

## College of The Albemarle Procedure

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**Title: Curriculum Development**

**Related Policy: 4.1.3 Curriculum Development**

**Division of Responsibility: Learning**

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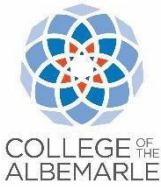
Offering relevant and updated curriculum courses and programs is critically important to the success of both the College and its students. For any curriculum not otherwise mandated by the North Carolina State Board of Community Colleges ("State Board") or by another controlling entity, as it becomes necessary to introduce new courses and programs, the following procedures shall be followed.

**I. PROGRAM REVIEW**

- A. Instructional employees directly involved in teaching a particular class or within a particular program shall assist in the development of new curricula and in the review of anticipated changes to existing curricula.

Each academic division shall hold annual meetings to review and make recommended changes in the curricula within that division. Instructional employees directly involved with instruction in the curriculum are responsible for preparing written course descriptions and outlines for each new or revised course offering as well as initial feasibility studies. The division is encouraged to make requests to the academic dean for any new curriculum deemed useful to the College and its students.

- B. The vice president of learning shall act as the coordinator for curriculum development and shall work with academic deans in conducting further feasibility studies, consulting with industry and business representatives concerning course content and length, as well as other activities necessary to develop a curriculum application.
- C. After the vice president has made an initial review, and after consultation with the academic dean, the program coordinator, department chair or academic dean may submit the request to the College's Academic Affairs/Curriculum Committee. Upon review, the Committee shall present its recommendation to the vice president. The vice president shall determine if the requested change is substantive. If the requested change is minor (e.g., replacing a course in a program of study), the vice president may approve the necessary change. If the requested change is substantive, or if it involves a new program, the vice president may present his/her recommendation to the President's Leadership Team (PLT). Prior to making a recommendation to the President's Leadership Team, the vice president shall ensure that the State Board, all accreditation bodies, and the Board's policies are followed in the development of a curriculum proposal including providing notice to other community colleges.
- D. The President's Leadership Team shall examine the fiscal aspects of proposed curricula or changes in existing curricula and ascertain that the budgetary requirements are within the



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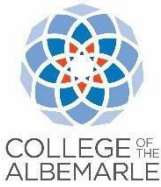
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College's fiscal capabilities. All new curricula must be approved by the president's Leadership Team before it is submitted to the Board.

- E. The vice president shall present the request to the Policy, Planning, and Student Success Committee regarding the nature of the request, the results of the feasibility study and any other pertinent information requested. The full Board must formally approve the request prior to submission to the North Carolina Community College System Office ("System Office").
- F. If approved by the Board, the College will submit the request to the System Office and State Board for approval. The College may officially offer the curriculum for credit after it has received all necessary approvals from the System Office, and State Board the Southern Association of Colleges and Schools Commission on Colleges. The Registrar is responsible for all reporting to the System Office and State Board.

## II. PROGRAM SUSPENSION/ TEACH OUT

- A. During the review process, a program may be considered no longer viable if improvement strategies have not resulted in increased enrollment, graduation or employment in the given field or the program has not met key indicators of program effectiveness. The program may be suspended by the college. Suspension is an internal process that results in a program not enrolling new students; currently enrolled program students are allowed to finish program courses within a two-year window (teach-out process).
  - 1. A decision to suspend a program may be initiated by a program coordinator, department chair, academic dean or the vice president of learning. The NCCCS may also determine that a program is slated to be revised requiring a college to teach-out the current program and replace it with the new program.
  - 2. The decision to suspend shall be discussed with the department faculty.
  - 3. The Program Advisory Committee will be informed of the status of the program and the decision to suspend the program. The Advisory Committee shall provide input to the college staff and approval of this decision shall be shown in a vote of the members.
  - 4. The suspension shall be presented to the Academic Affairs/Curriculum Committee for a vote to approve the decision.
  - 5. The recommendation of the Advisory committee and the Academic Affairs/Curriculum Committee shall be presented to the President's Leadership Team for approval.
  - 6. The recommendation from PLT shall be presented to the Policy, Planning and Student Success sub-committee of the Board of Trustees.
  - 7. The BOT shall approve the request to suspend the program. This will initiate the teach-out process.
  - 8. The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) of Accreditation Liaison shall submit a program closure notice to the



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Commission. Closing a program requires SACSCOC approval. Approval requires a teach-out plan. Closure is defined as closed to admission or entry, not the cessation of instruction; i.e., closure date is when students can no longer start, not the date instruction ends. Closure approval ensures the institution has a plan and process to provide students reasonable completion options that minimize disruption and additional costs. Because closure approval is approval of the teach-out process, not the closure per se (i.e., not after the fact), a teach-out plan should be submitted as soon as possible after the decision is made to close. Although the institution may begin a teach-out immediately after submitting it, the closure is not approved until action is taken by the SACSCOC Board of Trustees.

9. Students will be informed of the program's suspension.
  - a. Students who have completed less than half the credits of the program will be advised to consider other programs of study. These students will receive letters with this information and will be called by an instructor or coordinator.
  - b. Students who have earned more than 50% of the program credits will be allowed to finish the program courses (the timeline is up to two years), or to transfer to another college program.
10. The College will only reactivate a suspended program if the program may be altered to better meet the new or revised needs of the College, the community, and the industry in which the program serves.

### III. PROGRAM TERMINATION

- A. The continued operation of any curriculum at the College is dependent upon adequate state funds and sufficient enrollment to make it financially feasible to continue. The College reserves the right to discontinue any program if sufficient funds are not available.
- B. The College shall terminate a curriculum program when there has been no enrollment for two years or within the semester following the conclusion of the teachout. The College may request a one-year extension of a curriculum program upon justification of the potential for employment opportunities and student enrollment. The relevant program coordinator, department chair, or academic dean administrator may recommend termination of a program to the vice president of learning, who will review the recommendation and determine whether to recommend termination to the President and the President's Leadership Team for consideration. If the decision is made to recommend program termination, the recommendation will be sent to the Policy and Planning Committee of the Board of Trustees, which will determine whether to submit a recommendation to the full Board of Trustees for final action. The recommendation will be presented to the Academic Affairs/Curriculum Committee as an information item.
- C. If the College plans on terminating an entire curriculum program, the president or designee shall inform the System Office President by submitting a termination notice. The System Office President shall have the program removed from the College's program approval list.



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- D. The College will make reasonable efforts to reassign employees impacted by a program suspension or termination to another program or department for which they are appropriately qualified or certified. If the College is unable to transfer an employee impacted by a program suspension or termination, the College may non-renew the employee's contract or implement a reduction in force.

It is the responsibility of the vice president of learning, in conjunction with the academic deans, to review and revise this procedure.

Legal Citation: 1D SBCCC 400.6

June 13, 2023

December 16, 2024

December 16, 2024

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**Date Approved by President's Leadership Team**

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**Date of Last Review**

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**Date of Last Revision**