



## College Procedure

Revision/Review: May 2, 2019  
Last Revision/Review: March 25, 2015  
Approved: September 8, 2006

**PROCEDURE TITLE: Curriculum Committees**

**RELATED POLICY: NC700 Curriculum Committees**

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### **A. Definitions**

**Program of Instruction:** A group of related courses leading to a diploma, certificate, degree or other credential awarded by the College Board of Governors.

**Course Outline:** Identifies the course offering including the course title, course number, description, pre- and/or co-requisites, equivalencies, learning resources, outcomes and learning objectives, essential employability skills, along with the evaluation framework planned to evaluate student achievement. It also indicates if the course is eligible for prior learning assessment and recognition (PLAR).

### **B. Procedure Purpose**

Curriculum Committees are established to give students the opportunity to make recommendations regarding curriculum and course objectives of their program of study. These committees provide a forum in which students, faculty and administration jointly discuss the curriculum and course objectives of the program with the aim of continuous improvement in the quality and relevance of the program.

### **C. Procedure Statements**

1. Elections for student representatives will be held within the first two months of a program intake for every full time Program of Instruction. Prior to the election, the Coordinator or other assigned faculty member will describe to students, the purpose of the Curriculum Committee.
2. Elected student representatives will be provided with the Guidelines for Student Representatives and will meet with the Academic Administrator in advance of gathering input. This meeting

