

5.1.6. OFTC Curriculum Development Procedure

Introduction

The primary responsibility for the content, quality, and effectiveness of curriculum rests with the faculty at Oconee Fall Line Technical College. This responsibility is performed through their participation in Instructional Faculty Consortium Committees (IFCC) through the Technical College System of Georgia (TCSG), Oconee Fall Line Technical College's Program Accountability System, Occupational Advisory Committees, Academic Affairs and Curriculum Committee, and participation in development and evaluation of student learning and program outcomes.

IFCC

All faculty members are members of a program specific appropriate IFCC that meets to discuss and recommend curriculum changes. Faculty members are responsible for analyzing the curriculum recommendations and reporting back to their IFCC.

Occupational Advisory Committees

All program faculty are required to conduct two advisory committee meetings annually, one of which must contain a curriculum review. All programs and curriculum are evaluated for effectiveness including delivery mode during the Fall Advisory Committee meeting by the program advisory committee members and Oconee Fall Line Technical College faculty. Statistical data for all programs concerning enrollment, graduates, leavers, placement, and FTE's are analyzed during the Spring Advisory Committee meeting by the advisory committee members and Oconee Fall Line Technical College faculty. Also, during the Spring Advisory Committee meeting, programs which are not meeting the needs of the service area are recommended by the advisory committee to be phased out.

Evaluation

Annually, every faculty member participates in the development and evaluation of student learning outcomes and program outcomes. Evaluation of the current outcomes includes the implementation of changes as determined by the faculty to improve the quality and effectiveness of the course curriculum and the overall program curriculum. New outcomes are set to provide for continuous improvement in the curriculum.

New Program Requests and Modifications/Program Terminations

The faculty and administration of Oconee Fall Line Technical College are responsible for ensuring that a need for the program exists, new educational programs are part of the mission of OFTC, and the college has the capacity to offer the program. Initiation of a new educational program comes from indication for a need of the program. This indication may come from several sources including:

- Student inquiries
- Occupational advisory committee recommendations
- Community needs survey
- New or expanding business and industry
- Area development authority inquiries
- Regional Development Center inquiries
- Business and Industry Needs and Perception Survey
- Chamber of Commerce Annual Reports
- Georgia Department of Labor Market Trends
- Local Board of Directors
- Other sources as appropriate

Once an inquiry regarding a new program or program modification is received, the Vice President of Academic Affairs determines if the new program is consistent with OFTC's mission of providing high quality workforce education and training in the service area. If determined to be appropriate, the program offerings of other higher education institutions in close proximity to OFTC are reviewed to determine the feasibility of offering the program. If the need for the program is determined, it is discussed with appropriate faculty and administration to determine OFTC's capacity to offer the program and to review curriculum, facility and equipment requirements, and job placement opportunities. The Vice President of Academic Affairs presents the program to the OFTC Academic Affairs and Curriculum Development Committee. If approved by the Committee, then the proposal is forwarded to the President of the College.

If the President approves the proposal, then the Vice President of Academic Affairs submits a New Program Request to the OFTC Local Board of Directors. Following local board endorsement, the program request is submitted to the TCSG for approval as required. The program may be approved by the TCSG staff if the program is similar to other programs already offered at OFTC or forwarded to the State Board of the Technical College System of Georgia if the program is a totally new program for OFTC.

The decision to terminate a program is based upon the need for the program. Several factors are taken into consideration before a program will be slated for termination:

- Program Enrollment
- Program Graduation Rates
- Job Placement Rates for the Program
- Continued Need for the program in the Service Area determined by sources listed above

The College must assure that no active student who so desires will be denied the opportunity to complete the program and how it plans to address personnel issues and to reallocate or return to state inventory the equipment and materials associated with the program to be closed. The effective date of a program's termination must come after all active students have completed or left the program.

If there is convincing evidence that a program should be terminated, the following steps take place:

- The Vice President of Academic Affairs will present the proposed termination to the Academic Affairs Committee.
- If approved by the Committee, then the proposal is forwarded to the President of the College.
- If the President approves the proposal, then the Vice President of Academic Affairs submits a Program Termination Request to the OFTC Local Board of Directors. Following local board endorsement, the program termination request is submitted to the TCSG for approval as required.

Curriculum changes are published in the OFTC Website, OFTC catalog, course syllabus, program webpages, program flyers, and brochures as appropriate.

Program Documentation

Once the program is approved by TCSG, the following documentation is sent to the appropriate OFTC staff including the Financial Aid Director, Vice President of Institutional Effectiveness, Registrar, Director of Admissions, Instructional Coordinator (maintains catalog), Director of Assessment, and the respective Dean for Academic Affairs.

1. Original Program Approvals/Terminations/Changes
2. Original new program proposal as submitted to the local Board of Directors and State Board for Technical College System of Georgia for adoption/approval.
3. Letter from TCSG/State Board minutes documenting state approval for the program.
4. Approval letter documenting SACSCOC approval for the new program. (Copy to the Financial Aid Office and Registrar)

The documentation of each credit program is maintained in the Institutional Effectiveness Office.

Procedures

Adherence to the following process for new program development and approval and curriculum changes will ensure appropriate communication and information are provided to implement the program.

1. If a locally developed program, the Division Chair and the Dean for Academic Affairs coordinate development of the curriculum. If it is a current TCSG program offering, the state program standards are to be followed
2. The New Program Request form is completed and presented to the Academic Affairs Committee for approval. The form may be used to terminate or make any curriculum changes.
3. New programs/curriculum changes or program terminations are approved by the Curriculum Committee and presented to the faculty at large at the Faculty Committee Meeting.
4. The request for termination or addition is presented to the President and then to the Local Board of Directors by the Vice President of Academic Affairs for adoption. Only new programs and program terminations are presented to the Local Board of Directors.
5. Once adopted by the Local Board, the New Program Proposal or termination is sent by the Vice President of Academic Affairs (VPAA) to the TCSG for Staff or State Board approval.
6. After TCSG and SACSCOC approval, the Instructional Coordinator updates the curriculum management tool, DegreeWorks to reflect the change, and program flyer are created on the OFTC web site.
7. The Registrar creates/terminates the program in BANNER.
8. The Director of Admissions updates the ASSET/COMPASS Score Sheet and notifies the Admissions Office Staff of any changes.
9. The Director of Assessment updates all assessment tools.
10. The Vice President of Academic Affairs notifies all staff and faculty of the curriculum changes via the OFTC Weekly Notes.
11. Upon TCSG approval, SACSCOC is notified by the IE Office.
12. SACSCOC approval is filed in the IE Office. Approval information is sent to the Registrar's Office, and FA Office.
13. The FA Director notifies DOE (Department of Education) of the new program request if the program is eligible for Title IV funding.
14. Instructor(s) are identified by division chairs, the Deans of Academic Affairs, and the VPAA.
15. New courses are developed, and syllabi are created by instructors.

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