



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

DIVISION OF RESPONSIBILITY: Academic Affairs

July 12, 2013

February 2, 2015

February 2, 2015

Date Approved by President

Date of Last Review

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.

Definitions

- A. Programs of Study**—The organized educational experiences which serve to provide education, training, and credentialing in specific areas. Such programs are supported by determined needs analyses, costs, curriculum models, course descriptions, and educational objectives.
- B. Curriculum**—The organization and sequencing of courses leading to a certificate, diploma, or degree.
- C. Course**—A specific segment of the curriculum that is accompanied by an identifying prefix, number, descriptive title, academic hours, and description.
- D. SBTC**—The staff and functions of the State Board for Technical and Comprehensive Education.
- F. Technical Competence**—The competencies related to the student's chosen career or major; developed by a student's technical courses.
- G. General Education Competencies**—The four generalized areas of career and academic competence common to all graduates of the College: communications, mathematical skills, technology, and problem solving/decision making.
- H. General Education Requirements**—The general education component of all associate degree programs by the Southern Association of Colleges and Schools Commission on



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Colleges. This component requires 15 credit hours which must be drawn from at least one course in each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics.

I. Support/Electives Courses –Those courses which are required for graduation but which are not judged to be technical courses for that program of study.

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.

B. New Curriculum

1. Associate Degree and Diploma Programs. The procedures for developing new associate degree and/or diploma programs are outlined in the South Carolina's Technical System Curriculum Management System. Internally, the procedures for developing and approval are as follows:
 - a. The Division Dean, in conjunction with a relevant group of faculty, internal and external experts and advisors, defines the rationale, the general configuration, the likely costs (including library resources and services), the income, and the program and student learning outcomes of the recommended new curriculum. The Dean designates a lead faculty member within the division to serve as liaison and facilitator for the proposal. The Dean forwards the new program proposal to the Vice President for Academic Affairs.
 - b. The Vice President for Academic Affairs reviews the material and, if in agreement with the proposal, refers the proposal to the Deans' Council. The Deans' Council reviews and/or approves the new program request.
 - c. The Vice President for Academic Affairs submits the approved new program request to the President for approval. Upon approval, the Vice President for Academic Affairs submits a letter of intent to the State Board for Technical and Comprehensive Education (SBTCE).
 - d. The lead faculty member, Dean, and Vice President for Academic Affairs prepare the narrative proposal required by the SBTCE.



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- e. The Vice President for Academic Affairs submits the new program request to the President for submission to the Area Commission for approval.
 - f. Upon approval, the Vice President for Academic Affairs formally submits the proposal to the SBTCE.
 - g. The SBTCE, with the assistance of the Vice President for Academic Affairs, obtains the appropriate approvals from the SBTCE and the Commission on Higher Education (CHE) for associate degree programs.
 - h. Upon approval, the Office of Academic Affairs meets with the New Academic Program Implementation Team and oversees the completion of the New Program Implementation form. The entire College is then notified.
 - i. Appropriate changes are made to the College academic catalog and Banner catalog.
2. New Certificates.
- The procedure for obtaining authorization for new technical education certificate programs is as follows:
- a. The Division Dean, in conjunction with faculty including Department Heads/Academic Program Directors, develops a request for a new certificate program, including a title, term-by-term course outline, and rationale. The Dean forwards the new certificate proposal to the Vice President for Academic Affairs for approval.
 - b. The Vice President for Academic Affairs reviews the request for consistency with State and College policies. The approved proposal is submitted to the Deans' Council which reviews and/or approves the new program request.
 - c. The Vice President for Academic Affairs completes the needed documentation and forwards it to the President for approval and submission to the Area Commission for approval.
 - d. Upon approval by the Area Commission, the Vice President for Academic Affairs reports the certificate to the SBTCE for Higher Education General



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Information Survey (HEGIS) and Classification of Instructional Program (CIP) code assignments.

- e. Upon approval, the Office of Academic Affairs meets with the New Academic Program Implementation Team and notifies the entire College when the program process is complete.
- f. Appropriate changes are made to the College academic catalog and Banner catalog.

C. Revisions to Curriculum

1. Revisions to Degree and Diploma programs.

SBTCE Note: Up to 20 percent of a program can be modified without SBTCE/CHE review and approval; however, the percentages may vary depending on the requirements of program accrediting agencies. The procedures for making program modifications to approved diplomas and associate degrees are as follows:

- a. Academic program faculty review assessment results of program and student learning outcomes, review input from other stakeholders, and recommend appropriate curriculum changes to improve student learning. The changes, along with a rationale, are forwarded to the Vice President for Academic Affairs.
- b. The Vice President for Academic Affairs reviews the request for consistency with State and College policies, completes the needed documentation, and approves the request.
- c. The Vice President for Academic Affairs forwards any program modifications, if necessary, to the SBTCE/CHE and/or program specific accrediting agencies. Modifications required for SBTCE/CHE approval include:
 - 1) Addition of new concentrations, tracks, options, specializations, emphases or cognates offered within an existing major that total more than 25 percent of program credit hours.
 - 2) 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.



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- 3) The extension or transfer of an existing, approved program to a new site that is different from the location(s) or site(s) already authorized may require SACSCOC/Area Commission approval.
- d. Upon approval, the Vice President for Academic Affairs meets with the New Academic Program Implementation Team notifies the entire College, when the program process is complete.
- e. Appropriate changes are made to the College academic catalog and Banner catalog.
2. Revisions to Certificates. The procedures to use when making revisions to approved certificates are as follows:
 - a. Academic program faculty review assessment results of program and student learning outcomes, review input from other stakeholders, and recommend appropriate certificate changes to improve student learning.
 - b. The changes, along with a rationale, are forwarded to the Vice President for Academic Affairs.
 - c. The Vice President for Academic Affairs reviews the request for consistency with State and College policies, and submits the approved proposal to the Deans' Council. The Council reviews and approves the new program request.
 - d. The Vice President for Academic Affairs completes the needed documentation and forwards any program modifications if necessary to the SBTCE.
 - e. Upon approval, the Office of Academic Affairs meets with the New Academic Program Implementation Team and notifies the entire College when the program process is complete.
 - f. Upon approval, appropriate changes are made to the College academic catalog and Banner catalog.

D. Academic Courses

1. New Courses. The procedures for obtaining approval for new academic courses are as follows:



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- a. Upon the recommendation of program faculty, the Division Dean, in conjunction with faculty including Department Heads/Academic Program Directors, promotes the request for new courses, including title, suggested number, description, and rationale for the need which includes the inadequacy of the Catalog of Approved Courses (CAC) to meet this need. The Dean forwards this to the Vice President for Academic Affairs.
 - b. The Vice President for Academic Affairs reviews the request for consistency with State and College policies, completes the needed documentation, approves the request and forwards to the SBTCE for approval and assignment of CIP Code.
 - c. Upon approval, appropriate changes are made to the College academic catalog and Banner catalog.
2. Course Revisions. The procedure to use when seeking changes to existing courses that affect the credit/lab configuration are as follows:
- a. Upon review of the faculty-generated course revision, the Division Dean, in conjunction with the Department Head/Academic Program Director forwards this to the Vice President for Academic Affairs.
 - b. The Vice President for Academic Affairs reviews the request for consistency with State and College policies, completes the needed documentation and approves the request.
 - c. The Vice President for Academic Affairs forwards the curriculum change to the SBTCE.
 - d. Upon approval, appropriate changes are made to the College academic catalog and Banner catalog.

E. 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.
 - a. The Vice President for Academic Affairs receives the letter of initiation of the review process from the SBTCE.



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- b. The Offices of Academic Affairs and Student Development meet to plan and schedule activities related to this process.
 - c. The Student Development office enters the graduation and placement data into the database.
 - d. The Office of Academic Affairs approves and submits the data to the SBTCE.
2. Internal Periodic Program Review Process.
- Every five years, each program in the College (including AA/AS) formally reviews and refines each of its certificate, diploma, and degree programs. This occurs on a staggered basis, so that 20 percent of the programs go through this process each year. The procedures used are as follows:
- a. At the beginning of each academic year, the Office of Institutional Research, Planning and Effectiveness (IEOAR) will send out notification and review the processes and timetables with all relevant Department Heads/Academic Program Directors.
 - b. Departmental faculty, with assistance from the Office of Institutional Research, Planning and Effectiveness, assemble and review program data. This data should include, but not be limited to, advisory board surveys, graduate surveys, graduation rates, Full Time Equivalents (FTE) generated, placement rates, locations, salaries, and retention rates.
 - c. The department uses its Advisory Board, available research and experts, curriculum guides, Institutional Effectiveness Outcomes Assessment Reports etc. to review, validate, and refine its program and student learning outcomes.
 - d. Based on analysis of the data and the recommendations from all areas of input, the department prepares a program improvement action plan that outlines:
 - 1) The strengths of the program.
 - 2) The weaknesses of the program.
 - 3) The constraints on the program (e.g., equipment needs, faculty).
 - 4) Recommendations for improving the program.
 - e. The department prepares and submits a comprehensive report which outlines the results of all steps above and which identifies any further



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improvements needed but not completed during the year. This report, once reviewed and approved by the Vice President for Academic Affairs, is permanently filed in the divisional office and recommendations are included in the division's operational plan.

F. Termination/Cancellation of Academic Programs

1. If it is determined that an academic program should be terminated/cancelled, the Vice President for Academic Affairs will fill out the [Termination/Cancellation of Academic Program Form](#) and forward it to the Academic Affairs Division of the South Carolina Technical College System.
2. The College must make provisions for a teach-out plan for any student who has completed more than 50% of the required core courses of the curriculum, to take the required courses to earn the completion award.
3. If a student is enrolled in a curriculum and terminates the enrollment without earning the completion award, and if that curriculum is subsequently cancelled, and if at a later date the student seeks to complete the course of study and earn the award, then the following consideration must be met.
 - a. The student must petition the College to complete the course of study and earn the award.
 - b. The College must determine if the award is warranted.
If the College finds merit in the student's petition, the College will request approval from the System President to allow the student to complete the original course of study and earn the original award.
4. A student who has completed the curriculum requirements and who applies for graduation after the curriculum has been cancelled must follow the same procedure as above.