

INTRODUCTION

This Curriculum Manual provides information on the curriculum development and revision processes at Guam Community College (GCC) for both instructional programs and courses. The manual provides access to the information necessary for curriculum review and approval, including applicable forms and resources.

The manual is designed to assist faculty, departments, and academic administrators of GCC in the development of new programs and courses and in the revision of existing programs and courses, to reflect and in compliance with the following ACCJC accreditation standards: (Administrators and faculty, through policy and procedures, have a substantive and clearly defined role in institutional governance and exercise a substantial voice in institutional policies, planning, and budget that relate to their areas of responsibility and expertise.)

CURRICULUM REVIEW COMMITTEE

The committee responsible for overseeing the curricular development process as of fall 2017, is the Curriculum Review Committee (henceforth to be called CRC), which replaces the Learning Outcomes Committee (LOC) that existed since 2012. This change was the result of the newly ratified contract, the Guam Community College Faculty Union 6476 AFT/AFL-CIO and the Guam Community College Board of Trustees Agreement (2017 – 2023).

CHARGE

The CRC ensures and regulates, through quality control, an academically sound and comprehensive curriculum that reflects the mission of the College and is responsive to the evolving needs of the community. The Committee comprises of academic administrators and faculty (including ad hoc relevant staff) in its efforts to guide and continually improve institutional and student learning outcomes at the College.

MISSION STATEMENT

The CRC ensures that the College's curricular offerings are academically sound, comprehensive, and responsive to the evolving needs of the community. It serves to guide and continually improve GCC's efforts to assist students to achieve success in their educational goals.

VISION STATEMENT

The CRC strives to prepare students to pursue high-quality educational opportunities in support of the needs of Guam and its workforce.

PHILOSOPHY

The CRC believes that a high quality curriculum provides students with the academic foundation necessary to achieve career and life goals.

Curricular Processes

Program Approval Process

A program consists of a series of courses constituting the requirements for an associate degree, certificate, industry certification, or diploma. This process assists authors in the phases involved in adding (concept and adoption), revising (substantive and non-substantive) or archiving a program. See the corresponding approval process section for a comprehensive description of the steps involved for each action.

PROCESS	FORM REQUIRED
<i>Adding a Program</i>	
Concept	Program Concept
Adoption	Program Approval Form
<i>Revising a Program</i>	
Substantive	Program Approval Form
Non-substantive	Program Approval Form
<i>Archiving a Program</i>	Archival Memorandum
<i>Reinstituting a Program</i>	Program Approval Form

Course Approval Process

A course may be a component of a program or may “stand alone,” i.e. not be part of a program. This process assists authors with adding, revising (substantive and non-substantive) or archiving a course. Each section contains a comprehensive description of the steps involved for each action.

PROCESS	FORM REQUIRED
<i>Adding a Course</i>	
Adoption	Course Approval Form
<i>Revising a Course</i>	
Substantive	Course Approval Form
Non-substantive	Course Approval Form
<i>Archiving a Course</i>	
Course Archival	Archival Memorandum
<i>Reinstituting an Archived Course</i>	Course Approval Form

Reviewer's Roles and Responsibilities

Each step of the curriculum process involves the approval of reviewers listed on the cover page of the Program Concept, Program Curriculum Form and Course Curriculum Form. The approval should be secured in the following sequence, as applicable: Author, Department Chair, Curriculum Review Committee (including the Registrar), Dean, Vice President for Academic Affairs, and President.

Reviewers will each have ten (10) working days from date of receipt to review a curriculum document and provide feedback to the author. A longer time period may be necessary however to ensure thorough and systematic review. Curriculum reviewers listed are encouraged to provide recommendations. Note: The curriculum process for secondary programs and courses & Continuing Education (CE) courses is a manual process, thus signatures are required. Postsecondary curriculum proposals, including archival, are electronically routed through **Acalog**, a catalog management software implemented at the college since 2014.

The following is a brief description of the scope of responsibility of each reviewer.

AUTHOR

The Author (no more than two) creates and revises curriculum.

DEPARTMENT AND DEPARTMENT CHAIRPERSON

Members of the department examine the purpose, content, scope, sequence and detail of the curriculum. They review and evaluate the curriculum, focusing attention on the course outline and student learning outcomes. The Department Chairperson is the actual signatory/approval authority for the department. The department reviews and may approve any curriculum. The department considers all recommendations, makes appropriate revisions, and monitors the progress of the curriculum through the approval process.

REGISTRAR

As a member of the Curriculum Review Committee, the Registrar reviews program and course description sections paying close attention to course number, title, credit, contact hours, and relationship to other GCC courses and/or programs. The Registrar may approve or disapprove any program and course actions presented or ask for revisions.

CURRICULUM REVIEW COMMITTEE

Beginning AY2017-2018, CRC is comprised of faculty members and academic administrators, (including hoc relevant staff) who are responsible for the form and content of any curriculum document submitted to the committee. In addition to its curriculum approval responsibility, the CRC reviews College policies and procedures and makes recommendations governing curricular development; it ensures that established procedures are maintained and followed for curricular review. The CRC may take the following actions with each curriculum: Approve with no corrections or send back to author for revisions.

DEAN

Deans closely examine the purpose, feasibility, budgetary impact, design, and evaluation portions of each curriculum. Deans may approve or disapprove any curriculum document or ask for revisions.

VICE PRESIDENT, ACADEMIC AFFAIRS

The Vice President for Academic Affairs (VPAA) reviews the curriculum document from an institutional perspective. The VPAA may approve or disapprove any curriculum document or ask for more revisions.

PRESIDENT

The President reviews the curriculum from an institutional mission and goals perspective. With the exception of substantive and non-substantive course revisions, the President may approve any curricular document or ask for further revisions.