

## **FACULTY DIVISION OF OBLIGATIONS**

### **POLICY**

The Mission of Brunswick Community College (BCC) is to provide opportunities for individuals to be successful through accessible, high quality, student-centered programs and services that meet the educational, cultural and workforce needs of a diverse community. In keeping with this mission, the college regards teaching as the primary obligation of faculty members. The college expects faculty members to be actively involved in professional development, and to be diligent in maintaining all required credentials, and to assume responsibility for keeping themselves current in their respective teaching disciplines. To accomplish these objectives, the college will provide faculty members the opportunity to engage in professional development activities. Faculty are not required or expected to undertake traditional academic research in their teaching disciplines.

Faculty members may undertake research on a voluntary basis with appropriate approval. In special cases, faculty members may undertake research projects supported by externally funded contracts and grants. Such projects are administered under the terms of the college's policy on externally funded grants and contracts.

Brunswick Community College faculty participate in a shared governance model through the structure of a recognized Faculty Senate and/or established faculty populated committees. Institutional concerns regarding academic planning, curriculum/program approval, faculty professional development and input on college policy are areas where the participation of the faculty body is encouraged and utilized.

Curriculum change and development at BCC is a faculty driven process and is carried out through collaboration among program faculty and administration. College faculty and program directors/chairs may find it appropriate to add programs of study, add courses, or make other changes to existing programs of study, all of which require curricular review and approval at the institution through the Curriculum Committee.

The BCC Board of Trustees holds the final authority for policy language/approval and the decisions related to addition and deletion of curriculum programs.

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### **PROCEDURES**

By virtue of participation in the Faculty Senate, faculty have a voice in the development and review of many College functions and all faculty are encouraged to participate in Faculty Senate meetings and/or surveys.

The Curriculum Committee is a standing committee for the oversight of academic related curricular decisions. The curriculum review process includes educational program alterations including, but not limited to, adding a new program, adding or deleting a course(s) to/from a program, adding or deleting local prerequisites or co-requisites, changing a program of study as a result of state level curriculum changes, or altering the course sequencing for a program.

BCC places primary responsibility for the content, quality, and effectiveness of its curriculum with its faculty. Thus, 14 faculty members serve on the committee and make up the primary voting members of the committee, with the exception of three Student Affairs positions. They are: Associate Vice-President of Student Affairs, Director of Records and Enrollment, and Director of Student Financial Resources. Other groups within the College, however, clearly have an interest in the curriculum, as well as knowledge, experience and points of view that faculty may not have. Those groups, therefore, are represented by ex-officio, non-voting members. The Chief Academic Officer serves as the Administrative Officer for the committee.

The curriculum review process begins with the educational program faculty bringing the request for a curriculum review to the Deans. A signed form is submitted to the SACSCOC Liaison for information purposes to determine likelihood of substantive change, to the Learning Resource Director (if new courses are added), and then to the Program Chair and Dean for signatures. The form and supporting documentation is then submitted to the Secretary of the Curriculum Committee to be added to the agenda of the next Curriculum Committee meeting for approval. Assistance and copies of the needed forms can be obtained from the Secretary of the Curriculum Committee (the College's Curriculum Coordinator).

*Approved by Brunswick Community College Board of Trustees*  
November 19, 1997; June 28, 2013; March 15, 2018