

## CP 5.1.10 New Curriculum & Con Ed Course Approval

---

**Related Board of Trustee Policy: BP 5.1.10**

**Responsible Official** Vice President for Learning and Student Services  
**Approvals** 10/17/08  
**Revision**

---

### Procedure

#### New Curriculum Programs or Courses

1. A feasibility study and demonstration of need must be conducted of service area to assess long-term employment needs and student interest.
2. Other community colleges and North Carolina Community College System's staff are notified of McDowell Technical Community College's intention to conduct a feasibility study, and they are afforded the opportunity to participate in the study.
3. Upon completion of the feasibility study, the facilitating party or department shall develop a proposed curriculum using the Combined Course Library and State Curriculum Standards.
4. The proposed curriculum or course is then presented to the MTCC Curriculum Committee for review to insure compliance with standards, impact on college scheduling, general education requirements, etc. (see Curriculum Committee procedure)
5. Upon Curriculum Committee approval, the new curriculum or course is submitted the senior administrative staff and President for review.
6. Upon Presidential approval, the proposed new curriculum or course is submitted to the MTCC Board of Trustees for consideration.
7. If approved by the MTCC Board of Trustees, the proposal is prepared by the Vice-President for Learning and Student Services for submission and consideration by the North Carolina Community College System and for State Board approval.
8. Upon State Board approval, the new program or course is published in the MTCC catalog and offered as specified by State Board approval.
9. Once a year prior to the printing of the College catalog, program areas and/or departments may submit changes to curriculum sequencing, additions, or deletions for Curriculum Committee review. The changes must be in compliance with curriculum standards and use courses already in the statewide Combined Course Library. Upon curriculum committee approval, senior administrative approval, the changes are included in the new College catalog. Any **substantive changes** (changes to state standards or State Combined Course Library) must follow full approval process to include MTCC Board of Trustees and the State Board of Community Colleges. (See 1 through 7 above).

#### New Continuing Education Programs or Courses

1. New programs or courses may be offered through Continuing Education for FTE purposes one time on a trial basis prior to North Carolina Community College System approval. New courses must have the approval of the senior administrative staff prior to being advertised in tabloids and other publications.
2. If MTCC Continuing Education staff intends to offer a program or course on a continuing basis, the new offering must be submitted directly to the North Carolina Community College System for inclusion in the standard course library for Continuing Education.

3. If the proposed offering is added to the statewide Combined Course Library for Continuing Education, any of the 58 community colleges may offer the course without NCCCS approval.