

2015

Curriculum/Course Handbook

Recommend 3-year review cycle
(New ICCB mandates will be recorded as required)

Electronic copy of Curriculum Handbook is available on
myBlackHawk >Employee Tab>Publications, Forms, and
Manuals>Faculty Forms & Manuals>Curriculum Committee

See inside for list of specific updates.



TABLE OF CONTENTS

Revisions to Curriculum committee Materials 8/2015	3
Mission Statement.....	4
Purpose of the Curriculum Committee:	4
Overview of Program/Course Process	5
Preparation Overview for Courses and Programs.	6
Curriculum Committee <u>Course</u> Basic Information.....	6
Curriculum Committee <u>Program</u> Basic Information.....	6
Frequently Asked Questions	7
Program Approval Voting Instructions.....	8
Program Approval Form Sample	11
Course Review Voting Instructions.....	15
Guidelines for Course Prerequisite Language	18
Determining if BHC Courses have IAI Numbers	19
Syllabus Sample	20
Curriculum Committee Course Application Form Sample.....	22
Curriculum Committee Course Fast Facts	24

Revisions to Curriculum Committee Materials 8/2015

General Handbook Changes

- removed references to Vice President of East Campus (VPE)
- adjusted grammar for consistency
- changed “ASC initials” to “OA initials”
- added steps to checklist for program and course voting instructions to provide for follow-up
- updated dates of revision
- added explanatory verbiage for new DegreeWorks tracking fields on Curriculum Committee Application form
- adjusted language match updated forms
- reordered pages for ease of use

Course Syllabus

- Removed last date of revision from upper right hand corner; added a date line after syllabus prepared by on bottom of page 2.
- Communication will be deleted and form renumbered.
- Changed assessable to measureable for II. Expected Learning Objectives.
- Made minor adjustments to grammar and punctuation.

Course Application Form

- Section A- Verbiage was added at the request of the Registrar to collect data for DegreeWorks.
- Section C- “Current” title was added to Change in Current Course and “Proposed” title was added to List Changes to Course.
- Section D- “Current” title was added to reference what changes are being made to the current syllabus; Communication was removed due to permanent change made on the Course Syllabus under Communication to note QC and/or EC Department Chair.
- Section E- Several categories were removed to eliminate confusion.
- Signature Line- Remove VPE

Program Approval Form

- “Current” was added to Total Credit Hours on the 1st line.
- The “example” was eliminated from this form and included as a separate sample document.
- The location of the catalog description was moved to the bottom of the form and a box added under Changes to Existing Program for change to catalog description.
- Deletion of Program and Inactivation of Program were moved under New Program so that the types of review are together on the form.
- Signature Page- Remove VPE (leave Dean)
- Category added to collect information for HLC

Program Proposal Update Form - Added as a sample document to follow for preparing program updates. A template was developed for the OAs to use to provide consistency.

Mission Statement

This document is intended to increase awareness of the program/course development process at Black Hawk College. It is this awareness that will enable all of us to respond more effectively and rapidly to the challenges we all face in creating curricula that serves the needs of our students.

Black Hawk College is committed to providing quality curricula that prepare graduates for successful transfer or employment in current and emerging occupations. Developing new curricula, reviewing existing programs and making effective use of current programs and facilities is an ongoing ambition as the college responds to new job markets, changes in technology, and shifts in student populations.

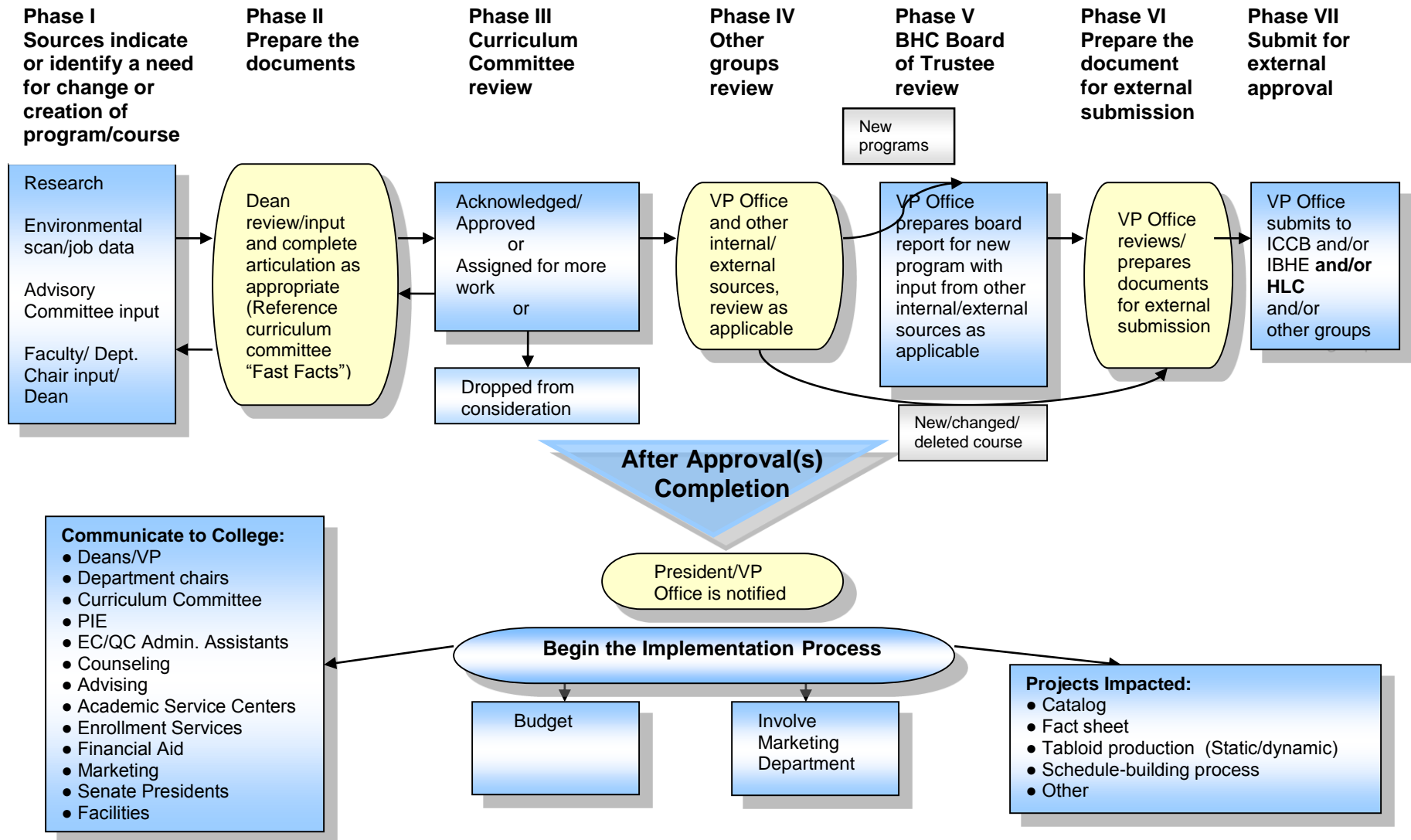
Black Hawk College's institutional objective is to "develop new learning initiatives and enhance instructional methodologies that are responsive to the individual, the community and to workforce needs."

Purpose of the Curriculum Committee

The purpose of the Curriculum Committee of the Faculty Senate is to make recommendations to the Senates regarding changes in curricular and course review procedures, to ensure compliance with ICCB record-keeping mandates and other issues related to courses and curricula, to review proposed course and program changes, additions, and deletions, and to report the results of the committee deliberations to the Senates.

The flow chart on the following page provides an overview of program/course development.

Overview of Program/Course Process



Revised August 1, 2013

Preparation Overview for Courses and Programs

CURRICULUM COMMITTEE COURSE BASIC INFORMATION

Visit ICCB website (<http://ICCB.state.il.us>) for Generic Course List for new course information.

1. ***Actions Requiring Curriculum Committee APPROVAL***
 - a. If a course is being added or deleted; or
 - b. If changes to existing courses involve the following:
change in course prefix, number, title, credit/lecture/lab hours, variable or repeatable status

2. ***Actions Requiring Curriculum Committee ACKNOWLEDGEMENT***

If changes to generic syllabus involve the following:

- Catalog Description
- Grading System
- Method of delivery
- Prerequisite
- General audience this course is intended to serve stating program/discipline (major, general education, general elective) as well as degree or certification if appropriate
- Expected Learning Objectives
- Method of Assessing Student Outcomes
- Types of Textbook(s)
- Course Outline
- Documenting an IAI Course No.

A Course Syllabus, a Curriculum Committee Application Form and a cover memo explaining the rationale for the requested changes must be submitted.

Use the Course Review Voting Instructions to acquire electronic signature recommendations from all full-time faculty teaching in the discipline and from the department chair and the appropriate Dean. Contact the Curriculum Committee Chair to be placed on the agenda. Attend the Curriculum Committee meeting to present your proposal and answer questions.

For detailed step-by-step Processes, see Curriculum Committee Forms (pages 20-22) and Fast Facts (page 24).

All transactions submitted to the Curriculum Committee are processed by the office of the academic vice president and communicated to the appropriate faculty and staff. Updates to the catalog are also processed at this time.

Revised 8/2015

CURRICULUM COMMITTEE PROGRAM BASIC INFORMATION

Visit ICCB website (<http://www.ICCB.state.il.us>) for Program Manual & Admin. Rules for program information.

1. ***Actions Requiring Curriculum Committee APPROVAL***
 - a. ***New Program:***

- Complete Program Approval Form for the new program. A memo of justification or completed Form 20 or completed Form 21 is also required. Programs must have fall effective date.
- Use the Program Voting Instructions to acquire electronic signature recommendations from all full-time faculty teaching in the subject area of the majority of courses in the program and department chairs in the appropriate subject area as well as the appropriate Deans.
- Prepare appropriate paperwork for new or revised courses within proposed program to be sent to Curriculum Committee.
- Send completed Program Approval Form with completed signature page to Curriculum Committee for review.
- After committee action program information is forwarded to the Vice President for Instruction for review.

- b. ***Changes to Existing Programs:***

- Complete Program Approval Form.
- Use the Program Voting Instructions to acquire electronic signature recommendations from all full-time faculty teaching in the subject area of the majority of courses in the program and department chairs in the appropriate subject area as well as the appropriate Deans.
- Prepare appropriate paperwork for new or revised courses within proposed program to be sent to Curriculum Committee.
- Send Completed Program Approval Form with completed signature page to Curriculum Committee for review.
- After committee action program information is forwarded to the Vice President for Instruction for review.

- c. ***Program Deletions and Inactivations:***

- Complete Program Approval Form.
- Use the Program Voting Instructions to acquire electronic signature recommendations from all full-time faculty teaching in the subject area of the majority of courses in the program and department chairs in the appropriate subject area as well as the appropriate Deans.
- Prepare appropriate paperwork for deleted courses within proposed program to be sent to Curriculum Committee.
- Send Completed Program Approval Form with completed signature page to Curriculum Committee for review.
- After committee action program information is forwarded to the Vice President for Instruction for review.

All transactions submitted to the Curriculum Committee are processed by the office of the academic vice president and communicated to the appropriate faculty and staff. Updates to the catalog are also processed at this time.

FREQUENTLY ASKED QUESTIONS

1. What does repeatable mean? Should my course be repeatable?

Students can repeat every course once if they earned a “D” or below and want to try again. Certain special courses, however, should be requested as repeatable up to three times if the content varies from term to term; for example, independent study, special topics and internship courses should be designed as repeatable. Other types of skill courses also need to be repeatable up to three times to allow students sufficient exposure or practice to acquire depth of knowledge or expert skill; for example, music, speech, theater, or sign language courses should be designed as repeatable up to three times. If a student takes a course beyond the allowable number of times, the College loses apportionment for the retakes. It is NOT GOOD for the College to lose money; therefore, make the course repeatable only if it needs to be. The rationale for making the course repeatable must be explained on page 2 of the syllabus form.

Special Topics Courses: The Department Chair will forward the syllabi to the VPIS office. Departments should review Special Topics course syllabi every five years. If a Special Topics course is offered on a regular basis, it needs to be developed as a new course and submitted to the Curriculum Committee for approval.

2. What does variable mean? Should my course be variable?

A variable course may deliver different subject matter or credit hours; for example, independent study, internship or special topics courses may be designated as variable when their credit hours differ from section to section, from term to term, or from student to student. If the course is designed as variable, you must specify what content delivers what credit hour equivalent. On the syllabus, therefore, it should be clear what modules the student will master for one credit hour as compared to two credit hours. The rationale for making the course variable should also be included on page 2 of the syllabus form.

3. What is the lab hour/credit hour ratio?

One lecture-based credit hour is equal to one 50-minute instructional hour per week in a regular semester which delivers 750 instructional minutes (50 minutes x 15 weeks) assuming the 16th week is devoted to the final exam. In laboratory science courses, two instructional hours (or 100 minutes x 15 weeks = 1500 instructional minutes) deliver one credit hour. In clinical experience components of health curricula, a minimum of two instructional hours per week in a 16 week semester also deliver one credit hour. Finally, in internship or practicum courses, five hours per week of on-the-job experience deliver one credit hour. For example, a law enforcement practicum might meet for one lecture hour and ten practicum hours per week in a 16 week semester to deliver three hours of credit.

4. How does a course become a general education requirement?

After the Curriculum Committee and ICCB have approved a course, the Academic Affairs Committee, upon request, will consider whether it should become a general education requirement. The Academic Affairs Committee will use the following questions to judge whether or not the proposed course meets general education criteria:

1. Is the course an introductory or survey course?
2. Is the course designed to meet the needs and interests of any student regardless of the student's area of emphasis?
3. Is the course offered on a regular basis?
4. Does the course have prerequisites?
5. Has the course been approved by the Illinois Articulation Initiative for inclusion as general education?

The BHC District Degree Committee (July, 1989) defined general education as “a part of every student's formal course of study regardless of his or her technical, vocational or professional preparation; it is intended to provide lifelong learning, develop personal values, prepare individuals to adapt to change in an interdependent world community, foster self-esteem and motivation, and to attain skills in analysis, communication, synthesis.”

5. What is the impact of IAI on course development/revision?

When revising a currently approved BHC IAI course or creating a new BHC course for which IAI approval may be sought, go to the link below to review the course description and any guidelines provided that the review panel will have in mind when evaluating the submitted course. In some instances, these guidelines may supply course descriptions; requirements for topic areas covered; types of assessment, and possibly, measurable outcomes.

<http://www.itransfer.org/iai/Faculty/Course/CourseDesc.aspx?section=faculty&subsection=course&topic=desc>

Revised: 8/2015

J:\ADMIN\CURRICULUM COMMITTEE (FREQ ASKED QUESTIONS)

Program Approval Voting Instructions

1. The OA prepares Program Approval Form with the attached semester course lists and a justification statement (for new programs or programs with greater than 25% content change) and converts it to a PDF file (*hereafter "Program Approval Form" will refer to the form with the attached semester course lists and justification statement, if required*). The OA sends the PDF file to the faculty member that originated the changes (originator) to distribute to faculty signees or the OA may distribute to faculty signees as determined with the originator.
2. The originator prepares a memo explaining the requested changes.
3. The OA prepares an email to send for Outlook voting. Email guidelines:
 - a. Subject line: "Program Name Vote (eg. Pre-Medicine Program Vote)"
 - b. Select High Importance button
 - c. Select and Customize Voting: In the Options tab, select the "Custom" button and customize the voting to include 3 buttons: 1) Approve, 2) Approve w/Corrections and 3) Reject. If you wish to have the voting responses sent to other recipients in addition to the OA that can be indicated in this Options dialog box.
 - d. Include the following text in the message area of the email:

.....
Attached is the Program Approval Form for (insert program name) and a memo explaining the requested changes.

Please vote by clicking "Vote" in the Respond group. Choose one of the following choices:

- | | |
|------------------------|--|
| Approve: | Program Form is approved as is. |
| Approve w/Corrections: | Program Form is approved pending corrections. The responder will note corrections in their email response. You can add a comment before sending the message. |
| Reject: | Program Form is rejected due to significant problems. |

NOTE: If you are viewing this via Outlook web, you will not see the Vote button, so instead please reply to the message with "Approve", "Approve w/Corrections," or "Reject." You can add a comment before sending the message.

.....

OA Tip: For 2007 Outlook users only. If you have 2010 Outlook, there is a tutorial available in the Help Menu. You may wish to set up an Outlook template for Curriculum Committee document voting. You will need to do this for each department. To do so, draft an email with the specifications listed in a-d. To save the email as a template, select the "Office" button, select "Save As" and choose "Outlook Template" in the "Save as type" drop-down list. Choose a location for your template to be saved and select "Save". You will then be able to use this template by simply changing the distribution list and attachments. If the faculty originator changes, you will also need to change the recipient list for the voting in the customization to reflect the change.

- e. Attach the PDF file of the Program Approval Form. Also attach the memo drafted by the originator.
- f. Send the email to all faculty members listed on the signature page.

4. The OA collects the faculty votes and indicates the voting result for each faculty member on the Program Approval Form as described below. It is the responsibility of the originator to follow-up with non-responders. The votes are to be kept in an Outlook folder for six months, and then the folder is to be archived. After all faculty responses have been collected, the OA converts the Program Approval Form (with electronic approvals) to a PDF file and sends it to the originator and copies it to the Department Chair.

- Voting Results:
- Approve: “Electronic Approval – date – rec’d by (OA initials)” is typed in signature space.
 - Corrections: Originator is notified of suggested corrections and directs the action of the OA. “Approved; requested corrections addressed – date – rec’d by (OA Initials)” is typed in signature space.
 - Reject: Rejections are returned to originator for discussion.
 - a. If after discussion changes are necessary, signature process begins again. “Electronic Rejection – date – rec’d by (OA initials)” is typed in signature space of the faculty member.
 - b. If changes are NOT needed, voting continues to Dean.

The OA sends a second email with voting buttons to the appropriate Dean with the PDF of the Program Approval Form and the memo. Again, responses are sent to the OA (and the originator if requested). The message should be sent with high importance. The following text is typed in the message area of the email:

.....
Attached is the Program Approval Form for (insert program name) and a memo explaining the requested changes.
Please vote by clicking “Vote” in the Respond group. Choose one of the following choices:
Approve: Program Form is approved as is.
Approve w/Corrections: Program Form is approved pending corrections. The responder will note corrections in their email response. You can add a comment before sending the message.
Reject: Program Form is rejected due to significant problems.
NOTE: If you are viewing this via Outlook web, you will not see the Vote button, so instead please reply to the message with “Approve”, “Approve w/Corrections,” or “Reject.” You can add a comment before sending the message.
.....

5. The OA collects the Dean votes.

- Voting Results:
- Approve: “Electronic Approval – date – rec’d by (OA initials)” is typed in signature space.
 - Corrections: Originator is notified of suggested corrections and directs the action of the OA. “Approved; requested corrections addressed – date – rec’d by (OA Initials)” is typed in signature space.
 - Reject: Rejections are returned to originator for discussion.
 - If after discussion changes are necessary, signature process begins again.

6. Again, the votes are to be kept in the Outlook folder for six months and then the folder is to be archived. The OA converts the Program Approval Form (with electronic signatures) to a PDF file and sends it to the originator and copies it to the Department Chair.

7. The OA prepares a PDF of the signed Program Approval Form and sends it electronically to the Curriculum Committee members.

8. After Curriculum Committee action is complete, the form proceeds on to the VP for Instruction for review and approval. The approved version of the Program Approval Form is to be stored in the ASC of the department chair overseeing that program.

CHECKLIST

- 1. Current Program Approval Form completed.
- 2. Semester course sequences (existing and proposed) are attached.
- 3. Memo from originator outlining changes.
- 4. Email to faculty
 - High importance
 - Voting buttons 1 2 3
 - Instructions for voting in body
 - Program Approval Form, memo attached
 - Subject line correct
- 5. Faculty signatures noted on Program Approval Form, corrections made
- 6. Email to Dean
 - High importance
 - Voting buttons 1 2 3
 - Instructions for voting in body
 - Program Approval Form, memo attached
- 7. Dean signature noted on Program Approval form.
- 8. Send to Curriculum Committee members.
- 9. Send to VP for Instruction.
- 10. Attend meeting and present materials to Curriculum Committee.
- 11. Work with OA to make any amendments to materials and send to Curriculum Committee Secretary.
- 12. Follow up with OA to confirm that final generic syllabus has been posted to myBlackHawk.



Program Approval Form

Program Name: _____ Total Current Credit Hours: _____

Type of Program: AA/AS AAS AFA ALS Certificate Credential Other _____

Faculty Contact Person _____ Responsible Dean: _____
(as published in catalog):

Please check the appropriate box(es) for the type of review.

- New Program (Requires memo of justification or completed Form 20 or completed Form 21)**
 New program information for HLC:
 Program Location(s): _____ Program CIP: _____ Title IV Eligible: Yes No
 Does the program consist of 50% or more of new courses developed specifically for this program? Yes No
- Inactivation of Program: Reason for inactivation _____
- Changes to Existing Program Attach a list of courses in the appropriate semesters for the program. Program changes require a list of the existing sequence and a copy of the proposed sequence with changes highlighted. (See sample Program Proposal Update Form.)**
 - Change to total credit hours
 - Changes to sequence of courses
 - Change to required course
 - Changing out elective
 - Change to catalog description –(record below)
 - Other
 - 25% or more of program content is changing (Requires memo of justification)

Effective Date: _____

NOTE: Programs must have a fall semester effective date.

Record change to catalog description below

Signature Page

All full-time faculty teaching in the subject area of the majority of courses in the program and department chairs in the appropriate subject area as well as the appropriate Dean(s) must review and make a recommendation.

List Faculty	Faculty Vote
Dean	Dean Vote

Curriculum Committee

Action: Yes No

Curriculum Committee Chair - Signature *Date*

Vice President for Instruction and Student Services

Action: Yes No

Vice President for Instruction and Student Services - Signature *Date*

All transactions submitted to the Curriculum Committee are processed by the office of the academic vice president and communicated to the appropriate faculty and staff. Updates to the catalog are also processed at this time.

VP Office use only (as applies)

_____	PIE
_____	Catalog
_____	Memo

Program Proposal Update Form

Desktop Support Technician Track

IT Support Technician

Current Program

FIRST SEMESTER SUGGESTED COURSES

COURSE	DESCRIPTION	CREDIT HOURS
CIP 170	Web Page Development <i>or</i>	3-4
CIP 170A and CIP 170B		
CIP 101	Computer Logic and Design	4
COER-116	Microcomputer Hardware	3
NETW 120	Basic Computer Networks	3
COER 110	Basic Electronics (fall only)	3

SECOND SEMESTER SUGGESTED COURSES

COER 112	Microcomputer Operating System	3
BE 180	Business Communication <i>or</i>	3-4
ENG 101	Composition	
² ENGT 105	PC Applications in Technology	3
COER-118	Computer Troubleshooting	3
¹ Technical Elective		3

THIRD SEMESTER SUGGESTED COURSES

CIP 130	Microsoft Excel	3
NETW 170	Intro to Information Security	3
NETW 210	Windows Workstation	3
SPEC 111	Business and Professional Comm <i>or</i>	3
SPEC 101	Principles of Speech Communication	
¹ Technical Elective		3

FOURTH SEMESTER SUGGESTED COURSES

COER-180	Desktop Application Support (spring)	3
COER-216	Advanced PC Hardware/A+ Prep	3
NETW 215	Windows Server (spring only)	3
NETW 190	Internship	3
COER-125	IT Professional Skills	1

Minimum total hours required 63

¹Suggested Technical Electives: (6 credits needed)

CIP 104	Intro to Computer Programming	3
CIP 126	Microsoft Access	3
CIP 151	Adv Office Applications w/VBA	3
CIP 167	Scripting for Administration	3
CIP 190	Microsoft SharePoint	3
NETW 125	CISCO I	3
NETW 145	CISCO II	3
NETW 255	Advanced Networking/N+Prep (spring)	3

Proposed Program

FIRST SEMESTER SUGGESTED COURSES

COURSE	DESCRIPTION	CREDIT HOURS
CIP 170	Web Page Development <i>or</i>	3-4
CIP 170A and CIP 170B		
CIP 101	Computer Logic and Design	4
ITS 116	Computer Hardware	3
NETW 120	Basic computer Networks	3
COER 110	Basic Electronics (fall only)	3

SECOND SEMESTER SUGGESTED COURSES

COER 112	Microcomputer Operating System	3
BE 180	Business Communication <i>or</i>	3-4
ENG 101	Composition	
² ENGT 105	PC Applications in Technology	3
ITS 118	Computer Troubleshooting	3
¹ Technical Elective		3

THIRD SEMESTER SUGGESTED COURSES

CIP 130	Microsoft Excel	3
NETW 170	Intro to Information Security	3
NETW 210	Windows Workstation	3
SPEC 111	Business and Professional Comm <i>or</i>	3
SPEC 101	Principles of Speech Communication	
¹ Technical Elective		3

FOURTH SEMESTER SUGGESTED COURSES

ITS 180	Desktop Application Support (spring)	3
ITS 216	Advanced PC Hardware/A+ Prep	3
NETW 215	Windows Server (spring only)	3
NETW 190	Internship	3
ITS 125	IT Professional Skills	1

Minimum total hours required 63

¹Suggested Technical Electives: (6 credits needed)

CIP 104	Intro to Computer Programming	3
CIP 126	Microsoft Access	3
CIP 151	Adv Office Applications w/VBA	3
CIP 167	Scripting for Administration	3
CIP 190	Microsoft SharePoint	3
NETW 125	CISCO I	3
NETW 145	CISCO II	3
NETW 255	Advanced Networking/N+Prep (spring)	3

TYPE PROGRAM NAME HERE AS LISTED IN THE CURRENT CATALOG

Current Program

FIRST SEMESTER SUGGESTED COURSES

CREDIT HOURS

SECOND SEMESTER SUGGESTED COURSES

THIRD SEMESTER SUGGESTED COURSES

FOURTH SEMESTER SUGGESTED COURSES

Minimum total hours required

TYPE NEW PROGRAM NAME HERE

Proposed Program

FIRST SEMESTER SUGGESTED COURSES

CREDIT HOURS

SECOND SEMESTER SUGGESTED COURSES

THIRD SEMESTER SUGGESTED COURSES

FOURTH SEMESTER SUGGESTED COURSES

Minimum total hours required

SAMPLE

Course Review Voting Instructions

1. The OA prepares Curriculum Committee Application (CCA) form and new/updated generic syllabus and converts them to PDF files. The OA sends the PDF files to the faculty member that originated the changes (originator) to distribute to faculty signees or the OA may distribute to faculty signees as determined with the originator.
2. The originator prepares a memo explaining the rationale for the requested changes.
3. The OA prepares an email (a separate email for each syllabus) to send for Outlook voting. Email guidelines:
 - a. Subject line: "course prefix and number Vote (eg. BIOL 261 Vote)"
 - b. Select High Importance button
 - c. Select and Customize Voting: In the Options tab, select the "Custom" button and customize the voting to include 3 buttons: 1) Approve, 2) Approve w/Corrections and 3) Reject. If you wish to have the voting responses sent to other recipients in addition to the OA that can be indicated in this Options dialog box.
 - d. Include the following text in the message area of the email:

Attached are PDF files for the (new course *or* proposed changes to the) (course prefix and number) generic syllabus and the Curriculum Committee Application form and a memo explaining the rationale for the requested changes.

Please vote by clicking "Vote" in the Respond group. Choose one of the following choices:

- | | |
|------------------------|--|
| Approve: | Syllabus is approved as is. |
| Approve w/Corrections: | Syllabus is approved pending corrections. The responder will note corrections in their email response. You can add a comment before sending the message. |
| Reject: | Syllabus is rejected due to significant problems. |

NOTE: If you are viewing this via Outlook web, you will not see the Vote button, so instead please reply to the message with "Approve", "Approve w/Corrections," or "Reject." You can add a comment before sending the message.

OA Tip: For 2007 Outlook users only. If you have 2010 Outlook, there is a tutorial available in the Help Menu. You may wish to set up an Outlook template for Curriculum Committee document voting. You will need to do this for each department. To do so, draft an email with the specifications listed in a-d. To save the email as a template, select the "Office" button, select "Save As" and choose "Outlook Template" in the "Save as type" drop-down list. Choose a location for your template to be saved and select "Save". You will then be able to use this template by simply changing the distribution list and attachments. If the faculty originator changes, you will also need to change the recipient list for the voting in the customization to reflect the change.

- e. Attach the PDF files of the CCA and syllabus. Also attach the memo drafted by the originator.
- f. Send the email to all faculty members listed on the signature page.

The OA collects the faculty votes and indicates the voting result for each faculty member on the CCA form as described below. It is the responsibility of the originator to follow-up with non-responders. The votes are to be kept in an Outlook folder for six months, and then the folder is to be archived. After all faculty responses have been collected, the OA converts the CCA form (with electronic approvals) to a PDF file and sends it to the originator and copies it to the Department Chair.

Voting Results:	Approve:	“Electronic Approval – date – rec’d by (OA initials)” is typed in signature space.
	Corrections:	Originator is notified of suggested corrections and directs the action of the OA. “Approved; requested corrections addressed – date – rec’d by (OA Initials)” is typed in signature space.
	Reject:	Rejections are returned to originator for discussion. <ul style="list-style-type: none"> • If after discussion changes are necessary, signature process begins again. “Electronic Rejection – date – rec’d by (OA initials)” is typed in signature space of the faculty member. • If changes are NOT needed, voting continues to Dean.

The OA sends a second email with voting buttons to the appropriate Dean with the PDF files of the generic syllabus, the CCA form, and the memo. Again, responses are sent to the OA (and the originator if requested). The message should be sent with high importance. The following text is typed in the message area of the email:

Attached are PDF files for the (new course *or* proposed changes to the) (course prefix and number) generic syllabus and the Curriculum Committee Application form and a memo explaining the rationale for the requested changes.

Please vote by clicking “Vote” in the Respond group. Choose one of the following choices:

Approve: Syllabus is approved as is.

Approve w/Corrections: Syllabus is approved pending corrections. The responder will note corrections in their email response. You can add a comment before sending the message.

Reject: Syllabus is rejected due to significant problems.

NOTE: If you are viewing this via Outlook web, you will not see the Vote button, so instead please reply to the message with “Approve”, “Approve w/Corrections,” or “Reject.” You can add a comment before sending the message.

4. The OA collects the Dean votes.

Voting Results:	Approve:	“Electronic Approval – date – rec’d by (OA initials)” is typed in signature space.
	Corrections:	Originator is notified of suggested corrections and directs the action of the OA. “Approved; requested corrections addressed – date – rec’d by (OA Initials)” is typed in signature space.
	Reject:	Rejections are returned to originator for discussion. <ul style="list-style-type: none"> • If after discussion changes are necessary, signature process begins again.

5. Again, the votes are to be kept in the Outlook folder for six months and then the folder is to be archived. The OA converts the CCA form (with electronic signatures) to a PDF file and sends it to the originator and copies it to the Department Chair.

6. The Curriculum Committee Application form PDF file (indicating voting and electronic signatures), the generic syllabus PDF file, and the memo is sent electronically to the Curriculum Committee members. The originator and the Department Chair are copied on the message.

7. After Curriculum Committee action is complete for the syllabus, the approved version of the syllabus is to be stored in the ASC of the department chair overseeing that course.

CHECKLIST

- 1. Current Syllabus form is changed as needed.
- 2. Current CCA form is completed with appropriate signature page.
- 3. Memo from originator outlining changes.
- 4. Email to faculty
 - High importance
 - Voting buttons 1 2 3
 - Instructions for voting in body
 - Syllabus, CCA, memo attached
 - Subject line correct
- 5. Faculty signatures noted on CCA, corrections made
- 6. Email to Dean
 - High importance
 - Voting buttons 1 2 3
 - Instructions for voting in body
 - Syllabus, CCA, memo attached
- 7. Dean signature noted on CCA.
- 8. Send to all Curriculum Committee members: memo, CCA, & Syllabus.
- 9. Attend meeting and present materials to Curriculum Committee.
- 10. Work with OA to make any amendments to materials and send to Curriculum Committee Secretary.
- 11. Follow up with OA to confirm that final generic syllabus has been posted to myBlackHawk.

8/2015

Guidelines for Generic Syllabus Language

The student registration process is controlled by how prerequisites and concurrent enrollment courses are written and then coded in Banner. It is imperative to use the following guidelines to accurately write and record prerequisites and concurrent enrollment courses.

Terminology

Prerequisite- Specific requirement that needs to be met **prior** to enrolling in a course.

Concurrent enrollment - Indicated course must be taken at the **same time** as the course under which this requirement is listed.

Students earning a “D” in a prerequisite or concurrent enrollment course will be considered as satisfying the requirement unless a higher grade is otherwise stated.

Successful Completion- Completed **prior** to the registration term with a “D” or better, unless a higher grade is otherwise stated.

And- Use if two or more classes are **all** required. For example, “BIOL 105, HIM 148 and BE 141” would mean the student is required to have all three courses.

Or- Use if at least one class of a group is required. For example, “SPEC 175, ANTH 102, PHIL 101 or PHIL 103” means the student could have just one of those classes to satisfy the prerequisite.

Semicolon- The catalog uses a semicolon to separate groupings of “and” & “or’s”. Use a semicolon to separate various groupings.

Placement Test- Be very specific regarding what tests, test type and score is needed for a prerequisite. For example, “Score of 64 on COMPASS reading test.” If a placement score advising list for the subject area is established with Advising (as for MATH and ENG), “Appropriate placement score” or “Appropriate COMPASS score” is acceptable.

Vocabulary

Samples of Incorrect Vocabulary

Prerequisite:
BL 201 suggested but not required

→ →

Prerequisite:
Completion of ITS 112
OR
Successful completion of ITS 112

→ →

Prerequisite:
MATH 112 with a “C” or better

→ →

Prerequisite: Consent of instructor → → →

Prerequisite: CIP 101 completed or concurrent → → →

Approved Vocabulary

Prerequisite:
BL 201 recommended

Prerequisite:
ITS 112
Note: A grade of “D” (not published) satisfies the prerequisite unless a higher grade is stated.

Prerequisite:
MATH 112 “C” or better
Note: for pass/fail courses replace “C” with “pass”

Prerequisite: Instructor consent

Prerequisite: CIP 101 or concurrent enrollment in CIP 101

Additional information for consistency in vocabulary:

Do not list the exact edition of a textbook

List title (in italics) and author

Not Programmable in Banner to Apply Prerequisites

The items listed below may be listed in the catalog; however, they are NOT able to be coded in Banner as prerequisites and therefore will **NOT** affect student registration.

Suggested Courses- Will NOT code as a prerequisite in Banner because it is not required.

Sophomore Standing- Banner does NOT process class level or total credit hours when applying prerequisites.

Equivalent Experience- Banner does NOT process non-academic past experience when applying prerequisites.

Only courses with grades, placement test with scores and waivers may be used in Banner to determine and control student registration. Other statements are not programmable and therefore NOT used to determine a student’s eligibility for a course registration.

Revised 8/2015

DETERMINING IF BHC COURSES HAVE IAI NUMBERS

- BHC courses may or may not have approved IAI numbers
- Some BHC courses may be approved only as a general education course, ex: ANTH 101 (S1 902)
- Some BHC courses may be approved only as a major(s) course, ex: PSYC 250 (PSY 905)
- Some BHC courses may be approved as both a general education and a Major(s) course, ex: Chem 101 (P1 902L), (CHM 911)

LIST ALL approved IAI numbers (Gen Ed and major) for which a course is approved on the BHC generic and classroom syllabi.

To find out if a course has an IAI code:

General Education	Major
<p>Consult an electronic copy of the combined 2012-2015 AA/AS Degree Planning Worksheet (IAI number(s) listed in parenthesis) OR www.bhc.edu Click: Admissions>Transfer Information>Successful Transfer</p> <p>Select the Degree Planning Worksheet (2012-2015 Catalogs)</p> <p>OR</p> <p>Consult the http://itransfer.org website Click: IAI Faculty Course Searches IAI GECC courses at a school Select Black Hawk College and Search</p>	<p>Consult the http://itransfer.org website Click: IAI Faculty Course Searches IAI Major courses at a school Select Black Hawk College and Search</p>

If a BHC course does not have an IAI approved number, Section VI (Articulation) on the BHC generic syllabus form must be completed. Current information to complete this section can be found at: <http://www.bhc.edu/admissions/transfer-information/transfer-course-equivalencies/> . Select the MyCreditsTransfer link or use one of the direct links at the bottom of the page. Use course equivalency information referring to Illinois public universities **only**. If an established course is being revised significantly (25%+), do not use the information just mentioned. The revised course will likely have to be rearticulated with the baccalaureate institutions.

Unless Section VI is completed for transfer and career courses (if the course has no IAI number), the Curriculum Committee will not take action on the course.

Unless the IAI (when appropriate) information is on the syllabus form, the Curriculum Committee will not take action on the course.

Contact the Articulation/Transfer Coordinator @ Ext. 5164 for any questions.

Revised 8/2015

Effective Date: _____
 (Date syllabus will be eligible to be used in instruction)

BLACK HAWK COLLEGE COURSE SYLLABUS—Please use electronic version available from the ASC (QC) or Administrative Office (EC)

Course Prefix	Course #	Course Title (30 characters including spaces)

Catalog Description:

Credit Hours: _____ Lecture Hours: _____ Lab Hours: _____ (Illinois Articulation Code) IAI Code: _____

Repeatable: Yes _____ No _____ # of Times Repeatable: _____

If course is repeatable, what is the maximum number of credits that may be used to meet degree requirements? _____

Variable Credit? Yes _____ No _____ Grading System: ABCDF _____ ABCDX _____

Method of Delivery (check all that apply) In Class _____ Interactive TV _____ Telecourse _____

Online _____ Independent Study _____ Hybrid _____

Prerequisite: _____

I. General Audience: Describe general audience this course is intended to serve, stating program/discipline (major, general education, general elective) as well as degree or certification if appropriate.

II. Expected Learning Objectives: Provide measurable objectives for the course incorporating student learning outcomes. Upon successful completion of this course, the student shall be able to demonstrate the following skills:

- A.
- B.
- C.
- D.
- E.
- F.

III. Method(s) of Assessing Student Outcomes: Please provide details of assessment methods. (Examples include types of exams, research papers, portfolios, etc.)

Course Prefix	Course #	Course Title (30 characters including spaces)

IV. Textbook(s) and/or Materials: Provide example(s) of type(s) of textbook(s) and materials.

- A.
- B.

V. Articulation: Identify three major state institutions in Illinois where the course is accepted. Articulation must be processed through Articulation Services. *(For career and transfer courses that do not have an IAI code - see page one).*

Course Prefix	Course #	Course Title	Institution

VI. Course Outline: Write a representative topical and/or chronological outline for this course.

- A.
- B.
- C.
- D.
- E.

VII. Justification for variable/repeatable courses (if applicable):

VIII. Syllabus prepared by: _____ Date: _____

Copies are to be kept on file by the department chairperson and the academic vice president where appropriate.

CURRICULUM COMMITTEE COURSE APPLICATION FORM

Please use the electronic version available from the ASC (QC) or Administrative Office (EC)

1. Application for: A. New Course B. Deletion of Course C. Change in Course D. Syllabus Change

NOTE: A Black Hawk College course syllabus must accompany a new course, a change in a course, or a syllabus change.

A. New Course (Approval Process)						B. Deletion of Course(s) (Approval Process)						D. Generic Syllabus Change (Acknowledgement Process)																										
Course Prefix	Course #	Title (30 characters including spaces)	Cr. Hrs.	Lect. Hrs.	Lab Hrs.	Course Prefix	Course #	Title (30 characters including spaces)	Cr. Hrs.	Lect. Hrs.	Lab Hrs.	Course Prefix	Course #	Current Title (30 characters including spaces)																								
Course applies to: _____ curriculum. Classification of Instructional Program (CIP) number: _____ Repeatable? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>No. of Times Repeatable:</i> _____ Variable credit? Yes <input type="checkbox"/> No <input type="checkbox"/> Effective date: Yr. _____ Mo. _____ Day _____ 1. Required for Curriculum? If so, list the major # and title: Major #: _____ Major Title: _____ 2. Replacing existing course: Prefix: _____ Number: _____ 3. Equivalent to existing course: Prefix: _____ Number: _____ Course equivalency is: a) Continuous: <input type="checkbox"/> or b) Only between specific dates: _____ 4. Elective <input type="checkbox"/> 5. Does the course change the total credit hour requirement for any curriculum? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, complete Program Approval Form. Course effective date must match program effective date. Programs must have a fall effective date.						Effective date: Yr. _____ Mo. _____ Day _____ Does this deletion change the total credit hour requirement for any curriculum? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, complete Program Approval Form. C. Change in Course (Current Listing) (Approval Process) <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Course Prefix</th> <th style="width: 10%;">Course #</th> <th style="width: 40%;">Current Title (30 characters including spaces)</th> <th style="width: 10%;">Cr. Hrs.</th> <th style="width: 10%;">Lect. Hrs.</th> <th style="width: 10%;">Lab Hrs.</th> </tr> </thead> <tbody> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </tbody> </table> Course applies to: _____ curriculum. Repeatable? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>No. of Times Repeatable:</i> _____ Variable credit? Yes <input type="checkbox"/> No <input type="checkbox"/> List Changes to Course: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Course Prefix</th> <th style="width: 10%;">Course #</th> <th style="width: 40%;">Proposed Title (30 characters including spaces)</th> <th style="width: 10%;">Cr. Hrs.</th> <th style="width: 10%;">Lect. Hrs.</th> <th style="width: 10%;">Lab Hrs.</th> </tr> </thead> <tbody> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </tbody> </table> Course applies to: _____ curriculum. Maximum credit toward degree: _____ Repeatable? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>No. of Times Repeatable:</i> _____ Variable credit? Yes <input type="checkbox"/> No <input type="checkbox"/> Effective date: Yr. _____ Mo. _____ Day _____ Does this change the total credit hour requirement for any curriculum? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, complete Program Approval Form.						Course Prefix	Course #	Current Title (30 characters including spaces)	Cr. Hrs.	Lect. Hrs.	Lab Hrs.							Course Prefix	Course #	Proposed Title (30 characters including spaces)	Cr. Hrs.	Lect. Hrs.	Lab Hrs.							Please check appropriate box(es) and attach completed syllabus. <input type="checkbox"/> Catalog Description <input type="checkbox"/> Grading System <input type="checkbox"/> Method of Delivery <input type="checkbox"/> Prerequisite (effective date) Year _____ <input type="checkbox"/> General Audience <input type="checkbox"/> Expected Learning Objectives <input type="checkbox"/> Method of Assessing Student Outcomes <input type="checkbox"/> Types of Textbook(s) <input type="checkbox"/> Course Outline <input type="checkbox"/> Justification for variable/repeatable <input type="checkbox"/> Syllabus Review <input type="checkbox"/> Other More than 25% of the content has been changed. (Baccalaureate articulation is required. Contact Articulation Services.)		
Course Prefix	Course #	Current Title (30 characters including spaces)	Cr. Hrs.	Lect. Hrs.	Lab Hrs.																																	
Course Prefix	Course #	Proposed Title (30 characters including spaces)	Cr. Hrs.	Lect. Hrs.	Lab Hrs.																																	
E. Banner Info – To be Completed by Dept. Chair _____ ORG (Budget) Code to which course is assigned _____ Grade Mode (“X” or “F” or “1” for developmental)						VP Office use only (as applies) <input type="checkbox"/> Catalog <input type="checkbox"/> PIE (approval process) <input type="checkbox"/> Banner __obj __c desc <input type="checkbox"/> Memo-date notify <input type="checkbox"/> Amendment received <input type="checkbox"/> Prereq – Banner <input type="checkbox"/> OA – MyBlackHawk																																

2. All district faculty in the appropriate subject area and department chair must review and make recommendation.

Is this is a co-listed course?

Yes No

If yes, faculty members from each discipline must review and make a recommendation. Each co-listed syllabus and application must be submitted.

List Faculty	Faculty Vote

3. Please complete one of the following:

- a. Following ICCB approval, this will be submitted for IAI approval. IAI# _____
- b. This course is currently IAI approved. IAI # _____
- c. No IAI approval is sought for this course.

4. Complete this section for new courses or for existing courses seeking new general education approval.

Is general education approval for this course being sought for the following degrees? If yes, please submit to the Academic Affairs Committee.

AAS Y N AA/AS Y N
 ALS Y N AFA Y N

5. Complete this section for New (Section A) or changed (Section C) course.

Are the necessary materials, equipment, technology and facilities available to support this course? Yes No

If no, what materials, equipment, technology or facilities are needed? _____

Will the College commit to providing the necessary resources to deliver the course? Yes No

Will a Lab Fee be requested? Yes No If yes, how much? _____ (Attach justification for fee)

6. Appropriate Dean _____ Date: _____

7. Committee Action: Yes No

8. Signature of Curriculum Committee Chair **OR** Vice Chair (after Approval or Acknowledgment Process) _____ Date _____

9. Appropriate forms for submission to the Illinois Community College Board will be completed by the office of the academic vice president after Committee review.

Curriculum Committee Course Fast Facts

1. *Actions Requiring Curriculum Committee APPROVAL*

- If a course is being added or deleted; or
- If changes to existing courses involve the following:
change in course prefix, number, title, credit/lecture/lab hours, variable or repeatable status

A Course Syllabus and the Curriculum Committee

Application Form should be submitted for each course being considered. A **cover memo** explaining the rationale for the requested changes must also be submitted.

2. *Actions Requiring Curriculum Committee ACKNOWLEDGEMENT*

If changes to generic syllabus involve the following:

- Catalog Description
- Grading System
- Method of Delivery
- Prerequisite
- General audience this course is intended to serve stating program/discipline (major, general education, general elective) as well as degree or certification if appropriate
- Expected Learning Objectives
- Method of Assessing Student Outcomes
- Types of Textbook(s)
- Course Outline
- Documenting an IAI Course No.

A Course Syllabus and the Curriculum Committee

Application Form (Section D) should be submitted for each course being considered.

Attend the Curriculum Committee meeting to present your proposal and answer questions.

3. *Program Changes Requiring Curriculum Committee Review*

Submit the current and revised term-by-term course sequences with changes indicated in bold. The changes must be reviewed by the appropriate district department chairs and deans prior to submitting to Curriculum Committee.

4. *Six months to one year prior to the effective date*

Start early and plan ahead. The earliest effective date for changes generally must be at least six months to a year in the future. Failure to set an appropriate start date can cost the College thousands of dollars in lost apportionment money. Consult with the Planning and Institutional Effectiveness (PIE) office (Ext. 5631) to confirm that your proposed start date is feasible.

5. *Curriculum Committee Meeting INFO*

The Curriculum Committee meets at least once a month during fall and spring semesters. The names and location of the Committee members and the proposed meeting dates are distributed at the beginning of each semester. To get on the agenda, you must meet the following guidelines:

Step-by-Step Process (Courses)

- A. Contact the administrative assistant to the academic vice president (Ext. 5306) for clarification or questions and to work with you on the initial draft of the forms.
- B. For both career and transfer courses – If the course is NEW, immediately direct an electronic copy of the course syllabus to the Articulation/Transfer Coordinator who will assist you in obtaining the required baccalaureate articulation documentation to complete Section V on the BHC Course Syllabus form. Allow four to six weeks for completion of this process. ICCB requires that completed articulation

documentation (Sect. V on the syllabus form) be on file by the time the College submits the course addition form to the ICCB. Do not complete Section V if the course has an IAI number. If a course has more than one IAI number, it is appropriate to list them all on the syllabus form. BHC courses that are IAI approved can be identified at:

www.itransfer.org/iai/faculty/search/default.aspx?section=faculty&subsection=course.

For NEW courses only, if the course is also replacing an existing course, information must be collected for DegreeWorks tracking and student transcripts. Complete item 2 in Column A of the Curriculum Committee Application form. List course prefix and number of course being replaced. If the course is *equivalent* to another course, complete item 3 in Column A. List the equivalent course prefix and number. For example, if the new course is called ANTH 103 and it is the same as a prior course called ARCH 203, list ARCH 203 here. For (a) indicate whether this equivalency is continuous (any instance of ARCH 203 will be counted as ANTH 103) or (b) indicate when the courses were equivalent.

For an established career or transfer course undergoing revision for Curriculum Committee *acknowledgement*, Section V must be updated with the most current articulation. Courses with an IAI number do not need Section V completed, but the current IAI code must be verified. Current articulation and IAI code information can be found at <https://www.transfer.org/uselect> or by contacting the BHC Articulation/Transfer Coordinator. If you are submitting an established course to the Curriculum Committee for *acknowledgement*, put the words “established course” on the line requesting Effective Date. **If 25% or more of the course content has been revised, courses must be rearticulated to baccalaureate institutions and to the appropriate IAI panel(s). For example, in a four credit hour course, rearticulation is required when 15 or more of the 60 hours of instructional content have changed.**

Regardless of whether a course is being submitted to Curriculum Committee for *approval* or *acknowledgement*, Section V on the Course Syllabus form must be complete *before* it is submitted to the Curriculum Committee. The exception would be courses which have IAI number(s). ICCB course approval always precedes IAI course submission.

IAI course numbers were included on the syllabus form as of 2/2000. If a course is currently on a syllabus form dated 9/99 or earlier and now has an IAI number, resubmit the course via the *acknowledgement process*.

- C. Complete the appropriate forms (see #1 and #2 at left). Completion of ALL forms and syllabus for Curriculum Committee consideration must be processed through the Academic Service Centers (QC Campus) or Administrative Office (East Campus).
- D. Secure electronic approval/rejection from subject area district faculty and department chair(s), the appropriate Dean. Refer to the Curriculum Committee Outlook Voting Instructions in the Curriculum Committee Handbook to complete this process.
- E. It is the responsibility of the person requesting Curriculum Committee action to ensure that the staff in the ASC electronically distributes the completed forms to Curriculum Committee members by deadline listed.
- F. It is the responsibility of the Department Chair to complete Section E on the Curriculum Committee Application Form.