

**CURRICULUM DEVELOPMENT AND REVIEW COMMITTEE**  
**2006 – 2007 Assignments**  
**(Updated October 20, 2006)**

ASSIGNMENT	STATUS			DATE AND PROGRESS
	To be Studied (Approximate date)	Currently Under Study (Date)	Assignment Completed (Date)	
1. Establish a process for Curriculum Committee regarding and communicating curriculum changes at the course and program levels to appropriate units/groups.	Fall 2006 – Spring 2007	✓		Need a policy that ties updated electronic curriculum database with flow of communication to/from Academic Affairs & Student Affairs because HCC is limited by annual printing of major documents such as the College catalog. This policy should address (1) when a course change results in a new course; (2) when the changes in a program constitute a new program; and (3) what qualifies as a program option. MHEC program guidelines must be followed. As the policy is developed.
2. Establish written credit to contact hour standards for lecture, lab, clinical and other experiential courses, as well as independent study.				Credit-to-contact hour standards for internships only were completed and approved by the Board at its meeting on May 24, 2005 and is in 2005-2006 catalog.

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3. Develop policy statements regarding eligibility for independent study, guided instruction, and study problem classes.				Policy should include number of times a course can be repeated and eligibility (Should a level of academic success be established?). The president suggested that the committee survey faculty regarding courses in the catalog and then develop policy based upon results.
4. Review/recommend approval of courses and programs		Ongoing		Courses should be approved by the department, the Curriculum Development and Review Committee and the academic vice-president.
5. Develop a policy regarding how HCC will accept credit from advanced high school work [advanced placement, International Baccalaureate (IB), etc.].				Credit will be awarded only if HCC faculty have assessed equivalency in a particular area. Dr. Oleks will research how other institutions handle the IB.