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Policy Title: **CURRICULUM DOCUMENTATION**

An essential component in creating and maintaining high quality educational programs at Fox Valley Technical College is a comprehensive curriculum. The instructional foundation of the teaching and learning process is achieved through faculty participation in the oversight of the curriculum – its development and implementation, academic substance, currency, and relevance for internal and external constituencies.

**Credit Bearing Curriculum Documentation**

The curriculum for each Degree, Diploma, Certificate, and Apprenticeship (aid codes 10, 30, 50 and 70) course must be initially developed and continually upgraded and improved for currency and relevancy.

Curriculum at FVTC is classified into eight components which are required elements in the program and course curriculum. Each instructional department team is responsible for ensuring that all program courses are documented to address the requirements of this policy. As a core job function, faculty within each instructional department team are responsible to review, update, and maintain the documented course curriculum as needed, or at a minimum of once every three years.

A complete curriculum for a course is to be documented in the Worldwide Instructional Design System (WIDS) and includes the following components:

	<b>Curriculum Components</b>
1	Employability Essentials
2	Program Outcomes
3	Competencies
4	Learning Objectives
5	Performance Standards
6	Learning Plans
7	Performance Assessment Tasks
8	Syllabus

**Non-credit Bearing Curriculum Documentation:**

Non-credit offerings may follow the above format for course documentation as appropriate to its content. At a minimum, course learning objectives and a syllabus (or agenda as appropriate) are expected to be provided to students.

Any exception to this policy must be approved by the Executive Vice President.

*Adopted: 09/15/81*  
*Reviewed: 01/22/14*  
*Revised: 03/05/14*