



Academic Policy and Curriculum Review Policy:

*Approved By and Date:
Board of Trustees, 4/10/17
Executive Leadership Team, 3/3/2017*

The Board of Trustees of Kilgore College recognizes that the curriculum is appropriately of central concern to the faculty, and therefore encourages all faculty members to propose the addition of courses and programs as well as the revision and deletion of existing courses and programs. Although most of the initiatives for curriculum change come from faculty, the process of moving those ideas through the necessary channels to incorporate them into the curriculum requires the joint effort of faculty, instructional leaders, administrators and staff. The approval process for such additions and revisions will include review by the affected departments or programs.

The Academic Policies and Curriculum Committee (APCC), appointed by the Vice President of Instruction, has a key role in this process. It is responsible for representing all faculty members by bringing their ideas to the committee and discussing the ideas and concerns to the committee for discussion and possible action. The Committee is comprised of instructional leaders from all curricular areas to ensure the proposed curriculum changes are sufficiently vetted by all potentially affected disciplines.

Academic Policy and Curriculum Review Procedures:

*Approved By and Date:
Executive Leadership Team, 3/3/2017*

The Academic Policies and Curriculum Committee (APCC) is appointed by the Vice President of Instruction, and is comprised of a broad representative group consisting of faculty from both the academic and workforce areas of the college, the division deans, and the Vice President of Instruction, who chairs the committee. Student development and business office personnel serve on the committee as ex officio members to facilitate communication.

Responsibilities of the APCC:

1. Meets as needed to study and to respond to college issues as recommended by the Vice President of Instruction.
2. Reviews all instructional policies and considers the need for additional ones, as needed.
3. Reviews all academic course recommendations and revisions to existing academic courses and determines that they meet the Texas Higher Education Coordinating Board (THECB) guidelines as outlined in the Lower Division Academic Course Guide Manual (ACGM), and ensures compliance with Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requirements.
4. Reviews all new workforce education courses and determines that they meet THECB guidelines as outlined in the Guidelines for Instructional Programs in Workforce Education (GIPWE).
5. Reviews and ensures that all workforce education courses and program changes comply with the requirements for the Associate of Applied Science Degrees, and or Certificates in the Guidelines for Instructional Programs in Workforce Education (GIPWE) and the Workforce Education Course Manual (WECM).
6. Reviews and approves all courses to be designated as fulfilling core requirements for the AA, AS, and the AAT degrees
7. Reviews and approves any new Associate of Applied Science degree Reviews curriculum for proliferation of courses within programs and departments.
8. Evaluates the curriculum, curriculum change process, and curriculum issues as needed.