



ADMINISTRATIVE PROCEDURE MANUAL			
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		CURRICULUM COMMITTEE AND GENERAL EDUCATION REVIEW SUBCOMMITTEE	09-0306
BASED ON BOARD OF TRUSTEES' RULE AND TITLE		DATE ADOPTED	
	6Hx7-9.1 Curriculum	January 16, 2020	

Purpose

The purpose of this procedure is to establish the process for the organization of the College's Curriculum Committee and the College's General Education Review (GER) Sub-Committee. The Curriculum Committee serves as the recommending body to the Provost/Vice President of Academic Affairs (Provost) for all College-related curriculum actions, and the GER Sub-Committee serves as the recommending body to the Curriculum Committee for College curriculum actions related to General Education.

Procedure

- A. The Faculty Senate President (FSP), in collaboration with the appropriate academic administrators, shall nominate full-time faculty representatives who shall serve as appointed members on the Curriculum Committee and the GER Sub-Committee. The FSP and appropriate academic administrators shall forward the list of nominees and their alternates to the Provost by July 30th. The Provost will review the recommendations and either approve or advise the FSP and appropriate academic administrators of suggested changes. The Office of Curriculum Services will assist with communications among offices and will update the committee roster based on the final approved recommendations.
- B. The FSP or representative shall notify all nominated full-time faculty representatives of their approved member appointment to the Curriculum Committee and/or GER Sub-Committee by August 15th. If a nominee declines the nomination, the FSP shall reinitiate the nomination process. Each appointed member to the Curriculum Committee and/or GER Sub-Committee shall serve for a (2) two-year term that coincides with the election of the incoming FSP prior to the new academic year. Each appointed member shall select an alternate representative who can serve in the appointed member's absence at scheduled Curriculum Committee and/or GER Sub-Committee meetings.
- C. The FSP is responsible for serving as chair of the Curriculum Committee and GER Sub-Committee. At the beginning of each (2) two-year academic cycle, both the Curriculum Committee and GER Sub-Committee members shall elect a fulltime faculty member who can serve as co-chair to the FSP.
- D. The Curriculum Committee shall include the following membership:
 1. Faculty:
 - a. The School of Liberal Arts and Sciences (5)
 - 1) 1 from Mathematics
 - 2) 1 from Social and Behavioral Sciences
 - 3) 1 from Natural Sciences

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- 4) 1 from Humanities
- 5) 1 from Communications


- b. The School of Business, Professional Studies and Public Safety (3)
- c. The School of Technology and Industry (2)
- d. The School of Health, Education and Human Services (3)
- e. Workforce Education/Post-Secondary Adult Vocation (PSAV) (2)
- f. Adult Education (1)
- g. The Library and Learning Commons (1)

- 2. Students:
 - a. Student Government Association (1)

- 3. Academic Administrators:
 - a. Academic Dean/Department Chair from the School of Liberal Arts and Sciences (1)
 - b. Academic Dean/Instructional Program Manager from the School of Business, Professional Studies and Public Safety (1)
 - c. Academic Dean/Instructional Program Manager from the School of Technology and Industry (1)
 - d. Academic Dean/Instructional Program Manager from the School of Health Sciences, Education, and Human Services (1)
 - e. Associate Provost for Liberal Arts and Sciences (1)
 - f. Associate Provost for Baccalaureate, Career and Technical Education (1)
 - g. Associate Vice President of Workforce Development and Entrepreneurship (1)

- 4. Student Services Administrators:
 - a. Registrar (1)
 - b. Associate Vice President of Student Success (1)

- 5. Ex-Officio:
 - a. FSCJ Online and Workforce Development (1) as ex-officio (non-voting) to represent curricular concerns regarding course modality.
 - b. The Faculty Director of the Academy for Teaching and Learning will also serve as an ex-officio member of the Curriculum Committee.

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E. The GER Subcommittee shall include the following membership:

1. Faculty:

- a. The School of Liberal Arts and Sciences (5)
- b. Baccalaureate, Career and Technical Education Programs (3)

2. Academic Administrators:

- a. Academic Dean from the School of Liberal Arts and Sciences (1)
- b. Academic Dean for Baccalaureate, Career and Technical Programs (1)
- c. Associate Provost for Liberal Arts and Sciences (1)
- d. Associate Provost for Baccalaureate, Career and Technical Education Programs (1)


3. Ex-Officio:

- a. FSCJ Online and Workforce Development (1) as ex-officio (non-voting) to represent curricular concerns regarding course modality.
- b. The Faculty Director of the Academy for Teaching and Learning as ex-officio.

F. The Curriculum Committee and GER Sub-Committee shall each include resource personnel from the Office of Curriculum Services, the Office of Institutional Effectiveness, Financial Aid, Student Services and others, as appropriate.

G. The Curriculum Committee typically convenes on the third Thursday of each month from September through June throughout the academic year. The GER Sub-Committee convenes on an as-needed basis. The Chair may call for an electronic meeting in lieu of a face-to-face meeting. The Curriculum Committee and GER Sub-Committee members are encouraged to review and discuss agenda items prior to meetings. During each meeting, faculty originators shall present their proposed actions to the Curriculum Committee and/or GER Sub-Committee members. Following the presentation of the proposed actions, the Chair will ask for discussion among the Curriculum Committee and/or GER Sub-Committee members and then call the question to vote for recommendation. The Curriculum Services office will serve as the official file of record for all meeting-related communications of the Curriculum Committee and the GER Sub-Committee.

H. Proposed actions recommended by the Curriculum Committee members shall be forwarded to the Provost, or designee, with a request for final approval. Proposed actions recommended by the GER Sub-Committee members shall be forwarded to the Curriculum Committee with a request for recommendation to the Provost, or designee, for final approval. If the Provost, or designee, conditionally supports or does not support the recommended action items, the Provost, or designee,

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shall communicate any request for additional actions to the appropriate faculty originators and academic administrators, with a copy to the Curriculum Committee Chair and members.

REFERENCES: F.S. 1001.64, 1001.65

Adopted Date: January 16, 2020