MID-STATE
TECHNICAL COLLEGE

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, evaluated, and improved.

Each academic school is responsible for ensuring that the curriculum is current and documented to address the requirements of this policy and aligns with the Mid-State Technical College Faculty Framework for Teaching and Learning. Faculty are responsible for curriculum maintenance.

Program faculty are also expected to work with their advisory committees to develop, validate, and regularly review program outcomes. Course competencies should be linked to applicable program outcomes and employability skills.

Before curriculum for a course is developed, basic course information needs to be created in the Student Information System including the course title, 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 Blackboard according to the following components:

- WIDS:
  - Employability skills
  - Program outcomes
  - Course competencies
  - Learning objectives
  - Performance standards (conditions and criteria)
  - Syllabus which adheres to Mid-State's syllabi standards

- Blackboard:
  - Learning plans
  - Performance assessment tasks

- Assessments

Adopted: August 2011
Last Reviewed: November 2020
Last Revised: January 2021