**WNC Curriculum Committee**

**Process for Adding Courses to WNC’s Catalog**

To **create a** **new course** for WNC:

1. Determine if an equivalent course exists in the system by consulting the NSHE Common Course Numbering website (<https://ir.nevada.edu/ccn.php>). If the course content and student learning outcomes are 80% the same, they are considered to be equivalent.
2. If there is NOT a course equivalent to the proposed course, create the new course by –
	1. Choosing the appropriate prefix
	2. Selecting a course level (100, 200 level, etc.)
	3. Choosing a number at the selected level that is not being used in the CCN website.
	4. Determining if the course will be transferable
3. If you are seeking transfer status, one of the 4-year institutions (UNR, UNLV, and/or NSC) must be approve. Unofficial approval may be sought prior to initiating the formal CCN approval process. However, official approval must be given during the formal process (see #4 below).
4. Continue to WNC CCN Approval Process.

To **add an existing course** to WNC’s catalog:

1. Consult the NSHE Common Course Numbering website (<https://ir.nevada.edu/ccn.php>) to verify the information for the existing class.
	* 1. This includes prefix, number, title, number of credits/units, and transfer status.
		2. If credits are variable, the course can be offered at WNC for any number of credits within that range.
2. To ensure 80% alignment, it is useful to look at the course descriptions at other institutions offering the course or request a syllabus from the institution in order to ensure consistency with student learning outcomes.
3. Continue WNC CCN Approval Process.

To **change an existing course**:

1. Changes include such things as prefix, number, title, number of credits, transfer status or course objectives/student learning outcomes.
2. Consult the NSHE Common Course Numbering website (<https://ir.nevada.edu/ccn.php>) and/or the course listings at other institutions to verify a change is necessary.
3. If a change is necessary, continue to WNC CCN Approval Process

**WNC Common Course Numbering Approval Process**

1. Create a course outline that includes course prefix, number, title, number of credits, transfer status, prerequisites (if any), course description, course objectives/student learning outcomes, and at least one institutional learning outcome.
	* 1. When adding a new course, ensure the course is substantially different (more than 20%) from other existing courses.
		2. When adding an existing course, ensure all the information on the outline matches the data available on the Common Course Numbering website.
		3. When changing an existing course, check the existing course information to ensure a change is necessary.
2. Complete the appropriate Common Course Numbering form found at <https://ir.nevada.edu/ccn.php> under the ‘Forms’ tab. Representatives from each school can be found in the CCN database under the ‘Department Chairs’ tab.
3. Send the filled out Common Course Numbering form and course outline to the appropriate Academic Director, copying the administrative assistant for tracking purposes.
	1. The Academic Director will review and approve the CCN form and course outline.
	2. The Academic Director will send the approved CCN form and course outline to the VPASA Office Executive Assistant.
4. The VPASA Office will gather any additional information and create a cover memo for the request.
	1. On behalf of WNC, the VPASA will email the appropriate representatives from each NSHE campus informing them of the college’s intent to create a new course, add or change an existing course. Both the CCN form and the course outline will be included. The Academic Director and WNC Instructor will be copied to provide any response to specific questions.
	2. Requests will be sent during the academic semester only (January 21-May 14 and August 15-December 14).
	3. Institutions will have 10 business days to respond.
		1. In the event that changes must be made to the course outline as a result of feedback, the 10-day notice period will begin again on the date the updated outline is distributed.
		2. The 10-day notice period is not applicable May 15-August 14 and December 15-January 20.
5. The VPASA Office will track responses on the CCN form throughout the 10-day period.
	1. No response within the 10-day business time period is considered approval.
	2. If any institution has questions or does not approve, the Academic Director and WNC Instructor need to work with the campus representative to come to an agreement.
	3. In the event that an agreement cannot be reached, there is an opportunity to elevate the discussion to the System Office level. The decision to request System Office involvement will be made by the VPASA, in collaboration with the Academic Director and WNC Instructor.
6. Upon successful completion of the CCN process (ie. approval), the VPASA Office will notify the Academic Director and WNC Instructor, requesting a WNC Articulation Form be completed, signed by the Academic Director and sent to the VPASA for signature.
7. The VPASA Office will submit the complete packet of documents (completed CCN approval form, course outline and signed articulation agreement) to the Director of Admissions & Records to be placed on the agenda of the next Curriculum Committee.
	1. Documents received 5 or more days prior to a scheduled Curriculum Committee meeting will be added to the agenda.
	2. Documents received within 5 days of a schedule Curriculum Committee meeting will be added to the agenda of the subsequent scheduled meeting, unless an exception or special arrangement has been made with the Director of Admissions & Records and the Curriculum Committee Chair.
8. The WNC Instructor and/or Academic Director must attend the scheduled Curriculum Committee meeting when the course proposal is on the agenda.