COLLEGE OF MICRONESIA-FSM
ADMINISTRATIVE PROCEDURE No.3206

Course Outlines – New and Revised

Date Adopted: 01 April 1993

Date Revised: 30 April 2015

Date Reviewed: 30 April 2015

Reference: COM-FSM Curriculum and Assessment Handbook, 2014.

                       Curriculum and Assessment Committee reflection meeting minutes, May
                       2014.

Procedure for Initiating and Writing New Course Outlines

A faculty member, an academic division, an administrator, or an interested citizen may propose a new course. A proposal for a course must go through preliminary review by the appropriate academic division staff to determine need and avoid duplication.

How to Gain Approval to Propose a New Course
Complete the following steps to gain approval:

1. Obtain and complete a <u>course proposal request form.</u> The form can also be obtained from curriculum and assessment committee chair (CAC), VPIA or state campus dean's offices.
2. Submit the completed course proposal request form to the instructional coordinator/dean at the state campus or the appropriate academic division chair at the National Campus. If the new course cannot be identified with any of the existing academic divisions, the completed request form is submitted to CAC chair.
3. If the academic division chair, instructional coordinator, dean, or committee chair approves the request, one may proceed with the next step by completing the course outline. If the proposal is not approved, it will be returned with feedback.

The Pathway for Completing a New Course Outline

1. Upon approval to proceed, write the course outline following the accepted format found in the Curriculum and Assessment Handbook.
2. Attach a completed <u>cover page</u> to the course outline, except for the department and number.
3. Select all faculty members who teach the course to review/edit the draft outline.
4. Submit the proposed course outline to the CAC chair through the instructional coordinator, dean or academic division chair.
   1. If CAC recommends the course for approval, the committee chair signs the course cover page and forwards the proposed course outline to the VPIA for final action.   The VPIA

reviews and if approved, signs the course outline. If not approved, VPIA returns the course outline to the CAC chair.

5. Upon receipt of the VPIA's decision, committee chair informs the instructional coordinator, dean and or academic division of the final action.

6. The signed course outline is kept in the VPIA office and copies are sent to the course initiator, appropriate division, state campuses and the outline is posted on the college web site at [link]. The DAP adds the course information to the *Catalog* and Student Information System when the course is due to be implemented. If the course outline is not approved, it is returned to the course initiator for further development.

Procedure for Revising an Existing Course Outline

The Pathway for Revising an Existing Course Outline

1. The academic division chairperson/IC/dean identifies a list of courses to be reviewed each year. That list is based on courses nearing the end of the required five-year review cycle or assessment results recommending course modification.

2. Course author prepares a course modification request form and revises the course outline.

3. The completed course modification request form, the revised course outline and the old course outline are reviewed by all faculties (including state campus faculty) who teach the course.

4. The completed course modification request form, the revised course outline and the old course outline are submitted to the committee chair.

5. CAC reviews the course outline and sends their recommendation to the VPIA for final actions. The VPIA reviews and if approved, signs the course outline. If not approved, VPIA returns the course outline to the CAC chair.

6. The committee chair informs the academic divisions and the instructional coordinator of the VPIA's decision on the revised course outline.

7. The signed course outline is kept in the VPIA office and copies are sent to the course initiator, appropriate division, state campuses and the outline is posted on the college web site at [link]. The DAP adds the course information to the *Catalog* and Student Information System when the course is ready for implementation.