

Curriculum Handbook

This Curriculum Handbook provides information about the functions of the Curriculum Committee and procedures for the review and certification of courses, certificate and degree programs, curriculum guides, academic policies and the instructors applying to teach college credit courses. Procedures for evaluating instructor's effectiveness and students' academic performances are also explained along with the forms required for the review and certification process.

This handbook is designed to help the national and state campus personnel understand more about the COM-FSM review and certification procedures and to assist the Curriculum Committee in making recommendations that are consistent with the College academic policies.

Jean Thoulag

Vice President for Instructional Affairs

Table of Contents

	Page Number
I. CURRICULUM COMMITTEE	
A. Membership	1
B. Function	1
II. CERTIFICATION PROCEDURES	
A. Course Outline	2
B. Certificate Programs	3
C. Degree Programs	4
D. Part-time Instructor	5
E. Academic Policies	5
III. EVALUATION PROCEDURES	
A. Evaluation of Instructors	7
B. Evaluation of Students	7
IV. NON-CREDIT PROGRAMS	
A. Non-Credit Courses	9
V. APPENDICES	
A. Course Proposal Request	10
B. Course Outline Format	11
C. Course Outline Cover Page	13
D. Course Modification Request	14
E. Application for Program Implementation	15
F. Certificate Program Proposal	16
G. Part-time Instructor Application	17
H. Letter of Recommendation	18
I. Facility Certification Report	19
J. Qualification Guidelines for Part-time Instructors	20
K. Student Evaluation	21
L. Supervisor's Evaluation	22
M. Peer Instruction Evaluation	25
N. Instructor Self-Evaluation	26
O. Mid-Term Deficiency Notice	27
P. Grade Report Sheet	28
Q. Non-Credit Course Outline Cover Page	29
R. Policy of Course Discontinuation	30
S. Policy on Program Deletion	31
T. Policy on Program Evaluation	32