

Academic Standards Committee Procedure	Procedure Number	2.12P
	Effective Date	September 21, 2001

1.0 PURPOSE

In accordance with Academic Standards Policy 2.12, the purpose of this procedure is to outline the mechanism in which the College ensures the academic standards expected by the Board of Trustees are met in all approved programs and curricula at the institution. The College accomplishes this through the Academic Standards Committee. The Academic Standards Committee’s primary function is to promote and maintain high academic standards that lead to student success at Laramie County Community College consistent with its overall mission. This is accomplished by approving programs and curricula offered by the College that are relevant to identified community needs, have well-defined student learning competencies comparable with curricula from peer institutions are aligned with the entrance expectations for students’ next step (e.g., next course level, transfer to a four-year curriculum, job entry, etc.), while also being designed to promote student success. The Academic Standards Committee oversees the development, review and modification of programs, curricula, and the assessment of student learning in a manner that recognizes the interconnected nature of these functions within the College.

2.0 REVISION HISTORY

Adopted on: 9/21/01

Revised on: 6/14/13, 1/26/15, 5/13/16, 9/30/19

3.0 PERSONS AFFECTED

Persons affected by this procedure include all students, faculty, staff, administrators, and other entities affiliated with Laramie County Community College.

4.0 DEFINITIONS

- A. *Competency* – Is the mechanism by which student learning is assessed. A competency is a specific, measurable statement of what a student knows or can do upon completion of a course or program of study.
- B. *MCOR* – Master Course Outline of Record is required for all credit courses and contains student-centered description, measurable competencies, a summative common course assessment, and a detailed outline of topics that are included in the course. MCORs help define the levels of content introduction, reinforcement, and mastery within courses in a program.

5.0 PROCEDURE

- A. Functions and Responsibilities of the Committee

The Academic Standards Committee serves as the curricular oversight body for the College. Within this scope, the committee is responsible for the review and consideration for approval of the following:

- 1) All new permanent credit courses and their associated components (e.g. credit value, course competencies, connection to program competencies, etc.).

- 2) All changes to the previously approved MCORs, included but not limited to change in course title, prefix, number, description, prerequisites, competencies, and credit value.
- 3) All pilot programs and courses, and proposed changes from pilot to permanent programs and credit courses.
- 4) All hiatus or deactivation of courses and programs not offered within a designated time period.
- 5) All proposed course or program deactivations.
- 6) All revisions to degree and certificate programs.
- 7) All competencies for degree, certificate and credit diploma programs.
- 8) All competencies for existing programs on a five-year rotating schedule in accordance with Academic Program Review.
- 9) All new or proposed revisions in policies and procedures that are inherent in curricula and impact its quality including, but not limited to, the grading system, graduation standards, general education core course requirements, incomplete procedures, and audit procedures

B. Membership of the Committee

Membership on the Academic Standards Committee requires a commitment to actively participate in the discourse, and work of the committee. Members are expected to represent their primary constituency group, and to bring objectivity to the work of the committee as a whole when taking action in the best interest of the College and its constituents.

The Academic Standards Committee is comprised of voting individuals from all Academic Schools of the College, as well as key voting and non-voting ex-officio members. The Academic Standards Committee will consist of the following members:

- 1) Faculty Membership (voting)
 - a. One faculty member, serving as Chair*
 - b. One faculty member from each Academic School
 - c. One faculty librarian
 - d. One faculty member from the Albany County Campus

* The School to which the faculty chair belongs will select an additional faculty member for School representation.
- 2) Academic Dean Membership (ex-officio, voting)
 - a. The Dean of each Academic School
- 3) Associate Vice President, Albany County Camp (ex-officio, non-voting)
- 4) Academic Standards Subcommittees
 - a. Chair, Student Learning Assessment Subcommittee (ex-officio, non-voting)
 - b. Chair, Program Review Subcommittee (ex-officio, non-voting)
 - c. Chair, General Education Subcommittee (ex-officio, voting)
- 5) Associate Dean of the Ludden Library (ex-officio, non-voting)
- 6) Student and Academic Services, Dean, Albany County Campus (ex-officio, voting)
- 7) Center for Excellence in Teaching (ex-officio, non-voting)
 - a. Director of the Center for Excellence in Teaching (non-voting)
 - b. Representative from the Center for Excellence in Teaching (non-voting)
- 8) College Registrar (ex-officio, voting)
- 9) College Course Coordinator (identified by the Vice President of Academic Affairs, ex-officio, non-voting)
- 10) Vice President, Academic Affairs (ex-officio, non-voting)
- 11) Director, Financial Aid (ex-officio, non-voting, attendance as needed)
- 12) Director, Student Planning and Success (ex-officio, non-voting, attendance as needed)

C. Length of Term and Appointment for Vacancies

The term length for elected positions shall be a three-year renewable term, with one-third of the committee rotating every year to provide continuity of membership. Committee faculty members elected to leadership positions may have their terms of services extended as needed by the Vice President of Academic Affairs.

Committee faculty members are selected by the School faculty; unplanned vacancies are filled through appointment by the appropriate Dean for the remainder of the term; non-faculty committee members are appointed by the appropriate Vice President, Dean, or Director; committee members are identified no later than April for terms beginning the next academic year.

The Chair positions of the Student Learning Assessment Subcommittee, Program Review Subcommittee, and General Education Subcommittee shall be faculty positions. The Chair will be nominated from and by the current faculty representatives of Academic Standards, the Committee as a whole will vote on confirmation, the confirmed Chair will serve a one-year renewable term.

D. Attendance at Meetings

Committee members are expected to attend all meetings, members exempted from this expectation are defined in Sections 5.B.11 and 5.B.12 of this procedure. If a member cannot attend a meeting, that member is responsible for securing a representative attendee, and notifying the Committee Chair.

E. Leadership

In order to fulfill the purpose of the Academic Standards Committee which includes the development, review and modification of programs, curricula, and the assessment of student learning in a manner that recognizes the interconnected nature of these functions within the College, the leadership of the Committee should include representation from multiple academic Schools.

The Academic Standards Committee will have a Chair, a Co-chair and a Vice Chair. The Chair and Vice Chair shall be faculty members; the Co-chair shall be an Academic Dean chosen by the Vice President of Academic Affairs. The Chair will be nominated from and by the current faculty representatives of Academic Standards, the Committee as a whole will vote on confirmation at the last Spring meeting and will serve for a one-year, renewable term.

A Vice Chair will be nominated from and by the current faculty representatives of Academic Standards, the Committee as a whole will vote on confirmation at the last Spring meeting and will serve for a one-year, renewable term. The Vice Chair will assume the Chair position when the term of the incumbent chair expires. In the absence of the Chair, the Vice Chair will assume the duties of the Chair.

Duties of the Chair include:

- 1) Calling and managing meetings
- 2) Coordinating the activities involving curriculum review and assessment design
- 3) Working with the Executive Assistant to the Vice President of Academic Affairs to produce meeting agendas and minutes
- 4) Reporting to Faculty Senate once a semester
- 5) Reporting to other campus groups as needed
- 6) Oversee and manage Committee communications

Duties of the Co-Chair include:

- 1) Provide support to the Chair in administration of the Committee duties
- 2) Provide support to the Committee at large in administration of the Committee duties
- 3) Regularly report to the Vice President of Academic Affairs regarding Committee work

Duties of the Vice Chair include:

- 1) Assisting the Chair in regular duties in order to prepare for the role of Chair
- 2) In the absence of the Chair, perform the duties of the Chair

F. Student Learning Assessment (SLA) Subcommittee

The SLA subcommittee will be a standing subcommittee of the Academic Standards Committee in order to reflect the interrelated nature of curriculum design and assessment of student learning.

SLA subcommittee members are not members of Academic Standards with the exception of the SLA Subcommittee Chair, who will serve on both committees. In the case that the SLA Subcommittee Chair is expected to either attend all Committee meetings, or submit a report of activities to the Committee Chair in advance of the meeting.

- 1) The responsibilities of the SLA subcommittee include:
 - a. Facilitate, in conjunction with faculty, development of measurable, observable program competencies
 - b. Assist faculty with design of tools to measure student achievement on assessments for competencies
 - c. Facilitate discussion of competency assessment results, including developing strategies for improving student success
 - d. Collaborate with the Center for Excellence in Teaching to assist faculty in designing assessments and measurement tools for program and course competencies
 - e. Complete annual review of the Annual Program Assessment (APA) for all academic programs at the College
- 2) The SLA subcommittee will consist of the following members
 - a. Student Learning Assessment Chair, faculty position
 - b. One faculty representative from each School
 - c. One faculty representative from the Albany County Campus
 - d. One faculty librarian
 - e. One academic dean
 - f. One representative from the Center for Excellence in Teaching
 - g. Associate Vice President of Institutional Effectiveness, or designee, ex-officio
- 3) The term length for faculty representatives is three years, with one-third of the committee rotating every year to provide continuity.
 - a. Subcommittee faculty members are selected by the school faculty; vacancies are filled by appointment by the appropriate Dean for the remainder of the term; non-faculty subcommittee members are appointed by the appropriate Vice President, Dean, or Director. Subcommittee members are identified no later than April for terms beginning the next academic year.
 - b. The Chair of the SLA subcommittee will be nominated from and by the current faculty representatives of Academic Standards, the Committee as a whole will vote on confirmation at the last Spring meeting and will serve for a one-year, renewable term.

- c. Attendance at Meetings - Committee members are expected to attend all SLA meetings. If a member cannot attend a meeting, that member is responsible for securing a representative attendee.

G. Academic Program Review Subcommittee (APR)

The APR Subcommittee will be a standing subcommittee of the Academic Standards Committee in order to reflect the interrelated nature of curriculum design and program review.

APR Subcommittee members are not members of Academic Standards with the exception of the APR Subcommittee chair, who will serve on both committees. The APR Subcommittee Chair is expected to either attend all Committee meetings, or submit a report of activities to the Committee Chair in advance of the meeting.

Each instructional program will undergo a comprehensive APR on a five-year cycle. This review will serve to evaluate the quality, effectiveness, and productivity of the program. The outcome of the process is to provide information such as program strengths, strategic value, areas to be strengthened and future opportunities. This information will provide input for strategic planning, analysis, and decision-making. As a result, LCCC will be positioned to ascertain whether programs should be enhanced, maintained, or subject to further scrutiny.

- 1) The responsibilities of the APR Subcommittee shall include:
 - a. In accordance with expectations set by the Office of Institutional Effectives, evaluate and provide feedback to program faculty via Academic Program Review process.
 - b. Endorse program action plans for improvement
 - c. Recommend further action or study
 - d. Recommend approval of the Comprehensive APR to Academic Standards for final acceptance and approval
 - e. Recommend changes to the APR process and/or templates
 - f. Identify and share best practices for APR with program faculty
- 2) The APR Subcommittee will consist of the following members
 - a. Chair of the APR Subcommittee, faculty position
 - b. One faculty member from each Academic School
 - c. Vice President of Academic Affairs or representative
 - d. Associate Vice President of Institutional Effectiveness
 - e. Two academic deans
 - f. Chair of the SLA committee
 - g. One faculty librarian
 - h. One representative from Student Services
 - i. One representative from Administration and Finance
 - j. Faculty members whose programs will be reviewed in the subsequent years may be appointed by the APR Subcommittee chair. These members will not be full members of the APR Subcommittee, rather functioning only to gain an understanding of the process to assist their programs with future reviews.
- 3) The term length for faculty representatives is three years, with one-third of the committee rotating every year to provide continuity.
 - a. Subcommittee faculty members are selected by the school faculty; unplanned vacancies are filled by appointment by the appropriate Dean for the remainder of the term; non-faculty

committee members are appointed by the appropriate Vice President; subcommittee members are identified no later than April for terms beginning the next academic year.

- b. The Chair of the APR Subcommittee will be nominated from and by the current faculty representatives of Academic Standards, the Committee as a whole will vote on confirmation at the last Spring meeting and will serve for a one-year, renewable term. Attendance at meetings - Subcommittee members are expected to attend all APR meetings. If a member cannot attend a meeting, that member is responsible for notifying the Chair of the APR Subcommittee.

H. General Education Subcommittee

The General Education Subcommittee is a standing subcommittee of the Academic Standards Committee in order to reflect the interrelated nature of curriculum design and general education requirements for degree programs.

General Education Subcommittee members are not members of Academic Standards with the exception of the General Education Subcommittee chair, who will serve on both committees. In the case that the General Education subcommittee chair cannot attend an Academic Standards meeting, the Chair will designate an alternate from the General Education Subcommittee faculty membership.

- 1) The responsibilities of the General Education Subcommittee shall include:
 - a. Curation of the General Education Guide
 - b. Oversight of General Education Assessment as detailed in Procedure 2.2P
 - c. Review of General Education course proposals submitted for approval to LCCC General Education Program (NB: Criteria for this process are detailed in Procedure 2.2P as well as in the General Education Guide and its associated forms).
 - d. Recommend approval of reviewed courses to the Academic Standards Committee for General Education Course designation.
 - e. Initiate General Education Program review assessment cycle on a quad-annual basis, as detailed in Procedure 2.2P and the General Education Guide. These duties shall include:
 - i. Identification of competencies and practices associated with each of the four assessment cohorts
 - ii. Notification of faculty selected to participate in each assessment cohort
 - iii. Monitoring progress of assessment cohorts
 - iv. Review submissions of assessment cohorts
 - f. Articulation and continual improvement of General Education program outcomes with Interstate Passport collaborative
 - g. The committee will periodically review GE courses to ensure that they continue to meet the needs of the students at LCCC. This may include procedural removal of GE status of particular courses.
 - h. Establish the criteria for courses to satisfy the general education requirements
 - i. Recommend approval of the General Education requirements and course criteria to the Academic Standards Committee for final acceptance and approval
 - j. Determine and recommend the review cycle for an audit of general education courses
- 2) Membership shall include:
 - a. One faculty representative from each academic school
 - b. One faculty representative from the Albany County Campus
 - c. One faculty librarian
 - d. One representative from the Office of the Registrar
 - e. One representative from Student Planning and Success

- f. One academic dean
 - g. One representative from the Office of Institutional Effectiveness
- 3) The term length for faculty representatives is three years, with one-third of the committee rotating every year to provide continuity.
- a. Subcommittee faculty members are selected by the school faculty; unplanned vacancies are filled by appointment by the appropriate Dean for the remainder of the term; non-faculty
 - b. committee members are appointed by the appropriate Vice President; subcommittee members are identified no later than April for terms beginning the next academic year The Chair of the General Education subcommittee will be nominated from and by the current faculty representatives of Academic Standards, the Committee as a whole will vote on confirmation at the last Spring meeting and will serve for a one-year, renewable term.
 - 1) Attendance at Meetings – The General Education Subcommittee Chair is required to attend Academic Standards Committee Meetings. Should the Chair of the General Education Subcommittee be unable to attend an Academic Standards meeting, the Chair is required to inform the ASC Chair and then identify a representative from the Subcommittee to attend the meeting. Subcommittee members are expected to attend all General Education Subcommittee meetings. If a member cannot attend a meeting, that member is responsible for finding a substitute from their school.
 - 2) Other Ad Hoc Academic Standards Subcommittees
Ad Hoc Academic Standards subcommittees may be formed as needed to accomplish specific goals of the committee.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Academic Affairs Vice President José Fierro	2/26/13
Approval by President's Cabinet		2/26/13
Ratified by College Council	Co-chair Kari Brown-Herbst	6/14/13
Approval by President (Signature)		6/14/13