NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
Dr. R. Scott Ralls, President

November 21, 2011

To: Presidents
Chief Academic Officers

From: Sharon E. Morrissey, Ed. D.
Senior Vice President and Chief Academic Officer

Subject: Curriculum Review Committee Course Approvals

The Curriculum Review Committee (CRC) has the responsibility for maintaining the curriculum courses in the Combined Course Library (CCL). The approved course requests from the Fall 2011 meeting are attached for your information.

The State Board of Community Colleges has delegated authority to the Senior Vice President and Chief Academic Officer to approve curriculum standard changes involving **core course title and/or credit hour changes** resulting from CRC action. The standards listed below have been revised as a result of CRC-approved changes to one or more core courses:

Curriculum Title	**Curriculum Code**
Professional Crafts: Fiber	A30320
Zoo and Aquarium Science Technology	A20220

The CRC also approved requests to revise the **course description, prerequisite(s), corequisite(s), and/or class/lab hours** of core courses found on the curriculum standard listed below. Please note that the only change indicated on the printed standard will be the inclusion of the statement *CRC Revised-Electronic Only 10/18/11,* since only the electronic version of the standard template will be revised:

Curriculum Title	**Curriculum Code**
Ophthalmic Medical Assistant (Diploma)	D45510

The following curriculum standard involved CRC-approved core course revisions and additional standard revision requests that were approved at the State Board of Community Colleges in October:

Curriculum Title	**Curriculum Code**
Surgical Technology	A45740

The revised standards are attached for your convenience.

A few of the course revisions may involve the removal of required prerequisites or corequisites. Please note that colleges may add local prerequisites and/or corequisites if they determine a need exists.

CC11-033
E-mail

Please be aware that you must implement the attached revised courses and standards no later than one year after the effective term. You must update your college's electronic program of study and receive approval from the System Office prior to implementation of the revised courses and program.

Other CRC action included the following:

A request to increase the length of curriculum course titles was approved. The course title length was increased from a maximum length of 25 characters to a maximum length of 30 characters.

A request to increase the length of curriculum course descriptions was approved. The maximum length of the first and second sentences increased from 25 to 40 words per sentence. The third sentence was increased from 25 to 50.

The course request forms contained in the *Curriculum Review Committee Procedures* have been revised to reflect the allowance of longer titles and course descriptions. Curriculum standards, curriculum courses and procedures for submitting requests to the CRC are available on the Academic Programs home page at http://www.nccommunitycolleges.edu/programs.

If you need assistance or clarification, please contact Ms. Jennifer Frazelle, Program Director, at frazellej@nccommunitycolleges.edu or at (919) 807-7120.

SEM/dm
Attachments
c: Curriculum Review Committee
     Ms. Elizabeth Self
     Mr. Van Wilson
     Ms. Jennifer Frazelle
     Program Coordinators

CC11-033
E-mail

Course	Title	Request	Effective Semester	Curriculum Standard Core Course
AET-124	Airframe Systems	Change prerequisite from "AVI 110" to "None" (Guilford TCC)	Spring 2012 (2012*01) **	n/a
CTI-135	Introduction to Green IT	New CCL course (Central Piedmont CC)	Spring 2012 (2012*01)	n/a
DMA-010	Operations with Integers	New CCL Course (DEI Math Redesign Task Force)	Spring 2012 (2012*01) for pilot colleges only	n/a
DMA-020	Fractions and Decimals	New CCL Course (DEI Math Redesign Task Force)	Spring 2012 (2012*01) for pilot colleges only	n/a
DMA-030	Propor/Ratio/Rate/ Percent	New CCL Course (DEI Math Redesign Task Force)	Spring 2012 (2012*01) for pilot colleges only	n/a
DMA-040	Express/ Lin Equat/ Inequal	New CCL Course (DEI Math Redesign Task Force)	Spring 2012 (2012*01) for pilot colleges only	n/a
DMA-050	Graphs/Equations of Lines	New CCL Course (DEI Math Redesign Task Force)	Spring 2012 (2012*01) for pilot colleges only	n/a
DMA-060	Polynomial/Quadratic Appl	New CCL Course (DEI Math Redesign Task Force)	Spring 2012 (2012*01) for pilot colleges only	n/a
DMA-070	Rational Express/ Equation	New CCL Course (DEI Math Redesign Task Force)	Spring 2012 (2012*01) for pilot colleges only	n/a
DMA-080	Radical Express/Equations	New CCL Course (DEI Math Redesign Task Force)	Spring 2012 (2012*01) for pilot colleges only	n/a

*** denotes early implementation*

Course	Title	Request	Effective Semester	Curriculum Standard Core Course
EMS-243	Wilderness EMT	New CCL course (Southwestern CC)	Spring 2012 (2012*01)	n/a
LIB-215	Library Management	New CCL course (Central Carolina CC)	Spring 2012 (2012*01)	n/a
OPH-103	Intro to Dieseases of Eye	Change corequisites from "OPH 104, OPH 105, and OPH 106" to "None" (Caldwell CC and TI)	Spring 2012 (2012*01)	Ophthalmic Medical Assistant (Diploma) (D45510)
OPH-104	Basic Ophthalmic Phrama	Change corequisites from "OPH 103, OPH 105, and OPH 106" to "None" (Caldwell CC and TI)	Spring 2012 (2012*01) **	Ophthalmic Medical Assistant (Diploma) (D45510)
OPH-105	Ophthalmic Clin Proc I	Change corequisites from "OPH 103, OPH 106, and OPH 109" to "None" (Caldwell CC and TI)	Spring 2012 (2012*01) **	Ophthalmic Medical Assistant (Diploma) (D45510)
OPH-106	Ophtha Med Assist Pract I	Change corequisites from "OPH 103, OPH 104, and OPH 105" to "None" (Caldwell CC and TI)	Spring 2012 (2012*01) **	Ophthalmic Medical Assistant (Diploma) (D45510)
OPH-107	Ophthalmic Clin Proc II	Change prerequisites from "OPH 103" to "OPH 150, OPH 151 and OPH 105"; Change corequisites from "OPH 104, OPH 108, and OPH 110" to "None" (Caldwell CC and TI)	Spring 2012 (2012*01) **	Ophthalmic Medical Assistant (Diploma) (D45510)
OPH-108	Ophthalmic Patient Care	Change prerequisites from "OPH 103" to "OPH 150 and OPH 151"; Change corequisites from "OPH 107, OPH 109, and OPH 110" to "None" (Caldwell CC and TI)	Spring 2012 (2012*01) **	Ophthalmic Medical Assistant (Diploma) (D45510)

*** denotes early implementation*

Course	Title	Request	Effective Semester	Curriculum Standard Core Course
OPH-109	Ophtha Optics & Basic Refract	Change prerequisites from "OPH 103" to "OPH 150 and OPH 151"; Change corequisites from "OPH 107, OPH 108, and OPH 110" to "None" (Caldwell CC and TI)	Spring 2012 (2012*01) **	Ophthalmic Medical Assistant (Diploma) (D45510)
OPH-110	Op Med Asst Practicum II	Change prerequisites from "OPH 103" to "OPH 150, OPH 151, and OPH 106"; Change corequisites from "OPH 107, OPH 108, and OPH 109" to "None" (Caldwell CC and TI)	Spring 2012 (2012*01) **	Ophthalmic Medical Assistant (Diploma) (D45510)
PCF-111	Intermediate Weaving	Change course hours from "2-15-0-7" to "2-10-0-7", Change course description. (Haywood CC)	Fall 2012 (2012*03)	Professional Crafts: Fiber (A30320)
PCF-113	Sewing with Hand-wovens	New CCL course (Haywood CC)	Spring 2012 (2012*01)	n/a
PCF-123	Print Design for Textiles	New CCL course (Haywood CC)	Spring 2012 (2012*01)	n/a
PCF-210	20th Century Textiles	Change title to "Contemporary Textiles"; Change course description (Haywood CC)	Fall 2012 (2012*03)	n/a
PCF-211	Production Weaving	Change title to "Production Mthds/Textiles"; Change course description (Haywood CC)	Fall 2012 (2012*03)	Professional Crafts: Fiber (A30320)
PCF-213	Professional Textiles	New CCL course (Haywood CC)	Spring 2012 (2012*01)	n/a
SUR-110	Intro to Surg Tech	Change course description (Asheville-Buncombe TCC)	Spring 2012 (2012*01) **	Surgical Technology (A45740)
SUR-111	Periop Patient Care	Change course description (Asheville-Buncombe TCC)	Spring 2012 (2012*01) **	Surgical Technology (A45740)

*** denotes early implementation*

Curriculum Course Requests Approved By the Curriculum Review Committee (CRC)
on October 18, 2011

Course	Title	Request	Effective Semester	Curriculum Standard Core Course
SUR-137	Prof Success Prep	Change course description (Asheville-Buncombe TCC)	Spring 2012 (2012*01) **	Surgical Technology (A45740)
ZAS-110	Intro to Zookeeping	Change course hours from "2-6-0-4" to "3-6-0-5" (Davidson County CC)	Fall 2012 (2012*03)	Zoo and Aquarium Science Technology (A20220)
ZAS-120	Zoonotic Dieseases	New CCL course (Davidson County CC)	Spring 2012 (2012*01)	n/a

*** denotes early implementation*

CURRICULUM STANDARD

Curriculum Program Title **Ophthalmic Medical Assistant (Diploma)**   Code   **D45510**

Concentration **(not applicable)**

Curriculum Description

The Ophthalmic Medical Assistant Program prepares individuals to perform ophthalmic procedures under the supervision of a licensed physician specializing in Ophthalmology. Course work includes lecture, laboratory, and clinical training in ocular measurements; ocular testing; lensometry; administering topical and oral medications; eye care; and caring for instruments.

Graduates are employed in medical institutions, clinics, or physician practices.

Graduates may qualify as candidates to take the Joint Commission on Allied Health Personnel, Ophthalmology National Certification Exam.

Curriculum Requirements*
[for associate degree, diploma, and certificate programs in accordance with 23 NCAC 02E.0204 (3)]

I. **General Education.** Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.

II. **Major Hours**. AAS, diploma, and certificate programs must include courses which offer specific job knowledge and skills. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit. *(See second page for additional information.)*

III. **Other Required Hours.** A college may include courses to meet graduation or local employer requirements in a certificate, diploma, or associate in applied science program. These curriculum courses shall be selected from the Combined Course Library and must be approved by the System Office prior to implementation. Restricted, unique, or free elective courses may not be included as other required hours.

	AAS	Diploma	Certificate
Minimum General Education Hours	15	6	0
Minimum Major Hours	49	30	12
Other Required Hours	0-7	0-4	0-1
Total Semester Hours Credit (SHC)	**64-76**	**36-48**	**12-18**

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*Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic use of computers.

Major Hours

[ref. 23 NCAC 02E.0204 (3)]

A. **Core.** The subject/course core is comprised of subject areas and/or specific courses which are required for each curriculum program. A diploma program offered under an approved AAS program standard or a certificate which is the highest credential level awarded under an approved AAS program standard must include a minimum of 12 semester hours credit derived from the subject/course core of the AAS program.

B. **Concentration** *(if applicable).* A concentration of study must include a minimum of 12 semester hours credit from required subjects and/or courses. The majority of the course credit hours are unique to the concentration. The required subjects and/or courses that make up the concentration of study are in addition to the required subject/course core.

C. **Other Major Hours.** Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours of credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit.

Ophthalmic Medical Assistant D45510			
	AAS	**Diploma**	**Certificate**
Minimum Major Hours Required	**49 SHC**	**30 SHC**	**12 SHC**
A. CORE		**34 SHC**	
Required Courses:			
OPH 103 Intro to Diseases of Eye 2 SHC OPH 104 Basic Ophthalmic Pharma. 2 SHC OPH 105 Ophthalmic Clin Proc I 2 SHC OPH 106 Ophthalmic Med. Asst. Pract. I 9 SHC OPH 107 Ophthalmic Clin Proc II 2 SHC OPH 108 Ophthalmic Patient Care 2 SHC OPH 109 Ophthal. & Basic Refract 2 SHC OPH 110 Op Med Asst Practicum II 9 SHC OPH 150 Intro to Ophth Med Assist 2 SHC OPH 151 Ocular Anat. & Physiology 2 SHC			
Required Subject Areas: None			
B. CONCENTRATION *(Not applicable)*			
C. OTHER MAJOR HOURS BUS, CIS, COE, CSC, HSC, OPH, and PHY *Foreign language courses (including ASL) that are not designated as approved other major hours may be included in all programs up to a maximum of 3 semester hours of credit.*			

CURRICULUM STANDARD

Curriculum Program Title	**Professional Crafts: Fiber**	Code	**A30320**
Concentration	**(not applicable)**		

Curriculum Description

The Professional Crafts: Fiber curriculum is designed to train individuals as professional handweavers. Instruction includes technical weaving knowledge, dye work, design skills, and marketing and business essentials.

Students will learn warping techniques, weaving theory and technique, dye applications, and finishing methods. Students will receive design skills to aid them in personalizing their own work. Additional instruction will provide the bases for starting and running a small business.

Graduates will be able to open and operate their own weaving studio, work for an existing weaving business, or transfer to a four-year degree program.

*Curriculum Requirements**
[for associate degree, diploma, and certificate programs in accordance with 23 NCAC 02E.0204 (3)]

I.   **General Education.** Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.

II.   **Major Hours**. AAS, diploma, and certificate programs must include courses which offer specific job knowledge and skills. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit. *(See second page for additional information.)*

III. **Other Required Hours.** A college may include courses to meet graduation or local employer requirements in a certificate, diploma, or associate in applied science program. These curriculum courses shall be selected from the Combined Course Library and must be approved by the System Office prior to implementation. Restricted, unique, or free elective courses may not be included as other required hours.

	AAS	**Diploma**	**Certificate**
Minimum General Education Hours	15	6	0
Minimum Major Hours	49	30	12
Other Required Hours	0-7	0-4	0-1
Total Semester Hours Credit (SHC)	**64-76**	**36-48**	**12-18**

*Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic use of computers.

Major Hours
[ref. 23 NCAC 02E.0204 (3)]

A. **Core.** The subject/course core is comprised of subject areas and/or specific courses which are required for each curriculum program. A diploma program offered under an approved AAS program standard or a certificate which is the highest credential level awarded under an approved AAS program standard must include a minimum of 12 semester hours credit derived from the subject/course core of the AAS program.

B. **Concentration** *(if applicable).* A concentration of study must include a minimum of 12 semester hours credit from required subjects and/or courses. The majority of the course credit hours are unique to the concentration. The required subjects and/or courses that make up the concentration of study are in addition to the required subject/course core.

C. **Other Major Hours.** Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours of credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit.

Professional Crafts: Fiber A30320	AAS	Diploma	Certificate
Minimum Major Hours Required	**49 SHC**	**30 SHC**	**12 SHC**
A. CORE *Courses required for the diploma are designated with *** **Required Courses:** * PCF 110 Introduction to Weaving 7 SHC * PCF 111 Intermediate Weaving 7 SHC PCF 112 Weaving for Clothing 4 SHC PCF 211 Production Mthds/Textiles 7 SHC PCF 212 Professional Weaving 7 SHC **Required Subject Areas:** None	**32 SHC**	**14 SHC**	
B. CONCENTRATION *(Not applicable)*			
C. OTHER MAJOR HOURS *To be selected from the following prefixes:* ART, CIS, COE, CSC, DES, PCF, PCD, PCR, PHO, and TEX *Foreign language courses (including ASL) that are not designated as approved other major hours may be included in all programs up to a maximum of 3 semester hours of credit.*			

CURRICULUM STANDARD

Curriculum Program Title   **Surgical Technology**   Code   **A45740**

Concentration   **(not applicable)**

Curriculum Description

The Surgical Technology curriculum prepares individuals to assist in the care of the surgical patient in the operating room and to function as a member of the surgical team.

Students will apply theoretical knowledge to the care of patients undergoing surgery and develop skills necessary to prepare supplies, equipment, and instruments; maintain aseptic conditions; prepare patients for surgery; and assist surgeons during operations.

Employment opportunities include labor/delivery/emergency departments, inpatient/outpatient surgery centers, dialysis units/facilities, physicians' offices, and central supply processing units.

Students of Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredited programs are required to take the national certification exam administered by the National Board on Certification in Surgical Technology and Surgical Assisting (NBSTSA) within a four week period prior to or after graduation.

*Curriculum Requirements**
[for associate degree, diploma, and certificate programs in accordance with 23 NCAC 02E.0204 (3)]

I.   **General Education.** Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.

II.   **Major Hours**. AAS, diploma, and certificate programs must include courses which offer specific job knowledge and skills. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit. *(See second page for additional information.)*

III.   **Other Required Hours.** A college may include courses to meet graduation or local employer requirements in a certificate, diploma, or associate in applied science program. These curriculum courses shall be selected from the Combined Course Library and must be approved by the System Office prior to implementation. Restricted, unique, or free elective courses may not be included as other required hours.

	AAS	Diploma	Certificate
Minimum General Education Hours	15	6	0
Minimum Major Hours	49	30	12
Other Required Hours	0-7	0-4	0-1
Total Semester Hours Credit (SHC)	**64-76**	**36-48**	**12-18**

*Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic use of computers.

Major Hours

[ref. 23 NCAC 02E.0204 (3)]

A. **Core.** The subject/course core is comprised of subject areas and/or specific courses which are required for each curriculum program. A diploma program offered under an approved AAS program standard or a certificate which is the highest credential level awarded under an approved AAS program standard must include a minimum of 12 semester hours credit derived from the subject/course core of the AAS program.

B. **Concentration** *(if applicable).* A concentration of study must include a minimum of 12 semester hours credit from required subjects and/or courses. The majority of the course credit hours are unique to the concentration. The required subjects and/or courses that make up the concentration of study are in addition to the required subject/course core.

C. **Other Major Hours.** Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours of credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit.

Surgical Technology A45740		AAS	Diploma	Certificate
Minimum Major Hours Required		**49 SHC**	**30 SHC**	**12 SHC**
A. **CORE** *Courses required for the diploma are designated with *** **Required Courses:** * SUR 110 Introduction to Surgical Technology 3 SHC * SUR 111 Perioperative Patient Care 7 SHC * SUR 122 Surgical Procedures I 6 SHC * SUR 123 SUR Clinical Practice I 7 SHC * SUR 134 Surgical Procedures II 5 SHC * SUR 135 SUR Clinical Practice II 4 SHC * SUR 137 Professional Success Preparation 1 SHC SUR 210 Advanced SUR Clinical Practice 2 SHC SUR 211 Advanced Theoretical Concepts 2 SHC **Required Subject Areas:** None		**37 SHC**	**33 SHC**	
B. **CONCENTRATION** *(Not applicable)*				
C. **OTHER MAJOR HOURS** *To be selected from the following prefixes:* BIO, BUS, CIS, COE, CSC, ECO, ENG, HSC, MED, PSY, SOC, STP, and SUR *Foreign language courses (including ASL) that are not designated as approved other major hours may be included in all programs up to a maximum of 3 semester hours of credit.*				

CURRICULUM STANDARD

Curriculum Program Title   **Zoo and Aquarium Science Technology**   Code   **A20220**

Concentration   **(not applicable)**

Curriculum Description

The Zoo and Aquarium Science Technology curriculum prepares students for employment in zoological parks, aquaria, or other settings requiring animal care, breeding, education/conservation, or health of exotic animals.

Course work emphasizes anatomy, physiology, reproduction, behavior, and nutrition of exotic animals that are on exhibit for education and/or conservation purposes or for animals maintained for medical purposes. Students have practical experiences with basic husbandry skills, animal handling/capture/restraint skills, the ability to detect illness, and creative design of exhibits.

Graduates of the curriculum should qualify for entry-level employment opportunities in a variety of settings, including zoos, aquaria, nature science centers, and animal research facilities.

*Curriculum Requirements**

[for associate degree, diploma, and certificate programs in accordance with 23 NCAC 02E.0204(3)]

I.   General Education. Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.

II.   Major Hours. AAS, diploma, and certificate programs must include courses which offer specific job knowledge and skills. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit. *(See second page for additional information.)*

III.   Other Required Hours. A college may include courses to meet graduation or local employer requirements in a certificate, diploma, or associate in applied science program. These curriculum courses shall be selected from the Combined Course Library and must be approved by the System Office prior to implementation. Restricted, unique, or free elective courses may not be included as other required hours.

	AAS	Diploma	Certificate
Minimum General Education Hours	15	6	0
Minimum Major Hours	49	30	12
Other Required Hours	0-7	0-4	0-1
Total Semester Hours Credit (SHC)	**64-76**	**36-48**	**12-18**

*Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic use of computers.

Major Hours

[ref. 23 NCAC 02E.0204 (3)]

A. **Core.** The subject/course core is comprised of subject areas and/or specific courses which are required for each curriculum program. A diploma program offered under an approved AAS program standard or a certificate which is the highest credential level awarded under an approved AAS program standard must include a minimum of 12 semester hours credit derived from the subject/course core of the AAS program.

B. **Concentration** *(if applicable).* A concentration of study must include a minimum of 12 semester hours credit from required subjects and/or courses. The majority of the course credit hours are unique to the concentration. The required subjects and/or courses that make up the concentration of study are in addition to the required subject/course core.

C. **Other Major Hours.** Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours of credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit.

Zoo and Aquarium Science Technology (A20220)

	AAS	Diploma	Certificate
Minimum Major Hours Required	**49 SHC**	**30 SHC**	**12 SHC**
A. CORE	46	NR	
Required Courses:			
BIO 111 General Biology I 4 SHC			
BIO 112 General Biology II 4 SHC			
BIO 242 Nat Resource Conservation 3 SHC			
ZAS 110 Intro to Zookeeping 5 SHC			
ZAS 112 Intro to Zoo Science 1 SHC			
ZAS 113 Animal Exhibits 1 SHC			
ZAS 114 Species Survival Plans 1 SHC			
ZAS 115 Animal Welfare Issues 1 SHC			
ZAS 130 Introduction to Ethology 3 SHC			
ZAS 131 Applied Animal Psych 3 SHC			
ZAS 232 Zoo Invertebrates 3 SHC			
ZAS 234 Zoo Herpetology 3 SHC			
ZAS 235 Zoo Ornithology 3 SHC			
ZAS 236 Zoo Mammalogy 3 SHC			
COE 112 Co-op Work Exp I 2 SHC			
COE 122 Co-op Work Exp II 2 SHC			
COE 132 Co-op Work Exp III 2 SHC			
COE 212 Co-op Work Exp IV 2 SHC			
Required Subject Areas: None			
B. CONCENTRATION *(Not applicable)*			

Zoo and Aquarium Science Technology (A20220) Continued			
C. **OTHER MAJOR HOURS** *To be selected from the following prefixes:* *To be selected from the following prefixes:* ACM, BIO, BUS, CIS, COE, PED, PSY, and ZAS *Foreign language courses (including ASL) that are not designated as approved other major hours may be included in all programs up to a maximum of 3 semester hours of credit.*			

SECTION 15

Curriculum Review Committee

Procedures

Revised
October 18, 2011

Curriculum Review Committee Procedures
Assumptions and Philosophy

Purpose
The Curriculum Review Committee (CRC) is committed to maintaining and sustaining the viability of the Combined Course Library (CCL). The CRC recognizes a responsibility for ensuring that colleges maximize use of the CCL and limit the proliferation of courses throughout the system. The CRC has the authority for approving changes, additions, and deletions to the CCL.

Objectives
The CRC discusses issues associated with college requests for changes, deletions, and/or additions to the CCL before taking action. As a decision-making body, committee members strive to achieve consensus, rather than simple majority vote. If a clear division among committee members occurs during a vote, discussion continues until a decision is reached that all members can accept and understand. The committee strives to identify existing alternative solutions when requests are denied. CRC members are dedicated to increasing the degree of flexibility available to individual colleges, i.e., use of local prerequisites in lieu of system-imposed prerequisites.

Procedures

Curriculum Review Committee
A Curriculum Review Committee was established to oversee the maintenance and revision of the North Carolina Community College System (NCCCS) Combined Course Library.

The committee will normally be composed of ten community college administrators and two presidents. The chairperson of the North Carolina Association of Community College Instructional Administrators (NCACCIA) will submit nominations to the Vice President for Academic and Student Services, who will appoint ten college administrators to the committee. The Presidents Association will appoint two members to the committee.

(1) The committee members will be selected to represent system demographics based on the college's size, location and service area (rural/urban).

(2) The committee members will serve three-year terms with four of the members rotating off each year, effective January 1, 2005. The current CRC members are listed in Attachment 1.

(3) The Associate Vice President, Student Learning and Success, at the System Office will also serve on the committee, as a non-voting member.

If committee members are unable to fulfill their obligations/terms, then the chairperson of the NCACCIA or the president of the Presidents Association will submit nominations to the Senior Vice President/Chief Academic Officer for Academic and Student Services, who will appoint new members to the committee. The duration of this interim appointment is based on the original committee member's term.

The committee normally meets three times a year. Meeting and submission dates are identified in Attachment 2.

Role of System Office Staff
College requests are submitted through the office of the Senior Vice President/Chief Academic Officer for Academic and Student Services.

System Office Staff has the following responsibilities prior to the CRC meeting:

(1)   Consult with the requesting college to assist in preparation of the request (before and/or after the formal submission of the request).

(2)   Send the request to applicable colleges for a formal vote.

(3)   Prepare an analysis of the request to be transmitted to the CRC.

(4)   Present the requests at the CRC meeting, answering CRC members' questions and providing additional information, as needed.

(5)   Notify colleges of the results of the CRC meeting.

(6)   Coordinate applicable curriculum standard revisions by the State Board of Community Colleges or the Senior Vice President/Chief Academic Officer for Academic and Student Services, as appropriate.

(7)   Enter courses and curriculum standards information into appropriate electronic databases and post the information to the NCCCS website.

System Office staff may submit requests for consideration by the CRC. These requests may include, but are not limited to, compliance issues and editorial revisions that do not require decision by the colleges offering the course.

New Course Approvals
Colleges may submit requests for new CCL course approvals using Form 15-1 (Attachment 3). "New courses" are courses which are not currently in the CCL. The submission schedule for colleges is identified in Attachment 2. The CRC will review the requests to add new courses to the CCL.

A college will receive official notification from the System Office that its request for a new course has been received and the request will be submitted to the CRC at the next scheduled meeting.

The CRC will approve the appropriate areas of General Education, Major Hours, or Other Required Hours for the new course.

The State Board will act upon new courses that are included in applications for curriculum programs new to the System. The System Office will notify colleges of the State Board actions.

Revision of CCL Courses
Colleges may submit requests for revisions to CCL courses using Form 15-2 (Attachment 4). The submission schedule for colleges is identified in Attachment 2. The CRC will review the requests to revise CCL courses.

Requests received after the due dates will be acknowledged and placed on the agenda for the next meeting. The revisions are effective one year following the approval by the CRC. Colleges may request earlier implementation. The request along with the rationale should be included with the request.

The proposed revision will be reviewed by all colleges which list the course on an approved program of study, and a **two-thirds majority vote** of colleges that have approval to offer the course is required before the CRC may take action on the proposed course revision. Colleges not responding within the specified time period (usually two weeks) are considered in favor of the request.

Reclassification of Courses
Colleges may submit requests for reclassification of CCL courses using Form 15-3 (Attachment 5). The submission schedule for colleges is identified in Attachment 2. The CRC will review the requests to reclassify CCL courses. Requests received after due dates will be acknowledged and placed on the agenda for the next meeting. The reclassifications are effective one year following the approval by the CRC. Colleges may request earlier implementation. The request along with the rationale should be included with the request.

The proposed reclassification will be reviewed by all colleges which list the course on an approved program of study, and a **two-thirds majority vote** of colleges that have approval to offer the course is required before the CRC may take action on the proposed course reclassification. Colleges not responding within the specified time period (usually two weeks) are considered in favor of the request.

Curriculum Review Committee Process
The Curriculum Review Committee (CRC) has the responsibility and authority to approve all changes to the Combined Course Library (CCL). The CRC process insures that all requests for changes receive a thorough, timely, and impartial peer review.

Upon review of each request, the CRC has the following options:

(1)   CRC approves request. The System Office staff notifies colleges. New and revised courses are sent electronically to all colleges.

(2)   CRC tables request. The Program Coordinator will consult with the requesting college to provide additional information requested by CRC.

(3)   CRC does not approve request. The System Office Staff notifies the requesting college. The Program Coordinator will consult with requesting college to clarify the CRC's position and/or to explore alternative ways to meet the objectives of the requested change.

Resubmission of Denied Request
If the college still seeks further review of a denied request, the following additional review steps may be used:

(1)   Requesting college modifies request based on CRC rationale and resubmits. (There is no limit on the number of times a college may modify and resubmit a request.)

(2)   Requesting college, in consultation with Program Coordinator, prepares a detailed response to the CRC's decision including, when appropriate, additional documentation supporting the need for the change.

Upon additional review of the request, the CRC has the following options:

(1)   CRC approves request. Colleges are notified by the System Office staff of the action. New and revised courses are sent electronically to all colleges.

(2)   CRC does not approve request. The requesting college is notified by the System Office staff of the decision.

Appeals Process

If the CRC does not approve a request for change after at least an initial and one additional review, representatives of the requesting college will have the opportunity to present the request in person at a called meeting of the CRC. A college has ten (10) working days from receipt of the CRC's second decision to state in writing its intent to pursue this option. The college submits its intent to the Associate Vice President, Student Learning and Success, who will forward the request to the chair of the CRC. The chair of the CRC will arrange a meeting with the college at the earliest mutually convenient time, not to exceed 20 working days from receipt of notification from the Associate Vice President, Student Learning and Success. A majority of CRC members must be present to hear and discuss the request with college representatives.

If, after meeting together, the CRC and the requesting college are not able to reach a mutually acceptable resolution, the requesting college may appeal the CRC decision to the Program Committee of the State Board. The request for a hearing must be made in writing to the Associate Vice President, Student Learning and Success within ten (10) working days from the date of receiving the CRC's final decision. The positions of both the requesting college and the CRC will be forwarded to the Program Committee.

If, after reviewing the materials for the hearing, the Program Committee agrees to hear the arguments of the CRC and the requesting college, the Program Committee will make a recommendation to the State Board. The decision of the State Board is final.

Archiving and Deleting Courses from the CCL

Any course not offered for a period of three years may be removed from the CCL and archived.

 (1) Colleges may be notified each year of courses that have not been offered for two years. Any course that is not utilized by a college during the subsequent (third) year will be purged at the end of the third year.

 (2) The courses that are purged from the CCL will be given an end term date and permanently stored in the CCL database. The course prefix and number of a purged course remain intact and may not be used for any other course.

 (3) If a college wants to use a purged course, the course will be given a new effective term/date. The course will now begin a new three-year cycle.

Ms. Robin McCree Vice President of Instruction Stanly Community College 141 College Drive Albemarle, NC 28001 Phone: (910) 582-7181 FAX: (910) 582-7028 **Term Expires December 2013**	Mr. Dewey H. Lewis Vice President for Instruction and Information Resources Coastal Carolina Community College 444 Western Boulevard Jacksonville, NC 28546 Phone: (910) 938-6225 FAX: (910) 455-7027 **Term Expires December 2013**
Dr. Angela R. Ballentine Vice President of Instruction Vance-Granville Community College PO Box 917 Henderson, NC 27536-0917 Phone: (252) 738-3283 FAX: (252) 430-0460 **Term Expires December 2013**	Ms. Althea A. Riddick Vice President of Instruction College of The Albemarle Post Office Box 2327 Elizabeth City, NC 27906-2327 Phone: (252) 335-0821 Ext. 2241 FAX: (252) 335-2011 **Term Expires December 2011**
Dr. William S. Carver, II President Nash Community College Post Office Box 7488 Rocky Mount, NC 27804-0488 Phone: (252) 443-4011 EXT 229 FAX: (252) 443-0176 **Term Expires December 2011**	Ms. Shirley Brown Vice President for Learning McDowell Technical Community College 54 College Drive Marion NC 28752 Phone: (828) 652-0676 FAX: (828) 623-1014 **Term Expires December 2011**

Dr. David Shockley Executive Vice President Caldwell Community College & Tech. Institute 2855 Hickory Blvd. Hudson, NC 28638-2397 Phone: (828) 726-2214 FAX: (828) 726-2216 **Term Expires December 2011**	Mr. Wesley Beddard, Chair Dean of Instruction Beaufort County Community College PO Box 1069 Washington, NC 27889-1069 Phone: (252) 940-6226 FAX: (252) 946-0271 **Term Expires December 2012**
Dr. Jim Burnett President Western Piedmont Community College 1001 Burkemont Avenue Morganton, NC 28655 Phone: (828) 438-6000 FAX: (828) 438-6015 **Term Expires December 2012**	Dr. Don Ammons Vice President for Academic Affairs Gaston College 201 Highway 321 South Dallas, NC 28034-1499 Phone: (704) 922-6239 FAX: (704) 922-6309 **Term Expires December 2012**
Dr. Lisa M. Chapman Vice President of Academic Affairs Central Carolina Community College 1105 Kelly Drive Sanford, NC 27330-1105 Phone: (919) 718-7295 FAX: (919) 718-7456 **Term Expires December 2013**	Vacant

Attachment 2
Curriculum Review Committee
Submission Deadlines

The Curriculum Review Committee will meet three times (fall, spring and summer) each calendar year. The meeting dates and submission deadlines are as follows:

Items Due to System Office	Action by Committee	Implementation Dates for Revised Courses
From March 16, 2011 thru July 28, 2011	October 2011	Fall Semester 2012 (2010*03)
From July 29, 2011 thru December 5, 2011	February 2012	Spring Semester 2013 (2013*01)
From December 6, 2011 thru March 15, 2012	May 2012	Summer Semester 2013 (2013*02)
From March 16, 2012 thru July 28, 2012	October 2012	Fall Semester 2013 (2013*03)
From July 29, 2012 thru December 5, 2012	February 2013	Spring Semester 2014 (2014*01)
From December 6, 2012 thru March 15, 2013	May 2013	Summer Semester 2014 (2014*02)
From March 16, 2013 thru July 28, 2013	October 2013	Fall Semester 2014 (2014*03)

New Courses are effective beginning with the semester immediately following the CRC meeting

NOTE: Requests received after due dates will be acknowledged and placed on the agenda for the next meeting.

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Name of College			
Chief Academic Officer			
(print or type)	Last Name	First Name	MI
Chief Academic Officer			
	Signature		Date
Contact Person		**Phone**	
Rationale for New Course			

Supporting Documentation (Complete all sections.)

Utilize the keyword search function located at http://www.nccommunitycolleges.edu/ccl.htm to locate similar courses.

List a current CCL course that is most similar to the requested course. Also list any other similar CCL course(s).	How Is New Course Significantly Different from the identified courses?
Colleges That Have Been Consulted	Response From Consulted College

Proposed Course Information

Three-Letter Prefix: _____   Three-Digit Number: _____

Short Title (30 characters including spaces) _____

Long Title (for clarification) _____

Hours: Classroom _____   Lab/Shop _____   Clinical _____   Work Experience _____   Total Credit _____

Prerequisite(s): _____   Corequisite(s): _____

Description:
A sentence summary of the course using a maximum of 40 words
(This course provides/introduces/covers/is designed to/includes...)

A sentence listing the major components of the course using a maximum of 40 words
(Topics include/Emphasis is placed on...)

A sentence listing the competencies of the course using a maximum of 50 words
(Upon completion, students should be able to ...)

Identify the curriculum(s) for which this course is intended:

Check the appropriate box to indicate the area where this new course will be offered:

General Education

☐	Communications	☐	Humanities/Fine Arts
☐	Mathematics	☐	Social/Behavioral Sciences
☐	Natural Sciences		

Major Hours

☐	Core	☐	Concentration
☐	Other Major Hours	☐	Premajor/Elective (AA/AS/AFA only)
☐	Restrict to Major	☐	Restrict to Concentration

Other

Please specify _____

Identify all the credential levels for which this course is intended:

☐	AAS	☐	Diploma	☐	Certificate
☐	AA/AS/AFA*****				

**If approved by the Curriculum Review Committee (CRC), course will be forwarded to the Transfer Advisory Committee for consideration for transfer through the Comprehensive Articulation Agreement.*

<div align="center">

Instructions for Completing and Submitting
FORM 15-1
Request for New Combined Course Library (CCL) Course

</div>

General Information
- Previous versions of this form are obsolete. All requests for new courses must be submitted in this format.
- This form is in table format, designed in Microsoft Word 2007. It may need some adjustment if used with other versions of Word.
- Use as much space as is needed in cells where information is not specifically limited. As with all tables, each cell will expand as information is entered, and the table will flow across pages.

Instructions for Completing Form
1. **Name of College** – Enter in cell provided.
2. **Chief Academic Officer** – Enter in cells provided using last, first, middle initial format.
3. **Chief Academic Officer Signature** – After all other information is entered, use an electronic signature or leave blank for signature on hard copy.
4. **Contact Person** – Enter the name of the person who should be contacted for questions and/or revisions. Communication regarding request will be copied to the Chief Academic Officer.
5. **Phone** – Enter phone number for Contact Person.
6. **Rationale for New Course** – Enter explicit statement of the process that led the college to decide that a new course is needed. This cell will expand to accommodate as much verbiage as needed.
7. **Supporting Documentation** – This is the research conducted by the requesting college to determine that there is no appropriate course already existing in the Combined Course Library and that the need for the new course is system-wide. The four parts of the documentation are as follows:
   - **Course(s) Similar to Requested Course** – List all courses that appear to be similar to the requested course. The requesting college should research the Combined Course Library to determine which courses already exist that may be similar to the proposed course. This can be done with keyword searches or by checking the prefixes allowed in Other Major Hours on the curriculum standard for the program in which the college plans to use the course.
   - **How Is New Course Significantly Different** – Be specific about the differences and indicate why they are significant differences.
   - **Colleges That Have Been Consulted** – The requesting college must contact a representative sampling of the colleges with programs that might have an interest in the requested course. It is expected that the course submitted will be refined through this process and will have more widespread usefulness as a result of this collaboration.

- **Response From Consulted Colleges** – The contacted colleges do not have to be in agreement for the requesting college to proceed with the request. However, an indication of the strength of the agreement must be presented, along with objections or suggestions for changes voiced by the consulted colleges.

8. **Proposed New Course Information** – Provide information for all sections. The Curriculum Review Committee may amend the information as needed to make course consistent with CCL guidelines and established CRC practices.
   - **Three-Letter Prefix** – Enter a prefix you think most appropriate for the new course.
   - **Three-Digit Number** – Enter a suggested number or enter 1xx or 2xx to indicate whether the course should be first-year or second-year level. Course numbers 100-109 and 200-209 are reserved for diploma and certificate programs. Course numbers 190-199 and 290-299 are reserved for prefixes SEL (selected topics) and SEM (seminar).
   - **Short Title** – Enter the course title as it will appear in the Combined Course Library, using a maximum of 30 characters. Abbreviations may be required in order to meet the 30 character maximum.
   - **Long Title** – Enter the course title in its entirety by spelling out any abbreviations. The long title is only utilized to provide clarification of the abbreviations
   - **Hours** – Enter the hours to the right of each category, using 0 to fill in unused blanks. Remember that lab/shop hours must be multiples of 2 or 3 depending on level of supervision, clinical hours must be multiples of 3, and work experience hours must be a multiple of 10.
   - **Prerequisites/Corequisites** – Enter the three-letter prefix and three-digit number as it appears in the Combined Course Library for any prerequisites or corequisites a student must have to expect to be successful in the course. Use "none" if not applicable.
   Description – Enter the proposed description using the following the guidelines: The first sentence is an overview of the course. It must begin with, "*This course provides/introduces/covers/is designed to/includes…*". The second sentence should describe the actual content/topics of the course that every college that offers the course should address. It must begin with, "*Topics include/Emphasis is placed on…*".The third sentence should describe measurable outcomes for the course. It must begin with, "*Upon completion, students should be able to...*". Make sure wording is clear and appropriately describes the course. The first and second sentence are limited to 40 words. The third sentence is limited to 50 words.

9. **Curriculum(s) for which the course is intended** – Enter all that apply. The course may be appropriate for more than one curriculum. Consultation with other colleges may result in determining that there are appropriate curriculums other than the one the requesting college initially identified.

10. **Program area boxes** – Choose appropriate general education, major hours, or other area. There should be only one box checked, unless the college is also requesting that the course be restricted to a major or concentration.

11. **Credential levels** – Check all that apply. Requests for AA, AS, or AFA credential will be forwarded to the Transfer Advisory Committee for consideration for transfer through the Comprehensive Articulation Agreement, if the Curriculum Review Committee approves the course for inclusion in the CCL.

Submitting the Request

Submit the completed request form by email to "CRC Request" address located in the GroupWise directory. If the form has an electronic signature, nothing further must be done. If electronic signature is not available to the requesting college, a hard copy with original signature must be mailed to:

> Senior Vice President and Chief Academic Officer
> Academic and Student Services
> North Carolina Community College System
> 5016 Mail Service Center
> Raleigh, NC 27699-5016

Attachment 4
FORM 15-2
Request for Combined Course Library (CCL) Revision

Name of College			
Chief Academic Officer			
(print or type)	Last Name	First Name	MI
Chief Academic Officer			
	Signature		Date

Contact Person   **Phone:**

Rationale for Course Change

Supporting Documentation

Colleges That Have Been Consulted	Response From Consulted College

Current Course Information

Three-Letter Prefix: _____   Three-Digit Number: _____

Course Title: _____

Hours: Classroom _____   Lab/Shop _____   Clinical _____   Work Experience _____   Total Credit _____

Prerequisites: _____   Corequisites: _____

Description:

Curriculum Standard(s) with course in core:

Proposed Course Information

Three-Letter Prefix: _____   Three-Digit Number: _____

Short Title (30 characters including spaces): _____

Long Title (for clarification): _____

Hours: Classroom _____   Lab/Shop _____   Clinical _____   Work Experience _____   Total Credit _____

Prerequisites: _____   Corequisites: _____

Description: □ No Change   □ Change Indicated Below
A sentence summary of the course using a maximum of 40 words.
(This course provides/introduces/covers/is designed to/includes...)

A sentence listing the major components of the course using a maximum of 40 words.
(Topics include/Emphasis is placed on...)

A sentence listing the competencies of the course using a maximum of 50 words.
(Upon completion, students should be able to ...)

Instructions for Completing and Submitting
FORM 15-2
Request for Combined Course Library (CCL) Revision

General Information

- Previous versions of this form are obsolete. All requests for course revisions must be submitted in this format.

- This form is in table format, designed in Microsoft Word 2007. It may need some adjustment if used with other versions of Word.

- Use as much space as is needed in cells where information is not specifically limited. As with all tables, each cell will expand as information is entered, and the table will flow across pages.

Instructions for Completing Form

1. **Name of College** – Enter in cell provided.

2. **Chief Academic Officer** – Enter in cells provided using last, first, middle initial format.

3. **Chief Academic Officer Signature** – After all other information is entered, use an electronic signature or leave blank for signature on hard copy.

4. **Contact Person** – Enter the name of the person who should be contacted for questions and/or revisions. Communication regarding request will be copied to the Chief Academic Officer.

5. **Phone** – Enter phone number for Contact Person.

6. **Rationale for Course Revision** – Enter explicit statement of the process that led the college to decide that the course needs revision. This cell will expand to accommodate as much verbiage as needed.

7. **Supporting Documentation** – This is the research conducted by the requesting college to determine that the need for the revised course is system-wide. The required items of documentation are as follows:
   - **Colleges That Have Been Consulted** – The requesting college must contact a representative sampling of the colleges with programs that utilize the course. It is expected that the course revision submitted will be refined through this process and will have more widespread usefulness as a result of this collaboration.
   - **Response From Consulted Colleges** – The contacted colleges do not have to be in agreement for the requesting college to proceed with the request. However, an indication of the strength of the agreement must be presented, along with objections or suggestions for changes voiced by the consulted colleges.

8. **Current Course Information** - Complete all sections, using the current information as it appears in the Combined Course Library.

9. **Proposed Course Information** – Provide information for all sections. The Curriculum Review Committee may amend the information as needed to make the course consistent with CCL guidelines and established CRC practices.
   - **Three-Letter Prefix** – Enter the current prefix or an alternate prefix that more

appropriately fits the course as revised.

- **Three-Digit Number** – Enter the current three-digit number a number that more appropriately fits the course as revised. Number should be in 1xx or 2xx format to indicate whether the course should be first-year or second-year level. Course numbers 100-109 and 200-209 are reserved for diploma and certificate programs. Course numbers 190-199 and 290-299 are reserved for prefixes SEL (selected topics) and SEM (seminar).
- **Short Title** – Enter the course title as it will appear in the Combined Course Library, using a maximum of 30 characters. Abbreviations may be required in order to meet the 30 character maximum limitation in Colleague. *Course titles appearing in IIPS will be further shortened by System Office staff to accommodate the 30 character limitation.*
- **Long Title** – Enter the course title in its entirety by spelling out any abbreviations The long title is only utilized to provide clarification to CRC members.
- **Hours** – Enter the hours to the right of each category, using 0 to fill in unused blanks. Remember that lab/shop hours must be multiples of 2 or 3 depending on level of supervision, clinical hours must be multiples of 3, and work experience hours must be multiples of 10.
- **Prerequisites/Corequisites** – Enter the three-letter prefix and three-digit number as it appears in the Combined Course Library for any prerequisites or corequisites a student must have to expect to be successful in the course. Use "none" if not applicable.
- **Description** – Enter the proposed description using the following the guidelines: The first sentence is an overview of the course. It must begin with, *"This course provides/introduces/covers/is designed to/includes…"*. The second sentence should describe the actual content/topics of the course that every college that offers the course should address. It must begin with, *"Topics include/Emphasis is placed on…"*.The third sentence should describe measurable outcomes for the course. It must begin with, *"Upon completion, students should be able to…"*. Make sure wording is clear and appropriately describes the course. The first and second sentence are limited to 40 words. The third sentence is limited to 50 words.

Submitting the Request

Submit the completed request form by email to "CRC Request" address located in the GroupWise directory. If the form has an electronic signature, nothing further must be done. If electronic signature is not available to the requesting college, a hard copy with original signature must be mailed to:

> Senior Vice President and Chief Academic Officer
> Academic and Student Services
> North Carolina Community College System
> 5016 Mail Service Center
> Raleigh, NC 27699-5016

Attachment 5
FORM 15-3

Request for Combined Course Library (CCL) Course Reclassification

Name of College	

Chief Academic Officer

(print or type) Last Name   First Name   MI

Chief Academic Officer

Signature   Date

Contact Person   **Phone**

Rationale for Course Reclassification

Supporting Documentation: Complete the following sections.

Colleges That Have Been Consulted	Response From Consulted College

Current Course Information

Three-Letter Prefix: _____   Three-Digit Number: _____

Course Title:

Requested Action

1. Identify the curriculum(s) for which this course is intended:

2. Mark the appropriate box(es) to indicate the requested classification(s), using "A" to add or "R" to remove:
General Education

[ ] Communications   [ ] Humanities/Fine Arts   [ ] Social/Behavioral Sciences

[ ] Mathematics   [ ] Natural Science

Major Hours

[ ] Restrict to curriculum/major   [ ] Restrict to concentration

3. Identify all the credential levels for which this course is appropriate:

[ ] AAS   [ ] Diploma   [ ] Certificate

Please note: Reclassifications for AA/AS and AFA are processed through the Transfer Advisory Committee.
Please send a letter of request to the Senior Vice President/Chief Academic Officer to initiate this process.

Instructions for Completing and Submitting
FORM 15-3

Curriculum Review Committee Procedure   Rev. 10/18/11

Request for Combined Course Library (CCL) Course Reclassification

General Information

- All requests for course reclassifications must be submitted in this format.

- This form is in table format, designed in Microsoft Word 2007. It may need some adjustment if used with other versions of Word.

- Use as much space as is needed in cells where information is not specifically limited. As with all tables, each cell will expand as information is entered, and the table will flow across pages.

Instructions for Completing Form

1. **Name of College** – Enter in cell provided.

2. **Chief Academic Officer** – Enter in cells provided using last, first, middle initial format.

3. **Chief Academic Officer Signature** – After all other information is entered, use an electronic signature or leave blank for signature on hard copy.

4. **Contact Person** – Enter the name of the person who should be contacted for questions and/or revisions. Communication regarding request will be copied to the Chief Academic Officer.

5. **Phone** – Enter phone number for Contact Person.

6. **Rationale for Reclassification** – Enter explicit statement of the process that led the college to decide that the course needs reclassification. This cell will expand to accommodate as much verbiage as needed.

7. **Supporting Documentation** – This is the research conducted by the requesting college to determine that there is a need to change the classification of the course and that the need for the reclassification of this course is system-wide. The documentation is as follows:
   - **Colleges That Have Been Consulted** – The requesting college must contact a representative sampling of the colleges with programs that might have an interest in the requested reclassification. It is expected that the reclassification request will be refined through this process and will have more widespread usefulness as a result of this collaboration.
   - **Response From Consulted Colleges** – The contacted colleges do not have to be in agreement for the requesting college to proceed with the request. However, an indication of the strength of the agreement must be presented, along with objections or suggestions for changes voiced by the consulted colleges.

8. **Current Course Information –** Enter Course Prefix, Course Number and Course Title exactly as in the Combined Course Library.

9. **Requested Action**
    *   **Curriculum(s) for which the course is intended** – Enter all that apply. The course may be appropriate for more than one curriculum. Consultation with other colleges may result in determining that there are appropriate curriculums other than the one the requesting college initially identified.
    *   **Action Requested -** Mark the appropriate box(es) to indicate the requested action, entering "**A**" for addition or "**R**" for removal of the classification.
    *   **Credential Levels –** Check all that apply. Please note that reclassification requests for AA, AS, or AFA courses should be submitted via a letter of request sent to the Senior Vice President/Chief Academic Officer (see address below). These requests will be forwarded to the Transfer Advisory Committee and Independent Transfer Advisory Committee for consideration.

Submitting the Request

Submit the completed request form by email to the "CRC Request" located in the GroupWise directory. If the form has an electronic signature, nothing further must be done. If electronic signature is not available to the requesting college, a hard copy with original signature must be mailed to:

> Senior Vice President and Chief Academic Officer
> Academic and Student Services
> North Carolina Community College System
> 5016 Mail Service Center
> Raleigh, NC 27699-5016