

## Curriculum Committee Manual

Curriculum is at the very heart of everything we do at Florida SouthWestern State College. You may be planning to change an existing course or program or to propose a new one. Whether you are simply updating the credit hours or proposing an entire program, you will need to confer with your department and dean, prepare an appropriate proposal for the Curriculum Committee, and attend a meeting to present your proposal. This brief manual has been created to help you do that. It contains the necessary background information to allow you to prepare a proposal and present it to the Curriculum Committee.

### What is Curriculum?

Curriculum is comprised of all the instructional programs at Florida SouthWestern State College. Ordinarily, curriculum is described in terms of specific courses and degree programs. For the purposes of this manual, the curriculum discussed is limited to credit programs and non-credit courses excluding continuing education courses. Curriculum at Florida SouthWestern State College is the responsibility of the faculty and is managed by the Curriculum Committee, the Assistant Vice President of College Curriculum and Academic Enhancement, and the Vice President of Academic Affairs.

### Curriculum Committee Charge

The Vice President of Academic Affairs and the Curriculum Committee share a strong commitment to quality academic programs which meet student and community needs and are consistent with the College's mission and goals. The Curriculum Committee is

responsible to the Vice President of Academic Affairs 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, the 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
2. Changes to course numbers, course titles, course descriptions, course prerequisites, course co-requisites, course designation (i.e., General education courses; common prerequisites; other degree requirements, per Florida Statute 1007.25), 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. Change to the number of contact hours
5. New degree or certificate programs (also requires approval of the Board of Trustees).  
The degree specifications will align with the Florida Administrative Code (F.A.C.) 6A-14.030 (Postsecondary Instructional Unit Definitions and Awards in Florida College System Institutions)
6. Changes to degree program requirements, degree composition, or degree program admissions or prerequisites (in alignment with F.A.C. 6A-14030)
7. Changes to the structure of the Common Course Syllabus or to the content of items I – IV of the Common Course Syllabus, with the exception of learning outcomes which are submitted for information purposes only.

In addition, the Curriculum Committee may be asked to review information-only items which include, but are not limited to, changes to existing courses that are initiated by the Statewide Course Numbering System, VPAA-approved corrections to previous actions, and necessary changes required during the summer when the Curriculum Committee does not meet.

## Submission of Proposals

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, adjunct professors, or standing faculty committees. Proposals for new programs or program changes may be initiated by an administrator with a faculty presenter and co-sponsor. Proposals that fail to adhere to the following guidelines will not be considered by the Curriculum Committee.

1. Use of the appropriate proposal form is required. Proposal forms can be found on the Florida SouthWestern State College website. Proposal forms include:
  - Course Proposal
  - Program Proposal
2. Proposals must be discussed by faculty within the appropriate discipline and reviewed by the appropriate Department Chair or Program Coordinator/Director to ensure that they are consistent with ongoing academic initiatives and best practice standards.
3. Faculty should consult with their Department Chair or Program Coordinator/Director and the Assistant Vice President of College Curriculum and Academic Enhancement for assistance with codes associated with courses or assignment of course numbers for new courses. The assignment of the appropriate number to new courses is guided by the Statewide Course Numbering System (SCNS).
4. Florida SouthWestern State College publishes a definition of a credit hour in the College Catalog:
  - **Credit Hour:** A Credit Hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates to:
    - A. Not less than one hour of classroom or direct faculty instruction and a minimum

of two hours out of class student work each week for approximately fifteen (15) weeks for one semester hour of credit, or the equivalent amount of work over a different amount of time, or

B. At least an equivalent amount of work as outlined in item “A.” above for other academic activities including laboratory work, internships, practica, field work, studio work, and other academic work leading to the award of credit hours.

- Faculty develop syllabi for courses in accordance with the most recent Curriculum Committee Manual and any additional guidelines provided by the department/school and college. Consistent with this policy, the syllabus must document in-class instruction, out-of-class assignments, and/or other formal course activity that contribute to the determination of appropriate credit for the course.
5. Experimental courses must be assigned a course number with the last three digits in the range of 990 – 999. Experimental courses must be presented to the Curriculum Committee before they are taught. They are not sent to the state and are not guaranteed transfer to other institutions. If an experimental course is to become part of the Florida SouthWestern State College course inventory, it must be presented as a new course proposal to the Curriculum Committee for review no later than the third time it is taught. There will be a change to the course number before it is submitted to the SCNS.
  6. Refined proposals are submitted to the appropriate Academic Supervisor for signature and submission by the published deadline listed in the annual Curriculum Committee Calendar.

## **Curriculum Committee Proposal Workflow**

1. Faculty and/or administrators meet to discuss discipline-related curriculum actions.
2. If a decision is made by the faculty to proceed with new curriculum or updates to existing curriculum, faculty and/or the relevant Dean/Program Director, complete the relevant Curriculum form and submit it to the Assistant Vice President, College Curriculum and Academic Enhancement, who assists them in completing the

appropriate curriculum proposal.

3. Following consultation with the faculty and/or relevant administrators, a completed Curriculum proposal is assembled by the Assistant Vice President, College Curriculum and Academic Enhancement and the Assistant Registrar. This proposal is sent to the relevant discipline or program administrator for signature.
4. Completed proposals approved by the relevant discipline or program administrator are sent to the Curriculum Committee for review.
5. Proposals are reviewed and voted upon by the Curriculum Committee and approved by the Chair of the Curriculum Committee.
6. Proposals are edited for clarity or any changes recommended by the Curriculum Committee by the Assistant Vice President, College Curriculum and Academic Enhancement.
7. Curriculum Committee recommendations are submitted to the Vice President of Academic Affairs for review and approval.
8. The Assistant Vice President, College Curriculum and Academic Enhancement exports approved proposals and ensures accurate record keeping. Approved proposals are shared with the Chair of the Curriculum Committee, the Associate Vice President of Academic Affairs, and the Assistant Registrar.
9. The Chair completes the Summary Report of approved actions and maintains appropriate records.
10. Approved Curriculum actions may need to be further reviewed and/or approval by SCNS, the FSW Board of Trustees, the State of Florida, and/or the relevant accrediting agency.

## **Proposal Considerations**

1. New courses, new certificate or degree programs, changes to course numbers, course titles, course credits, course prerequisites or co-requisites, 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.
2. 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.

3. Exceptions to either of the above policies may occur with approval of the Vice President of Academic Affairs.

## Curriculum Committee Meetings

1. The Committee will meet on the third Friday of each month during the months of September through April and according to the annual Curriculum Committee Calendar.
2. Attendance at meetings is open to any interested party, but only voting members may make or second a motion or vote on proposed actions.
3. Those submitting proposals or their designee must attend the meeting at which the proposal is being considered in order to present the proposal and answer questions. The appropriate Dean, Associate Dean, and/or Program Director must also be present in support of the proposal.
4. Any voting member who is unable to attend a Curriculum Committee meeting should designate a proxy 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.
5. Robert's Rules of Order will be observed during the Committee meetings.
6. Action items may receive two readings, ideally at sequential meetings.
7. Meetings are moderated by the Curriculum Committee Chair or, in the Chair's absence, his or her designee.
8. To ensure the integrity of the review process of action items during Curriculum Committee meetings, no meeting shall convene for more than three hours. If the Curriculum Committee Chair deems the number of submitted action items for any one meeting appears to be excessive, she/he may postpone an appropriate number of action items to the subsequent Curriculum Committee meeting.

## Committee Actions on Proposals

The following categories apply to actions of the Florida SouthWestern State College Curriculum Committee and are designations of potential actions that may be taken in regard to acceptance or rejection of proposals coming before the committee. All Curriculum Committee actions, as distinguished from information-only items, must pass with a simple majority vote.

1. Proposal Accepted: This refers to total acceptance of the proposal with no corrections necessary. The proposal is complete as submitted to the committee.
2. Proposal Accepted with Minor Corrections: This refers to acceptance of the proposal with minor corrections necessary.
3. Proposal Postponed Due to Absence of Presenter/Proxy or Pending Substantive Corrections, Additions, and/or Changes that affect the meaning of the proposal: This refers to a proposal with merit but in need of a presenter or 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. When the corrections, additions, and/or changes are received by the Chair, the postponed proposal will appear on the agenda as an action item at the next meeting.
4. Proposal Denied: This refers to the rejection of a proposal that is not supported by a majority of Committee members.
5. Tabled proposals: This refers to proposals for which the committee determines it needs more information prior to formulating a motion for approval and requires a motion and approval to table until a designated future meeting – preferably the subsequent meeting.

## Summary Report

The Curriculum Committee Chair will prepare a summary report consisting primarily of the curriculum proposals with the designated action taken by the Committee and submit it to the Vice President of Academic Affairs. The Vice President of Academic Affairs or his/her designee will submit all proposals that require approval by the FSW Board of Trustees and/or an accrediting agency. Once signed by the Vice President of Academic Affairs, the curriculum decisions can be implemented and the Summary Report

completed.

## **Curriculum Committee Membership**

### **Faculty Representation:**

Representation from the Charlotte, Collier, Thomas Edison (Lee) Campus, and the Hendry/Glades Center will be encouraged among the faculty representation. Faculty members will serve a minimum of three years, and faculty members may be appointed to additional consecutive terms of service. Faculty appointments to the Curriculum Committee are made in compliance with the Florida SouthWestern State College Collective Negotiations Agreement and College Operating Procedure. The Chair, Vice Chair, and Past Chair will not represent their school or department.

- Three (3) from the School of Arts, Humanities, and Social Sciences
- Three (3) from the School of Pure and Applied Sciences
- Two (2) from the School of Business and Technology
- Two (2) from the School of Health Professions
- One (1) from the School of Education
- One (1) Faculty Librarian

### **Committee Members at Large:**

Committee members at large are non-voting members of the Committee and serve by virtue of their expertise.

- Representative from Counseling and/or Advising (1)
- Representative from AASPIRE (1)
- Representative from Student Services (1)
- Registrar
- Dean representative (1)
- Representative from the VPAA's Office (1)
- Student Government Association, President



## Committee Chair and Vice Chair

1. The Curriculum Committee Chair and Vice Chair will serve a term of three years, and job duties shall conform to the list of duties as defined in Academic Policies and Procedures. Committee chairs may serve a maximum of two consecutive terms.
2. Nominations for the office of Chair will be made in accordance with Academic Policies and Procedures.
3. Officers and members of the Curriculum Committee are selected in compliance with the Florida SouthWestern State College Collective Negotiations Agreement.
4. The newly elected Curriculum Committee Chair's responsibilities begin in August following the election.
5. Chairs will be expected to remain on the Committee for a minimum of one year after the end of the term. Past Chairs will be voting members subsequent to their service.

## 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.

## UPDATES

(2017/2018): The chair will not be a representative of his/her school or department. (p. 7)

(2018/2019): 10. The Provost forwards the recommendations to the Office of Accountability and Effectiveness for review and signature. (p. 4)

(2020/2021): COP 03-0403 Standing Committee Process revised 8/20/2020. Updated terms of service for Chair and Past Chair. (p. 8)

(2020/2021): The vice chair and past chair will not represent their school or department.

(p. 7) (2020/2021): Workflow modified to reflect new Curriculog online submission, routing, and approval procedures. (p. 4)

(2020/2021): Updated manual to reflect the relevant FAC rules (p. 2)

(2023/2024): Updated Manual to reflect Curriculum Committee Workflow and the role of the Director of College Curriculum and Academic Enhancement.

(2023/2024): Curriculum Committee Manual revised and updated to reflect new processes and roles, as well as a definition of a credit hour (p. 3-4).