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Purpose

The purpose of this procedure is to outline the process for creating, modifying, inactivating and/or reactivating curriculum within the Florida State College at Jacksonville's (FSCJ, "College") instructional courses and programs.

Procedure

A. The Curriculum Proposal Process

1. A curriculum proposal is the sole College method by which originators create, modify, inactivate and/or reactivate an instructional course and/or program offered at the College.
 - a. A curriculum proposal to establish a new program must include a Letter of Interest to Develop a New Program addressed to the Provost/Vice President of Academic Affairs (Provost). Additionally, a curriculum proposal to establish a new baccalaureate program must follow procedures per §1007.33, Florida Statutes.
 - b. A curriculum proposal to create, modify, inactivate and/or reactivate an instructional course must include a copy of the official College course outline.
 - c. A curriculum proposal must be submitted via the official [curriculum proposal form](#) that includes spaces for the signatory support of the faculty originators, the appropriate academic administrators, the Office of Institutional Effectiveness (when applicable), the chair of the Curriculum Committee and the Provost.
 - d. All College-approved instructional courses are to be reviewed yearly as part of an annual purge of instructional courses that have not been taught in the previous five (5) years per 6A-10-0331, Florida Administrative Code. The Provost shall review the instructional courses that are eligible for the annual purge and present the information to the College's District Board of Trustees (DBOT) for final approval. Curriculum Services will serve as the official file of record for the annual purge.
 - e. College-approved General Education courses are to be reviewed at least every three (3) to five (5) years by the disciplines of Communications, Humanities, Mathematics, Natural Sciences and Social and Behavioral Sciences. General Education disciplinary faculty members shall adopt a minimum of two (2) of the five (5) Statewide General Education Competency areas as being most pertinent to the instructional delivery and assessment of the General Education courses. The review may initiate revisions to the purpose and the philosophical foundation of General Education courses; the discipline categories of the Associate in Arts degree program; the instructional courses included within the disciplines; the statewide competency areas related to the disciplines; the credit hour distribution among the disciplines; the student learning outcomes and assessment schema within the disciplines; and the criteria or rationale for the inclusion of General Education courses in any College-approved program.

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2. A curriculum proposal submission can be used for the following curricular actions: creating, modifying, inactivating, or reactivating programs and courses. A curriculum proposal submission can also be used to initiate recommendations on instructionally related issues concerning student assessment, placement, program admission, internal articulation, distance learning courses, courses with unique instructional approaches and/or graduation requirements.
 - a. Faculty member(s) should serve as curriculum proposal originator(s). A proposal may be initiated at the behest of a non-faculty member, provided that, a full-time faculty member credentialed to teach in the discipline or program serves as the proposal originator.
 - b. An originator must use the approved curriculum proposal submission form based on the type of curriculum action requested. An originator may obtain the appropriate form by contacting Curriculum Services. The originator is responsible for the completion of the proposal in collaboration with the appropriate academic administrators, who will provide the necessary administrative support and resources. Curriculum Services will act in a supporting role to assist with the development of the proposal and will provide guidance on procedures, standards, the identification of the appropriate state course and program numbers, the technical review, transmittal methods and time schedules. Additionally, Curriculum Services will maintain and publicly post a document summarizing current and pending requests for curriculum proposals, assisting with broad and early communication about College curricula.
 - c. By initiation of a proposal, the originator is the author of record and, with the assistance of the appropriate academic administrator, is primarily responsible for the proposal's content. After taking into consideration input from subject area faculty, academic administrators and disciplinary practices, the proposal originator may submit recommendations regarding class size allocations within the proposal. The originator, with the assistance of the appropriate academic administrator, is responsible for obtaining the documented support of his or her disciplinary colleagues and may utilize the Optional Faculty Support Addendum and/or meeting minutes to provide evidence of disciplinary support.
 - 1) The originator will respond to clarification requests and review all recommended modifications. The originator will attend the meeting of the Curriculum Committee and the General Education Review Sub-Committee to present the proposal, to address any questions and comments and to seek the support of committee members. Should a faculty originator not be available to present to the Curriculum Committee, he or she may request that another full-time faculty member or his or her academic administrator present on behalf of the full-time faculty.
 - 2) Faculty members teaching approved courses have the academic freedom to include additional instructional course content of their choosing and to select the methods of instructional delivery and assessment that they determine will best meet students' needs, according to the current principles of academic freedom outlined by the Faculty Senate and the Collective Bargaining Agreement. Faculty are responsible for ensuring

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that their instruction aligns with the requirements of the course master outline as well as those from any specialized accreditors.

- d. The appropriate academic administrator will provide support and guidance to the faculty proposal originator(s), review and evaluate the proposal, make recommendations to ensure the quality and accuracy of its content as well as assist with communicating with all appropriate discipline or program faculty about the proposal before its submission to Curriculum Services. The academic administrator will provide the faculty originator(s) with a list of current disciplinary faculty members' names and email addresses for communication. The administrator will also assist with establishing the proposal as a topic on the agenda of appropriate academic meetings. Evidence of the communication process may be included in the proposal submission.
 - 1) The academic administrator will communicate about the proposal early in the development stage via written correspondence with the appropriate Associate Provost/Associate Vice President. The academic administrator, will communicate with the administrators of other educational programs affected by the proposal. The academic administrator will ensure that the proposal aligns with applicable federal and state guidelines and statutes as well as the College's strategic priorities.
 - 2) Any substantive changes made to the proposal by the originator based on the academic administrator's review should be communicated to the disciplinary faculty for further review and support. In support of the faculty originator(s), the academic administrator will attend the Curriculum Committee and/or GER Subcommittee meeting(s) to represent the proposed curriculum actions. Any significant changes to the proposal resulting from committee review should be subsequently communicated to the disciplinary faculty for their endorsement.

- e. The appropriate academic administrator will sign the proposal and indicate a provision of "support," "support with conditions," or "do not support," and return it to the originator. Proposals with a provision of "support with conditions" or "do not support" shall be returned to the originator with a written response indicating the reason(s) for the provision. Upon receipt of the provision, the curriculum proposal originator may:
 - 1) choose to modify the proposal to include the recommendations provided and resubmit the proposal with a request for signature indicating a provision of support or,
 - 2) choose to forego the inclusion of the recommendations and continue with the proposal submission process.

- f. The originator will submit the signed proposal to Curriculum Services with a request for a technical and quality review. Curriculum Services is responsible for conducting reviews of all curriculum proposals prior to submission to the Curriculum Committee and General Education Review Sub-Committee. The technical and quality review process includes the

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following:

- 1) the verification and alignment of curriculum content relative to Florida Department of Education (FLDOE) standards;
 - 2) course prefix and number assignment in compliance with the Statewide Course Numbering System (SCNS);
 - 3) course prerequisite and corequisite accuracy;
 - 4) state common prerequisite course requirements;
 - 5) course contact hours and faculty workload unit points;
 - 6) College catalog program page layout;
 - 7) suggested course sequencing map;
 - 8) typographical corrections; and
 - 9) other areas, as applicable.
- g. Curriculum Services shall communicate the technical and quality review findings to the originator and appropriate academic administrator and include a written response indicating the findings of the review process. Upon receipt, the originator may:
- 1) choose to modify the proposal to include the recommendations provided by Curriculum Services and resubmit the proposal with a request for a second technical and quality review or,
 - 2) choose to forego the inclusion of the recommendations and continue with the proposal submission process.

Any changes made to the proposal by the originator based on Curriculum Services' technical findings will be communicated to the faculty originator(s), the appropriate academic administrators and associate provost/associate vice president, as well as any other signatory reviewers for further review and support. The originator(s) is/are responsible for obtaining the documented support of disciplinary colleagues for any curricular changes that result from the technical review process, and may utilize the Optional Faculty Support Addendum and/or meeting minutes to provide evidence of disciplinary support.

- h. Curriculum Services will disseminate a copy of the proposal to the appropriate Associate Provost/Associate Vice President and the Office of Institutional Effectiveness. The Associate Provost/Associate Vice President and Office of Institutional Effectiveness will sign the proposal and indicate a provision of "support," "support with conditions," or "do not support" and return it to the curriculum proposal originator. Proposals with a provision of "support with conditions" or "do not support" shall be returned to the originator with a copy to Curriculum Services and include a written response indicating the reason(s) for the stated provision. Upon receipt of the provision, the originator may:

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- 1) choose to modify the proposal to include the recommendations and resubmit the proposal with a request for signature indicating a provision of support or,
- 2) choose to forego the inclusion of the recommendations made by the appropriate Associate Provost/Associate Vice President and continue with the proposal submission process.

Changes made to the proposal by the originator based on the Associate Provost/Associate Vice President's recommendations will be communicated to the disciplinary faculty for further review and support. Curriculum Services will include the proposal as a tentative action item on the next available Curriculum Committee and/or GER Sub-Committee agenda(s).

- i. Curriculum Services will communicate proposals with noted signatory support collegewide five (5) business days prior to the Curriculum Committee and/or GER Sub-Committee meeting(s), with a request for review and response via the curriculum proposal review form.
- j. An individual may use the curriculum proposal review form to submit feedback electronically to the originator, with a copy to the appropriate academic administrator, Curriculum Services, and the Curriculum Committee Chair. Reviews of curriculum proposals may also be conducted via traditional email correspondence. Curriculum Services will ensure that the proposal originator and the members of the Curriculum Committee receive all relevant communications regarding a proposal once it has been announced. Upon receiving reviewers' feedback, the originator may:
 - 1) choose to modify the proposal to include the recommendations, provided that any curriculum changes are communicated to and approved by the relevant faculty or,
 - 2) choose to forego the inclusion of the recommendations made by the curriculum proposal review process and provide a response during the presentation to the Curriculum Committee and/or GER Sub-Committee meeting(s).

The Curriculum Committee and/or GER Sub-Committee will act as the arbitrator for curriculum proposal review recommendations that are not included in revisions to the curriculum proposal form.

- k. The faculty originator will present the proposal to the Curriculum Committee and/or GER Sub-Committee meeting(s). If the originator is not available, he or she may request that another full-time faculty member in the discipline present on his or her behalf. If a full-time faculty member is not available, the originator may ask his or her academic administrator to present the proposal on behalf of the full-time faculty. As a recommending body to the Provost, the Curriculum Committee is responsible for meeting as scheduled according to the Curriculum Committee calendar; adhering to Robert's Rules

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of Order; reviewing and seeking input about curriculum proposals; maintaining records of proceedings and making a recommendation by majority vote about the proposals.

- 1) The Curriculum Committee and/or GER Sub-Committee Chair will sign the proposal and indicate the provision of support by selecting “recommend,” “recommend with conditions” or “do not recommend.” The Secretary of the Curriculum Committee and/or GER Sub-Committee shall note any conditional recommendations for the proposal as official record for inclusion in meeting minutes. The Curriculum Committee and/or GER Sub-Committee Chair will then return the proposal to Curriculum Services. Curriculum Services will then communicate the Curriculum Committee and/or GER Sub-Committee) recommendation(s) to the Provost with a request for review and signature.
1. The Provost serves as the final approval authority for all curriculum proposals. The Provost will sign the proposal and indicate a provision of “support,” “support with conditions” or “do not support.” The Provost shall also communicate about recommended curriculum with the College President and the District Board of Trustees (DBOT), as appropriate.
 - 1) Proposals with a provision of “support with conditions” or “do not support” shall be returned to Curriculum Services with a copy to the originator and to the Curriculum Committee Chair as well as a written response indicating the reason(s) for the stated provision. Upon receipt of the provision, the originator may:
 - i. choose to modify the proposal to include Provost recommendations, gather the support of discipline or program faculty, and resubmit it to Curriculum Services for presentation at a future Curriculum Committee meeting or
 - ii. choose to forego the inclusion of the recommendations made by the Provost and resubmit the proposal in accordance with the curriculum proposal process as outlined herein.
 - m. Curriculum Services will ensure timely and accurate data input into such systems and master files as PeopleSoft Course Catalog, the College Catalog, the Statewide Course Numbering System and the official College course outlines. Curriculum Services will communicate the proposal’s approval status to the originator(s) and all signatory supporters. Upon approval from the Provost, Curriculum Services will communicate with the College’s District Board of Trustees.
 - 1) Curriculum Services will communicate with the Office of Admissions and Records about the completion of curricular systems input. To assist with timely class encoding and student registration, Curriculum Services will request that the Office of

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- Admissions and Records provide written confirmation of completed updates within the appropriate Academic Advisement Reports.
- 2) Curriculum Services will maintain the official file of record for the College-approved course outlines, the standard class size allocations and the faculty workload unit points assigned to each course, as determined through the current Collective Bargaining Agreement (CBA) process.

REFERENCES: F.S. 1001.64, 1001.65, 1007.33, SBE 6A-10-0331

Adopted Date: January 16, 2020