



## COLLEGE of CENTRAL FLORIDA

### ADMINISTRATIVE PROCEDURE

<b>Title: Curriculum Procedures</b>	
<b>Page 1 of 2</b>	<b>Implementing Procedure For Policy # 4.00</b>
<b>Date Approved/Revised:</b> 3/21/05, 1/15/08, 4/07/21	<b>Division: Academic Affairs</b>

#### **Implementation of New Courses or Programs of Study**

Faculty and/or deans are responsible for identifying a need for specific courses or programs. Curriculum for the course(s)/program(s) will be initiated at the faculty level with input and guidance from the Program Facilitators, Deans, Directors and Provost/Vice President.

Once the curriculum for the course(s)/program(s) has been developed, the faculty member contacts the Curriculum Services Specialist for curriculum proposal forms and information pertaining to course numbering, curriculum frameworks and course requirements.

Upon completion of the necessary curriculum forms, the curriculum proposal is brought before the College Curriculum Committee. Faculty initiating the curriculum will present their proposal to the curriculum committee.

The College Curriculum Committee is responsible for considering all new courses, new programs and all proposed changes in curriculum and instructional policy for credit course offerings. The committee's responsibilities are:

- Review and recommend changes in instructional policy and practices or requirements that affect the instructional program
- Review and recommend new programs and major program changes
- Review and recommend new courses and course modifications
- Review and recommend changes in graduation requirements
- Provide a greater involvement by faculty in the curriculum initiation and review process.

Upon recommendation of the Curriculum Committee, curriculum actions must be submitted for approval to the District Board of Trustees via the Chief Academic Officer and the President.

Academic programs are reviewed every five years, using the procedures outlined in the Program Review Cycle. If a program is due for accreditation, it is reviewed during that process.

#### **Submission of Course Outlines**

When a new course is created or an existing course is modified, a completed course outline form must accompany the curriculum proposal. Course outlines are generated by faculty to define the objectives, subject matter and intended outcomes of each course.

Course outlines for all courses offered at CF are maintained in electronic format in the Office of Academic Affairs. The information contained in these course outlines is used to submit information to the Statewide Course Numbering System (SCNS) in accordance with Florida State Statute 1007.24 and Florida State Board of Education Administrative Rule 6A-10.024.

### **Revision of Course Outlines**

The Curriculum Services Specialist maintains a matrix of course outlines that includes the course effective date, the date the course outline was originally received in electronic format, the date the course outline is scheduled for review, and the date that the course is to be discontinued.

The instructional deans will be notified when course outlines from their academic areas are scheduled for review. If no major changes are noted for a course outline, it should be e-mailed directly to the Curriculum Services Specialist.

If significant changes are needed for the course, a course modification proposal must accompany the course outline when it is submitted to the Curriculum Services Specialist. The proposal must go before the curriculum committee and be approved using Implementing Procedure for Policy #4.00 before the new information is submitted to SCNS.

When the appropriate information is received by the Curriculum Services Specialist, the course outline matrix will be updated. The updated information will also be submitted to SCNS.

### **Purge of Courses Not Taught in Five Years**

In order for the College to be in compliance with Florida Board of Education Rules and Florida Statutes pertaining to the deletion of courses from catalogs and common course designation and numbering system, a purge must be done annually of courses that have not been taught in the preceding five years.

Courses not taught in the preceding five years which the College wishes to continue shall be reviewed by the instructional deans. The Curriculum Services Specialist will prepare a report of these courses in September for the instructional deans' review. Courses may be continued in the catalog if they will be offered during the next five years.

Courses selected for deletion from the catalog will be transmitted to SCNS, with an effective date in January of the following calendar year, upon recommendation of the Vice President of Academic Affairs, the President, and the District Board of Trustees.

Vice President, Academic Affairs		Date:
Approved by President		Date: