

North Central Kansas Technical College
Hays & Beloit Campus

Course Development Proposal Policy

This is a policy for faculty to follow when developing new course proposals.

The goal of this policy is to ensure that all facets are addressed when considering a new course to be added to North Central Kansas Technical College.

The persons responsible for the implementation of this policy are the Dean of Instruction and Academic Affairs Committee members.

The procedure for this policy follows:

1. The Course Development Proposal Checklist shall be completed by faculty members submitting the proposal.
2. The above checklist along with syllabus shall be given to the Dean of Instruction at least two weeks prior to the next scheduled Academic Affairs Committee meeting.
3. The above checklist along with syllabus shall be copied and disbursed to Academic Affairs Committee members at least one week prior to the next scheduled Academic Affairs Committee meeting.
4. The proposal will be placed on the meeting agenda.
5. The faculty member(s) submitting the proposal shall be present at the meeting either in person or by phone.
6. Action will be taken on the proposal.

The anticipated outcome of this policy is to guide North Central Kansas Technical College faculty members in developing new courses for the college.

IV. Instructional Resources required (audio/visual materials, laboratory resources, instructor materials, equipment, budget figures, etc.)

V. Any other information essential in the evaluation of your proposal?

Meeting Date of Academic Affairs Committee: _____

Action Taken: Accepted Denied

Comments:

Academic Affairs Chair Signature

Date