BARTON
COMMUNITY COLLEGE

HLC Accreditation Evidence

Title: Curriculum Guide Review Process

Office of Origin: Vice President of Instruction

Curriculum Guide Review Process

Step I

- Liberal Arts - Department chairs and administrative assistants meet annually with faculty to analyze the curriculum and semester guides to determine currency and relevancy. In order to provide adequate time for review and potential changes, some content areas are reviewed in the fall (September/October) and others are reviewed in the spring (February/March). Responsible faculty and department chairs develop revised documentation in preparation for Step II.

- Technical Education and Military Outreach Training – Program faculty and staff meet annually to review the curriculum guides and identify any changes or corrections. Faculty then present the resulting documents to the appropriate program advisory boards for their recommendations and approval. Proposed curriculum changes are documented and submitted to LICC in fulfillment of Step II.

- Workforce Training and Community Education (WTCE) – Working closely with the Executive Directors and Program Leaders, the WTCE Program Assistant oversees the annual curriculum and semester guide review process. The team reviews current guidelines and identifies the need for changes or updates and prepares necessary documentation for Step II.

Step II

- Depending upon the potential change, the following actions may need to occur:
    - Initiation of a complete curriculum approval process (using the Curriculum Approval Matrix described above),
    - Initiation of a partial curriculum approval process,
    - Presentation of a notification of change to Learning and Instruction Curriculum Committee,
    - Submission to the Kansas Board of Regents for approval; and/or
    - Submission to the Higher Learning Commission for Approval.

- Once the updates or changes are completed, the guide is forwarded through the WTCE review process and posted to the Web.

- If there are no changes, the guide is posted to the program's website including the most current review date.