



ADMINISTRATIVE POLICY

Number	400-17
Adoption	10-28-2003
Deletion	
Revision	04-03-2024
Review Date	04-10-2024

NEW COURSE APPROVAL

The administration will ensure that proposed new credit hour courses have been subjected to an institutional qualitative review process prior to the course being certified for addition to the college's master course list. The procedure will comply with current requirements of the Kansas Board of Regents.

The college's qualitative review process for new courses will include:

1. Course must meet the intent of K.S.A. 2011Supp. 71-601 and 71-1802 in respect to level of instruction.
2. The amount of credit assigned to each course is appropriate for the skills, knowledge and competencies included therein.
3. Faculty in the discipline or technical field have either initiated the course proposal or have been meaningfully involved in its review and recommendation for approval.
4. Learning outcomes (including KCOG core outcomes if applicable), appropriate assessment methods, and the course outline are clearly defined in the course syllabus following the appropriate syllabus format (face-to-face or online).
5. Facilities, equipment, and other learning resources are adequate to support the expected learning outcomes of the course.
6. The college curriculum committee (Instructional Council) composed of faculty and administration has reviewed the course proposal.
7. Annually, the college president, or designee, will provide verification that the institution complies with the above criteria relating to the qualitative review process for new course approval.

X Revision Date: 04-10-2024, 07-28-2021, 01-17-2017