

DANVILLE COMMUNITY COLLEGE

Approval Procedures for New Curricula and Programs

The program faculty and Division Dean who are submitting a new curriculum or program to Danville Community College for approval will complete the following steps. The materials appropriate for each step will become a part of the documentation for Danville Community College, the Virginia Community College System (VCCS), the State Council of Higher Education for Virginia (SCHEV), and the Commission on Colleges of the Southern Association of Colleges and Schools (SACS).

1. Each new curriculum or program will be submitted to the appropriate Lay Advisory Committee. The submission shall include a needs assessment and background information in addition to any other material relevant to the Lay Committee's approval. Lay Advisory Committee minutes showing approval must be forwarded to the Vice President of Academic and Student Affairs. The approved minutes will become a part of the documentation for SACS.
2. A Lead Faculty Member will be identified for each submitted program. This faculty member will be identified in the Documentation for the College Curriculum Committee. When possible, a program faculty roster, including faculty credentials and experience, will be submitted with the Lead Faculty Member information.
3. Each curriculum and program will be submitted to the College Curriculum Committee for approval. The submission will include all documentation required by the Virginia Community College System (VCCS) for program and curriculum approval. The proposal is to include background statements, the needs assessment results, a program budget, and a completed VCCS Form 102 with supporting materials. (*See VCCS Policy Manual, Section 5.5.2, Review of Programs, as well as DCC Form 102A.*)
4. The completed, approved proposal will be presented to the DCC College Board for action. The resulting College Board decision will be recorded in the College Board minutes and become a part of SACS documentation.
5. The VCCS Form 102 for degree programs, certificates, and diplomas will be submitted to the Virginia Community College System for review and approval. For career studies certificates, notification to the VCCS is

required. For degree programs, certificates and diplomas, VCCS approval is required.

6. Degree program documents will be forwarded by the VCCS to the State Council of Higher Education for Virginia (SCHEV) for approval. SCHEV is also notified of certificate and diploma programs that are approved by the VCCS. All VCCS and SCHEV approval notifications will be included in SACS documentation.
7. Curriculum and program notification will be sent to SACS after College Board approval and submission to the VCCS. The notification will include the proposed program background and needs assessment. If SACS deems the proposal to be a “substantive change” and a prospectus is necessary, all documentation from the approval steps will be submitted as a part of the prospectus.
8. Any necessary documentation for additional accrediting organizations will be submitted and approval notifications will become a part of the program approval documentation.

Approved by DCC Curriculum Committee 9/17/09