

3354:1-30-01.1 Procedure on developing and delivering high quality and relevant learning opportunities and services.

- (A) The College shall develop and deliver high quality and relevant learning opportunities and services for students and community members by engaging high quality instructors, providing high quality curricula, recognizing excellence and achievement, and engaging with advisory committees for technical and career programs.

- (B) The College shall strive to hire high quality instructors with appropriate degree qualifications and/or related work experience per procedure 3354:1-40-01.4.

- (C) The College shall develop, revise, and review high quality and relevant curricula:
 - (1) The College shall consider the Ohio Department of Higher Education (ODHE) *Guidelines for Academic Programs*.

 - (2) Faculty, administrators, or staff members may submit proposals for curriculum additions, revisions, or deletions to the Office of Curriculum Development. A submission deadline is published each year by the Office of Curriculum Development.

 - (3) Guidelines for the development and approval of new and revised curriculum are maintained and made available to the College Community by the Office of Curriculum Development.

 - (4) Procedures for seeking approval of the ODHE to initiate a new degree or degree program are contained in the ODHE two-year campus operating manual.

 - (5) Proposals for deletion of degree and certificate programs due to low enrollment are submitted by the appropriate academic administrator to the Executive Vice President for Academic and Student Affairs for approval.

- (6) The Executive Vice President for Academic and Student Affairs shall review and approve all curriculum changes.
- (7) The Office of Curriculum Development shall maintain and make available to the College community the records of all approved curriculum changes. This includes all course, degree, and certificate program documentation.
- (8) The Office of Curriculum Development, in conjunction with the Curriculum and Degree Requirements Governance Committee (CADRE), is charged with reviewing and providing assistance as needed in the development of new curriculum and the revision of existing curriculum to ensure:
 - (a) Compliance with the College's policies and procedures;
 - (b) Consideration of the ODHE *Guidelines for Academic Programs*;
 - (c) Review by appropriate academic administrators (i.e. deans, associate deans, etc.) to account for budgetary needs, and implementation time frames;
 - (d) Review by appropriate faculty counterparts for technical accuracy, currency, and course equivalencies; and
 - (e) All impacted programs have been notified and given the opportunity for consultation, and program and course documentation has been updated.

- (D) Recognitions and awards may be bestowed upon current and former employees of the College who demonstrate excellence and achievement in either developing or delivering high quality instruction.
- (1) Professor Emeritus
- (a) The title of "Emeritus" may be bestowed upon retired tenured faculty.
- (b) The privilege of "Emeritus" appointment implies a collegial relationship between the awardee and the College to the mutual benefit of both.
- (c) To be considered for Emeritus status, a faculty member may be nominated by any full-time, tenured faculty member or academic administrator after retirement or written notification of a faculty member's intent to retire. The nomination process is available in the Administrative Guidelines Manual.
- (d) If the title "Professor Emeritus" is awarded, the faculty member may be invited to provide professional service in areas concerning curriculum, counseling and other areas related to professional academic priorities. In addition, the "Professor Emeritus" may also be entitled to represent the College, upon appointment by the President, at academic and other ceremonies at other colleges, universities, and organizations and to participate in social and ceremonial functions of Cuyahoga Community College. He or she may also be entitled to serve on College committees.

- (e) A “Professor Emeritus” may be given use of College facilities and services as approved by appropriate administrative authority and consistent with available fiscal and personnel resources. The benefits and services may include: reasonable office, library, mail, clerical and laboratory facilities and services, listing of his or her name in the College directory, and any other privileges or services deemed appropriate by the President.
 - (2) Specialized awards may be granted in recognition of service to the College and excellence or achievement in either developing or delivery high-quality instruction. These awards are approved and issued by the President or the President’s designee. Examples may include the Besse Award for Teaching Excellence and the Professional Excellence Award. For specific criteria, contact Academic and Student Affairs.
- (E) Advisory committees
- (1) The College shall use two separate types of advisory committees as a means of ensuring high quality and relevancy in its educational programming.

- (a) The first of these is the career program advisory committee. This committee shall concern itself with a specific occupation and the associated need for an educational program to equip students with the necessary knowledge and skills to enter that field of employment.
 - (b) The second of these is the special purpose advisory committee. This committee shall answer specific needs for program guidance in the areas of community service, cooperative education, continuing education or other areas in which non-traditional educational programs are perceived.
- (2) Each of the two types of advisory committees will have a designated advisory committee administrator. Such individual will be representative of the professional educational staff of the College and will be appointed by the Executive Vice President for Academic and Student Affairs.
- (3) The committee administrator shall appoint the initial advisory committee, provide other organizational assistance in the initiation of the advisory committee, provide continued staff assistance to it once organized, and deliver an annual report to the Executive Vice President of Academic and Student Affairs. The advisory committee administrator may, but need not, be the chairperson of the advisory committee.
- (F) The President or the President's designee is hereby directed to take all steps necessary and appropriate for the effective implementation of this procedure.

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