

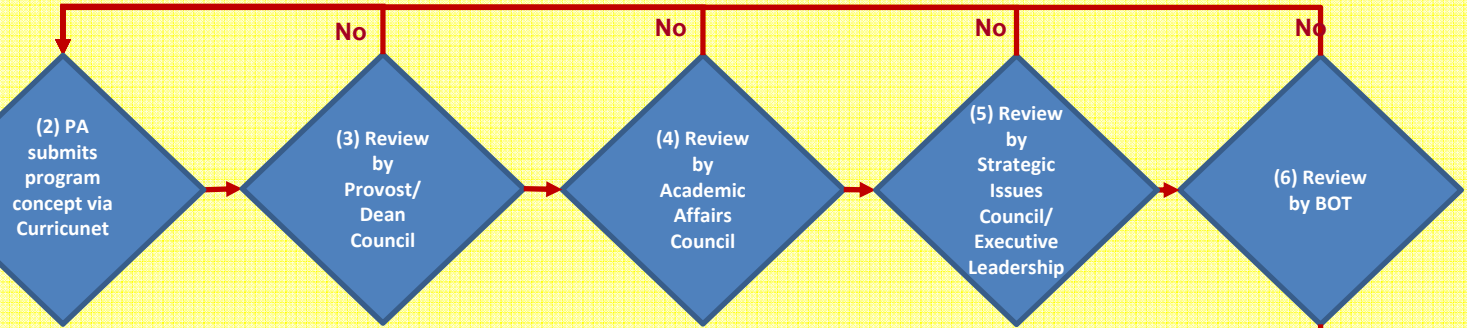
PROCEDURE TO DEVELOP A NEW PROGRAM OF STUDY

(INCLUDING ASSOCIATES, BACHELORS, CERTIFICATES, PSAV PROGRAMS, AND OTHER DESIGNATED NON-DEGREE PROGRAMS)

Concept Approval Phase

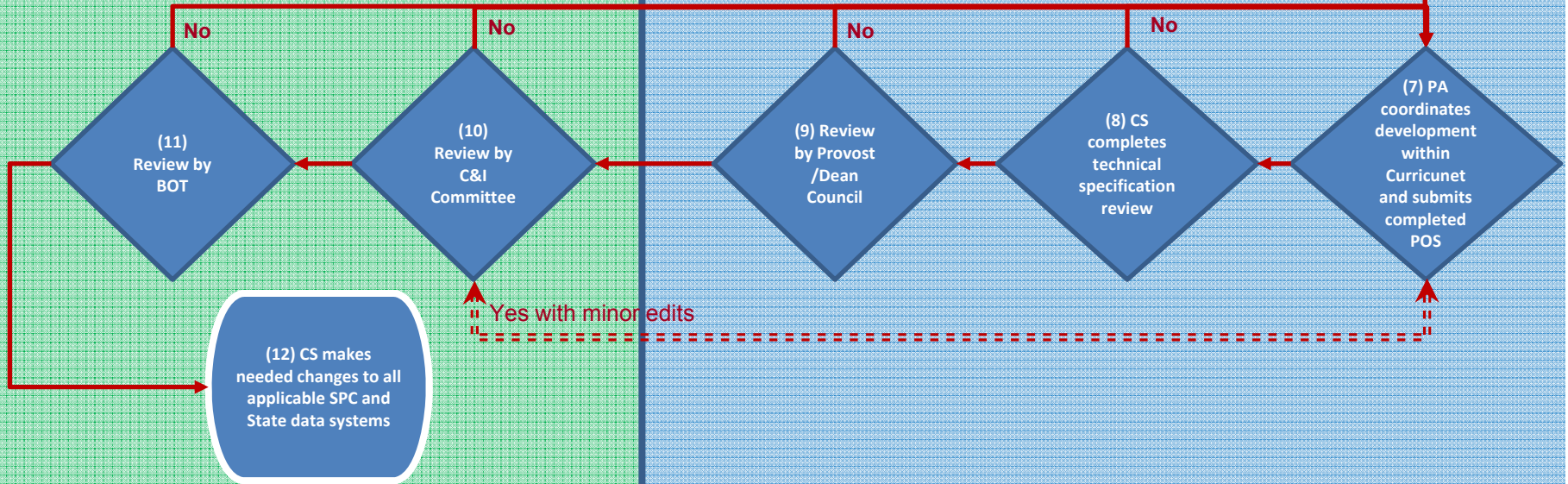
(1) New program concepts can be created by PA, Faculty or Business/Industry and must be approved by Executive Committee (including approval of dev. funds)

Start



C&I Approval Phase

Development Phase



End

Last Revised 11/9/2012

PROCEDURE TO DEVELOP A NEW PROGRAM OF STUDY

(INCLUDING ASSOCIATES, BACHELORS, CERTIFICATES, PSAV PROGRAMS, AND OTHER DESIGNATED NON-DEGREE PROGRAMS)

Abbreviation Key

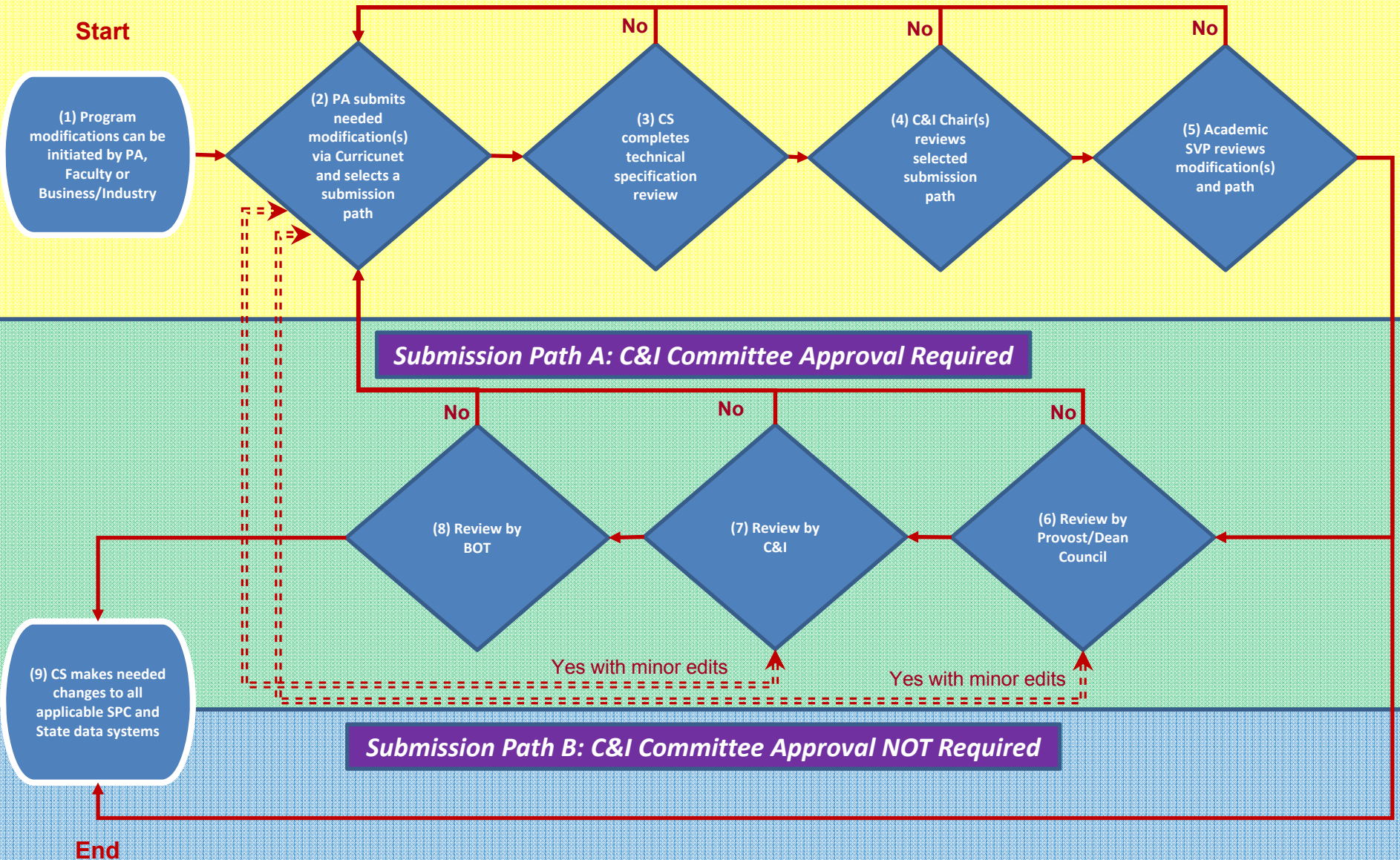
- BOT – Board of Trustees
- CIP – Classification of Instructional Programs
- CS – Curriculum Services Office
- DACUM – “Developing a Curriculum” an innovative occupational analysis technique that uses a committee of expert workers in a group process to define their job.
- FLDOE – Florida Department of Education
- KSA – Knowledge, Skills, and Abilities
- PA – Program Administrator
- PPA – Federal Program Participation Agreement (required for all Financial Aid Eligible Certificates)
- POS – Program of Study
- PS – PeopleSoft Student System
- PSAV – Post Secondary Adult Vocational
- SACS – Southern Association of Colleges Schools

Additional Information about Specific Steps

- Step 2-New Program Concepts should include the following:
 - Identification of the College/School/Department who will own the program
 - Expected Program Name
 - Degree Type
 - Desired term for the program to first be offered
 - Justification including:
 - Research and discussion of the state (frameworks or common pre-requisites) and applicable accreditation related requirements
 - Estimated cost of initial development (including DACUM, consultants, curriculum, etc.)
 - Estimated cost of ongoing expenses
 - Discussion of staffing requirements
 - Completed SACS survey (to determine if SACS notification is needed)
- Step 7-New Program Development should include the following tasks:
 - Hold discussion with USF for all BS/BAS degrees
 - Conduct DACUM to either verify existing state frameworks or determine KSA’s/build state framework
 - Submit framework to FLDOE for review and approval (if needed)
- Step 12-Related implementation tasks include:
 - SACS notification letter sent and reply received
 - SACS liaison will alert PA, SVP of Academics, MPI, Curriculum Services, and Financial Aid of SACS’s final reply notification.
 - PA will notify all identified college groups of new program
 - PPA submitted and approval received (Financial Aid Certs only)
 - Form Advisory Committee/Offer Program

PROCEDURE TO MODIFY A PROGRAM OF STUDY

Initial Approval Phase



PROCEDURE TO MODIFY A PROGRAM OF STUDY

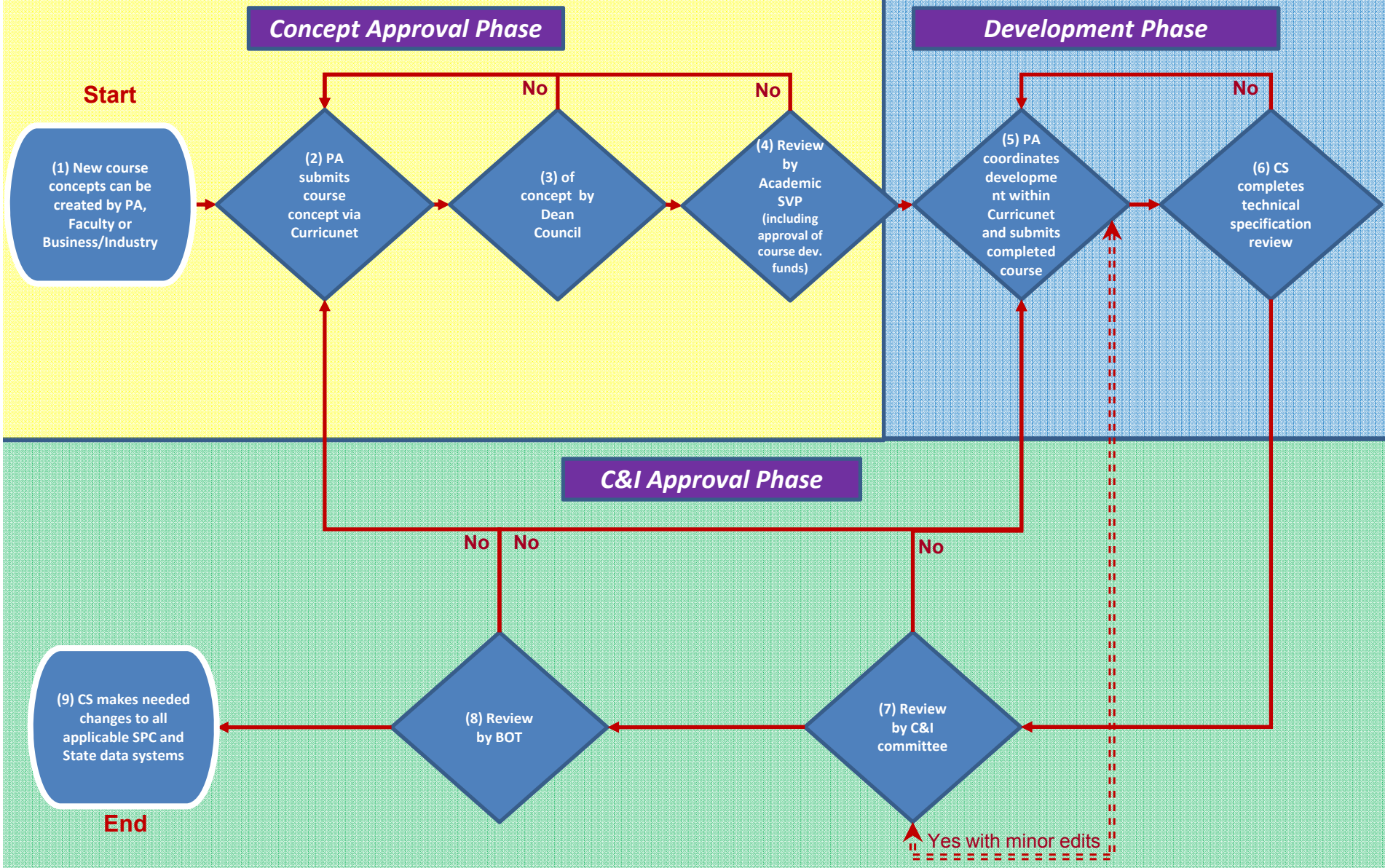
Abbreviation Key

- BOT – Board of Trustees
- C&I – Curriculum and Instruction Committee
- CS – Curriculum Services
- PA – Program Administrator
- SACS – Southern Association of Colleges and Schools

Additional Information about Specific Steps

- Step 2-Program Modifications should include the following supporting research:
 - Complete the SACS survey to notify the liaison of the possible deletion
 - Projected term for modification to go into effect
 - Define 5 year teach out plan for prior Program of Study including:
 - Marketing plan to current students (determine how many students still need the old plan)
 - Appropriate course substitutions (if appropriate)
 - Determine impact on K-12, University, and/or Industry articulation agreements
 - Determine financial impact (including textbooks, equipment, leases, etc.)
 - Selection of submission path:
 - Submissions NOT required to be approved by C&I Committee
 - Accreditation Mandates, State Framework Mandates, State Course Number Changes, Administrator Contact Information , Degree Summary, Admissions Information, Job Summary, Typos, Gainful Employment Data
 - Submissions that MUST be approved by C&I Committee
 - Adding Courses, Deleting Courses, Total Credit Hour Modification, Adding Subplans, Deleting Subplans, All Other Areas
- Step 9-Related tasks include:
 - Notifying SACS Liaison
 - SACS Liaison officially notifying SACS of changes, if needed

PROCEDURE TO DEVELOP A NEW CREDIT COURSE



PROCEDURE TO DEVELOP A NEW CREDIT COURSE

Abbreviation Key

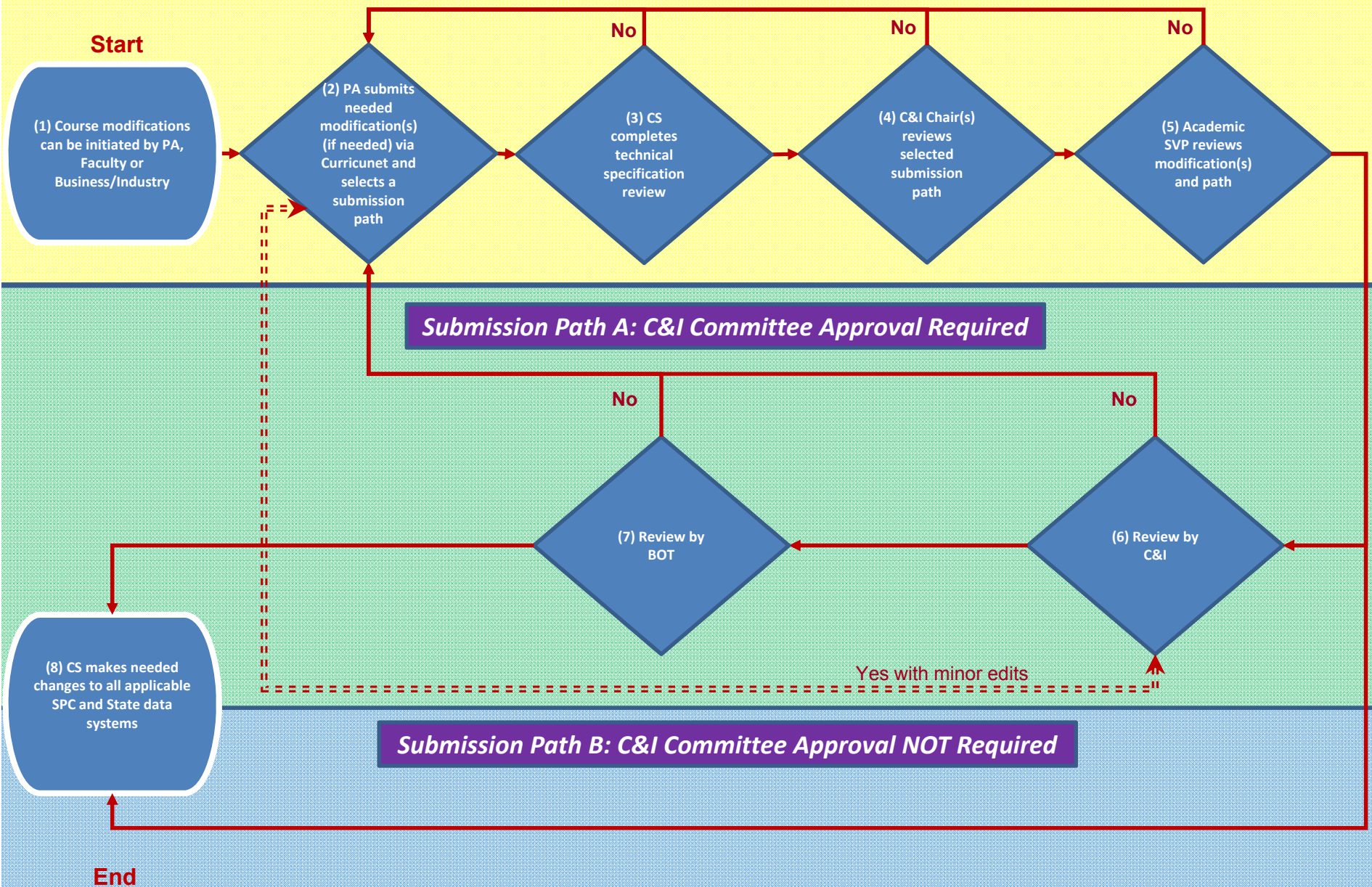
- BOT – Board of Trustees
- C&I – Curriculum and Instruction Committee
- CS – Curriculum Services
- LMS—L earning Management System
- PA – Program Administrator
- SCNS – Statewide Course Numbering System

Additional Information about Specific Steps

- Step 2-Initial Course Concept should include the following items:
 - Identification of the College/School/Department who will own the course
 - Expected course prefix/subject area
 - Whether or not the course is credit or non-credit
 - Course Title
 - Course Description
 - Desired term for the course to first be offered
 - Rationale including:
 - Research of SPC & SCNS courses to determine if a similar course already exists (conduct a national search if needed)
 - Determine and discuss the fit within current program curriculum
 - Estimated cost of course development
 - Estimated cost of offering the course (start-up and term-based)
- Step 5-New Course Development should include the following tasks:
 - PA assigns course developer (CD)
 - CD determines textbook(s) and other resources, contacts library, builds course outline, and builds sample syllabi
 - CD submits course to PA for review
 - PA provides feedback and CD makes needed changes
- Step 9-Related implementation tasks include:
 - PA notifies CD of C&I approval
 - Will any course materials (beyond the syllabus and SSI) be located in the LMS?
 - If yes, Follow LMS course development process (see attached document for details)
 - If no, CD develops course content and/or syllabus

PROCEDURE TO MODIFY A CREDIT COURSE

Initial Approval Phase



PROCEDURE TO MODIFY A CREDIT COURSE

Abbreviation Key

- BOT – Board of Trustees
- C&I – Curriculum and Instruction Committee
- CS – Curriculum Services
- LMS—L earning Management System
- PA – Program Administrator
- SCNS – Statewide Course Numbering System

Additional Information

- **Step 2: Example of information that will be required to support the modification**
 - Projected term for modification to go into effect
 - Determine impact on K-12, University, and/or Industry articulation agreements
 - Determine financial impact (including textbooks, equipment, leases, etc.)
 - Determining the impact on the current curriculum, sequence map, and faculty credentialing
 - Conduct an impact analysis using the CurricUNET report that shows all related courses and programs
 - Selection of submission path:
 - Submissions NOT required to be approved by C&I Committee
 - Accreditation Mandates, State Course Number Changes, Typos, Credit Hours, Contact Hours, Course Title, Prefix, Course Number
 - Submissions that MUST be approved by C&I Committee
 - Prerequisites, Corequisites, Course Description, Major Learning Outcomes (MLO) Content Changes, Course Objective Content Changes, All Other Areas
- **Step 8-Related tasks include:**
 - PA verifies changes in all active sections
 - All identified changes are made in LMS and/or syllabus