

ADMINISTRATIVE RULE NO: 4010-01
RELATED TO POLICY SERIES NO: 4010

**TITLE: GUIDELINES FOR COORDINATING THE DEVELOPMENT, SCHEDULING,
AND PART-TIME STAFFING OF LBCC COURSES**

COURSE DEVELOPMENT

Course development and revisions are the responsibility of every faculty member working through his/her division, and it is expected that each faculty member will spend some time aiding in the development of courses. Accordingly, the following procedures have been outlined for the development and maintenance of college courses.

A. Course Proposals

1. Proposals for courses to be offered by the college may originate with faculty, administration, students, LBCC Board of Education, and community groups. Anyone wishing to originate a course will fill out a course outline guide or course outline, as appropriate, and deliver it to the appropriate department/program chair or administrator for review and recommendation.
2. Proposals for new courses will be reviewed by the appropriate instructional division staff members, the dean, center director, or designee, and the dean of instruction or designee before final approval. Proposals for career and technical courses may also be reviewed by an advisory committee from the career and technical area concerned. For new credit courses, primary responsibility for review rests with the curricular department.
3. The Academic Affairs specialist will assign course numbers according to the guidelines set forth by the Oregon State Board of Education for community colleges.
4. The president has charged division deans and the director of Business and Auxiliary Services with the primary responsibility for the following courses:
 - a. Lower Division Collegiate,
 - b. Occupational Preparatory (Career and Technical),
 - c. Occupational Supplementary Leading to a Degree or Certificate,
 - d. Complementary General Education, and
 - e. General Self-Improvement Development Skills.

Center directors and the director of Community Education have primary responsibility for adult education and general self-improvement/other.

TITLE: GUIDELINES FOR COORDINATING THE DEVELOPMENT, SCHEDULING, & PART-TIME STAFFING OF LBCC COURSES (AR 4010-01)

All deans and center directors are responsible for occupational supplementary courses not leading to a degree or certificate.

5. Single courses approved by the dean of Instruction and (where applicable) the Oregon State Board of Education may be included in the scheduled offerings of the college. (It should be noted that approval of a course does not authorize its being scheduled as an offering of LBCC. That authorization must come from the appropriate division administrator.)

B. Course Outcome Guides/Outlines

1. Outcome guides or outlines for all courses must be on file in Academic Affairs. The dean or designee has the responsibility to see that each course outcome guide/outline is reviewed by members of the division concerned and on file. This is part of the catalog revision process. Any revised course requires submission of an updated outcome guide/outline to the Academic Affairs Office.
2. Course outcome guides will include descriptions and student learning outcomes, which are needed to implement articulation with four-year colleges, to assist new faculty, to answer inquiries about the instructional program, and to secure approval of the authorizing agencies.
3. All faculty members have the responsibility of conducting courses according to the outcome guides/outlines on file. The attention of new faculty members is particularly directed to this responsibility.
4. For any courses leading to a degree or certificate, the same course outcome guides/outlines and course goals and objectives will be used on campus and at all off-site locations.

C. Course Scheduling

1. The course schedule is developed by each department and each center. The department/program chair or center director, in consultation with faculty, has the responsibility of planning the schedule for his/her department. They shall consider courses to be offered, number of sections of each course, time schedules, and class sizes. Suggestions received from counselors, students, and other interested groups are referred to the departments for their consideration.
2. Center directors will coordinate transfer and career and technical offerings with on-campus departments and programs.
3. The dean or designee will review the proposed course schedule for possible conflicts or other concerns. Resolutions of problems should occur at the instructional manager level.
4. Schedule recommendations are submitted to the Academic Affairs specialist. Academic Affairs is responsible for coordination of the college-wide schedule

TITLE: GUIDELINES FOR COORDINATING THE DEVELOPMENT, SCHEDULING, & PART-TIME STAFFING OF LBCC COURSES (AR 4010-01)

including time conflicts, room scheduling, and scheduling discrepancies. Center directors are responsible for scheduling the center rooms and contracted community facilities.

CURRICULUM DEVELOPMENT/REVISION

A. New Curriculum Development

Any faculty member may bring ideas for new programs or program options to the attention of their dean or designee or the dean of Instruction. The issues to be considered include:

1. reason for new program;
2. impact on other programs;
3. estimated cost of program, including equipment and staffing needs; and
4. employment data for those individuals completing the program.

Any proposals for new programs will receive extensive review by the dean or designee, as well as other administrative staff, prior to an affirmative recommendation being made to the board. Board approval is required before submitting official notice to the Department of Education that a new program is under development. There are specific state guidelines to be followed and applications to be submitted in order to receive state approval for adding new programs or program options. Working with the dean of Instruction, the respective program/department is responsible for completing the application.

B. Curriculum Revision

Curriculum revisions are done on an annual basis at the time catalog material for the upcoming year is submitted. Course outcome guides/outlines for any new or revised courses must be submitted at the same time in order for revisions to be included in the new catalog. Curriculum revisions and possible budgetary impact should be discussed with the dean or designee, and any changes that impact another division should be discussed with the appropriate representatives from that division.

APPROVAL AND HIRING OF FACULTY

A. If a dean, center director, or designee decides that an applicant should be considered for employment as a faculty member, she/he processes an Instructor Approval form and makes recommendation for approval. The following information relating to the applicant must be submitted to Academic Affairs:

1. college online application,
2. transcripts and/or certification of all academic and education work,
3. work experience records and other documentation, as needed, and,

TITLE: GUIDELINES FOR COORDINATING THE DEVELOPMENT, SCHEDULING, & PART-TIME STAFFING OF LBCC COURSES (AR 4010-01)

4. an Instructor Approval form, signed by the dean indicating recommendation to approve.

Non-credit faculty approvals do not need a curricular endorsement signature on the Instructor Approval form. Non-credit faculty may, when appropriate, be hired without a transcript.

- F. The Academic Affairs specialist will review the applicant's file to determine if minimum standards have been met and notify the appropriate dean or designee of action taken.
- G. Commitment on hiring faculty who teach credit courses shall not be made until after an instructor approval has been acted upon favorably by Academic Affairs.
- H. Center directors will coordinate the hiring of non-credit part-time faculty within their centers. Deans, department chairs, and center directors will collaborate in consideration of new faculty for any credit courses leading to a degree when the faculty member will be teaching at the centers. Prior to making a commitment to hire new faculty for credit classes, center directors will communicate with curricular deans or designee to determine if faculty who have already been approved for the courses in question are available through the divisions.
- I. Academic Affairs will maintain a master list of approved faculty.
- J. The following are current minimum hiring standards for contracted and non-contracted faculty of transfer, career and technical, occupational supplementary, or general education courses:

TRANSFER

A master's degree in the subject matter area to be taught, and 27 graduate quarter hours in the primary subject matter area to be taught, or 24 quarter hours in the secondary subject matter area.

The master's degree requirement for lower-division courses may be waived in subject areas in which individuals have demonstrated their competencies and served in professional fields. If this approval is requested, the individual's proficiency and high level of competency must be documented by:

1. professional work experience history and relationship to classroom assignment, and
2. signatures of agreement by the dean or designee and department/program chair and indication of support by program faculty.

**CAREER AND TECHNICAL, OCCUPATIONAL SUPPLEMENTARY
COMPLEMENTARY GENERAL EDUCATION**

Subject matter competence may be used as a standard for approval as documented by:

TITLE: GUIDELINES FOR COORDINATING THE DEVELOPMENT, SCHEDULING, & PART-TIME STAFFING OF LBCC COURSES (AR 4010-01)

1. An appropriate degree and four years of successful work experience in an occupational area may also be used as a standard for approval of professional technical faculty; or
2. Seven years of successful experience in an occupational area may be used as an additional standard for approval of a professional technical faculty.

NON-CREDIT

Demonstrated knowledge of subject matter, which may be documented through related work experience and/or course work.

OTHER DESIRABLE STANDARDS FOR ALL FACULTY

- A. Knowledge of the community college, its students, programs, and philosophy
- B. Excellent interpersonal relations
- C. Knowledge and skill in teaching/learning methods and equipment
- D. Excellent communicative experience and ability
- E. A sincere interest in people
- F. Commitment to helping others
- G. Energy

DATE OF ADOPTION: 08/13/84

DATE(S) OF REVISION(S): 08/19/97; 07/01/08