

## CURRICULUM COMMITTEE GUIDELINES: QUICK FACTS

**AA or AS:** Transfer to 4 year schools; Minimum of 61 credit hours at OCCC; to have a core of at least 37 hours of general education

**AAS:** Minimum of 60 credit hours at OCCC; to have a core of at least 18 hours of general education, and at least 27 hours in a technical-occupational specialty

**Certificate of Mastery:** Short-Term Certificates (designed to complete in less than 1 year—less than 30 hours); Long-Term Certificates (designed to complete in 1 but less than 2 years— $\geq 30$  hours but  $< 60$  hours)

### DOES THE PROPOSAL NEED REGENT APPROVAL?

#### REGENT APPROVAL

- Changing number of credit hours in the program
- Changing one required course for another required course
- Adding minimum grade attainment requirements
- Adding new programs
- Deleting programs
- Suspending programs
- Changing program name
- Changing degree designation
- Adding a program option
- Deleting a program option
- Changing name of program option
- Changing course requirements in program
- Changing degree requirements
- Changing credit hours for a required course in the program
- Changing total program hours or required courses in the program
- Offering 50% or more of the program electronically
- \* Micro-credentials and Digital Badges

#### NON-REGENT APPROVAL BUT REQUIRES CURRICULUM COMMITTEE APPROVAL

- Adding or removing [existing] courses from a list of electives (if number of required electives stays the same)
- Requesting a course that the college has not before offered
- Deleting a course from the college's current offerings
- Changing prerequisites to courses
- Requesting the same change for several courses

#### NON-REGENT APPROVAL AND DOES NOT REQUIRE CURRICULUM COMMITTEE APPROVAL

- Changing course prefix or title
- Changing course number, if credit hours remain the same
- Changing course description
- Requesting special topics courses

### QUESTIONS TO BE ADDRESSED BEFORE ANY PROPOSALS ARE CONSIDERED

**AA or AS Questions:** 1. How will the proposed change affect the transferability of the program in Oklahoma? 2. Are proposed program changes considering transferability and direct equivalency of courses in the program at a receiving four-year institution in Oklahoma? 3. Are proposed program changes “applicable to the student’s major objective including any pre-requisite courses necessary for the anticipated upper-division program” (OSRHE 3.15.3 B)? 4. Do proposed changes affect the general education core? 5. Do proposed changes have any budget implications to the Division or College? 6. Do proposed changes allow the curriculum to align with programs at receiving four-year institutions, specifically in Oklahoma? 7. Is there a genuine need for making the proposed changes?

**AAS Questions:** 1. How will the proposed change make the curriculum more aligned to current industry standards and needs in the state of Oklahoma? 2. Will the proposed change allow students to achieve a credential desired by prospective employers? 3. Will the proposed change give students the opportunity to pursue Bachelor of Technology degrees if desired? 4. Do proposed changes affect the general education core? 5. Do proposed changes have any budget implications to the Division or College? 6. Do proposed changes affect embedded certificates? 7. Is there a genuine need for making the proposed changes?

**Certificate Questions:** 1. How will the proposed change affect the curriculum of the degree program in which the certificate is embedded? 2. Does the certificate prepare students for a specific workforce need? 3. Does the certificate meet the credit hour requirements for financial aid eligibility? 4. Does the program effectively show employer demand in the state of Oklahoma? 5. Does the program demonstrate wage expectations for someone earning that certificate in the state of Oklahoma? 6. Do proposed changes have any budget implications to the Division or College? 7. Is there a genuine need for making the proposed changes?

**Course Questions:** 1. How will the proposed change affect the curriculum of the degree or certificate program? 2. Does the course meet a specific goal in the degree or certificate? 3. Does the course have a directly equivalent course at receiving four-year institutions in Oklahoma? 4. Is the course directly transferable as a specific course required in a bachelor’s program at a four-year institution? 5. Does the course present material appropriate for the course level? (Oklahoma City Community College offers 1000 and 2000-level courses only. Courses should be appropriate for these specific levels and content at these levels of learning.) 6. Do proposed course changes have any budget implications to the Division or College? 7. Is there a genuine need for making the proposed course changes?