

The Office of Curriculum Services

PROGRAM AND COURSE CURRICULUM PROPOSAL

Curriculum Proposal Title:

Insert here

Curriculum Proposal Originator(s):

Insert here

The Office of Curriculum Services Use Only

Once the Office of Curriculum Services receives a complete proposal with the required signatures, a tracking number will be assigned, and a thorough technical review will be conducted with findings communicated to the faculty members, instructional program managers or department chairs and directors or deans.

Date Received by the Office of Curriculum Services

Month, Day, Year

Tracking Number Assigned by the Office of Curriculum Services

2021-XX

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IX. Signatures

Obtained by Proposal Originator(s) Prior to Submission to Curriculum Services

- ✓ Faculty Member
- ✓ Instructional Program Manager or
Department Chair
- ✓ Director or Dean

Obtained by Curriculum Services on behalf of Proposal Originator(s)

- ✓ Technical/Quality Review
- ✓ SACSCOC Liaison
- ✓ Associate Provost or Associate Vice President or
Executive Director or Vice President of FSCJ Online
and Workforce Education
- ✓ Curriculum Committee Chair
- ✓ Provost/Vice President of Academic Affairs

I. Proposal Background and Summary

All sections of the Curriculum Proposal form are required to be completed for all actions identified within the proposal. Specific questions pertaining to programs and courses are located in their respective sections of the form. Please refer to the [Curriculum Committee calendar](#) for critical dates and deadlines pertaining to the curriculum process.

Key Topics

- ✓ Title and Actions
- ✓ Implementation Term
- ✓ Summary
- ✓ College Strategic Priorities
- ✓ Curriculum Collaborations
- ✓ Cost Analysis
- ✓ Articulation

Title and Actions

Insert the title of the curriculum proposal and place an "X" in the box next to the action(s) identified within the proposal.

Title								
Action(s)	☐	New Program	☐	Modify Program	☐	Inactivate Program	☐	Reactivate Program
	☐	New Course	☐	Modify Course	☐	Inactivate Course	☐	Reactivate Course
	☐	Other	Use this space to describe requested action(s) if not indicated above.					

Implementation Term

In the space provided, add the two-digit academic year, and then place an "X" in the box next to the requested academic term for implementation of the actions identified within the proposal. All new programs and substantially modified programs require the College's District Board of Trustees, SACSCOC and Financial Aid approval. Please review the current [Curriculum Committee calendar](#) for critical due dates. Implementation term(s) for specific course(s) is/are also identified in the course section of this form.

Academic Year	20XX	Academic Term	2XXX	Academic Season	☐	Fall	☐	Spring	☐	Summer
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Based on Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) policy, many new programs are required to submit a prospectus and obtain approval from SACSCOC prior to implementation. See Program Accreditation for further information.

Summary

Provide a brief summary narrative and rationale of the actions identified within the proposal.

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College Strategic Priorities

Identify strategic priorities with which the actions in the proposal best align. New programs and substantially modified programs should support at least one (1) strategic priority. Please review the College's [Strategic Planning](#) webpage in regard to the College's strategic goal and associated strategic priorities:

College Strategic Priorities (2021-2024)

Enrollment	Expand access to and support persistence in postsecondary education serving all student populations.	☐	Yes	☐	No
Service	Enhance and deliver an exceptional student and employee experience to create a sense of belongingness.	☐	Yes	☐	No
Success	Increase student achievement and success to strengthen economic opportunities for all students.	☐	Yes	☐	No
Excellence	Invest in the employee experience and college-wide operations to promote continuous quality improvement.	☐	Yes	☐	No
Community	Proactively engage community and business partners to continually align industry needs and academic programming.	☐	Yes	☐	No

Curriculum Collaborations

Identify any business partnerships, grant requirements, or faculty collaborations that support the actions identified within the proposal. Provide a brief statement about the partnership and its collaborators:

Business Partnerships		☐	Yes	☐	No
Grant Requirements		☐	Yes	☐	No
Faculty Collaboration		☐	Yes	☐	No
Other		☐	Yes	☐	No

Curriculum proposal originators are encouraged to gather additional support from their faculty discipline colleagues. See [Disciplinary Faculty Support \(Optional\) \(Addendum A\)](#) for further information.

Cost Analysis

Identify any new cost(s) to the College based on the actions identified within the proposal. Provide a brief cost analysis statement. Please do not include special fees in this section. To minimize the possibility of implementation delay, please contact the College's Accounting office at accounting@fscj.edu at the beginning of the proposal process to discuss any new and/or modified courses that include special fees as additional approvals may be required including the College's District Board of Trustees.

Equipment/Supplies		☐	Yes	☐	No
Faculty Resources		☐	Yes	☐	No
Materials/Software		☐	Yes	☐	No
Other		☐	Yes	☐	No

Articulation

Current internal and external articulation agreements are available [online](#) as a point of reference. Workforce Education and Economic Development: Internal articulations such as PSAV/Clock Hour/Workforce to Associate in Science and external articulations such as industry certifications to Associate in Science; and Liberal Arts and Sciences and Articulation: Courses intended for transfer to another institution and external upper-division articulations (2+2).

Will the actions identified within the proposal affect existing articulation agreements?	☐	Yes	☐	No
<i>If YES, identify any existing articulation agreements designed to facilitate the timely completion of the identified action(s) within this proposal.</i>				

II. Program Information

If the actions identified within the proposal involve the development, modification, inactivation or reactivation of a program (or of a course/courses within one or more programs), then complete this section prior to the Course Information section.

Key Topics

- ✓ Framework
- ✓ Type
- ✓ Identifier
- ✓ Labor Market Data
- ✓ Access
- ✓ Assessment Scores
- ✓ Support
- ✓ Completion Points (PSAV/Clock Hour Only)
- ✓ Impact

Framework

The [Florida Department of Education \(FLDOE\)](#) classifies each program according to its discipline area/career cluster. The [FLDOE](#) compiles a curriculum framework for each program that identifies information such as program title, program hours, CIP code(s), SOC code(s), program standards and occupational completion points (PSAV only). The information requested below is assigned by the [FLDOE](#) according to the current edition of the academic year curriculum framework. The Office of Curriculum Services will assign the initial program code for all new programs. Existing programs must maintain their current program code unless previously discussed with the Office of Curriculum Services and the proposal is identified as a substantive change by the OIE requiring SACSCOC notification.

Type

Identify the program of study/degree type that best aligns with the actions identified within the proposal:

☐	Bachelor of Science	☐	Bachelor of Applied Science	☐	Bachelor of Science in Nursing
☐	Associate in Arts	☐	Associate in Science	☐	Associate in Applied Science
☐	Technical Certificate	☐	Advanced Technical Certificate	☐	PSAV/Clock Hour/Workforce
☐	Applied Technology Diploma	☐	Adult Studies	☐	Other Use this space to identify program type if not listed.

School

Identify the program of study/degree type that best aligns with the actions identified within the proposal:

☐	Liberal Arts and Sciences	☐	Business, Professional Studies, and Public Safety	☐	Technology and Industry
☐	Health, Education, and Human Services	☐	Other	Use this space to identify program school if not listed.	

Identifier

Specify the program information and appropriate identification numbers that the actions within the proposal impact. The program code is assigned by the College. The program title, program hours and information for the State CIP Number are assigned by the [FLDOE](#) according to the current edition of the academic year curriculum frameworks. The information for the Federal CIP Number is assigned by the [Federal Department of Education, National Center for Education Statistics](#).

Program Title (Assigned by FLDOE)							
Program Hours (Assigned by FLDOE)		Program Code (Assigned by the College)					
State CIP Number (Assigned by FLDOE)		New and/or Revised?	☐	Yes	☐	No	
Federal CIP Number (Assigned by USDOE-NCES)		New and/or Revised?	☐	Yes	☐	No	

Labor Market Data

Identify the labor market data that the actions within the proposal impact. The information for the SOC Number is assigned by the [FLDOE](#) according to the current edition of the academic year curriculum frameworks. The information for SOC NAV military programs is determined by the [Service Members Opportunity Colleges](#). The information for specific salary range(s) for a particular SOC number is assigned by the [Florida Department of Economic Opportunity, Occupational Employment and Wages](#). The information for estimated employment and growth is assigned by the [Florida Department of Economic Opportunity, Employment Projections Data](#).

Occupation Title			
SOC Number		SOC NAV Number (Military & Veteran Use)	
Entry Wage		Median Wage	

Access

Identify the type of program access that best align(s) with the actions identified within the proposal. Program access **MUST BE** clearly identified on the catalog program page:

Limited Access: Programs that limit the admission of prospective students on the basis of enrollment capacity (i.e., the number of students whom the program can accommodate because of available seats).	☐	Yes	☐	No
If YES, identify the specific program by title(s), code(s) and degree type(s).				
Selective Access: Programs that admit prospective students who meet specific admissions criteria, including, without being limited to, grade point average (G.P.A.), entrance exams, scores, letters of application, letters of reference and/or professional background criteria (e.g., criminal background check, drug screening, medical examination, and/or professional licensure or certification).	☐	Yes	☐	No
If YES, identify the specific program by title(s), code(s) and degree type(s).				
Open Access: Programs that do not limit the admission of prospective students due to available seats and/or the criteria for admission does not require specific additional standards.	☐	Yes	☐	No
If YES, identify the specific program by title(s), code(s) and degree type(s).				

Assessment Scores

Identify TABE assessment scores (English, Reading and Mathematics) that satisfy the exit criteria for the identified PSAV/Clock Hours/Workforce program(s). For other program types that require assessment(s), please use the space designated as "other" to identify those items specifically:

English	☐	Yes	☐	No
Reading	☐	Yes	☐	No
Mathematics	☐	Yes	☐	No
Other	☐	Yes	☐	No

Support

Provide information about the Program Business and Industry Leadership (BILT) Committee support for the actions identified in the proposal. State mandated changes do not require Program BILT Committee approval; however, documentation which indicates notification to Program BILT Committee members is required.

Meeting Date		Meeting Minutes (Addendum B)	☐	Yes	☐	No
If YES, provide a brief summary of the Program BILT Committee Minutes recommendations/vote and attach a copy of the meeting minutes in Addendum B.						

Occupational Completion Points (Clock Hour Programs Only)

Identify Occupational Completion Points (OCPs) for all Clock Hour/Workforce programs that best align with the actions identified within the proposal. Provide a brief summary of each OCP. The information for OCPs is assigned by the [FLDOE](#) according to the current edition of the academic year curriculum frameworks:

Occupational Completion Point(s)	
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Impact

Identify any impact based on the actions identified within the proposal. Provide a brief statement in response to each question:

Will the actions identified within the proposal meet a specific student success, workforce, or university transfer need?	☐	Yes	☐	No
If YES, identify the specific student success, workforce and/or university transfer needs.				
Will additional programs of study be indirectly impacted by the actions identified within the proposal?	☐	Yes	☐	No
If YES, identify the specific program by title, program code and degree type. Also, include information about the impacted programs and the plan for addressing any concerns.				
Are currently enrolled and/or past term students affected by the actions identified within the proposal?	☐	Yes	☐	No
If YES, identify any concerns and how you plan to communicate the actions to currently enrolled and/or past term students. Include the approximate number of students impacted.				
Are the actions identified within the proposal based on student cohorts?	☐	Yes	☐	No
If YES, identify how the actions affect currently enrolled student cohorts and/or future term student cohorts.				

Impact (Continued)

Identify any impact based on the actions identified within the proposal. Provide a brief statement in response to each question:

Will the actions identified within the proposal provide students with a teach-out plan in order to complete their program of study with minimal disruption or additional expense? ☐ Yes ☐ No

If YES, identify the specific details of the teach-out plan, the length of time the teach-out plan will be maintained, and agreements for specific teach-out periods with other institutions.

A teach-out plan is a written plan developed by an institution that provides for the equitable treatment of students if an institution, or an institutional location that provides fifty percent or more of at least one program, ceases to operate before all students have completed their program of study, and may include, if required by the institution's accrediting agency, a teach-out agreement between institutions. Teach-out plans must be approved by SACSCOC in advance of implementation.

Will the actions identified within the proposal affect students due to a program replacement and/or program inactivation? ☐ Yes ☐ No

If YES, in Addendum C, attach a copy of the notification of program closure including alternate programs that may serve as transfer options and the length of time students have to complete their current program of study.

For any program inactivation, the last term in which a student can enroll must be identified as the term immediately preceding the requested term for program closure (e.g., fall term 2018 = program closure; summer term 2018 = last enrollment term).

Will the actions identified within the proposal affect faculty and/or staff due to a program replacement and/or program inactivation? ☐ Yes ☐ No

If YES, identify the impact on faculty and/or staff and the plan to address this impact.

Will the effectiveness of the actions identified within the proposal be assessed and/or evaluated? ☐ Yes ☐ No

If YES, identify the methods of assessment and/or evaluation model you plan to utilize.

III. Program Accreditation

If the actions identified within the proposal involve the development, modification, inactivation or reactivation of a program (or of a course/courses within one or more programs), then complete this section to determine if additional approval from the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) is required.

Key Topics

- ✓ Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Assessment
- ✓ SACSCOC Timeline
- ✓ Specialized Assessment

Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Assessment

In order to maintain the College's continued accreditation through the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), all originators are required to complete this section to determine if reporting to SACSCOC is required. If you answer YES to one or more questions below, please contact the Office of Institutional Effectiveness (OIE) at oie@fscj.edu at the beginning of the proposal process to discuss the specific requirements for your proposed change to minimize the possibility of implementation delay.

Timelines for the development and submission of reports to SACSCOC can be found below.

Based on the information provided within the proposal, please identify if the proposal involves any of the following actions related to substantive change.

The development of a new degree or certificate program?	☐	Yes	☐	No
A contract, MOU, grant or consortium for the development of all or part of a new program or course?	☐	Yes	☐	No
The inactivation of a degree or certificate program?	☐	Yes	☐	No
An increase or decrease in the total degree or certificate program credits or hours by $\geq 25\%$?	☐	Yes	☐	No
Adding or modifying a program or coursework that requires new faculty, course content, equipment, facilities, library or other resources?	☐	Yes	☐	No
Changing the program from clock hours to credit hours or vice versa?	☐	Yes	☐	No
The instruction of courses delivered by College faculty/instructors and/or employees at an off-campus location?	☐	Yes	☐	No

SACSCOC Timeline

Below is a list of common SACSCOC substantive changes and their requirements for approval. This list should serve as a guideline to help you prepare for your change. Please contact the Office of Institutional Effectiveness and Accreditation for information specific to your proposed change.

Types of Substantive Change	Timeline for Contacting OIE	Timeline for Submission to SACSCOC	Instrument to be submitted to SACSCOC
New Programs	18 months prior to planned implementation	- January 1 for implementation between July 1 – Dec. 31 - July 1 for implementation between Jan. 1 – June 30	Prospectus (20+ page document describing how institution will administer change)
Altering program length by $>25\%$	12 months prior to planned implementation	- January 1 for implementation between July 1 – Dec. 31 - July 1 for implementation between Jan. 1 – June 30	Modified Prospectus (15+ page document describing how institution will administer change)
Closure of a program	3-6 months prior to planned implementation	Immediately following internal decision to close (DBOT approval)	Letter of Notification. Must describe how students, faculty, and staff will be affected
Offering 25-49.9% of a program at an off-campus location	6 months prior to planned implementation	3 months prior to planned implementation	Letter of Notification
Offering 50%+ of a program at an off-campus location	12 months prior to planned implementation	- January 1 for implementation between July 1 – Dec. 31 - July 1 for implementation between Jan. 1 – June 30	Prospectus (20+ page document describing how institution will administer change)

Specialized Assessment

Some programs may have specialized accreditation requirements that initiate a curriculum change. If you need assistance in determining the specialized accreditation status and requirements of the program(s) affected in this proposal, please contact the Office of Institutional Effectiveness (OIE) at oie@fscj.edu.

If the program(s) identified in this proposal has/have a specialized accreditor, are the requirements of the accreditor, in whole or part, initiating this curriculum change?	☐	Yes	☐	No
<i>If YES, identify the title of the organization.</i>				

IV. Program Funding and Reporting

If the actions identified within the proposal involve the development, modification, inactivation or reactivation of a program (or of a course/courses within one or more programs), then complete this section to determine if additional approval from the Office of Federal Financial Aid is required.

*For institutions that are **fully approved** by the U.S. Department of Education for Federal Financial Aid funding eligibility, approval is only required for new vocational programs that are greater than 24 credit hours in length or greater than 600 clock hours in length. In this scenario, Financial Aid is awarded to students in programs such as the Associate in Arts, Associate in Science or a Baccalaureate degree in conjunction with the notice to the U.S. Department of Education, Federal Financial Aid office.*

*For institutions that are **provisionally** approved by the U.S. Department of Education for Federal Financial Aid funding eligibility, approval is required for ALL new and modified programs regardless of credit hours in length or clock hours in length. Financial Aid will not be awarded to ANY student until the U.S. Department of Education Federal Financial Aid office approves funding. Please exercise caution when selecting an implementation term for new and/or modified programs as the approval process can take 12-18 months.*

Key Topics

- ✓ Financial Aid
- ✓ Eligibility
- ✓ Instructional Weeks (Clock Hour Programs Only)

Financial Aid

From the [U.S. Department of Education, Office of Federal Financial Aid](#): in order to be eligible for funding under the Title IV programs, an educational program must lead to a degree (associate, bachelor's, graduate or professional) or prepare students for employment in a recognized occupation.

The following includes the types of programs eligible to apply for Federal Financial Aid approval:

- The program leads to an associate's, bachelor's, professional or graduate degree.
- The program is at least 60 credit hours (minimum 2 academic years) in duration and is acceptable as credit toward a bachelor's degree.
- The program is at least 600 clock hours or 24 credit hours (minimum of 1 academic year) in duration and leads to a certificate, degree, or other recognized credential that prepares students for employment in a recognized occupation.

If you answer YES to one or more of the questions below, contact the College's office of Financial Aid at financialaid@fscj.edu for assistance with the Financial Aid process.

Eligibility

Based on the information provided within the proposal, please answer the following questions related to financial aid.

Does the program lead to an associate's, bachelor's, professional, or graduate degree?	☐	Yes	☐	No
Is the program at least 60 credit hours (minimum 2 academic years) in duration and acceptable as credit toward a bachelor's degree?	☐	Yes	☐	No
Is the program at least 600 clock hours or 24 credit hours (minimum of 1 academic year) in duration and leads to a certificate, degree, or other recognized credential that prepares students for employment in a recognized occupation?	☐	Yes	☐	No
If YES, identify the specific program by title(s), program of study code(s) and degree type(s).				

Instructional Weeks (Clock Hour Programs Only)

Based on the information provided within the proposal, please answer the following questions related to financial aid.

Are the number of weeks of instructional time being modified from the currently approval format?	☐	Yes	☐	No
If YES, identify the currently approved number of weeks the program is offered in and the updated number of weeks that the program will be offered in.				

V. Program Page

*In the space below, please insert a copy of the College Catalog program page. To illustrate the actions identified within the proposal, program(s) layout must use **red font** to add information and the ~~strike-through~~ feature to remove information. Please follow the College Catalog program page template for design consistency. A copy of the current College Catalog may be accessed [online](#) as a point of reference.*

Key Topics

- ✓ College Catalog Layout
- ✓ Recommended Course Sequence by Term

This page is left blank intentionally for inclusion of College Catalog program page(s)

Recommended Course Sequence by Term

Identify the recommended course sequence by academic term. This information will be included with the program page in the College Catalog and utilized as a roadmap for facilitating students timely program completion. When completing the recommended course sequencing, please assume full-time student enrollment. For multiple programs within a proposal, please copy the blank table template into a new page.

Program Title	<i>Example:</i> Accounting Technology (2201) (A.S.)
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Term	Course(s)
Term I	<i>Example:</i> • ENC 1101 or ENC 1101C • MAC 1105 or higher level MAC prefix course or MAP 2302 • BSC 2010C • PSY 1012
Term II	
Term III	
Term IV	
Term V	
Term VI	

VI. Course Information

If the actions identified within the proposal involve the development, modification, inactivation or reactivation of a course or courses, then complete this section.

Key Topics

- ✓ Assignment
- ✓ Identifier
- ✓ Eligibility
- ✓ Impact

Assignment

The [Florida Department of Education \(FLDOE\)](#) compiles a curriculum framework for each program which includes curriculum benchmark standards required for the course(s) identified within a program. **Not all course(s) are included within a program as some may be identified as electives.** The [FLDOE](#) classifies each course according to its discipline area and prefix. Course information is maintained via the [State Course Numbering System \(SCNS\)](#). The organizational schema for [SCNS](#) utilizes a three-letter prefix and four-digit identification. The first digit denotes the course level (freshman, sophomore, etc.) and is recommended by each institution, while the three-letter prefix and three-digit number are utilized for categorization of content. Each course number may include a lab code ("L") that denotes a laboratory or a combination code ("C") that denotes a combination lecture/laboratory course.

Identifier

Identify the course(s) that are affected by the actions identified within the proposal. Include course prefix/number and course title. Include the implementation term for each course. Carefully consider any impact a new, modified, inactivated or reactivated course may have on current and/or future term students.

[illegible]

The Enrollment Group ID is to be added by Curriculum Services to update pre- and/or co-requisite course(s) and/or conditional requirements.

Eligibility

Identify any eligibility requirement(s) that may be associated with a course action identified within the proposal:

Gordon Rule of Writing Requirement?

☐

Yes

☐

No

If YES, identify the specific course prefix/number and course title, and address any concerns.

The following statement must be added to each communication course identified as “Gordon Rule” eligible: This course fulfills the “Gordon Rule” writing requirement and must be completed with a grade of “C” or higher (pursuant to [State Board of Education Rule 6A-10.030](#)).

Per [State Board of Education Rule 6A-10-030\(a\)](#) a College student must successfully complete the following: Six (6) semester hours of English coursework and six (6) semester hours of additional coursework in which the student is required to demonstrate college-level writing skills through multiple assignments. Each institution shall designate the courses that fulfill the writing requirements of this section. These course designations shall be submitted to the Statewide Course Numbering System. An institution to which a student transfers shall accept courses so designated by the sending institution as meeting the writing requirements outlined in this section.

Gordon Rule of Computation Requirement?

☐

Yes

☐

No

If YES, identify the specific course prefix/number and course title, and address any concerns.

The following statement must be added to each mathematics course identified as “Gordon Rule” eligible: This course fulfills the “Gordon Rule” computation requirement and must be completed with a grade of “C” or higher (pursuant to [State Board of Education Rule 6A-10.030](#)).

Per [State Board of Education Rule 6A-10-030\(b\)](#) a College student must successfully complete the following: Six (6) semester hours of mathematics coursework at the level of college algebra or higher. For the purposes of this rule, applied logic, statistics and other such computation coursework which may not be placed within a mathematics department may be used to fulfill three (3) hours of the six (6) hours required by this section.

Earn Credit More Than Once?

☐

Yes

☐

No

If YES, identify the specific course prefix/number and course title, and address any concerns.

Impact

Identify any impact that the actions identified within the proposal may have on another course(s) (e.g., prerequisite or corequisite changes). Provide a brief summary statement in the space below:

Will additional course(s) be impacted by the actions identified within the proposal?

☐

Yes

☐

No

If YES, identify the specific course prefix/number and course title, and address any concerns.

VII. Course Outline(s)

*In the space below, please insert a copy of the current College course outline(s). To illustrate the actions identified within the proposal, course outline(s) must use **red font** to add information and the ~~strike-through~~ feature to remove information. Please follow the College course outline template for design consistency. A copy of the current College course outline(s) may be accessed [online](#) as a point of reference.*

Key Topics

- ✓ College Layout

- ✓ Learning Outcomes and Assessment

This page is left blank intentionally for inclusion of official College course outline(s)

VIII. Addenda

Identify any addenda that will enhance the proposal submission.

Key Topics

- ✓ Faculty Support (Optional)
- ✓ Program Business and Industry Leadership (BILT) Committee Minutes
- ✓ Notice to Students of Program Inactivation
- ✓ Notice to College District Board of Trustees (DBOT)
- ✓ Notice to Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)

ADDENDUM A
Faculty Support (Optional)

Faculty Support

Curriculum proposal originator(s) are strongly encouraged to solicit support from faculty members and to gather feedback through discussion at disciplinary, departmental and/or programmatic meetings prior to proposal submission to the Office of Curriculum Services at curriculum@fscj.edu. Please note that obtaining additional faculty members' support **is highly recommended but not required** as part of the signatory process.

Faculty Correspondence

Was the proposal submitted electronically to faculty members for review and feedback? If YES, please provide the date of the electronic correspondence.	☐	Yes	☐	No
	Date			

Faculty Meeting(s)

Was a disciplinary, departmental and/or programmatic meeting held to review the actions identified in the proposal? If YES, please provide the date of the meeting.	☐	Yes	☐	No
	Date			
If a vote was taken during the meeting, please provide the number of faculty votes for "yes," "no," or "abstention."	# Yes Votes			
	# No Votes			
	# Abstention			
Provide a summary of the reasons that the disciplinary council, departmental and/or programmatic committee decided to support or not to support the proposal.				

Faculty Review and Comments

A summary of faculty members' comments appears below; comments may also be submitted anonymously.

Faculty Member	Comments

If additional space is required for faculty comments, please insert additional pages as needed.

ADDENDUM B
Program Business and Industry Leadership (BILT) Committee Minutes

Notice to Program BILT Committee Members

ADDENDUM C
Program Inactivation

Notice to Students of Program Inactivation

Please contact Curriculum Services at curriculum@fscj.edu for an example.

ADDENDUM D
District Board of Trustees (DBOT)

Notice to College DBOT

Curriculum Services will compile the board item and submit for inclusion on the next available the DBOT agenda.

ADDENDUM E
Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)

Notice to/from SACSCOC

Curriculum Services will notify the Office of Institutional Effectiveness (OIE) of proposal approval; the OIE will submit notification to SACSCOC of the request for program inactivation and provide a copy of the reply to Curriculum Services for inclusion in the proposal.

IX. Signatures

Signatures of the faculty member(s), instructional program manager(s) or department chair(s) and dean(s) must be obtained prior to submission to the Office of Curriculum Services at curriculum@fscj.edu.

The Office of Curriculum Services will obtain signatures of the SACSCOC Accreditation Liaison, Associate Provost or Vice President of Online and Workforce Education, Curriculum Committee Chair (Faculty Senate President) and the Provost/Vice President of Academic Affairs.

Signatures Obtained by Proposal Originator(s)

- ✓ Faculty Member(s)
- ✓ Instructional Program Manager(s) or Department Chair(s)
- ✓ Director(s) or Dean(s)

Signatures Obtained by Curriculum Services on behalf of Proposal Originator(s)

- ✓ Technical and Quality Review
- ✓ SACSCOC Liaison
- ✓ Associate Provost or Associate Vice President or Executive Director or Vice President of FSCJ Online and Workforce Education
- ✓ Curriculum Committee Chair
- ✓ Provost/Vice President of Academic Affairs

Faculty Member(s)

Name(s)			
Telephone No.		Email	
Signature			Date

Faculty Members are encouraged to gather additional support from their disciplinary faculty colleagues. Please review the Faculty Support (Optional) (Addendum A) for further information.

Instructional Program Manager –or– Department Chair

Name(s)						
Title(s)						
Provisions	☐	Support	☐	Do Not Support	☐	Support with Conditions Noted
Comments						
Signature					Date	

Director –or– Dean

Name(s)						
Title(s)						
Provisions	☐	Support	☐	Do Not Support	☐	Support with Conditions Noted
Comments						
Signature					Date	

Should the technical review process conducted by the Office of Curriculum Services result in findings that may cause significant modification to the original proposal, then revised signatures of support from the faculty member(s), instructional program manager(s) or department chair(s) and dean(s) may be requested and/or required.

Office of Curriculum Services Technical and Quality Review

Provisions	☐	Technical Review Complete	Initials		Date	
	☐	Quality Review Complete	Initials		Date	
Comments						

SACSCOC Accreditation Liaison

Name(s)	Dr. Jerrett R. Dumouchel					
Provisions	☐	Does not constitute a substantive change; no further information required.	☐	Possibly constitutes a substantive change; liaison will request further information.	☐	Constitutes a substantive change; liaison will request further information.
Comments						
Signature					Date	

The SACSCOC Accreditation Liaison must review to determine if the proposal constitutes a substantive change that is a significant modification or expansion in the nature and scope of an accredited institution. See Program Accreditation for further information.

Associate Provost –or– Associate Vice President –or– Executive Director

Name(s)						
Title(s)						
Provisions	☐	Support	☐	Do Not Support	☐	Support with Conditions Noted
Comments						
Signature					Date	

Curriculum Committee Chair (Faculty Senate President)

Name(s)	Dr. John Woodward					
Provisions	☐	Recommend	☐	Do Not Recommend	☐	Recommend with Conditions Noted
Comments						
Signature						Date

Once the proposal has been presented to the Curriculum Committee and a recommendation has been made, the Office of Curriculum Services will forward the proposal along with any supporting documentation to the Provost/Vice President of Academic Affairs with a request for review and signature.

Provost/Vice President of Academic Affairs

Name(s)	Dr. John Wall					
Provisions	☐	Approve	☐	Do Not Approve	☐	Approve with Conditions Noted
Comments						
Signature						Date

Once the proposal has been reviewed by the Provost/Vice President of Academic Affairs and an approval decision has been determined with corresponding signature support, the proposal will be returned to the Office of Curriculum Services for systems input and updates that include the PeopleSoft Course Catalog, the College Catalog, official Course Outlines and the State Course Numbering System (SCNS). Upon completion of systems input and updates, the Office of Curriculum Services will notify via email correspondence the Office of Admissions and Records, the Office of Financial Aid, the College's web team, Curriculum Committee members, faculty members, instructional program managers or department chairs, and directors or deans of proposal completion.

In order to maintain consistent record keeping, the Office of Curriculum Services requests confirmation via return email receipt of completed proposal actions from the Office of Admissions and Records and the Office of Financial Aid.

Should a proposal require District Board of Trustees (DBOT) and/or SACSCOC approval prior to implementation, the Office of Curriculum Services will notify the appropriate departments via email correspondence.