

## Board Policies

### ACADEMIC AFFAIRS

#### 205.00 CURRICULUM DEVELOPMENT

Program and course changes may be initiated by any full-time faculty after consultation with the Department Chairperson and members of the department.

Course changes are defined as addition of a new course, deletion of a current course, changes in course descriptions, course competencies, prerequisites or credit hours. Changes are brought forward to the Academic Affairs Council by the academic department chair. If the course changes are approved by the council, the department chair will complete and submit the form for course procedure approval.

Program changes are defined as addition of new courses, addition of new programs, certain changes in programs, certain changes in course descriptions, course deletions, program deletions, and changes in course credits. Major program revisions and new program approvals require the following steps.

The faculty member shall obtain recommendations from appropriate lay advisory committees or provide proper documentation and research support for those programs and courses which do not have lay advisory committees, including feedback from former and present students when appropriate. and present the proposal to the Department and Department Chair.

- The Chairperson will then refer the proposal to the Chief Academic Officer for administrative consideration. Preliminary decisions concerning feasibility can be determined at this point through involvement of the entire administration, if necessary.
- If the proposal is deemed feasible, the Department Chairperson submits the proposal to the Academic Affairs Council along with the required supportive data.
- After review by the Academic Affairs Council, the proposal and recommendations shall be referred to the Administrative Council for consideration and appropriate action and the appropriate paperwork submitted.
- After review by the Administrative Council the proposed recommendations shall be referred to the Cowley Board of Trustees for approval, then to the Kansas Board of Regents for consideration and appropriate action, followed by approval of accrediting bodies if required.

Adopted October 18, 1971  
Revised July 17, 1972  
Revised August 14, 1989  
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