ACADEMIC PROGRAM REVIEW

PROGRAM MODIFICATION- Review, Approval, and Implementation

*All program modifications will be implemented in the fall semester unless specifically requested by department.

TASK(S)	COMPLETION PERIOD	CHAMPION(S)
Step 1: Faculty submit a proposal for a program modification that impacts the assessment of an existing program to their department chair that includes modification of the Program Outcomes Map (POM).	Spring Graduation Day	Faculty by Program
Step 2: Department chair reviews documents, approves, and submits to the Academic Dean.	June 1	Department Chair
Step 3: Academic Dean reviews documents, approves, and submits to the Director of Curriculum and Articulation (DCA) and cc's chair of the Courses and Curricula Committee for review.	July 1	Academic Deans
Step 4: DCA forwards program modification proposals to the Faculty Senate Courses and Curricula Committee for review and approval.	Mid-August	DCA
Step 5: During the committee meeting, the faculty submitter defends program modification proposals that include the modified POM Faculty Senate Courses and Curricula Committee chair forwards approved program modification proposals to the DCA.	Second Thursday of September	Faculty Submitter The Faculty Senate Courses and Curricula Committee Chair
Step 6: DCA forwards POM to the Faculty Senate Academic Assessment Committee for review and approval.	Third Thursday of September	DCA
Step 7: Faculty Senate Academic Assessment Committee chair sends approved POM to the DCA.	October 31	Faculty Senate Academic Assessment Committee chair
Step 8: DCA forwards curriculum documents and the approved POM to VCASA.	November 7	DCA

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Step 9: VCASA reviews approved program modification documents that include the POM, approves, and returns to the DCA.	December 1	VCASA
Step 10: As needed, the DCA secures the Chancellor's signature and ensures the documents are ready for the February meeting of the LCTCS Board of Supervisors. DCA then forwards the approved program modification documents to LCTCS (and BOR when applicable).	January 7	DCA
Step 11: DCA notifies the Academic Deans, and chairs of Faculty Senate Academic Assessment Committee, and the Faculty Senate Courses and Curricula Committee of the state-level approvals for the academic program modifications.	March 15	DCA
Step 12: Once notified of approval by LCTCS (and BOR), if the new program does not constitute a substantive change, an action letter is written by the VCASA and forwarded to the Registrar's Office for inclusion in the college's BANNER system and entered into the BRCC student application forms. • If the new program represents a substantive change, approval by SACSCOC is required before entry into BANNER, addition of the program to the application, and availability of the program for student enrollment. Concurrently, the Faculty Senate Academic Assessment Committee chair updates Program and Student Learning Outcomes Map.	March 31- May 15 (6 months-1 year before implementation) March 31- May 15	VCASA SACSCOC Accreditation Liaison Faculty Senate Academic Assessment Committee chair