

## CURRICULUM DEVELOPMENT AND REVIEW COMMITTEE

2007 – 2008 Assignments

(Updated September 24, 2007, 2007)

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 2007- Spring 2008			After a communication flow/system is developed, 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.
2. 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.

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**2006 – 2007 Assignments**  
**Continued**

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3. Develop a policy regarding how HCC will accept credit from advanced high school work [advanced placement, International Baccalaureate (IB), etc.].	Fall 2007			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 (First IB grads in WCPS in June 2008). HCC is accepting scores of 3, 4, and 5 for AP exams.