FLORENCE-DARLINGTON TECHNICAL COLLEGE

PROCEDURE

Number:	41-08
Title:	Curriculum Review Process
Responsibility:	Academic Affairs
Original Approval Date:	02/03/2004
Last Cabinet Review:	06/03/2025
Last Revision:	05/31/2025

Reference (Policy and/or Procedure)

SBTCE:

FDTC:

Other:

Procedure Description

PURPOSE

To provide a procedure to guide curriculum review.

PROCEDURE

1.   Annual Cycle of Review of Program Learning Outcomes and South Carolina Technical College System (SCTCS) Required Metrics and Industry Feedback

        The College established a three (3) year cycle to cover the assessment of two to three program learning outcomes each year, the review of the data from the SCTCS Program Evaluation Management System (PEMS) results, and information gathered from the required program advisory committee meetings. Planning for the implementation of changes to increase student success based on whether program student learning outcomes (PSLO) were met is formalized in the Fall Semester and discussed during Assessment Day, usually in October. The results of the PSLO assessments are reviewed and discussed in the early summer semester at the Institutional Effectiveness/Assessment Day, usually in May.   The faculty member serving as the program director submits the assessment report, including any necessary actions for PSLOs where the goals were not met.

2.   Curriculum Changes

Using data from the annual review of several data sources for a program, a proposal for a curriculum change can be initiated by any faculty member, who is then responsible for gathering input regarding the change from the relevant parties. The individual (initiator) of the change is responsible for obtaining forms from the VPAA office and submitting them to the appropriate administrators.

The following steps will be followed for curriculum changes.
The initiator, in consultation with the VPAA, writes a proposal for curriculum change based on the FDTC CIC forms and guidelines for the proposed change. Examples are:
a. For an existing course (listed in the SCTCS Catalog of Approved Courses, CAC), the initiator submits a proposal to add the course to the curriculum.
b. For a new course (one not listed in the SCTCS Catalog of Approved Courses, CAC), the initiator provides the information required to complete the South Carolina Technical College System course request form(s) to the VPAA Office for document preparation and submission, prior to submitting the proposal to the CIC.
c. For a curriculum change, the initiator prepares and submits the required proposal based on the FDTC CIC Curriculum forms and checklists.

3. The initiator presents the proposal to the Curriculum Instruction Committee (CIC) at a scheduled FDTC CIC meeting for review and recommended action.

4. CIC submits the recommendation to VPAA for next steps.

5. VPAA follows the steps outlined in the CIC forms and checklist based on the recommended action.