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Title: PROGRAM UPDATE

Code: EE0120

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Policy Reference: E0100, Instructional Support

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The curriculum update process provides opportunities for instructional divisions and instructional departments to make changes in program curriculum requirements for all official publications of the district. Changes are effective for the subsequent fall semester and remain in effect for at least one academic year.

Sources of Program Change

Changes in course requirements for graduation from an associate degree, diploma, apprentice, or certificate program may be initiated through any of the following:

1. State WTCS administrative guidelines for the structure of degrees/programs.
2. MATC administrative guidelines for the structure of degrees/programs.
3. Divisional initiatives for restructuring degrees/programs, e.g., implementation of clustering, creation of new tracks for specialization, or consolidation of related programs to facilitate career laddering.
4. Initiatives from accreditation agencies, advisory committees, faculty, needs observed in the occupation that require the
  - a. The purchase of equipment.
  - b. The introduction of new procedures/methodology.
  - c. The introduction of higher levels of technology, problem solving, critical thinking skills, etc., which may require support courses in science, math, etc.
  - d. The addition of entirely new areas of focus or topics.
  - e. The deletion or downsizing of topics, for instance those that provide training that is no longer a standard requirement for a majority of the business/industrial firms.
  - f. The modification of program level to accommodate changing labor market needs.



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### Curriculum Review Process

1. Changes must conform to the guidelines established by the Wisconsin Technical College System Board. Instructional Design reviews all changes for compliance to these guidelines.
2. Changes in curriculum for an occupational program are the responsibility of the instructional division and are reviewed by the Curriculum and Learning Committee/or by the Department Committee in the division.
3. Changes are reviewed and approved in a formal recommendation by the program's advisory committee at a meeting in which a quorum is present.
4. Changes proposed to the Liberal Arts and Sciences components of the curriculum are to be reviewed by the advisory committee with the participation of a representative from the Liberal Arts and Sciences department.
5. Changes involving support courses offered by other divisions are to be reviewed by that division.
6. Changes requiring a formal submission of a WTCS Program Modification Request are reviewed by the academic division at a meeting of MATC's Curriculum and Learning Committee.

### Forms

The forms required for the processing of changes a program's curriculum include:

- **Program Requirements Update** form with required signatures; this form is generated by the academic division from COSMO;
- When required per the Educational Services Manual, the WTCS form (TC-MOD-1A or B) titled "Program Modification Request", and associated advisory committee meeting minutes; the form and instructions are available in the divisional offices;
- **Catalog Update** form; this form is developed and distributed by the Office of Instructional Design from a copy of the prior year's catalog.



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Timeline

Academic Divisions are responsible for submitting changes to program requirements and associated courses according to established timeframes. The timelines for curriculum/course change ensure the accuracy of information that is provided to newly-admitted students at orientation sessions, when they register for their first class. It also ensures the timely accuracy of data information systems; the production of class schedules; and compliance with WTCS curriculum and course reporting requirements. The timelines are based upon the effective date of the curriculum change:

<b>Forms</b>	<b>Effective Date</b>	<b>Date Due</b>
<ul style="list-style-type: none"> <li>• Program Requirements Update</li> <li>• Course Update forms for associated course change</li> <li>• WTCS Program Modification, if required, and associated advisory committee meeting minutes</li> </ul>	<p>For all students who are admitted during the subsequent academic year.</p> <p>Note: the effective date for each program course change is based on its position in the program</p>	<ul style="list-style-type: none"> <li>• <b>October 15</b>, if <u>a course positioned in the first semester of the program</u> is added/changed.</li> </ul> <p>Note: The entire curriculum with its associated courses is submitted.</p> <ul style="list-style-type: none"> <li>• <b>February 1<sup>st</sup></b> for all other programs</li> </ul>
<ul style="list-style-type: none"> <li>• Catalog Update</li> <li>• Course Update forms for associated course changes</li> <li>• WTCS Program Modification, if required, and associated advisory committee meeting minutes</li> </ul>	<p>Two years from current academic year</p>	<p><b>April 1</b></p>