

Curriculum Committee

OCT 17 2016



Office of the Provost/VPAA

Discontinuation of Program, Certificate, or Course Proposal

School or Division	School of Education
Proposed by (faculty only)	Dr. Anne Angstrom
Presenter (faculty only)	Dr. Anne Angstrom
Note that the presenter (faculty) listed above must be present at the Curriculum Committee meeting or the proposal will be returned to the School or Division and must be resubmitted for a later date.	
Submission date	9/16/2016
Course prefix, number, and title	SCE 3320c, Teaching Biology and Other Life Sciences in the Middle School with Practicum SCE 3362c, Methods in Teaching High School Science with Practicum SCE 4940, Internship in Secondary Education with Biology Emphasis

Section I, Action

Please select one of the following	<u>Both</u>
------------------------------------	-------------

Section II, Complete for Program Discontinuation

Select program of certificate for discontinuation	B.S., Secondary Biology Education, School of Education
Explain (below) the reason for the discontinuation	
This program is being closed because of persistently low enrollment. School of Education Dean Dr. Larry Miller, Coordinators and faculty members Dr. Joyce Rollins and Dr. Anne Angstrom, and (former) Provost and current Charlotte Campus President Dr. Denis Wright endorsed this recommendation when it was brought forward in Fall 2015. Faculty meeting minutes, state accountability reports, program review data, and a memo to Provost Dr. Jeffery Stewart summarizing all of this data are attached to this submission.	
Teach out plan required: SACSCOC requires a teach out plan for the discontinuation of programs or certificates. Please refer to the teach-out plan template available on the document manager. Attach the teach out plan to this document.	

If this program or certificate discontinuation will require discontinuing courses, complete section III

Section III, Complete for Course Discontinuation

Enter course(s) to be discontinued (add rows if necessary)	
Course Prefix and Number	Course title (as listed in the catalog)
SCE 3320c	Teaching Biology and Other Life Sciences in the Middle School with Practicum
SCE 3362c	Methods in Teaching High School Science with Practicum
SCE 4940	Internship in Secondary Education with Biology Emphasis

Section IV, Justification for Proposal

Provide justification (below) for this proposed curriculum action
Given the low enrollment figures presented in Section II and the recommendation to close the program, the college will no longer need to offer the SCE courses listed in Section III.

Section V, Important Dates and Endorsements Required

List all faculty endorsements below. (Note that proposals will be returned to the School or Division if faculty endorsements are not provided).
Dr. Joyce Rollins

NOTE: Course and Program changes must be submitted by the dates listed on the published Curriculum Committee Calendar. Exceptions to the published submission deadlines must receive prior approval from the Provost's Office.

Term in which approved action will take place	Fall 2017
Provide an explanation below for the requested exception to the effective date.	

Any exceptions to the term start date requires the signatures of the Academic Dean or Associate Vice President and the Provost prior to submission to the Dropbox.

Dean or Associate Vice President	Signature	Date
Provost	Signature	Date

Required Endorsements	Type in Name	Select Date
Department Chair or Program Coordinator/Director	Dr. Anne Angstrom	9/16/2016
Academic Dean or Associate Vice President	Dr. Larry Miller	9/16/2016

All Curriculum proposals require approval of the Curriculum Committee and the Provost. Final approval or denial of a proposal is reflected on the completed and signed proposal.

Approve Do not approve




 Curriculum Committee Chair Signature

10/17/16

 Date

Approve Do not approve



 Provost Signature

10/20/16

 Date

100

100

100

100

Academic Program Teach Out Plan

Program or Certificate Information

Program or Certificate Title	B.S., Secondary Biology Education
Program or Certificate Code	BS SEDB
Program or Certificate Total Credit Hours	120
Semester the Program or Certificate is to be Removed from the College Catalog	Fall 2022
Total Number of Students Enrolled	1
Contact Person	Dr. Anne Angstrom

Reason for Deletion

Low Enrollment If other please specify:

Provide a summary of the effect on students to include the plan to allow them to complete or to choose other options such as changing to a new program.
Students will be given at least five years from the time they entered the program to complete.

Program Completion Option

Based on current enrollment, identify the students who will be given the option of completing the program. Include the intended method of notification. Enrolled student(s) must be reviewed

each semester to ensure that timely progression is maintained and progressions issues are resolved.

STUDENT NAME	FSW ID	STUDENT STATUS		NOTIFICATION METHOD	Intended Notification DATE
		Full-Time	Part-Time		
Cash, Jessica	@00044303	X		letter	12/01/16

*The following students were enrolled in the program within the last two years but are not currently enrolled:

STUDENT NAME	FSW ID	NOTIFICATION METHOD	Intended Notification DATE
*Jaenicke, Jordan	@00065725	letter	12/01/16

Course Mapping Throughout the Teach Out

Map course requirements for the teach-out period per year and based on estimated student enrollment patterns. The course end date should reflect a normal, timely progression for both full-time and part-time students. Course offerings should be scheduled to maximize class size.

Fall 2016 SEDB-Specific Course Offerings	Spring 2017 SEDB-Specific Course Offerings
SCE 4940	SCE 4940 *as needed

*Degree evaluations for students currently enrolled are on file and will be used for advising purposes. New degree evaluations are to be generated at the beginning of each term. Additional course offerings beyond Spring 2017 will be dictated by enrollment needs within the five-year teach-out window, with program course offerings to be terminated effective Fall 2022.

STUDENT NAME	FSW ID	STUDENT STATUS		NOTIFICATION METHOD	Intended Notification DATE
		Full-Time	Part-Time		
<i>See previous section</i>					
Expand as needed					

Program Transfer Options

Based on current enrollment in the above program or certificate, identify students who may elect to transfer to another program.

STUDENT NAME	FSW ID	NEW PROGRAM TITLE	Proposed EFFECTIVE TERM
Expand as needed			

Provide a summary of the effect on faculty and staff to include: the number of faculty and staff teaching/working in the program and the plan for them.

The coordinator of middle and secondary programs will be eliminated because of the joint impact closing all middle and secondary programs. There are no full-time faculty associated with the two science programs.

Sample student letter – continue in program until end-term

{{Date}}

{{Student Name}}

{{Address}}

{{City, State, Zip}}

Dear {{Student Name}}:

Florida SouthWestern State College, with the involvement of the Secondary Biology Education program administration, faculty, staff and advisory committee, has decided to inactivate the B.S., Secondary Biology Education program. The program inactivation will be effective with the fall 2022 term.

The Secondary Biology Education program was closed to any new student enrollment effective spring term, 2016. You will be permitted to continue in the program; however, you must complete all of your required course work by the fall 2022 term. After this date, no further course work in this program of study will be offered. You should contact your Program Director, Dr. Anne Angstrom, or academic advisor, Rachel Malone, as soon as possible to be sure that your records are correct and up to date. They will be able to advise you in more detail and make suggestions concerning future academic and career decisions.

I encourage you to consider your academic goals and explore your options with an advisor. I wish you well in your future academic pursuits at Florida SouthWestern State College.

Sincerely,

Dr. Larry Miller

Dean, School of Education