

College Operating Procedures (COP)



Procedure Title: Curriculum Committee
Procedure Number: 03-0402
Originating Department: Provost/Vice President, Academic Affairs

Specific Authority:

Board Policy 6Hx6:3.02
Florida Statute 1001.64(6); 1001.65(9); 1004.03(2)
Florida Administrative Code n/a
State Board of Education Rule 6A-14.030
SACSCOC Comprehensive Standard 3.4 (3.4.10)

Procedure Actions: Adopted: 6/1/10; 11/24/10, 02/15/11; 12/09/13

Purpose Statement: Florida SouthWestern State College (College) Curriculum Committee is responsible for ensuring the integrity of the college curriculum.

Guidelines:

The College Curriculum Committee follows the requirements established by Board Policy, Florida Statute, Florida Administrative Code, and the specific Policies and Procedures described below.

Procedures:

Principles of Accreditation, Section 3.4 Educational Programs: 3.4.10, “The institution places primary responsibility for the content, quality, and effectiveness of its curriculum with its faculty.”

The Provost/VPAA, as Chief Academic Officer, and the College Curriculum Committee share a strong commitment to quality academic programs which meet student and community needs, consistent with the College mission published in the Catalog. The Curriculum Committee is responsible to the Provost/VPAA, for continuous review of courses and programs. All credit-bearing courses and certificate or degree programs are subject to Curriculum Committee review. The Committee maintains meaningful participation by appropriate sectors of the college in the creation, development, continuance, and when appropriate, dissolution of educational programs and curricula.

The types of curricular actions that are subject to Curriculum Committee review include, but are not limited to *the following*:

1. New courses or changes to existing courses.

2. Changes to course numbers, course titles, course descriptions, course prerequisites, course designation as transfer or non-transfer, course designation as general education, number of course credits awarded, or repeatability for additional credits.
3. Changes to the designation of a course as satisfying specific requirements of Florida statute or administrative rule.
4. New degree or certificate programs (also requires approval of the SACS Liaison and College Board of Trustees).
5. Changes to degree program requirements, degree composition, or degree program prerequisites

Examples of the types of actions presented to the Curriculum Committee, from the Provost/VPAA, as information-only items include admissions criteria for baccalaureate programs, the establishment of articulation agreements governing the recognition of the College credentials as satisfying specified degree requirements of other institutions, and changes to existing courses that are initiated by the Statewide Course Numbering System.

Proposal Submission Process

Curriculum Committee proposals originate primarily from full-time faculty members who teach in the discipline to which the proposal relates. Proposals may also be initiated by input from Advisory Committees, Lead Faculty, Department Chairs, Program Directors, Adjunct Faculty, or standing faculty committees. Proposals that fail to adhere to the following guidelines will not be considered by the Curriculum Committee.

Preparation of Proposals

- Use of the appropriate proposal form is required. Forms can be found on the College portal under the Document Manager tab.
- Select VP, Academic Affairs link.
- Select Curriculum Committee Process Documents.
- Proposal forms can be downloaded in Word format.
- There are *five (5)* forms corresponding to the type of action:
 - **New Course Proposal Form**
 - **Change of Course Proposal Form**
 - **New Program or Certificate Proposal Form**
 - **Change of Program or Certificate Proposal Form**
 - **Discontinuation of Course or Program Form**
- Include all necessary supporting documents with the proposal:

- the course and/or program rationale
- Catalog description of new course and/ or programs
- When developing new courses, contact the Office of the Provost/VPAA, for assistance with codes associated with courses or assignment of course numbers for new courses. The assignment of the appropriate Statewide Course Number to new courses is of utmost importance. The Staff in the Provost/VPAA's office is available to assist in all matters relating to Statewide Course Numbers. New courses may be offered on an experimental basis and must be assigned a course number with the last three digits in the range of 900 – 999. **These new courses offered on an experimental basis are valid for one year only and are presented to the Committee as information-only items.** If the course is to become part of the College course inventory, it must be presented to Curriculum Committee for review within one year, with the course number changed to the appropriate Statewide Course Number. When preparing new course syllabi, or revising current course syllabi, refer to the Guidelines for the Common Course Syllabus, which appear as an appendix to this policy.

Submission of Proposal

1. All proposals to the Curriculum Committee must be submitted to the Department Chair or Program Coordinator for signature after initial discussion with other faculty members in the department.
2. The Department Chair or Program Coordinator then submits the proposal electronically to the Academic Dean for approval. Approval is granted by typing in the name and date (see form).
3. Upon approval, the Academic Dean submits the proposal for a new course or change to a course electronically to the Dropbox in accordance with the Critical Deadline Calendar located in the Curriculum Process folder in the Document Manager.
4. Proposals are uploaded to the Dropbox Curriculum Committee folder for review by the Office of the Provost and Academic Affairs and the Registrar's Office.
5. The proposal will be reviewed by the Deans' Council for college-wide programmatic implications. Proposals with these types of issues will be returned to the responsible department for revision.
6. In the case of new program or certificates or discontinuation of a program or certificate, the College's SACS liaison is required to endorse the proposal.
7. Finalized proposals are emailed to the Chair of the Curriculum Committee who will create the agenda.

Curriculum materials can be located in the Document Manager by selecting the [VP, Academic Affairs](#) link, then the [Academic Committees](#) link, then the [Curriculum Committee](#) link. Materials will be placed according to the meeting date.

Proposal Considerations

New courses, new certificate or degree programs, changes to course numbers, course titles, course credits, course prerequisites, degree or certificate requirements, or degree or certificate

prerequisites will be effective no sooner than the fall semester of the academic year following approval of the change. Exceptions to this policy will be made only if sufficient justification is provided.

New courses will not be available for addition to the schedule and student registration until approval for the course is received from the Statewide Course Numbering System. Exceptions to this policy may occur if justified under the circumstances, with the approval of the Provost/VPAA.

Meetings

- The Committee will meet on the *fourth* Friday of each month during the months of September through April. This schedule can be modified as necessary at the discretion of the Chair and membership.
- Attendance at meetings is open to any interested party, but only voting members may make or second a motion or vote on proposed actions.
- Those submitting proposals **must** attend the meeting at which the proposal is being considered in order to present the proposal and answer questions. The appropriate Department Chair and Academic Dean should also be present in support of the proposal.
- Any voting member who is unable to attend a Curriculum Committee meeting should designate a proxy from the Curriculum Committee membership who is able to vote in his or her stead. The identity of the proxy must be communicated to the Curriculum Committee Chair in advance of the meeting at which the proxy is representing the voting member.
- Roberts Rules of Order will be observed during Committee meetings.
- Meetings are moderated by the Curriculum Committee Chair or, in the Chair's absence, the Curriculum Committee Vice-Chair.

Committee Actions on Proposals

The following categories apply to actions of the College Curriculum Committee and are designations of potential actions that may be taken in regard to support or non-support of proposals coming before the committee. All Curriculum Committee actions, as distinguished from information-only items, require a simple majority vote for support.

Proposal Supported: This refers to total support of the proposal with no corrections necessary. The proposal, complete as seen by the committee and receives final approval at the meeting where it is initially put forward, is forwarded to the Provost/VPAA for his/her consideration.

Proposal Supported with Minor Corrections: This refers to acceptance of the proposal with minor corrections necessary, such as formatting, spelling, or grammatical errors. The proposal is complete as seen by the committee and receives conditional approval at the meeting. Corrections by the proposer are forwarded to the Curriculum Committee Chair within two (2) weeks after the

Curriculum Committee meeting where the proposal was supported with minor corrections. The corrected proposal is forwarded to the Provost/VPAA for his/her consideration.

Proposal Postponed (to a designated time) Pending Substantive Corrections, Additions, and/or Changes: This refers to a proposal with merit but in need of substantive corrections, additions, and/or other changes requested by the Curriculum Committee members. At the meeting where the proposal is originally reviewed, the motion to postpone is made. Corrections, additions, and/or changes must follow the same procedure as new proposals and be submitted along with new proposals to Provost/VPAA's Office, by the deadlines published in the Curriculum Committee Critical Dates Calendar.

Proposal Not Supported: This refers to the rejection of a proposal that is not supported by a majority of committee members. The proposal is submitted to the Provost/VPAA with the strong recommendation of non-support.

Reporting: The Curriculum Committee Chair will prepare a summary report following each meeting that will be forwarded to the Provost/VPAA, for further action, who will then subsequently approve, disapprove, modify, or refer back to the Committee for further study the recommendations of the Curriculum Committee. The Provost/VPAA, will recommend to the President's Cabinet those issues requiring approval by the Board of Trustees. Upon receiving the response of the Provost/VPAA, to the Committee's recommendations, the Curriculum Committee Chair will distribute the summary report to the Committee membership. This report will be posted to a location on the College portal, the Document Manager, which is accessible to all faculty and staff. Campus and Center Representatives will offer monthly reports to their respective Faculty Senates.

Membership

Membership will include representation as shown below, to insure that all appropriate sectors of the College have the opportunity to participate in the curriculum process. Adjunct faculty may serve as voting members on the Committee. Consistent with Robert's Rules of Order, ex-officio members are voting members of the Committee and serve by virtue of their positions at the College.

Faculty* (13)

Arts, Humanities, and Social Sciences (3)

Pure and Applied Sciences (3)

Business and Technology (2)

College and Career Readiness (1)

Education (1)

Health Professions (2)

Library (1)

*Representation from the Charlotte, Collier, and Lee Campuses and the Hendry/Glades Center will be included among the above.

Students (4) SGA President or Vice President from:

Charlotte (1), Collier (1), Lee (1), Hendry/Glades (1)

Ex-officio

Registrar (1)
Representative of Dean's Council (1)
Representative of Student Affairs (1)
Director, Effectiveness and Accountability (1)
Director, Counseling, Advising and Assessment (1)
Director, Academic Services (1)

Appointment to Committee

Individuals representing any of the categories listed here who wish to serve on the Committee should contact their Faculty Senate Executive Committee member, who will make recommendation for the Committee appointment to the Provost/VPAA, assuming there is a vacant position. The Provost/VPAA may, in turn, solicit new members for vacant positions. The Faculty Executive Committee may, in turn, solicit new members for vacant positions. The Provost/VPAA and Chair will finalize each year's roster of membership.

Term of Membership

Members will serve a minimum of three years. Members may be appointed to additional consecutive terms of service.

Committee Chair & Vice Chair

The Curriculum Committee Chair and Vice Chair will serve a term of two years. Committee chairs may serve a maximum of two consecutive terms.

Nominations

Any Committee member, including the Chair and Vice Chair, may nominate himself/herself or any faculty from among the voting members for the Chair and Vice Chair at the March meeting. The Registrar will conduct the call for nominations. Nominations may be made at the March meeting or after the March meeting but prior to the Friday one week before the April meeting.

Elections

The Registrar will present the slate of candidates and conduct elections at the conclusion of the April Curriculum Committee meeting. The newly-elected Chair and Vice Chair will assume their duties beginning with preparations for the next scheduled meeting following the election.

New Member Orientation

The Curriculum Committee Chair or Vice Chair will be responsible for orienting new members to their Committee responsibilities. This includes review of the policies contained herein and directing the member to the location of other pertinent forms or documents.