

CURRICULUM DEVELOPMENT

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(LOCAL)

CURRICULUM DEVELOPMENT	The vigor of any educational institution depends, in large measure, upon the quality, relevance, breadth, and timeliness of its curriculum. As the society and culture change, new courses and programs must be added and old curriculum components must be updated/revised or deleted. Adequate curriculum development requires the commitment of all faculty members and the administration as well. It should be systematic, on going, and well planned.
FACULTY RESPONSIBILITY	The Faculty of the College have the primary responsibility for the content, quality, and effectiveness of the curriculum and for the current instructional programs. The Faculty in partnership with the Vice President of Instruction and the Curriculum Committee have the primary responsibility for the development of new instructional initiatives. The Vice President of Instruction shall work with the faculty, program coordinators, division directors, the deans, the curriculum committee, and others as may be required to maintain the quality, relevance, breadth, and timeliness of the curriculum.
BOARD'S AUTHORITY	The Board has the authority and the responsibility to approve the curriculum of the College as proposed by the faculty, the administration, and the President.
COURSE SYLLABI	Each course in the Galveston College curriculum shall be taught from a current course syllabus. This syllabus is intended to communicate basic course information and course expectations to students, teaching colleagues, administrators, and accrediting personnel. A copy of the syllabus shall be posted on the College's website. In addition, a current copy of each syllabus shall be maintained in the office of the Division Director and the office of the appropriate Dean. Syllabi shall be reviewed annually to ensure the contents are current with regard to course content, teaching methods, course requirements, and required readings. Students enrolled in a course shall be provided the opportunity to review the syllabus for that course during the initial week of classes each term and through access to the College's website.

TEXTBOOK
SELECTION

The College President or designee shall develop procedures for textbook adoption, review, and change. Such procedures shall incorporate, insofar as is possible, the subject matter knowledge and skill of instructors in selecting those materials best suited for the realization of the College's educational goals and objectives.
