

Five Year Curriculum Review

What is the Five-Year Curriculum Review?

The Five-Year Curriculum Review is a schedule to review established curriculum which now includes courses, degrees, and certificates.



Previously, CAC had a three-year review cycle. A review was performed every three years because the curriculum needed to be systematically reviewed and updated to reflect modern outcomes and standards. Now that CAC has been through several three-year review cycles, Curriculum Committee proposed a five-year review which was accepted by the Chief Academic Officer in the Spring semester of 2009. This five-year review will begin in 2010. We will finish 2009 using the three-year review log.

Each year after the curriculum has been processed for the year, usually February or March, the Curriculum Office will send an Excel spreadsheet of all the courses, degrees and certificates that are due to be reviewed by the various divisions and departments. Typically, the Division Chairs or Program Managers will decide which faculty members will review and update the courses, degrees, or certificate in their areas.

The proposers/faculty members are asked to follow these steps:

1. Query the previous approved proposal in ACRES (see page 117 for detailed information on how to query);
2. Read and review the contents for updates;
3. Make a list of the changes that need to be made or use the forms beginning on page 267, writing in the changes that need to be made;
4. Share your ideas and suggestions with your Division Chair or Program Manager, Dean, and colleagues to make sure the changes you are proposing are necessary and advantageous (this is also known as your needs assessment);
4. Clone the form in ACRES (see page 131 for detailed help with the cloning feature);
5. Type the changes into the cloned form, remembering to save on a regular basis so you don't lose any of your work;
6. Ask your mentor for help/suggestions (this may be done after submitting the form in ACRES); and
7. Submit the cloned form for review by the appropriate people and groups.

As with other proposals, you will be asked to attend meetings to discuss your proposed changes.

Please remember: We are here to help you!

Please call or email:

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