



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

**PROCEDURE: Curriculum Review Committee
Number: 1.2.5.4**

Responsibility: Executive Administration
Last Updated: October 10, 2023
Related Policy: 1.2.5 Institutional Committees

President

Purpose:

The purpose of this procedure is to outline the responsibilities and membership of the Curriculum Review Committee.

Procedure:

1. The purpose of the Curriculum Committee is as follows:
 - a. Recommend to the Vice President for Academic Affairs changes to existing curricula and courses.
 - b. Review proposals for new programs or courses.
 - c. Provide for broad-based faculty input to the educational offerings of the College.
2. The membership of the committee shall consist of the following individuals:
 - a. One faculty member from each academic division as recommended by the Division Dean.
 - b. Two additional faculty members recommended by the Vice President for Academic Affairs.
 - c. Each academic Division Dean responsible for academic programs, Ex-officio (non-voting).
 - d. Registrar, Ex-officio (non-voting).
 - e. Vice President for Academic Affairs, Ex-officio (non-voting).
 - f. Vice President for Student Affairs or his/her designee, Ex-officio (non-voting).
 - g. Previous Chair of the committee, Ex-officio (non-voting).
 - h. Director of Financial Aid, Ex-officio (non-voting).
 - i. Dean of Learning Support, Ex-officio (non-voting).
3. The term of membership shall be for two years.
4. The chair-elect and the chair of the committee will be recommended by the Vice President for Academic Affairs.