

Curriculum Committee Strategic Planning Report

Date of review: 5/20/2015

FUNCTION: Recommend academic and instructional policy to the Board of Trustees.

SCOPE: Covers all matters of instructional policy, programs, and activities as they relate to the curriculum.

GOAL 1: To strengthen and determine the need for current academic programs through 2024.

<i>Objective A</i>	Assign programs to the annual review for the year.
Measurement Tool (who, what, when, how)	The Curriculum Committee chairperson in the fall 2014, after approval at a curriculum meeting, will notify the programs to be reviewed during the 2014-2015 academic year.
Measurement Goal	The following programs will be reviewed in 2014-2015: Environmental Science (Associate and Bachelor of Science), Business (Certificate in Entrepreneurship, Associate of Arts/Science in Business Administration, Bachelor of Science in Business Administration), Education (Associate of Science in Early Childhood Education and in Teacher Education, Bachelor of Science in Early Childhood Education, Elementary Education, Elementary Education/Special Education, and in Secondary Science Education) and Criminal Justice (Associate of Applied Science in Lay Advocate/Paralegal, Associate of Science in Criminal Justice)
Findings/Results	Completed Program Reviews for Business (February 2015), Criminal Justice (March 2015), Education (April 2015), and Environmental Science (AS & BS) (April 2015). The program recruitment plan requested by the committee (2014) for the Energy Technician Program was addressed by the program faculty in terms of a need to change the program to certificates similar to what TREND is doing. A feasibility study for new programs was requested. Tabled the Feasibility Study for Energy Certificates to August 2015.
Data Analysis	The process this year showed most programs really looking at their work. The external reviewer continues to be a valuable asset for this work. Environmental Science struggled with the process. Several areas of the handbook were identified as needing revision.
Action/Recommendation	<ul style="list-style-type: none"> • Continue using an external reviewer. • Revise the current Program Review Handbook in the fall (2015). Include the environmental science personnel on the revision committee to assist with improving the review process. • Feasibility Study for Energy Technician Certificates to be presented Fall 2015. • Programs scheduled for review in 2015-2016: Lakhotiyapi/Dakhotiyapi (Certificates I and II, AS), Native American Studies, Information Technology, and Business and Office Technology.

<i>Objective B</i>	Review and revise curricular components of the college catalog.
Measurement Tool (who, what, how, when)	The Curriculum Committee will review and revise curricular components as indicated for the college catalog at their monthly meetings and make recommendations on changes to the Vice-President of Academics.
Measurement Goal	Complete the review of the curricular components for the college catalog by middle April 2015.
Findings/Results	Approved revisions to the Business and Office Technology Program to align the courses with common course numbering for ND. Approved the following: revisions to the General Studies BS degree plan; revisions to the Welding and Concrete certificate courses and degree plans; added the OSHA Safety Course to the concrete, oil, and electrical certificates; added a Composition I Challenge Exam Procedure for inclusion in the catalog; prerequisite changes for Business Department courses; program changes for Business identified during the Program Review (furloughed Entrepreneur Certificate and AS degree); and removed the e-portfolio as a graduation requirement for Business.
Data Analysis	The thorough review of the college catalog in 2013-2014 has made a difference in updated and updating material.
Action/Recommendation	Continue with the draft College Bulletin with changes as they are made. Decide how to approach the curricular review of the 2016-2018 College Bulletin in early fall 2015. Start the review of the draft in October 2015.

GOAL 2: To explore and evaluate the addition of two Master's programs, two Bachelor programs and other academic and technical programs through 2024.

<i>Objective A</i>	Evaluate and review potential new courses.
Measurement Tool (who, what, how, when)	The Curriculum Committee in 2014-2015 will approve as indicated all course submissions through a review of the rationale, syllabus, and course description monthly.
Measurement Goal	Review and approve new course requests at the monthly meetings. Report the number of new courses approved by June 2015. Report the number of courses that have been enhanced by June 2015.
Findings/Results	A total of 10 new courses were approved. A total of 4 courses were enhanced.
Data Analysis	Most of the new courses were in TREND certificate programs which continue to evolve. In addition, Colonial American History and Contemporary Native Literature were added to history and English offerings.
Action/Recommendation	Continue with this objective.

<i>Objective B</i>	Evaluate and review potential new programs.
Measurement Tool (who, what, how, when)	The Curriculum Committee in 2014-2015 will approve as indicated all new programs through the use of the program review process specific to new programs.
Measurement Goal	The curriculum committee will review and approve new program requests at the monthly meetings.
Findings/Results	The offering of Native Community Development in an online format is on hold at this time. The Energy Technician Program was asked to do a feasibility study for offering several certificates in place of the degree

	after discussion at the February and March curriculum meetings. The current enrollment in the degree program is three. The certificates would be similar to what TREND is doing. The Feasibility Study for Energy Certificates was tabled to August 2015.
Data Analysis	After visiting with the program faculty for the Energy Technician Program and reviewing the enrollment trends, the faculty and the committee agreed that there is a need to examine an alternative way to offer an energy technician program. Several possible certificates were proposed.
Action/Recommendation	Schedule a New Program review for Energy Certificates starting with the feasibility study for Fall 2015. Continue with this objective.