

CURRICULUM

Curriculum at UA Cossatot is outcome-based and developed by a process approved by the Chancellor.

New curriculum, revisions, or deletions of educational programs are generated through the appropriate educational division and reviewed by the Academic Council, Curriculum Committee, Vice Chancellor for Academics, Chancellor, and, when appropriate, the Board of Visitors and University of Arkansas System Board of Trustees, and submitted to the Arkansas Department of Higher Education, and Higher Learning Commission.

Faculty and Division Chairs submit all appropriate documentation to the Vice Chancellor for Academics, who leads the program approval process.

INVENTIONS AND DEVELOPED CURRICULUM

All curricula and inventions developed during the working hours paid for by the college become property of the college.

PATENT AND COPYRIGHT

The institution follows UA System Board Policy 210.1 in regards to patent and copyright matters.

Faculty may use films, videotapes, or written materials for classroom use. When duplicating or copying such materials, the current Copyright Act will be followed including proper written permissions or the purchase of a license from the copyright owner. A provision for fair use is found in the Copyright Act Section 107. Under the fair use provision, a reproduction of someone else's copyright-protected work is likely to be considered fair if it used for criticism, comment, news reporting, teaching, scholarship, and research.

HLC Criterion (1C2; 3A1; 3A2; 3B1; 3B2)

Policy History:

July 12, 2021
September 9, 2019
March 2, 2015
January 1, 2011

CURRICULUM PLANNING

Faculty and Division Chairs lead curriculum planning such as the design and selection of programs, development of their content, and evaluation of their performance. Faculty and Chairs with guidance from the Vice Chancellor for Academics have the ultimate responsibility and authority for curriculum planning.

The institution follows UA System Board Policy 620.1 stating approval from the University of Arkansas Board of Trustees is required for the addition, deletion, suspension, or significant modification (change of more than fifteen credit hours within 12 months) of academic programs. The Board of Trustees reserves the right to delete programs because of low demand, low productivity, a modification of the role and scope of the campus, or financial exigency (as defined in Board Policy 405.5), or upon the initiative of the President, regardless of a recommendation for such action by the campus. In all such instances, however, the Board shall solicit comments and suggestions from the appropriate campus-wide governance body or bodies, from the Chancellor, and from the President before a decision is made.

Arkansas Code Annotated §6-61-208 charges the Arkansas Higher Education Coordinating Board (AHECB) with the responsibility to evaluate proposals for all new units of instruction, research, and public service, consistent with established role and scope designations, and to approve programs and organizational units based on established policies

- Maintain a minimum requirement for general education for all of its undergraduate programs whether through a traditional practice of distributed curricula--15 semester for credits for AGS and AAS degrees, 35 for AS or AA degrees.
- Have a program of general education that is grounded in a philosophy or framework developed by the institution or adopted from an established framework. It imparts common knowledge and intellectual concepts to students and develops skills and attitudes that the institution believes every college-educated person should possess. The institution clearly and publicly articulates the purposes, content and intended learning outcomes of its general education program.
- Conform to commonly accepted minimum program length: 60 semester credits for associate's degrees
- Meet the federal requirements for credit ascription described in the Higher Learning Commission's Federal Compliance Program.

CERTIFICATE OF PROFICIENCY

The Certificate of Proficiency will be awarded to students who have demonstrated mastery of skills and knowledge against specified performance standards in a specific area or discipline. The

award is granted for programs requiring 6-21 undergraduate semester credit hours. The program of study may be a stand-alone program or part of a technical certificate, associate degree or bachelor's curriculum. Remedial/developmental education courses must be used for placement purposes only and cannot be used to fulfill certificate requirements.

TECHNICAL CERTIFICATE

The Technical Certificate is a planned and coherent program of classroom and laboratory/shop work at the collegiate level that recognizes the completion of a specified level of competency in an occupational field. The program of study may be a stand-alone program or a part of an associate degree curriculum. The curriculum must require a demonstration of competency in communications (oral and written) and mathematics, and a mastery of skills and knowledge against specified performance standards in a specific area or discipline.

Remedial/developmental education courses must be used for placement purposes only and cannot be used to fulfill certificate requirements. The range of credit hours is 21-45 undergraduate semester hours.

CERTIFICATE OF GENERAL STUDIES

The Certificate of General Studies is designed to recognize 31-38 credit hours of specified general education core courses successfully completed by students. The program will document the student's mastery of skills and competencies needed to be successful in the workforce and function in today's world. Remedial/developmental education courses must be used for placement purposes only and cannot be used to fulfill certificate requirements.

ASSOCIATE OF ARTS

The Associate of Arts degree will be awarded to students who successfully complete a program of collegiate level work that is fully transferable toward a baccalaureate degree. The degree must include the 35-hour state minimum general education core that requires courses in English/writing, the humanities and fine arts, history and the social sciences, mathematics, and the natural sciences; 15-25 semester credit hours of directed electives selected from the six general education core categories; and up to 10 semester credit hours of institutional requirements or advisor-approved electives. The curriculum must require a demonstration of competency in communications (oral and written) and mathematics, and a mastery of skills and knowledge against specified performance standards in specific areas or disciplines.

Remedial/developmental education courses must be used for placement purposes only and cannot be used to fulfill degree requirements. The Associate of Arts degree is designed for transfer purposes and the field of study is not specified in the degree title. The Associate of Arts degree meets the requirements of the 60-hour state minimum core curriculum required under Act 747 of 2011.

All pre-requisite and required courses for the bachelor's degree program major must be completed by AA degree graduates. Thus, Associate of Arts degree graduates may be required to complete additional lower-division courses to meet these specified pre-requisite course requirements and program major course requirements for bachelor's degree programs upon transfer to any Arkansas public university which may require the AA graduate to complete credit hours beyond the stated minimum credits for bachelor's degrees. College advisors must

document that AA students have been informed of the possible requirement for additional courses/credits for bachelor's degree completion.

ASSOCIATE OF SCIENCE

The Associate of Science degree will be awarded to students who successfully complete a program of collegiate level work with an occupational objective of which of the courses are transferable toward a specified baccalaureate degree at a college/university. The degree must include the 35-hour state minimum general education core that requires courses in English/writing, the humanities and fine arts, history and the social sciences, mathematics, and the natural sciences. The curriculum must require a demonstration of competency in communications (oral and written) and mathematics, and a mastery of skills and knowledge against specified performance standards in specific areas or disciplines.

Remedial/developmental education courses must be used for placement purposes only and cannot be used to fulfill degree requirements. The field of study must be specified in the degree title and the range of hours is 60-66 semester credit hours. Exceptions to this range may be allowed for documented transfer and bachelor's degree completion purposes. College advisors must document that students have been informed of the universities accepting this associate degree for full transfer to specified bachelor's degrees.

ASSOCIATE OF SCIENCE IN LIBERAL ARTS AND SCIENCES

The Associate of Science degree in Liberal Arts and Sciences will be awarded to students who successfully complete a program of collegiate level work of which all of the courses are transferable toward a specified baccalaureate degree. The degree must include the 35-hour state minimum general education that requires courses in English/writing, the humanities and fine arts, history and the social sciences, mathematics, and the natural sciences. The curriculum must require a demonstration of competency in communications (oral and written) and mathematics, and a mastery of skills and knowledge against specified performance standards in specific areas or disciplines. Remedial/developmental education courses must be used for placement purposes only and cannot be used to fulfill degree requirements. Typically, the field of study is not specified in the degree title and the range of hours is 60-66 semester credit hours. Two-year college advisors must document that students have been informed of the universities accepting this associate degree for full transfer to specified bachelor's degrees.

ASSOCIATE OF APPLIED SCIENCE

The Associate of Applied Science (A.A.S.) degree will be awarded to students who successfully complete a program of collegiate level work which is primarily designed for direct employment. The program must include a minimum of 15 semester credit hours of general education courses in English/writing, mathematics, social sciences, and computer applications/fundamentals. A minimum of 30-36 semester hours must be in a technical area. An additional component of the program of study should be support courses from other related technical disciplines. The curriculum must require demonstrated mastery of skills and knowledge against specified performance standards in a specific area or discipline. Remedial/developmental education courses must be used for placement purposes only and cannot be used

to fulfill degree requirements. The occupational field may be specified in the title of the degree and the range of hours is 60-72 semester credit hours. Selected health-related programs may exceed 72 semester hours, but should not exceed 80 semester hours. College advisors must document that students have been informed of the universities accepting this associate degree for full transfer to specified bachelor's degrees.

ASSOCIATE OF GENERAL STUDIES/PROFESSIONAL STUDIES/LIBERAL ARTS/FINE ARTS

The Associate of General Studies, Associate of Professional Studies, Associate of Liberal Arts, or Associate of Fine Arts degree will be awarded to students who successfully complete a planned program of collegiate level work that includes a minimum of 15 semester hours of general education courses and occupational, liberal arts, and/or fine arts courses. The curriculum must require demonstrated mastery of skills and knowledge against specified performance standards in at least one specific area or discipline. The program of study must be developed cooperatively by the student and the institution. The degree is intended to serve as a flexible program option for students whose needs cannot be met by other programs. Individual courses may fulfill requirements for transfer toward a baccalaureate degree, direct employment or educational enrichment. Remedial/developmental education courses must be used for placement purposes only and cannot be used to fulfill degree requirements. The range of hours is 60-66 semester credit hours.

ASSOCIATE OF APPLIED SCIENCE IN GENERAL TECHNOLOGY

The Associate of Applied Science in General Technology program will be awarded to students who successfully complete an individualized program of study to fulfill a unique career goal that cannot be met through the completion of a single program offered by the institution. The program must include 15 semester credit hours of general education courses: English/writing, mathematics, computer application/fundamentals, and social sciences. There must be 24-30 semester hours in a major technical area, and 15-21 semester hours of support courses from other related technical disciplines. A maximum of 30 semester hours may be awarded for experiential learning or work experience. The curriculum must require demonstrated mastery of skills and knowledge against specified performance standards in a specific area or discipline. Remedial/developmental education courses must be used for placement purposes only and cannot be used to fulfill degree requirements. Typically, the field of study is not specified in the degree title. The range of hours is 60-72 semester credit hours.

ASSOCIATE OF SCIENCE IN BUSINESS

The Associate of Science in Business (ASB) degree will be awarded to students who successfully complete a planned program of collegiate level work that is transferable toward a specified baccalaureate degree in business. This statewide transfer degree is designed to ease transfer from two- to four-year institutions, and to maximize the credit hours taken at the two-year institution. The degree must include the state minimum general education core (35 semester credit hours) that requires courses in English/writing, the humanities and fine arts, history and the social sciences, mathematics, and the natural sciences. The Associate of Science in Business consists of 62 semester credit hours. Remedial/developmental education courses

must be used for placement purposes only and cannot be used to fulfill degree requirements. In order to receive the ASB, students must have a minimum final grade point average. No course substitutions are allowed for the ASB degree. (ADHE can remove the ASB from the AHECB Approved Program Inventory for any institution that does not offer the state-approved ASB curriculum.) The ASB degree only can be offered by Arkansas two-year colleges, and the junior- and senior-level courses required for the specified bachelor's degrees in business must be submitted to ADHE by each participating Arkansas university. All institutions participating in the ASB-Bachelor's Degree Completion Program must have a signed agreement on file at ADHE and must designate an institutional contact for the ASB program.

ARKANSAS MINIMUM GENERAL EDUCATION CORE (35 semester credit hours)

ENGLISH/COMMUNICATION (6-9 semester credit hours)

English Composition	6 credit hours
Speech Communication	0-3 credit hours

MATHEMATICS (3 semester credit hours)

A comprehensive mathematics course such as College Algebra, Statistics, Quantitative Literacy/Mathematical Reasoning or any higher-level mathematics course.

Institutions may require students majoring in mathematics, engineering, science, and business to take a higher-level mathematics course as part of the state minimum core.

SCIENCE (8 semester credit hours)

Science courses must include laboratories.

Institutions may require students majoring in mathematics, engineering, science, education, and health professions to take higher-level or specific science courses.

FINE ARTS/HUMANITIES (6-9 semester credit hours)

Must be broad survey courses.

Institutions may require students majoring in engineering to take either 6 hours of humanities and social sciences at the junior/senior level or substitute an additional 6 hours of higher-level mathematics and/or additional science courses.

SOCIAL SCIENCES (9-12 semester credit hours)

U.S. History or Government	3 hours
Other Social Sciences	6-9 hours

Institutions may require students majoring in engineering to take either 6 hours of humanities and social sciences at the junior/senior level or substitute an additional 6 hours of higher-level mathematics and/or additional science courses.

GENERAL EDUCATION CORE FOR ASSOCIATE-LEVEL OCCUPATIONAL AND
GENERAL STUDIES PROGRAMS (15 SEMESTER CREDIT HOURS)

ENGLISH/WRITING (6 semester credit hours)

English Composition and/or Technical/Professional Writing

MATHEMATICS (3 semester credit hours)

Applied Technical Mathematics or higher-level math course

SOCIAL SCIENCES (3 semester credit hours)

An introductory course appropriate for the field of study, e.g., psychology, sociology,
economics

COMPUTER APPLICATIONS/TECHNOLOGY (3 semester credit hours)

A general or program-related technology course or integrated technology course

Following all approvals, the following criteria must be met before a course may be offered to the
general public:

Learning outcomes and appropriate assessment methods must be clearly defined in the course
outline and syllabi.

The course must meet state and federal regulations.

Have a syllabus filed in the Office of Academics.

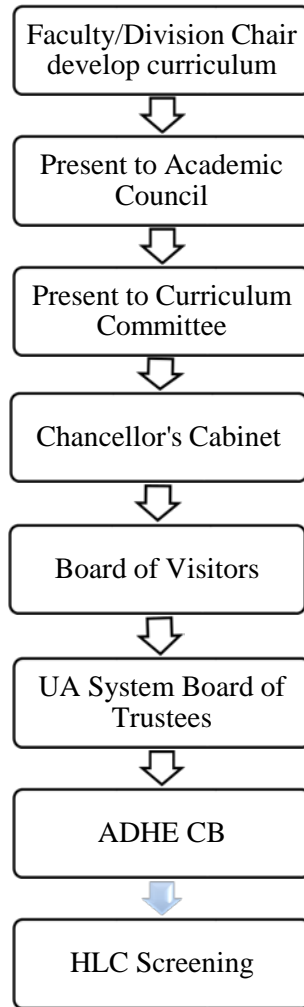
Must have an approved instructor meeting Higher Learning Commission qualifications.

HLC Criterion (1C2; 3A1; 3A2; 3B1; 3B2)

Procedure History:

August 12, 2019

CURRICULUM AND PROGRAM DEVELOPMENT



The process for designing **new programs**:

1. Division Chairs and Vice Chancellor for Academics continuously work with advisory boards and area stakeholders to determine the need for new programs. Once a need has been determined, the chair conducts program research and deploys a needs survey.
2. Academic Council—the program proposal is presented for review. Members recommend either further research or approval to move forward.
3. Curriculum Committee—the program proposal is presented for approval.
4. Chancellor’s Cabinet—the program proposal is presented for approval.
5. Board of Visitors—the program is presented as an informational item.

6. ADHE—the Vice Chancellor for Academics submits letter of intent and program proposal, to ADHE and sends an email to all other college CAOs to avoid potential conflicts.
7. University of Arkansas System Board of Trustees—the program proposal is presented for approval.
8. ADHE Coordinating Board grants final approval.
9. The program is submitted through the HLC Screening form.

The process for designing **new courses**:

1. Program faculty, in conjunction with the division chair, develop new courses based on demonstrated industry need, university articulation agreements, or program need.
2. Course pre-requisites are developed through careful consideration of course content, discussions with faculty, and exploration as to what other comparable colleges require. Determining factors for pre-requisites involve the reading level of the required course materials and the level of reading, writing, mathematics, or specific content knowledge required.-Readability of resources is reviewed during the curriculum development phase and by the OER Team if applicable. Pre-requisites will also be reviewed during the program review process.
3. The faculty or division chair present the course to Academic Council for review and any recommendations.
4. Faculty members complete a curriculum form and submit to the Curriculum Committee. The course is presented to the Curriculum Committee for a complete review and approval.
5. If the course plans to use OER, the faculty will work with the OER Team, Division Chair, and OER Specialist for proper alignment and compliance-
6. Once approved, the course will be added to the academic catalog and placed on the rotation schedule.

All new program development follows guidelines set forth by ADHE. If a program requires external accreditation, the specific accrediting guidelines are also followed. Faculty typically determine the appropriate delivery method based on best practice, student needs, and course content.

HLC Criterion (1C1; 1C2)

Procedure History:

May 24, 2021
June 1, 2020
August 12, 2019
April 1, 2019

PROCEDURE 610-3

UA COSSATOT CURRICULUM PROPOSAL FORM

Complete all applicable sections and return to Vice Chancellor for Academics.

Course Title or Program Title	
CIP Code	
Type of Change (revision, deletion or addition)	
Contact Person(s)	
Effective Date of Proposal	
Proposal Summary and Need	
Curriculum Outline <i>(may include as attachment)</i>	
Textbook or OER	
Readability of Resources	
Pre-Req Review <i>(if needed)</i> <i>Is course heavy in reading? Writing? Math? Etc?</i>	

<p>Description of Resources Needed (Faculty, Lab, AV, traditional classroom, instructional equipment or technology, etc.)</p>	
<p>Costs Associated with Curriculum Change. Include if a source of funding has been secured</p>	
<p>Assessment Methods</p>	
<p>Similar Activities in Colleges Within a 50 Mile Range</p>	
<p>Submission By:</p>	<p>Signature: _____ Date: _____</p>
<p>Division Chair Approval</p>	<p>Signature: _____ Date: _____</p>
<p>Academic Council Review</p>	<p>Date: _____ Notes:</p>
<p>Curriculum Committee Review</p>	<p>Date: _____ Notes:</p>
<p>Vice Chancellor Approval</p>	<p>Signature: _____ Date: _____</p>

Chancellor Cabinet Review/Approval	Signature: _____ Date: _____
To be completed by the CAO in steps of approval.	
Board of Visitors Notification	
Board of Trustees	
ADHE	
HLC	
Fully Approved	
<i>Upon approval notify: Financial Aid, Registrar, Student Services, Degree Audit, College Relations</i>	

Procedure History:

May 24, 2021
August 12, 2019
May 21, 2018
