

Course & Curriculum Submission Handbook

John A. Logan College
700 Logan College Road
Carterville, IL 62918

2021-2022

Mission Statement:

John A. Logan College is committed to providing a high quality education for all students. We are dedicated to the pursuit of knowledge and the development of the whole person. Our mission is to prepare students for the challenges of the 21st century by providing a rigorous and relevant curriculum. We strive to create a supportive and inclusive learning environment where all students can thrive and reach their full potential.

Course & Curriculum Committee Submission Handbook

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2011-2012 Curriculum & Instruction Meetings

Thursday, August 11, 2011
Admin Board Room – 11:00 am

Topic: Curriculum & Instruction
Admin Board Room – 11:00 am

Agenda Item: Curriculum & Instruction
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Thursday, August 11, 2011
Admin Board Room 11:00 am

Agenda Item: Curriculum & Instruction

Admin Board Room (094) 094 1 330.632973352 8617 (A)

Course & Curriculum Committee Submission Instructions

Submissions to the Curriculum and Instruction Committee are to be made through the appropriate online forms. Forms should be completed and electronically signed by the department chair and appropriate Associate Dean prior to submission. Associate Deans, please email your submission to CurriculumInstruction@jalc.edu

Click on a link below for instructions and necessary forms for your submission.

*Any changes that require updates to program guides and syllabi ~~have~~ must have these documents attached with changes made in red.

Please call Emily Monti (x8514), Jenifer Rongey (x8217), or Jamie Sims (x8005) for assistance. Thank you!

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[Program Title](#)

Course Description Change

*Include a copy of syllabus with changes in **Red**

Course Prefix and Number		Course Title
Current Course Description		
Proposed Course Description		
Rationale for Change	t Z š %œ}u%š šZ]• Z v P M ••••u vš Wœ}Pœ u Z À]	
Effective Date	& o o ^%œ]vP ^μuu œ	

Approvals

Department Chair

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Approved submissions will be taken to the next Curriculum and Instruction meeting. Please contact Jamie Sims, ext. 8005 if you have any questions.

Course Objective Changes

*Include a copy of the current and proposed syllabus

	Course Title [REDACTED]
Current Course Objectives	
Proposed Course Objectives	
Rationale for Change	[REDACTED]
Effective Date	[REDACTED]

Approvals

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Department Chair	Š
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*Deans email approved submission to CurriculumInstruction@jalc.edu.

Approved submissions will be taken to the next Curriculum and Instruction meeting. Please contact amie Sims, dx8005 if you have any questions.

Course Title Change

*Include a copy of the current and proposed program guide ~~and~~ syllabus with changes in Red

Course Prefix	Course Title
Current Course	

Course Withdrawal

Send email approved submission to CurriculumInstruction@jalc.edu.

Approved submissions will be taken to the next Curriculum and Instruction meeting. Please contact amie Sims, dx8005 if you have any questions.

New Program Proposal

*Include a [Form 20](#), proposed program guide & syllabi for all new courses

Proposed Program Title	
Curriculum Prefix	
Level (Certificate, AAS, AA/AS)	
Rationale for Program	
Total Program Hours	
Effective Date	

*Deans email approved submission to CurriculumInstruction@jalc.edu.

Approved submissions will be taken to the next Curriculum and Instruction meeting. Please contact Jamie Sims, ext. 8005 if you have any questions.

New Course Proposal

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Approved submissions will be taken to the next Curriculum and Instruction meeting. Please contact Janie Sims, ext. 8005 if you have any questions.

Prefix and/or Credit Hour Change

*Include a copy of the current and proposed program guide and master syllabus with changes in Red

Current Course Information				
Course Title				
	Course Number	Credit Hours	Lecture Hours	Lab Hours
Variable				

PrerequisiteChange

*Include a copy of the proposed master syllabus with changes **Red**

Course Prefix	CourseNumber	Course Title	
Current Prerequisite		Proposed Prerequisite	
In what Program(s) will course(s) be listed & impacted by change?			

Effective Date

Department Chair

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Program Changes that Affect Credit Hours

*Include a copy of the current and proposed program guide with changes

Program Title						
Curriculum Prefix		Curriculum Number				
Identify the Changes	Additional Classes			Dropped Classes		
	Course Prefix	Course Number	Credit Hours	Course Prefix	Course Number	Credit Hours
Rationale for Change						
Current Program Hours			Proposed Program Hours			
Effective Date						

Approvals

*Deans email approved submission

Program Changes that Do Not Affect Credit Hours in Program

*Include a copy of the current and proposed program guide with changes in **Red**

Program Title								
Curriculum Prefix			Curriculum Number				Program Hours	
Identify the Changes	Additional Classes/Class to be Moved				Dropped Classes/Class to be Moved			
	Course Prefix	Course Number	Credit Hours	*Move To Term	Course Prefix	Course Number	Credit Hours	*Move From Term

Rationale for Change...

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Department Chair

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Program Inactivation

*Inactivation applicable to CTE Degrees & Certificates ONLY

Program Title			
Curriculum Prefix		Curriculum Number	
Rationale for Inactivation			
Curriculum(s) in which courses should be assigned (if necessary)			
Effective Date			

Approvals

Department Chair

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*Deans email approved submission to CurriculumInstruction@jalc.edu.

Approved submissions will be taken to the next Curriculum and Instruction meeting. Please contact Jamie Sims, ext. 8005 if you have any questions.

Program Title Change

*Include a copy of the current and proposed program guide with changes in **Red**

Program Prefix	Program Title
Current Program Title	
Proposed Program Title	
Rationale for Change	
Effective Date	

*Deans email approved submission to CurriculumInstruction@jalc.edu.

Approvals

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Approved submissions will be taken to the next Curriculum and Instruction meeting. Please contact Jamie Sims, ext. 8005 if you have any questions.

Program Withdrawal

*ICCB requires CTE programs to be inactive for 5 years before withdrawal

Program Title			
Curriculum Prefix		Curriculum Number	
Rationale for Withdrawal			
Curriculum(s) in which courses should be assigned (if necessary)			



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1. The primary responsibility for the development ~~of~~

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- C. credit hour changes to programs and/or courses;
 - D. course prerequisite change;
 - E. officially withdrawing courses and/or curriculum
2. Curriculum matters submitted as information only:
- A. changes that do not significantly alter a course, i.e., minor revision of description or title;
 - B. course numbers;
 - C. curriculum footnotes;
 - D. instruction mode;
 - E. revision of curriculum with no change in credit hours
3. The Curriculum and Instruction Committee may take one of the following actions:
- A. approval;
 - B. rejection accompanied with reasons;
 - C. table approval for further study;
 - D. approval with changes
4. Faculty members are encouraged to attend the Curriculum and Instruction Committee meetings to voice their opinions of proposed curriculum changes.
5. Actions of the .006 Tw rricf jetn. 20 pgs