

Program/Course Development Overview

WSU Tech Faculty and Program Leadership are responsible for creating and revising courses and programs. The Department of Instructional & Academic Support (IAS) guides course/program development/revision and provides timeline support.

- **Course and program development/Revision**
 - Faculty receive guidance from the IAS department on the following:
 - Credit hour requirements based on credential level (Technical Certificate, AAS, Certificate of completion)
 - Kansas Board of Regents (KBOR) alignment requirements, if appropriate
 - Program Accreditation requirements, if appropriate
 - Credit to contact hour requirements (Academics 5-23)
 - WSU Tech modality types
 - Writing Effective Course Outcomes
 - Faculty work with internal and external subject matter experts to create the following and provide this information to IAS
 - Course descriptions
 - Credit hours
 - Contact hours
 - Credit/contact hour information
 - Course Outcomes and Competencies
 - Course modality
 - Course pre/co-requisites
 - Program configuration (course sequencing)
- **Internal Approval Process:** IAS enters new/revised course(s) and program configuration information into the curriculum management system (WIDS – Worldwide Instructional Development System) for review and approval.
 - Course(s), both new and revised, are reviewed and approved by the following:
 - Deans
 - Registrar
 - Institutional Research
 - Finance (new courses only)
 - Program(s), both new and revised, are reviewed and internally approved by the following:
 - Dean
 - Academic Vice President
 - Registrar
 - Financial Aid
 - Finance
 - Institutional Research
 - Program Leadership (Deans and Academic VPs) present new and revised curriculum to the following groups for approval.
 - Faculty Senate
 - Leadership Team
 - WSU Tech Board of Trustees
- **External Approval Process:** Programs/courses are submitted to external agencies as appropriate
 - Program level accreditors

- KBOR
- HLC
- Communication: Upon internal and external approval, the IAS department communicates this information to the college community via email.
 - Dean
 - Academic Vice President
 - Registrar
 - Financial Aid
 - Finance
 - Institutional Research
 - Student Services
 - Career Services
 - Manager, Technology (Learning Management System)
 - Academic Coordinators
 - Marketing

Timeline program/ course revisions

The program and course revision window is from June 1 through October 1 for the next academic year. IAS provides communication with relevant timelines and resource links.

Timeline new program development

Program leadership should contact the VP of Instructional & Academic Support to identify a development time that supports program-level accreditation (if appropriate), KBOR, and HLC approval processes.