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## 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, or designee, shall forward the list of nominees and their alternates to the Provost prior to the start of the Fall term. The Provost may 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 communicating changes and will update the committee roster(s) based on the approved recommendations.
- B. The FSP, or designee, shall notify all recommended full-time faculty representatives of their approved member appointment to the Curriculum Committee and/or GER Sub-Committee prior to the start of the Fall term. If a nominee declines the member appointment, the FSP, or designee, 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.
- C. The FSP is responsible for serving as the Curriculum Committee and GER Sub-Committee Chair. 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. Liberal Arts and Sciences (6)
      - 1) Communications (1)
      - 2) Humanities (1)
      - 3) Mathematics (1)

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- 4) Natural Sciences (1)
- 5) Social and Behavioral Sciences (1)
- 6) World Languages and English for Academic Purposes (1)

b. Baccalaureate, Career and Technical Education (6)

- 1) Business (1)
- 2) Education and Human Services (1)
- 3) Engineering and Industry (1)
- 4) Health Sciences and Nursing (1)
- 5) Professional Studies and Public Safety (1) \
- 6) Technology (1)

c. Career Certificate Workforce Education (1)

d. Adult Education (1)

e. Library and Learning Commons (1)

2. Students:

a. Student Government Association (1)

3. Academic Administrators:


- a. Academic Dean from the School of Liberal Arts and Sciences (1)
- b. Academic Dean from Baccalaureate, Career and Technical Education (1)
- c. Academic Dean from Career Certificate Workforce Education (1)

4. Student Services Administrator(s) as appointed by the Vice President of Student Development.

E. The GER Subcommittee shall include the following membership:

1. Faculty:

- a. Liberal Arts and Sciences (6)
  - 1) Communications (1)
  - 2) Humanities (1)
  - 3) Mathematics (1)
  - 4) Natural Sciences (1)
  - 5) Social and Behavioral Sciences (1)
  - 6) World Languages and English for Academic Purposes (1)
- b. Baccalaureate, Career and Technical Education (2)
- c. Career Certificate Workforce Education (1)

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2. Students:

- a. Student Government Association (1)

3. 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. Academic Dean from Career Certificate Workforce Education (1)

- F. The Curriculum Committee and GER Sub-Committee may be supported by 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 convenes per the approved Curriculum Development Calendar. The GER Sub-Committee convenes on an as-needed basis. During each meeting, proposal originators shall present their proposed actions to the Curriculum Committee and/or GER Sub-Committee members.
- H. Proposed actions recommended by the Curriculum Committee shall be forwarded to the Provost, or designee, with a request for final approval. Proposed actions recommended by the GER Sub-Committee 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 approves or does not approve the recommended actions, the Provost, or designee, shall communicate any request for additional actions to the appropriate originator(s) and academic administrators, with a copy to the Curriculum Committee Chair.
- I. The Office of Curriculum Services will serve as the file of records for official communications and proceeding of the Curriculum Committee and the GER Sub-Committee.

REFERENCES: F.S. 1001.64, 1001.65

Adopted Date: January 16, 2020

Revised Date: June 18, 2025