SOUTH FLORIDA STATE COLLEGE
ADMINISTRATIVE PROCEDURES

PROCEDURE NO. 3020

TITLE: CURRICULUM DEVELOPMENT

BASED ON POLICY: 3.02 ESTABLISHMENT OF INSTRUCTIONAL
PROGRAMS

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR ACADEMIC
AFFAIRS AND STUDENT SERVICES

I. Purpose:

To provide a process by which faculty and instructional supervisors develop and communicate the implementation, revision, and deletion of instructional programs and courses.

II. Definitions

Curriculum map - An educational plan listing required core and elective courses of a specific program. Curriculum map is also referred to as a program guide, program map, or degree plan.

Cut score - Selected points on the score scale of a test that are used to determine whether a particular test score is sufficient for passing or proceeding to the next level.

Master course description - The official document which holds specific course information (course prefix number, title, description, outcomes, instructional method, requirements, text, and outline). It is used for recording course information to the Florida Department of Education's Statewide Course Numbering System and Banner Course Catalog. This is not a course syllabus.

Prerequisite - Course/lab that must be completed prior to enrolling in a course or program.

III. General information

A. Program and course proposals are due to the Curriculum Support Department no later than the last Friday of each month.

B. Deadlines for curricular changes to be placed in the next year's catalog:

    1. Non-substantive Changes – February 28

    2. Substantive Changes (See Administrative Procedure 1030)– October 31

C. The addition/revision/deletion of a program is effective no sooner than the following academic term after the SFSC District Board of Trustees' (DBOT) approval, with preferences to begin in the following academic year.

D. Whether or not a change is considered to be a substantive change is determined by the vice president for academic affairs and student services (VPAA/SS) based upon Administrative Procedure 1030 and SACSCOC requirements.

E. Courses or programs delivered by distance learning modalities also require approval through the eLearning coordinator.

IV. Procedure:

A. Curriculum requests and lab fees are processed through the coordinator, curriculum support who will provide supervision and guidance in completing forms and making sure that all necessary processes are in order.

B. All curriculum requests fall into one of eight categories.

    1. Establishment of a new program

    2. Deletion of an existing program

    3. Program change(s)

    4. Development of a new course

    5. Discontinuation of an existing course

    6. Replacement of a course

    7. Reinstatement of a discontinued course

    8. Alteration of master course description

C. Appendix A identifies components of each category and the supporting documentation required for each type of request.

D. Documentation follows a set sequence and flow for processing and approval for all curriculum requests. The flow of information is as follows:

    1. The applicant must complete the curriculum proposal abstract and forward the abstract to the coordinator, curriculum support.

2. The curriculum proposal abstract will be reviewed by the coordinator, curriculum support for standardization before forwarding the proposal for administrative approval.

3. The coordinator, curriculum support will forward a copy of the abstract to the instructional supervisor and forward the original to the division dean for recommendation. The dean shall forward the abstract to the VPAA/SS for review/approval.

4. Upon VPAA/SS approval, the coordinator, curriculum support will forward a copy of the approved abstract to the applicant and maintain the signed original.

5. If the abstract is not recommended by the dean or the VPAA/SS, either will return the abstract to the coordinator, curriculum support, applicant, supervisor, and dean indicating the reason for non-approval.

6. The applicant shall complete necessary forms for proposed developments, revisions, and/or deletions, as shown in Appendix A.

7. Upon completion, the division dean will return the proposal with related forms to the coordinator, curriculum support for review and submission. The coordinator will forward the proposal to the Curriculum Committee for review and recommendation no later than the last Friday of each month. If the proposal is not recommended by the Curriculum Committee, the curriculum chair will return the proposal to the coordinator, curriculum support indicating the reason for the Curriculum Committee's decision and coordinator will inform applicant indicating the reason for non-approval.

8. Upon recommendation, the coordinator, curriculum support will forward the proposal to the Learning and Student Success Committee (LASS) for approval. If approved by LASS, the VPAA/SS will present the recommendation to the president and DBOT. After DBOT approval, the VPASS/SS, acting in the capacity of the institution's Accreditation Liaison, will prepare SACSCOC notification if a substantive change is required (see Administrative Procedure 1030). The VPAA/SS will then forward the signed documentation to the coordinator, curriculum support who shall maintain the College's official record of the approval/disapproval of the new/revised/deleted program and notify the applicant, instructional supervisor, Curriculum Committee chair, campus directors, advising and counseling chair, registrar, financial aid, and eLearning coordinator, if distance learning.

9. If at any point in the process the abstract or program/course proposal is not recommended by the instructional supervisor, dean, VPASS/SS, Curriculum Committee, LASS Committee, President's Council, or DBOT, a reason for disapproval shall be given in writing by the individual or committee denying the request and the documents will be returned to

the applicant by the coordinator, curriculum support who will notify the applicant.

E. Establish a new program

1. The applicant shall work with the instructional supervisor and/or division dean in initiating a needs assessment, submit a copy of the advisory board minutes, approved program grant, or other supporting documentation such as local/state workforce analysis and completion of the program proposal and related forms.

2. New program documentation must include a proposal abstract, program/course proposals, a master course description for each course, and lab fee approval forms, if lab fees are to be assessed.

F. Change a program

Revised programs must include a proposal abstract, program proposal, course proposal, and description of courses including a master course description for each course and lab fee approval forms, if lab fees are to be assessed.

G. Alter master course description

Revised master course descriptions must include a proposal abstract, course proposal, and description of courses including a master course description for each course and lab fee approval forms, if lab fees are to be assessed.

H. Delete an existing program

To delete an existing program, a proposal abstract to delete the program must be submitted along with a Teach-out Plan.

I. Develop a new course

New course documentation must include a proposal abstract, new course proposal, a master course description, and a lab fee approval form, if a lab fee is to be assessed.

J. Delete an existing course

To delete an existing course, both the proposal abstract and the delete course proposal must be submitted. If course deletion has a related fee, the fee will automatically be deleted.

K. Replace a course

To replace an existing course, the proposal abstract, replace course proposal, master course description, and lab fee approval form, if

applicable, must be submitted. If a new course is replacing an existing course, the new course proposal must also accompany the replace course proposal.

L. Reinstate a discontinued course

To reinstate a discontinued course, the proposal abstract, reinstate course proposal, master course description, and lab fee approval form, if applicable, must be submitted.

HISTORY: Last Revised: 1/21/20

Adopted: 7/11/06
Reviewed: -
Revised: 10/30/07, 8/20/08, 8/11/09, 4/03/12, 6/23/15, 1/21/20

Appendix A: Program/Course/Fee Documentation Chart

	Curriculum Proposal Abstract *	Needs Assessment/ Verification	Program Proposal Form	Course Proposal Form	Master Course Description/ Form	Lab Fee Approval Form	Program Guide/ Map	EPA Mission/ Measures Report	Teach-out Plan
PROGRAM					Steps				
New	1	2	3	4	4	4^	5	6	
Delete •	1		2						3
Revise •									
Description of Program							1		
Program Length	1		2	3	3	3^	4		
Application Requirements	1		2				3		
Admission Requirements	1		2				3		
Program Prerequisite(s)	1		2	3	3	3^	4		
Admission Procedures							1♦		
Selection Criteria	1		2				3		
Selection Process	1		2				3		
General Information							1		
Academic Requirements	1		2				3		
Exit Requirements	1		2				3		
Courses (add/delete/change/replace)	1		2	3	3	3^	4		
Course Sequence	1		2				3		
Program Elective List							1♦		
Notations							1♦		
COURSE					Steps				
New	1			2	2	2^			
Delete •	1			2		2^			
Replace	1			2	2	2^			
Reinstate	1			2	2	2^			
Revise •									
Prefix/Number +	1			2	2				
Credit/Contact Hours +	1			2	2				
Course Title +					1				
Description +					1				
Prerequisite/Corequisite +	1			2	2				
Writing/Computation Requirement +	1			2	2				
General Education Requirement/Core +	1			2	2				
Credit Type +	1			2	2				
Instructional Method	1			2	2				
Major Learning Outcomes (50% or more)	1			2	2				
Texts/Other Materials +					1				
Software					1				
Course Outline					1				
FEE					Steps				
New						1			
Delete						1			
Revise						1			

* Substantive changes are determined by the VPAA/SS through Curriculum Proposal Abstract.

• Revised/deleted programs or courses required by state or an agency needs the change mandated form and not Curriculum Proposal Abstract. The form is generated by Curriculum Support; thus, email all necessary information to Curriculum Support for completion of form. All other curriculum forms must follow after the approval of the mandated form.

+ Reported to the Statewide Course Numbering System.

^ Only if course has a related fee.

♦ Needs dean's approval.

NOTES:

~ All curriculum documents must be submitted/forwarded via email to Curriculum Support for review before forwarding for approval.

~ Online and/or hybrid course changes/developments require eLearning approval.