Curriculum Committee Manual

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Introduction

Curriculum is at the very heart of everything we do at Edison 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 request.

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. You'll find the proposal templates on the Document Manager under Vice President of Academic Affairs/Curriculum Process Documents. There are five forms available, corresponding to the type of action requested: Change of Course Form, Discontinuation of Course or Program Form, New Course Proposal Form, New Program Proposal Form, and Other Action Form.

If you have further questions about the Curriculum Committee, please contact the Office of the Vice President of Academic Affairs.

Curriculum

What is Curriculum?

Curriculum is comprised of all the instructional programs at Edison 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 Edison State College is the responsibility of the faculty and is managed by the Curriculum Committee chair and the Vice President of Academic Affairs.

Curriculum Committee Charge

The Chief Learning Officer (Vice President of Academic Affairs) of Edison State College and the Edison State 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 Chief Learning Officer's 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 learning outcomes, course designation as transfer or non-transfer (experimental), course designation in 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 District Board of Trustees)

5. Changes to degree program requirements, degree composition, or degree program prerequisites

6. Changes to the structure of the Common Course Syllabus or to the content of items I – V of the Common Course syllabus.

7. Information-only items presented to the Curriculum Committee include changes to existing courses that are initiated by the Statewide Course Numbering System and VPAA-approved corrections to previous actions.

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 that fail to adhere to the following guidelines will not be considered by the Curriculum Committee.

1. Use of the appropriate form is required. Forms can be found on the Edison State College portal under the Document Manager Tab. Select Vice President of Academic Affairs, then choose Curriculum Process Documents. There are five proposal forms available, corresponding to the type of action requested: Change of Course Proposal Form; Discontinuation of Course or Program Form; New Course Proposal Form; New Program Proposal Form; and Other Action Proposal Form.

2. Proposals must be discussed by faculty within the appropriate discipline and submitted to the appropriate academic Dean to ensure that they are consistent with ongoing academic initiatives and best practice standards.

3. Contact the Curriculum and Catalog Systems Coordinator 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 of utmost importance, and the Curriculum and Catalog Systems Coordinator is available to assist in all matters relating to Statewide Course Numbers.

4. Experimental courses must be assigned a course number with the last three digits in the range of 990 – 999. Experimental courses are only taught three times before they must be presented to the Committee. Experimental courses are presented to the Curriculum Committee as "information-only" items. If an experimental course is to become part of the Edison State College course inventory, it must be presented as a new course proposal with the appropriate Statewide Course Number to the Curriculum Committee for review if it will be taught more than three times or included or included in the inventory.

5. New courses must be reviewed by the Syllabus Review Sub-Committee of the Student Assessment Committee prior to consideration by the Curriculum Committee. All proposals must follow the Critical Deadlines Calendar.

6. The Curriculum Committee Checklist, posted on the Document Manager under Vice President of Academic Affairs/Curriculum Process Documents, offers assistance in managing the proposal process.

7. Refined proposals are submitted to the appropriate Dropbox folder at least three weeks prior to the monthly Curriculum Committee Meeting. Any proposals received after the due date will be reviewed at the next Curriculum Committee meeting. Dropbox can be accessed by going to www.dropbox.com and clicking "Log In". The email is curriculum@edison.edu and the password is edison01.

Curriculum Committee Proposal Process for a New Course or Program or a Change in Learning Outcomes

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. Both adjunct and fulltime professors may develop proposals. All proposals require fulltime faculty endorsement prior to submission. Faculty members are responsible for writing curriculum.

2. The Department Chair or Program Coordinator then submits the proposal electronically to the Associate or Academic Dean for approval. Approval is granted by typing in name and date (see form). Please note that syllabi are no longer included with the proposal.

3. Upon approval, the Associate or Academic Dean submits the proposal for a new course or program electronically to the Chair of the Syllabus Review Sub-Committee of the Student Assessment Committee in accordance with the Critical Deadline Calendar. There, it will be reviewed for formatting, content, general education requirements, and learning outcomes. If the proposal requires revision, it is sent back to the Department Chair or Program Coordinator for revision and re-submission.

4. Once approved, the proposal is forwarded electronically to the appropriate District Dean of Instruction who will review and sign off on the proposal with name and date (See form) before returning it to the Department Chair or Program Coordinator.

5. The Department Chair or Program Coordinator will upload the proposal to the appropriate Dropbox folder at least three weeks prior to the scheduled Curriculum Committee meeting.

The proposals are then proofread for accuracy and completeness. The Chair of the Curriculum Committee prepares the agenda.

6. Finalized proposals will be uploaded to the document manager.

7. Each proposal on the agenda will be discussed at the Curriculum Committee meeting. Proposals may be approved without changes, but if a proposal is approved with minor changes, those changes will be made in the office of the Vice President of Academic Affairs. The syllabus will be prepared and posted to the Document Manager prior to the approved effective term. Proposals that are postponed or denied hearing must be resubmitted for a subsequent meeting.

8. The Chair of the Curriculum Committee will prepare the Summary Report which is forwarded to the Vice President of Academic Affairs who signs each item to give final approval to the proposal.

9. The signed report is then posted to the Document Manager, and the proposals are implemented.

10. The deadline for course changes for fall of the following year is February. No new courses or changes in prerequisites or co-requisites will be instituted after February's meeting except in extraordinary circumstances with the written permission of the Dean of Instruction and Vice President of Academic Affairs. The following circumstances include but are not necessarily limited to 1) State/Accrediting changes in degree requirements after February's deadline, 2) Clarification of equivalent course substitution for graduation, 3) Registration mishap for one or more sections of a course. All requests for special consideration must be made in writing.

Curriculum Committee Process for a Change to Course or Program

1. All proposals of change to a course or program must be submitted to the Department Chair or Program Coordinator for signature after initial discussion with other faculty members in the department. Faculty members are responsible for curriculum.

2. The Department Chair or Program Coordinator then submits the proposal electronically to the Associate or Academic Dean for approval. Approval is granted by typing in name and date (see form). Please note that syllabi are no longer included with the proposal.

3. Once approved, the proposal is forwarded electronically to the appropriate District Dean of Instruction who will review and sign off on the proposal with name and date (See form) before returning it to the Department Chair or Program Coordinator.

4. The Department Chair or Program Coordinator will upload the proposal to the appropriate Dropbox folder at least three weeks prior to the scheduled Curriculum Committee meeting. The proposals are then proofread for accuracy and completeness. The Chair of the Curriculum Committee prepares the agenda.

5. Finalized proposals will be uploaded to the document manager.

6. Each proposal on the agenda will be discussed at the Curriculum Committee meeting. Proposals may be approved without changes, but if a proposal is approved with minor changes, those changes will be made in the office of the Vice President of Academic Affairs. The proposal will be prepared and posted to the Document Manager. Proposals that are postponed or denied hearing must be resubmitted for a subsequent meeting.

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. Exceptions to this policy will be made only if sufficient **written** justification is provided and approved by the Vice President of Academic Affairs.

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. Exceptions to this policy may occur if justified under the circumstances with approval of the Vice President of Academic Affairs.

Critical Dates for Submission of Proposals

MEETING #	SUBMISSION DATE TO DROPBOX	TENTATIVE STUDENT ASSESSMENT COMMITTEE MEETING	SUBMISSION DATE TO VPASA FOR UPCOMING CURRICULUM COMMITTEE MEETING *	TENTATIVE COLLEGE CURRICULUM COMMITTEE MEETING DATES	EFFECTIVE DATE FOR PROPOSED CHANGES (UPON COMMITTEE APPROVAL)
INFO	N/A	N/A	**September 16, 2011** [1]	September 23, 2011	N/A
1	September 9, 2011	September 16, 2011	October 7, 2011	October 28, 2011	Fall 2012
2	October 14, 2011	October 21, 2011	November 4, 2011	December 2, 2011	Fall 2012
3	November 10, 2011	November 18, 2011	January 6, 2012	January 27, 2012	Fall 2012
4	January 13, 2012	January 20, 2012	**February 3, 2012** [2]	February 24, 2012	Fall 2013
5	February 10, 2012	February 17, 2012	March 2, 2012 [3]	March 23, 2012** [4]	Fall 2013
6	March 9, 2012	March 16, 2012	April 6, 2012 [3]	April 27, 2012	Fall 2013

* **NEW: DEANS' COUNCIL REVIEW** -- Proposals will be reviewed at Deans' Council prior to SAC and Curriculum Committee meetings.

** **NEW: CATALOG PROGRAM PAGES REQUIREMENT** -- For all programs (Baccalaureate, AA, AS, and Certificates), catalog program pages (in the format used in the catalog), with revisions indicated, must be submitted to the Deans' Council for review no later than March 1, 2012. All catalog program pages for publication in the 2012-13 catalog will be placed on the agenda no later than the March 23, 2012, Curriculum Committee Meeting. Program Pages will be finalized by Curriculum Committee no later than March 23, 2012, for the 2012-13 catalog.

NOTES:

[1] The **September 2011 Curriculum Committee meeting** will be an informational meeting. Please submit agenda info items only (no course proposals will be reviewed at this meeting).

[2] The **February 2012 Curriculum Committee meeting** will be the *last* opportunity to submit proposals to be effective for **Fall 2012** therefore, materials must be submitted to the Student Assessment Committee by January 13, 2012 for approval. Course/Program changes will not be allowed mid-year.

[3] March and April meetings are for information items and proposals for **Fall 2013**.

[4] Deadline for all Catalog Program Page revisions to be approved for the 2012-13 online catalog.

Curriculum Committee Meetings

1. The Committee will meet on the fourth Friday of each month during the months of September, October, December, January, February, March and April. There is no November meeting because of the Thanksgiving holiday, but often a special meeting is scheduled for the first week in December. The schedule can be modified at the discretion of the Chair and membership.

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 must attend the meeting at which the proposal is being considered in order to present the proposal and answer questions. **The appropriate Dean or Associate Dean 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. Roberts Rules of Order will be observed during the Committee meetings.

6. 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 Edison 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 seen by the committee and receives final approval at the meeting where it is initially put forward.

2. *Proposal Accepted with Minor Corrections*: This refers to acceptance of the proposal with minor corrections necessary, such as formatting, spelling, grammatical errors, or errors in the proposal form. The proposal is complete as seen by the committee and receives conditional approval at the meeting where it is initially put forward. Corrections are made

within the office of the Vice President of Academic Affairs. Notification of correction will be reported to the Committee at its next meeting as an information item.

3. *Proposal Postponed 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. 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. Inclusion of proposals needing substantive changes at the February meeting for the following meeting are at the discretion of the committee.

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 needs more information to make a motion and is usually placed on the subsequent month's agenda.

Summary Report

The Curriculum Committee Chair will prepare a summary report following each meeting that will be forwarded to the Vice President of Academic Affairs, for further action, who will subsequently approve, disapprove, modify, or refer back to the Committee for further study the recommendations of the Curriculum Committee. The Vice President of Academic Affairs will recommend to the District President's Cabinet those issues requiring approval by the District Board of Trustees. Once signed by the Vice President of Academic Affairs, the curriculum decisions can be implemented. The Summary Report will be posted to the Document Manager, accessible to all faculty and staff and can be found under Vice President of Academic Affairs/ Academic Committees/ Curriculum Committee, then under the appropriate month.

Curriculum Committee Membership

Minimum 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

> Chair (1)
> Arts and Sciences (4)
> Professional and Technical Studies (4)
> College Prep (2)
> Baccalaureate Programs (1)

Note: Representation from the Charlotte, Collier, and Lee Campuses and the Hendry/Glades Center will be included among the above. Except for the Chair, the numbers of members from each area are the minimum for equal representation. These numbers may change as the need arises.

Ex-officio

> District Registrar (1)
> Representative of Deans' Council (1)
> Learning Resources (1)
> Director, Student Development (1)
> Director, Institutional Effectiveness and Planning (1)
> Director, Counseling and Advising (1)
> Manager, Academic Services (1)

Students (SGA Presidents are invited to attend meetings)

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

Appointment to Committee

Individuals representing any of the categories listed here who wish to serve on the Committee should contact their respective Dean or Associate Dean, who will recommend the Committee appointment to the Vice President of Academic Affairs, assuming there is a vacant position. The Vice President of Academic Affairs may, in turn, solicit new members for vacant positions by contacting the appropriate Dean.

Term of Membership

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

Committee Chair and Vice Chair

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

b. Nominations: Any Committee member, including the Chair and Vice Chair, may submit nominations from the voting members for the Chair and Vice Chair positions to the Vice President of Academic Affairs from January 1 through March 31 of an election year. The Committee Chair will issue the call for nominations.

c. Elections: The Vice President of Academic Affairs or the Curriculum Committee Chair will present the slate of candidates and conduct elections at the conclusion of the April Curriculum Committee meeting.

d. Newly elected Curriculum Committee Chair's responsibilities begin the following August.

e. Chairs may stay on the committee as a voting member 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.

APPENDIX A:

2011-12 Curriculum Committee Submission Checklist

☐ 1. The faculty member obtains the appropriate form from the Edison homepage under "Faculty & Staff Resources" and completes all requested information on the form, including a listing of Faculty Endorsements.

☐ 2. The faculty member discusses the proposal concept with the Chair or Program Coordinator and other department faculty members.

☐ 3. The faculty member forwards the proposal to the Chair or Program Coordinator for approval.

☐ 4. The Chair or Program Coordinator verifies that the form has been completed accurately and thoroughly, endorses the proposal (via an electronic date and signature), and submits the proposal electronically to the Associate or Academic Dean for approval.

☐ 5. The Associate or Academic Dean confirms that all prior steps have been completed correctly, endorses the proposal (via an electronic date and signature), and submits the proposal electronically to the Drop Box, Deans' Council folder.

☐ 6. Using all proposals that have been submitted to the Drop Box, Deans' Council folder, the Office of Academic Affairs sets an agenda item for the Deans' Council meeting as designated on the Critical Dates Timeline (see Edison homepage, "Faculty & Staff Resources").

☐ 7. The Deans' Council reviews the proposals for college-wide, programmatic implications. After the Deans' Council meeting, the Office of Academic Affairs endorses (via an electronic date and signature) all proposals reviewed by the Deans' Council for the corresponding Curriculum Committee meeting per the Critical Dates Timeline and places the proposals in the Drop Box, SAC folder.

☐ 8. The Student Assessment Committee (SAC) reviews the proposals retrieved from the Drop Box, SAC folder, endorses (via an electronic date and signature) the proposals that meet SAC criteria, and submits the approved proposals as soon as possible to the Drop Box, Curriculum Committee folder, for the Office of Academic Affairs, according to the Critical Dates Timeline (see #9 below).

☐ 9. SAC should ensure that all approved proposals are in the Drop Box, Curriculum Committee folder, no later than end of business on the Friday three weeks prior to the Curriculum Committee meeting (see Critical Dates Timeline). The Office of Academic Affairs reviews the proposals with the Registrar's Office and Technology Department for technical issues and places the reviewed proposals back into the Curriculum Committee folder, renaming the file as "FINAL."

☐ 10. The Office of Academic Affairs will remove the FINAL folder from the Drop Box at 4:30 pm on the "Submission Date to VPAA for Upcoming Curriculum Committee Meeting" dates (see below – see Critical Dates Timeline for additional details). The proposals will be uploaded to the Document Manager.

MEETING #	SUBMISSION DATE TO DROPBOX	DEANS' COUNCIL MEETING DATES	TENTATIVE STUDENT ASSESSMENT COMMITTEE MEETING	SUBMISSION DATE TO VPAA FOR UPCOMING CURRICULUM COMMITTEE MEETING	TENTATIVE COLLEGE CURRICULUM COMMITTEE MEETING DATES
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6	March 9, 2012	March 21, 2012	March 16, 2012	**April 6, 2012**	April 27, 2012

☐ 11. The Chair of the Curriculum Committee prepares an Agenda* and forwards it to the Office of Academic Affairs to be uploaded to the Document Manager. The Office of Academic Affairs sends an email notification that the Agenda* is available.

☐ 12. The Curriculum Committee discusses all proposals listed on the Agenda* at the monthly meeting. (Note that proposals are initially submitted the month prior to the Curriculum Committee meeting.) The only exception to this is the September meeting each year; in September, agenda items are informational items only—no course proposals are discussed. Please also note that proposals initially submitted in October are discussed at the December Curriculum Committee meeting (because of the holiday in late November).

☐ 13. Proposals approved with changes are corrected, and syllabi are created/updated from the information submitted in the proposals, by the Office of Academic Affairs.

☐ 14. The Chair of the Curriculum Committee prepares the Summary Report and forwards it to the Office of Academic Affairs.

☐ 15. The Vice President of Academic Affairs approves or rejects each item listed on the Summary Report and signs accordingly.

☐ 16. The signed Summary Report is uploaded to the Document Manager, and the proposals are implemented by the Registrar's Office.

*Proposals not listed on the meeting Agenda will not be discussed. Faculty who plan to present proposals must check the Agenda prior to the meeting to confirm the item(s) in question is/are listed; otherwise, a request must be made to have the Agenda adjusted prior to the meeting in the event that an item(s) has/have been omitted in error. Thank you for your assistance with this process.

APPENDIX B:

CURRICULUM COMMITTEE MEMBERSHIP

2011-2012

MEMBER	Representing	TERM BEGINS /TERM ENDS
Jennifer Grove, Chair	College Prep - Lee	2011-2012 to 2012-2013
Don Ransford, Vice Chair	A & S, Math - Lee	2011-2011 to 2012-2013
Anne Angstrom	A & S, English - Collier	2009-2010 to 2011-2012
Jim Langlas	A & S, English - Collier	2011-2012 to 2013-2014
Sabine Maetzke	A & S, Psychology - Lee	2009-2010 to 2012-2013
Amanda Pollitt	A & S, English – Hendry/Glades	2011-2012 to 2013-2014
Lisa Rice	A & S, Science - Collier	2010-2011 to 2012-2013
Dave Rohrbach	A & S, Chemistry - Charlotte	2011-2012 to 2013-2014
John Salem	A & S, Math - Charlotte	2011-20012 to 2013-2014
Amy Trogan	A & S, English - Lee	2010-2011 to 2012-2013
Mary Conwell	P & T, Law & Public Service - Lee	2011-2012 to 2013-2014
Dennis Fahey	P & T, Criminal Justice - Lee	2008-2009 to 2011-2012

Michael Hayden	**P & T, Business - Collier**	**2011-2012 to 2013-2014**
Gayle Wetzel	**P & T, Nursing – Collier**	**2011-2012 to 2013-2014**
Melanie Lemaster	**College Prep - Lee**	**2011-2012 to 2013-2014**
Cathleen Doheny	**BA Programs , Education**	**2011-2012 to 2013-2014**
Billie Silva	**District Registrar**	**2010-2011 to 2012-2013**
Thomas Rath	**Dean's Council**	**2010-2011 to 2012-2013**
William Shuluk	**Learning Resources - Lee**	**2010-2011 to 2012-2014**
Kevin Shriner	**Student Development**	**2008-2009 to 2011-2012**
Kevin Coughlin	**Institutional Effectiveness & Planning**	**2009-2010 to 2012-2013**
Jeannette Fritz	**Counseling & Advising**	**2010-2011 to 2012-2013**
Bobbie Buczyna	**Academic Services**	**2011-2012 to 2013-2014**
GSA Presidents from each campus are invited	**Students**	**Ongoing**