

## **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 and the Provost.

### **Curriculum Committee Charge**

The Provost 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 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 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, Provost-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 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. Proposal forms include:
  - Change of Course Proposal
  - Change of Program or Certificate Proposal
  - Discontinuation of Program, Certificate, or Course Proposal
  - New Course Proposal
  - New Program or Certificate Proposal
  - Information Item: Syllabus Section IV
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 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.
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 endorsements.
3. Faculty originator submits the Curriculum proposal(s) to the Department Chair or Program Coordinator/Director to review for accuracy and completeness.
4. The Department Chair or Program Coordinator/Director submits the endorsed proposal to the appropriate academic supervisor for review.
5. Upon receipt of permission to move forward with submission, the faculty originator uploads the completed proposal to fsw.Curriculog.com account by the published deadline. The originator must approve his or her own proposal in Curriculog.
6. Proposals are reviewed by the Department Chair or Program Director/Coordinator.
7. Proposals are reviewed by the Dean of the affiliated School.
8. Proposals are reviewed by the Registrar's Office General Observation and Advising Team.
9. Proposals are reviewed by Team AASPIRE (Office of Accountability, Assessment, Sponsored Programs, Institutional Research, and Effectiveness).
10. Proposals are reviewed and voted upon by the Curriculum Committee.
11. Curriculum Committee recommendations are submitted to the Provost for review and approval.
12. The Provost forwards the recommendations to the Office of Accountability and Effectiveness (AASPIRE) for final review and approval.
13. The Chair uploads the Provost-approved Summary Report of the Committee meeting and finalized proposals to the Document Manager.
14. Approved Curriculum actions may need to be further reviewed and/or approved by SCNS, 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.

### **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. Action items will receive two readings ideally at sequential meetings unless a motion is made and approved to forego the second reading.
7. Meetings are moderated by the Curriculum Committee Chair or, in the Chair's absence, the Curriculum Committee Vice-Chair.
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 due to clerical errors.
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 Provost for further action, who will subsequently approve, disapprove, modify, or return to the Committee for further study. The Provost 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 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 determined by the Faculty Senate. 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 Provost'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 and Vice Chair may be made in accordance with Academic Policies and Procedures.
3. A list of nominees for the offices will be submitted to the Faculty Senate for a vote as outlined in the Florida SouthWestern State College Collective Negotiations Agreement.
4. The newly elected Curriculum Committee Chair's responsibilities begin the 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)