

**3.4.1** The institution demonstrates that each educational program for which academic credit is awarded is approved by the faculty and the administration. **(Academic program approval)**

Compliance       Partial Compliance       Non-Compliance

**Narrative:**

The faculty and administration of Chattahoochee Valley Community College (CVCC) approve all educational programs for which academic credit is awarded. The [Faculty Policy and Procedures Handbook](#) address the procedure of educational programs. This procedure involves both faculty and administration.

The Curriculum Committee structure demonstrates the inclusion of both faculty and the administration in the approval process. Primary responsibilities of the [Curriculum Committee](#) are to review proposals to offer new courses or programs of study or to substantially alter existing courses. In addition, the committee is charged with monitoring changes to instruction that may result in a need to notify the Commission or result in a Substantive Change as required by SACSCOC. Lastly, it is the responsibility of the Curriculum Committee to assure that all appropriate steps are taken for notification and/or approval from governing and accrediting bodies.

The Curriculum Committee is jointly chaired by the Chief Academic Officer (CAO) and Institutional Effectiveness Director. Permanent members are all division chairs [Organizational Chart](#): Humanities, Mathematics and Science, Business and Information Technology, Public Safety and Health Sciences and eight self-selecting faculty members.

Proposals for new academic programs may originate from academic units or other sources, such as request from industry through the Workforce Development Division. Proposed changes to program curricula are also submitted by faculty or division chairs using the [Curriculum Approval Form](#) with appropriate support documents to initiate review and the approval process. All proposals are submitted to the Curriculum Committee. Upon [approval](#) of the Curriculum Committee, the proposal is [presented](#) to Cabinet for final approval. The process for new curricula is guided by State Board Policy [702.01](#), which addresses new programs, and subsequent approval by the Alabama State Board of Education and the Alabama Commission on Higher Education is sought through the Application for [New Instructional Program](#).

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**SUPPORT DOCUMENTATION**

[Faculty Policy and Procedures Handbook, Section 4.3.2 Curricula – Pages 17-19](#)

[Standing Committees 2012-13: Curriculum Committee](#)

[Organizational Chart](#)

[Curriculum Approval Form – BIT Example](#)

[Curriculum Committee Meeting Minutes, November 14, 2011](#)

[Cabinet Meeting Minutes, February 25, 2013](#)

[State Board Policy 702.01: Requests for New Instructional Programs](#)

[Application for New Instructional Programs – VCM](#)

