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Title: PROGRAM UPDATE

Code: EE0120

Policy Reference: E0100, Instructional Support

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The curriculum update process provides opportunities for instructional pathways 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. Pathway initiatives for restructuring degrees/programs, e.g., implementation of clustering, creation of new pre-majors for specialization, or consolidation of related programs to facilitate career laddering.
4. Initiatives from accreditation agencies, advisory committees, faculty, and/or needs observed in the occupation that require
  - 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.

#### Curriculum Review Process

1. Changes must conform to the guidelines established by the Wisconsin Technical College System Board. The Curriculum Department reviews all changes for compliance to these guidelines.



## ADMINISTRATIVE REGULATION AND PROCEDURE

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2. Changes in curriculum for an occupational program are the responsibility of the instructional pathway and are reviewed by the Curriculum and Learning Committee/or by the Curriculum Committee in the pathway.
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 General Education components of the curriculum are to be reviewed by the advisory committee with the participation of a representative from the General Education Pathway department.
5. Changes involving support courses offered by other pathways are to be reviewed by that pathway.
6. Changes resulting in a program Major Modification are reviewed by the academic pathway at a meeting of MATC's Curriculum and Learning Committee.

### Forms

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

- **Curriculum Modification** form; this form is generated by the academic pathway in conjunction with the Curriculum Department;
- **Advisory Committee Meeting Minutes** showing advisory committee support; submission of the approved minutes to WTCS is the responsibility of the Curriculum Department.
- **Catalog Updates** to program curriculum are submitted to the Marketing Department by the Curriculum Department; proofs of the catalog program pages are received by the Curriculum Department from the Marketing Department and distributed to the instructional pathways for verification of accuracy.

### Timeline

Academic Pathways 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, and when they register for their classes. It also ensures the timely accuracy of data information systems; the production of class schedules; and compliance with WTCS curriculum and course reporting



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requirements. The timelines are based upon the effective date of the curriculum change for the following academic year:

**Due by September 30: New Programs including ALL Embedded Programs**

All approvals, including notification by WTCS of WTCS Board approval, must be received by the Curriculum Department no later than September 30.

**Due by Oct. 15: Major Modifications and Advanced Technical Certificates**

Major modifications are those that affect 20% or more of the program curriculum. Approval by the Pathway CLA must be documented and is required prior to submission of modification paperwork to the Curriculum Department. The Curriculum Department will put the modification on the next meeting agenda of the Curriculum and Learning Committee for presentation prior to submission to WTCS.

**Due by November 30: Minor Modifications**

Minor modification changes are those that affect less than 20% of the program. Approval by the Pathway CLA must be documented and is required prior to submission to the Curriculum Department.

**Due by December 15: Program/Course Descriptions**

This includes changes to Course Descriptions, Pre-requisites, Co-requisites, Program Overview, Career Outlook, Program Learning Outcomes, Preparation for Admissions, and Future Opportunities.

**Acceptable changes after December 15** are restricted to course allocation of contact hours not affecting credit values and must be received by the Curriculum Department at least two weeks before early registration begins.

Office of Responsibility: Curriculum Department  
Last Reviewed: Mar-2021