter of initiation of the review process from the SBTCE.
  - b. The Offices of Academic and Student Affairs meet to plan and schedule activities related to this process.
  - c. The Student Affairs Division enters placement data into the database.
  - d. The Office of Academic Affairs approves and submits the data to the SBTCE.

### 2. Annual Program Performance Review

Annually each academic department reviews the performance of its program(s) against seven key performance indicators related to enrollment, non-returning students, graduates, graduate placement, faculty load efficiency, and where applicable student licensure. During the months of May and June, departments are presented with their performance on these seven indicators by the Director of Reporting and/or Institutional Research, Planning, and Effectiveness. Programs that do not meet the established thresholds on four or more of the seven indicators must analyze their program's performance and submit a formal Interim Program Review Report to include improvement actions planned for the upcoming academic year to the Vice President of Academic Affairs by mid-August. These reviews inform the Academic Affairs Division's annual planning process.

### 3. Five-Year Academic Program Review

All academic programs, regardless of program performance on key indicators participates in a cyclic program review process once every five years. The primary goals for program review at PTC are to:

- Enhance the quality of academic programs to meet the needs of employers and prepare students to continue their educational attainment by assessing program strengths and challenges;
- Align academic program needs, resources, and campus priorities with the planning and budgeting processes and the needs of the community; and
- Ensure that program priorities are consistent with the college's mission and strategic directions

The following steps direct the process:

- a. Departmental faculty, with assistance from the Office of Institutional Research, Planning and Effectiveness review program data. This data should include, but not be limited to student and graduate profiles, licensure, placement, faculty,



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program and student learning outcome assessment reports, general education competency assessment, operational plans and reports, fiscal accountability, and future program and employment trends.

- b. The department involves advisory boards, available research and experts, curriculum guides, Institutional Effectiveness Outcomes Assessment Reports etc. to review and validate program performance.
- c. Based on analysis of the data and the recommendations received, the department concludes the report with the strengths and challenges of the program along with a list of annual actions that the department plans to take over the next five years to address the challenges identified as result of the program review.
- d. This report, once reviewed and approved by the Vice President for Academic Affairs, is electronically archived and improvement actions are included in the division's operational plan.