BROOKDALE COMMUNITY COLLEGE
COLLEGE REGULATION

5.0007R Establishment, Evaluation and Discontinuance of Courses & Programs

I. Title of Regulation

Establishment, Evaluation, and Discontinuance of Courses and Programs

II. Objective of Regulation

To establish a process through which all curriculum additions, deletions, revisions and evaluations will be carried out in such a way as to foster a learning-centered curriculum.

III. Authority

Board of Trustees Policy No. 5.0007

IV. Regulation Statement

A. Educational Offerings

All curricula offered by Brookdale supports the Vision, Values, Mission and Goals of the institution. Brookdale is committed to meet or exceed all standards designated by the Middle States Association of Colleges and Schools. Brookdale adheres to the New Jersey Administrative Code Title 9A specified by the New Jersey Commission on Higher Education.

The teaching faculty is the source of the curricular development and renewal. Prior to any course, program, option or certificate being offered, the curriculum must be reviewed and approved as outlined in IV.B. The procedures and forms needed to complete the curriculum development process are contained within the Curriculum Handbook.

The Office of Academic Affairs and Academic Council are responsible for the content of the Curriculum Handbook.

B. General Process for Program/Option/Certificate and Course Establishment and Discontinuance

1. Suggestions and recommendations for new courses, programs/options/certificates or revisions to existing curriculum come from a variety of sources including students, faculty, members of the community, etc.

2. The appropriate faculty and the Dean of Academic Affairs, along with the Executive Vice President for Educational Services discuss additions and deletions to program/options/certificates. No program, option, certificate or diploma will be discontinued without providing sufficient time for a continuous full-time student to complete it.

3. An appropriate office of the college, in consultation with appropriate faculty, develops and administers a feasibility study for new programs / options / certificates.

4. If the faculty originator of the curriculum addition, deletion or revision decides that action is appropriate, the originator fills out the required forms for the curriculum change. These forms are sent to the department chair for approval. All forms are available from the Office of Academic Affairs. In addition, the Office of Academic Affairs assists faculty with the curriculum approval process and tracks the status of the proposal.

5. The department chair sends the request to a student development specialist for review and to the academic division dean for approval.

6. The division administrator and all of the academic division deans review the proposed curriculum change.

7. The proposed curriculum change is approved by the following individuals/committees:

a. Dean of Academic Affairs
b. Academic Council (except experimental courses)
c. General Education Committee (if applicable)
d. Registrar
e. Executive Vice President for Educational Services
f. President (except experimental courses)
g. Board of Trustees and Academic Issues Committee of the New Jersey President's Council for new program / certificate / option, program / option / certificate discontinuance, revisions to program / option / certificate which impact nomenclature.

8. The Office of Academic Affairs handles the notification of approval/disapproval to the College community. For approved curriculum changes, the registrar notifies the College community of the effective date and the Office of Transfer Resources/Articulation updates New Jersey Transfer with the revised curriculum.

C. Curriculum Revision

Revisions to curriculum which impact the college catalog are subject for review by the process outlined in the General Process for Program/Option/Certificate and Course Establishment and Discontinuance. Non-substantive changes of curriculum are treated through the same process except a sub-committee of Academic Council may authorize an electronic vote to expedite the process.

Minor changes (i.e. ones which do not impact the college catalog) to curriculum are approved by the Department Chair and are not subjected to a college review/approval process.

D. Course and Program Assessment

Courses and programs of study are regularly assessed at least every five years to provide faculty, staff, students, administration and trustees information regarding their function in relation to the College's mission and goals, and the needs of the community.

E. Program Review

An evaluation of each program of the College will be undertaken every five years. The purpose of program evaluation is to provide a critical look at the program's role in fulfilling the College Vision, Values, Mission and Goals; to assess the effectiveness of the program in meeting the needs of various stakeholders (students, employers, community, etc.); and to make changes that enhance the program's strength and minimize its weaknesses.

As part of the process, the Office of the Dean of Academic Affairs will provide information on student learning outcomes (transfer, career placement, graduate follow-up, etc.), enrollment patterns, and resource allocation. The information provided in the program review will assist departments in redefining or reconsidering a program's goals, purposes, and objectives and improving program quality.

After presentation to the Board of Trustees, the final report of the five-year program review will be available to faculty, staff, students and administrators.

V. Responsibility for Implementation

Executive Vice President for Educational Services

Approved: President 4/23/71
Revised: 2/3/77
Revised: 5/2006
Updated: 2/09