

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.