WISCONSIN
TECHNICAL COLLEGE
SYSTEM

**System-wide Curriculum Product Development/Evaluation Process
for AAS/AAA Degree Programs/Courses**

System-wide curriculum offers faculty throughout the state opportunities to draw from best practices, facilitates student transfer of credits, and increases employer confidence that all graduates are meeting comparable competencies. Statistical analysis, efficient use of resources and the ease of orientation for new or adjunct faculty are additional advantages. The System-Wide Curriculum Guidelines for AAS/AAA Degrees document details the essential components of aligned curricula, including the flexibility available to meet local district need within aligned courses/programs.

On an on-going basis, the Instructional Service Administrators (ISA) determine which courses/programs will undergo either curriculum alignment or for existing aligned curricula, which courses/programs will undergo evaluation/modification.

The Process and Criteria for selection have been developed and approved by the Instructional Service Administrators, and are shown below.

> The following process was created for the identification of courses and programs for initial alignment and evaluation/maintenance of existing aligned courses/programs.

> There is no expectation that a specific number of courses/programs will go through the alignment process in any given year. As courses/programs are proposed, and if they meet the criteria, they will be forwarded to the ISA for action.

The Process for Consideration of Courses/Programs for Alignment or Evaluation:

1. Requests for courses/programs for either development or evaluation may be initiated through multiple paths including presidents, instructors, staff, deans, advisory committees, etc. Requests can be made at any time. All requests will initially be submitted to the appropriate ISA member. The ISA member reviews the request against the Criteria for Submitting Program/Course Proposals (see below), and if appropriate forwards the proposal to the ISA executive committee for inclusion on the next ISA agenda.
2. The WTCS Associate Vice President, Office of Instruction may also receive requests for alignment and/or evaluation. The Associate Vice President initially reviews the request against the Criteria for Submitting Program/Course Proposals (see below), and if appropriate forwards the proposal to the ISA executive committee for inclusion on the next ISA agenda.
3. Upon receipt of the ISA agenda, if a proposal for alignment and/or evaluation is included on the agenda, the individual ISA will work with key stakeholders at their district to determine their support for the proposal, or possible issues with the proposal.
4. The final review and approval of program proposals for both new alignment, and evaluation/maintenance of existing aligned programs is the responsibility of the full ISA.

Criteria for Submitting Program/Course Alignment Proposals:
1. Proposals submitted to the district ISA or the WTCS Associate Vice President-Office of Instruction must include a rationale statement which supports the consideration by the ISA for alignment of the course and/or program.
2. The rationale statement must include one or more of the following justifications, and as appropriate, any other additional rationale for undergoing systemwide alignment:
   - Align curriculum with accreditation standards.
   - Standardize articulation agreements.
   - Facilitates transfer among districts.
   - Efficiency through shared resources.
   - Program shares a title with other district programs, but the program outcomes significantly differ between districts.
   - Major program reconfiguration (i.e. significant program outcome modifications)
   - Replication of an existing unique (therefore not currently aligned) program.

Criteria for Submitting Evaluation/Modification of Existing Aligned <u>Program</u> Proposals:
1. The aligned program has been delivered in its entirety at least once.
   - Under special circumstances (i.e., changes in program accreditation standards) the evaluation and modification of an aligned program may occur prior to the programs being delivered in its entirety.

2. The request has the support of the WTCS Education Director.

Criteria for Submitting Evaluation/Modification of Existing Aligned <u>Course</u> Proposals:
1. The aligned course has been delivered at least once. Aligned courses within an aligned program curriculum must be evaluated in terms of its position within a program, therefore while minor adjustments in courses can be made at any time; more extensive changes in course competencies and their relationship to program outcomes are best completed through aligned program evaluation/modification.
2. The request has the support of the WTCS Education Director.

The Process for Selection of Courses/Programs for Alignment or Evaluation:
1. The ISA will take action on proposals at the ISA meeting as follows:
   A. The ISA may, by consensus, determine that they are unable to take action at the meeting. A possible reason for delay is the lack of access to faculty (i.e., over the summer months) to determine the district's interest in alignment/evaluation.
   B. All 16 ISA will participate in the decision making process regardless of their individual district's approval to offer the program/course.
   C. The goal is to obtain 100% consensus on moving programs forward for alignment or evaluation.
   D. In the absence of consensus, the ISA will vote:
      (1). ISA who are not in attendance will be contacted so that their vote can be counted.

(2). ISA who vote "No" to alignment/evaluation will be required to identify the reason(s) for non-support.

(3). Vote:

    a.   If 13, (81.25%) ISA are in favor of the alignment/evaluation, then the alignment or evaluation will move forward.

    b.   If 9-12, (56.25%-75%) ISA are in favor, then a meeting will be convened by the appropriate Education Director & a WIDS facilitator with key curriculum representatives from interested districts to ascertain the likelihood that given a full understanding of the flexibility inherent in alignment, whether the districts are close enough to continue, or whether there is too much difference to expect that the curriculum can align at this time. The conclusions of that meeting will be reported at the next ISA meeting and the ISA will conduct a 2nd vote on the program/course in question. If 13 or more members vote in favor the proposal moves forward. If less than 13 members vote in favor, the proposals will be rejected.

    c.   If fewer than 9, (<50%) of the ISA are in favor of the alignment/evaluation, then the proposal will be rejected.

E.   When multiple projects are approved at a single ISA meeting, the ISA, by consensus, will prioritize projects to meet available funding, resources, and/or timelines for curriculum development/evaluation.