
Policy Title: CURRICULUM DOCUMENTATION

An essential component in maintaining high-quality educational programs at Mid-State Technical College is a comprehensive information base of curriculum, the instructional foundation for the teaching and learning process. To achieve this, the College must ensure that curriculum is continually being developed, upgraded, and improved.

Each academic school is responsible for ensuring that the curriculum is current and documented to address the requirements of this policy his/her respective division and aligns with the Mid-State Technical College Teaching and Learning Standards. Faculty within each school are responsible for curriculum maintenance.

Program faculty are also expected to work with their advisory committees to develop, validate, and regularly update program outcomes. Course competencies should be directly linked to program outcomes and the employability skills established for all graduates.

Before curriculum for a course is developed, basic course information needs to be created in the course system, including the course title, state course number, course description, and identification of any prerequisites/co-requisites. A complete curriculum for a course is to be documented in the Worldwide Instructional Design System (WIDS) and includes the following components:

- Employability skills (college-wide expectations of graduates)
- Program outcomes
- Competencies linked to core abilities and program outcomes
- Learning objectives
- Performance standards (conditions and criteria)
- Learning plans
- Performance assessment tasks
- Syllabus which adheres to Mid-State's syllabi standards
- Assessment plan

Adopted: August 2011

Last Reviewed: July 2017

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