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 and the Provost and Vice President of Academic Affairs.

**Curriculum Committee Charge**

The Provost and 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 Provost and 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 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 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, with the exception of learning outcomes which are submitted for information purposes only
7. Information-only items presented to the Curriculum Committee including changes to existing courses that are initiated by the Statewide Course Numbering System, Provost and Vice President of Academic Affairs approved corrections to previous actions or 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 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 portal under the Document Manager Tab. There are five proposal forms available, corresponding to the type of action requested: Change of Course Proposal, Change of Progam or Certificate Proposal, Discontinuation of Program, Certificate, or Course Proposal, New Course Proposal, and New Program or Certificate Proposal.
2. Proposals must be discussed by faculty within the appropriate discipline and submitted to 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 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. 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 after the third time it is taught. There will be a change to the course number before it is submitted to the SCNS.
5. 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 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 complete the appropriate curriculum proposal including faculty endoresements
3. Curriculum proposals are then submitted to the department chair or progam coordinator/director for endorsement following review of the proposal for accuracy and complete information
4. The department chair or program coordinator/director submits the endorsed proposal to the appropriate academic supervisor for review and endorsement
5. The academic supervisor uploads the completed, endorsed proposal to the Dropbox.com account by the published deadline
6. Proposals are endorsed by the Dean’s Council
7. Proposals are reviewed by the Curriculum Committee
8. Curriculum Committee recommendations are submitted to the Provost and Vice President of Academic Affairs for proposal approval
9. The approval status by the Provost and Vice President of Academic Affairs of curriculum proposals are sent out in a monthly summary report
10. Proposal approvals, when applicable, may be needed by the FSW Board of Trustees and/or SACSCOC

**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 Provost and Vice President of Academic Affairs.

**Curriculum Committee Meetings**

1. The Committee will meet on the first 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 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. Robert’s 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.
7. 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, such as formatting, spelling, grammatical errors, or errors in the proposal form which are updated during the meeting.
3. Proposal Postponed Due to Absence of Presenter or Pending Substantive Corrections, Additions, and/or Changes: 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 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 Provost and 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 Provost and Vice President of Academic Affairs will submit all proposals that require approval by the FSW Board of Trustees and/or SACSCOC. Once signed by the Provost and Vice President of Academic Affairs, the curriculum decisions can be implemented and the Summary Report will be uploaded to the document manager.

**Curriculum Committee Membership**

**Faculty Representation:**

Representation from the Charlotte, Collier, Thomas Edison (Lee) Campus, and the Hendry/Glades Center will be included 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 determined by the Faculty Senate.

* 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
* One (1) from the Division of Academic Success and Learning Resources, Faculty Librarian

**Ex-Officio:**

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.

* Representative from Counseling and/or Advising (1)
* Director, Effectiveness and Accountability (1)
* Representative from Student Development (1)
* Registrar
* Representative of the Deans’ Council (1)
* Representative from the Provost’s Office (1)

**Student Governement Association, Student Respresentation**

Student representatives do not count in determining quarum, but they are voting members when present at a Curriculum Committee meeting.

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

**Committee Chair and Vice Chair**

1. The Curriculum Committee Chair and Vice Chair will serve a term of two years. Committee chairs may serve a maximum of two consecutive terms.
2. 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 Provost and Vice President of Academic Affairs from January 1 through March 31 of an election year. The Committee Chair will issue the call for nominations.
3. Elections: The Provost and 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.
4. Newly elected Curriculum Committee Chair’s responsibilities begin the following August.
5. 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.