

## ADMINISTRATIVE POLICY CURRICULUM DOCUMENTATION

*This policy pertains to employees.*

An essential component in creating and maintaining high quality educational programs and courses 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. This approach to curriculum documentation also aligns with the Higher Learning Commission criterion specific to teaching and learning; focusing on instructional quality and assessment of student learning.

Curriculum at FVTC is categorized into two categories: foundational and operational. Foundational curriculum is the standard framework for a course that is consistent across all modalities and instructional styles and includes competencies, assessment criteria, and learning objectives. Foundational curriculum must be documented in the designated curriculum management system according to FVTC Curriculum Management System Standards.

Operational curriculum is developed from foundational curriculum and focuses on the day-to-day activities and strategies used to deliver learning experiences to students. Operational curriculum can be specific to modality or instructional style, includes learning plans and performance assessment tasks, and must be documented in the designated learning management system according to FVTC LMS Design and Content Standards.

### **Courses – Aid Codes 10, 20 and 30**

Both foundational and operational curriculum for courses with aid codes 10, 20, and 30 must be initially developed and continually upgraded and improved for currency and relevancy.

Each instructional department team is responsible for ensuring that all 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.

### **Courses – Aid Code 50**

Apprenticeship courses (aid code 50) require documentation of foundational curriculum according to FVTC Curriculum Management System Standards and must be in alignment with established WTCS Apprenticeship Curriculum Standards when available. Additional curriculum documentation may be required at the discretion of the instructional manager.

### **Courses – Aid Codes 40, 60 and 70**

At a minimum, courses with aid codes 40, 60, and 70 require competencies and a syllabus (or agenda as appropriate). Additional curriculum documentation may be required at the discretion of the instructional manager.

Any exception to this policy must be approved by the Vice President – Learning & Chief Academic Officer.

*Adopted: 09/15/81*  
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