


|  | ADMINISTRATIVE PROCEDURE MANUAL            |               |        |
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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

1. A curriculum proposal ("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 proposal may also be utilized to initiate recommendations on instructionally related issues concerning student assessment, placement, program admission and internal articulation.
2. A proposal to create, modify, inactivate and/or reactivate a program and/or instruction course must include official College course outlines(s) and documented business and industry leadership team (BILT) feedback, if applicable. Additionally, a proposal to establish a new baccalaureate program must follow procedures per §1007.33, Florida Statutes.
3. A proposal provides for signatory support from the originator, the appropriate academic administrators, the Office of Institutional Effectiveness (if applicable), the Curriculum Committee Chair and the Provost/Vice President of Academic Affairs ("Provost").


### B. The Proposal Process

1. Faculty member(s) should serve as proposal originator(s). A proposal may be initiated by a non-faculty member, provided that, a full-time faculty member credentialed to teach in the discipline or program serves as the originator, when appropriate. An originator may submit recommendations regarding class size allocations and may include documented support of the proposal actions from their disciplinary colleagues. The originator is responsible for the completion of the proposal in collaboration with the appropriate academic administrators.
2. The Office of Curriculum Services ("Curriculum Services") will assist with the development of the proposal and provide guidance on procedures, standards, the identification of the appropriate course and program details and the technical and quality reviews. Curriculum Services is responsible for conducting reviews of all curriculum proposals prior to submission to the Curriculum Committee and General Education Review Sub-Committee.
3. The appropriate academic administrator will provide support and guidance to the originator, review and evaluate the proposal, make recommendations to ensure the quality and accuracy


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of its content as well as assist with communicating to the appropriate discipline or program faculty and/or academic administrator(s) prior to its submission to Curriculum Services. The academic administrator will ensure that the proposal aligns with the applicable federal and state guidelines and statutes, specialized accreditor standards, as well as the College's strategic priorities. The academic administrator will also ensure that the proposal addresses any potential impact on students and faculty.

4. 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(s).
  - a. 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.
  - b. Upon receipt of the provision, the originator may choose to modify the proposal to include the recommendation(s) provided and resubmit the proposal with a request for signature indicating a provision of support or choose to forego the inclusion of the recommendation(s) and continued with the proposal submission process.
5. The originator will submit the signed proposal to Curriculum Services for a technical and quality review. The technical and quality review process includes, but is not limited to, the following:
  - a. the verification and alignment of curriculum content relative to Florida Department of Education (FLDOE) standards;
  - b. course prefix and number assignment in compliance with the Statewide Course Numbering System (SCNS);
  - c. course prerequisite and corequisite accuracy;
  - d. state common prerequisite course requirements;
  - e. course credit hours, contact hours, class size allocations and faculty workload unit points;
  - f. College catalog program page layout and sample academic roadmap;
  - g. typographical corrections; and other areas, if applicable.
6. Curriculum Services shall communicate the technical and quality review findings to the originator and appropriate academic administrator. The originator may make further changes to the proposal based on Curriculum Services' findings and resubmit the proposal for a subsequent technical and quality review.
  - a. Any changes made to the proposal by the originator will be communicated to Curriculum Services as well as to any other signatory reviewers. The originator is responsible for obtaining the documented support of disciplinary colleagues for any curricular changes that result from the technical and quality review process.

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7. Curriculum Services will communicate the proposal to the appropriate Associate Provost or Associate Vice President with a request for review and signatory support indicating a provision of “support”, “support with conditions”, or “do not support”. Proposals with a provision of “support with conditions” or “do not support” shall be returned to Curriculum Services and the originator with a written response indicating the reason(s) for the stated provision.
  - a. The originator may modify the proposal based on the Associate Provost/Associate Vice President’s recommendations and resubmit the proposal with a subsequent request for support or forego the inclusion of the recommendations and continue with the proposal submission process.
8. Curriculum Services will include proposals with noted signatory support as tentative action item(s) on the next available Curriculum Committee and/or GER Sub-Committee agenda(s). Curriculum Services will communicate the agenda(s) 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. 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.
9. Any member of the College community may use the curriculum proposal review form to submit feedback to the originator, the appropriate academic administrator, Curriculum Services, the Curriculum Committee Chair and the Curriculum Committee Secretary.
  - a. The originator may modify the proposal based on the recommendations, provided that any curriculum changes are communicated to and approved by the relevant faculty and forego the inclusion of the recommendations.
10. The originator will present the proposal to the Curriculum Committee and/or GER Sub-Committee. If the originator is not available, they may request that another full-time faculty member in the discipline or program present on their behalf. If a full-time faculty member is not available, the originator may ask their academic administrator to present the proposal on behalf of the full-time faculty member.
11. The Curriculum Committee and/or GER Sub-Committee Chair will sign the proposal and indicate the provision of support by indicating “recommend,” “recommend with conditions” or “do not recommend.” The Curriculum Committee and/or GER Sub-Committee Secretary will include any conditional recommendations for the proposal in the meeting minutes.
12. Curriculum Services will communicate the Curriculum Committee and/or GER Sub-Committee recommendation(s) to the Provost with a request for review and signature. The Provost serves as the final approval authority for all curriculum proposals. The Provost will

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sign the proposal and indicate a provision of “support,” “support with conditions” or “do not support.” Proposals with a provision of “approve with conditions” or “do not approve” shall be returned to Curriculum Services with a written response indicating the reason(s) for the stated provision.

- a. Curriculum Services will communicate with the originator, and upon receipt of the provision, the originator may modify the proposal based on the recommendations, provided that any curriculum changes are communicated to and approved by the relevant faculty or forego the inclusion of the recommendations and resubmit the proposal anew in accordance with the curriculum proposal process as outlined herein.

The Provost shall also communicate about recommended curriculum with the College President and the District Board of Trustees (DBOT), as appropriate.

13. Curriculum Services will facilitate timely-updates into Collegewide systems impacted by the approved changes and communicate the proposal’s approval status Collegewide. To assist with timely class encoding and student registration, Curriculum Services will request the Office of Admissions and Records and the Office of Financial Aid provide written confirmation of completed updates. 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

Adopted Date: January 16, 2020

Revised Date: June 18, 2025