

# PROCEDURE

<b>SUBJECT</b>	<b>PROCEDURE: COURSE DESCRIPTIONS AND COLLEGE PROGRAMS</b>	<b>PAGE</b>
		<b>P3.04-1</b>
<b>LEGAL AUTHORITY</b>	<b>P6Hx23-3.04</b>	<b>8/21/12 Revision #12-8</b>

**P6Hx23-3.04 PROCEDURE: COURSE DESCRIPTIONS AND COLLEGE PROGRAMS**

- I. Descriptions of courses and programs shall be submitted to the Board of Trustees for final action and approval by memorandum but shall not be subject to rulemaking procedures since they are curricular matters. The development of curriculum is primarily the responsibility of faculty. Every credit course and/or program is usually developed by faculty and recommended through the curriculum process as defined in the Curriculum and Instruction Manual. The Curriculum and Instruction Committee is composed of representatives from the various disciplines and sites. Committee members are appointed on a 2-year, rotating basis and are responsible to the College President and the vice president of Educational and Student Services. The effective beginning dates of the courses, programs, or changes in same shall be shown.
  - A. Program descriptions shall include identification of the major or area of concentration, the number of credits needed to complete, and the sequence of courses leading to the major learning outcomes of the program and the standards of student performance required for the award of the certificate or degree.
  - B. Course description shall describe the content of the course through general statements which delineate major topics to be taught. These descriptions shall be supported by statements of the major learning outcomes of the course which represent its contribution to the program outcomes, and by course objectives stated in performance terms which describe what a student will know or be able to do upon completion of the objective, how the learning will be measured, and what level of performance will be judged satisfactory.
  - C. Instructors must comply with the approved course content of the courses they teach.

# PROCEDURE

<b>SUBJECT</b>	<b>PROCEDURE: COURSE DESCRIPTIONS AND COLLEGE PROGRAMS</b>	<b>PAGE</b>
		<b>P3.04-2</b>
<b>LEGAL AUTHORITY</b>	<b>P6Hx23-3.04</b>	<b>8/21/12 Revision #12-8</b>

- II. Waivers of prerequisites may be granted by the appropriate division of the College. Students who feel that they have sufficient training and/or experience to warrant a waiver of the prerequisite should consult the program director involved.
  
- III. The objectives and content of any course offered on more than one campus of the College shall be the same. This is not intended to apply to experimental courses or sections.
  
- IV. The College curriculum in effect on October 25, 1977 (previously approved by the Board in Rule form) shall continue as the College curriculum until amended in memorandum form by the Board.
  
- V. Any course section may be withdrawn from the schedule if insufficient enrollment or other factors warrant such action as determined by the President.
  
- VI. Changes authorized by the Board of Trustees on matters relating to the curriculum and hours of credit shall be effective in the succeeding session unless designated by the Board to the contrary.
  
- VII. Any course which is not taught during any term for 5 years and which is not planned to be offered during the next 5 years will be deleted from the College catalog. The President will certify to the Board of Trustees once each academic year that the College has complied with this Rule and State Board of Education Rule 6A-10.0331.
  
- VIII. The College's Curriculum and Instruction Committee has established a 3-year review cycle that will ensure that all courses are reviewed for relevancy, appropriateness, and applicability as required by the Commission on Colleges of the Southern Association of Colleges and Schools.
  
- IX. All existing Flexible Access Courses will be subject to a cyclical review. As the normal curriculum review process comes due for a course's 3-year review with the Curriculum and Instruction Committee, the Flexible Access Course will use the existing Flexible Access Delivery forms in addition to any requirements for the course itself, following the same procedure.

# PROCEDURE

<b>SUBJECT</b>	<b>PROCEDURE: COURSE DESCRIPTIONS AND COLLEGE PROGRAMS</b>	<b>PAGE</b>
		<b>P3.04-3</b>
<b>LEGAL AUTHORITY</b>	<b>P6Hx23-3.04</b>	<b>8/21/12 Revision #12-8</b>

- X. The College will periodically conduct an End of Program Assessment for A.S. degrees and an assessment of general educational outcomes for all degrees. In addition, a comprehensive program review will be conducted of all A.S. degrees and Certificate programs.
- XI. COURSE DESCRIPTIONS AND COLLEGE PROGRAMS
- A. In the Spring of each year, courses that were not created or revised within the previous 3 years will be reviewed by the Curriculum and Instruction Committee.
- B. The College's Curriculum and Instruction Committee has established a 3-year review cycle that will ensure that all courses are reviewed for relevancy, appropriateness, and applicability as required by the Commission on Colleges of the Southern Association of Colleges and Schools.
- C. Program directors/upper-division deans receive notification from the senior vice president of Educational and Student Services of the courses to be reviewed. Program directors/upper-division deans then cause those courses to be carefully reviewed by program faculty and then "certify" as relevant, appropriate, and current or have them revised as needed. These review actions are submitted to the Curriculum and Instruction Committee. The process from Curriculum and Instruction Committee to the Board of Trustees and finally to the Statewide Course Numbering System is followed.
- D. Each September, Curriculum Services will submit a Data Processing Report Request to Administrative Information Systems asking for a list of all courses currently in the curriculum that have not been taught within the preceding 5 years. The list will be obtained by comparing courses from the records of all courses taught during the past 5 years (Course History File) with all courses in the curriculum (Standard Course Listing File) excluding "0" credit hour courses and deleted courses.

# PROCEDURE

<b>SUBJECT</b>	<b>PROCEDURE: COURSE DESCRIPTIONS AND COLLEGE PROGRAMS</b>	<b>PAGE</b>
		<b>P3.04-4</b>
<b>LEGAL AUTHORITY</b>	<b>P6Hx23-3.04</b>	<b>8/21/12 Revision #12-8</b>

- E. Curriculum Services will then ask the appropriate program directors/upper-division deans to verify that the courses listed have not been taught for the past 5 years and indicate whether they plan to offer the courses within the next 5 years. Courses that have not been taught during the past 5 years and for which there are no firm plans to offer, will be submitted to the Curriculum and Instruction Committee with a recommendation that they be deleted from the curriculum. The process from Curriculum and Instruction Committee to the Board of Trustees and finally to the Statewide Course Numbering System is followed.
- XII. CHANGING COURSE TITLES, COURSE NUMBERS, COURSE DESCRIPTIONS, CREDIT HOURS OR PROGRAMS; OR ADDING NEW COURSES OR NEW PROGRAMS; OR DELETING COURSES OR PROGRAMS
- A. Credit courses offered by the College are recommended by the Curriculum and Instruction Committee, through the senior vice president of Educational & Student Services to the President's Cabinet. The final recommendation is acted upon by the Board of Trustees.
- B. Responsibilities of faculty/administration in initiating and approving changes and additions:
1. Faculty initiators investigate the need for addition or revision of a course or program or deletion of a course or program.
  2. The person initiating the change checks with the program directors, program coordinators and upper-division deans who use the course for their reactions to the change.
  3. The originator prepares a full proposal, including a curriculum proposal, course outline, Course Maintenance Form, rationale, program outline and Program Maintenance Form if required and forwards to the program director/upper-division dean.

# PROCEDURE

<b>SUBJECT</b>	<b>PROCEDURE: COURSE DESCRIPTIONS AND COLLEGE PROGRAMS</b>	<b>PAGE</b>
		<b>P3.04-5</b>
<b>LEGAL AUTHORITY</b>	<b>P6Hx23-3.04</b>	<b>8/21/12 Revision #12-8</b>

4. The course outline must be written in the correct format as shown in the Curriculum and Instruction Manual and all proposal forms must be filled out completely.
- C. The program director/upper-division dean considers the change.
1. The program director/upper-division dean ascertains if all input data needed to make a decision has been provided.
  2. If the program director/upper-division dean approves the proposal, the Curriculum and Instructional Proposal Form and all supporting materials will be submitted through channels to the provost, campus executive officer or senior vice president of Baccalaureate Programs and University Partnerships for approval and submission to the curriculum services coordinator.
  3. The curriculum services coordinator checks the proposal for completeness and correct format. If the proposal is not correct, it will be sent back to the program director/upper-division dean for revisions.
  4. If approved by the provost, campus executive officer or senior vice president of Baccalaureate Programs and University Partnerships, the form and supporting materials are submitted for approval by the Curriculum and Instruction Committee.
  5. If approved by the Curriculum and Instruction Committee, the form and materials are submitted for approval by the President's Cabinet.
  6. If approved by the President's Cabinet, the proposal is placed on the agenda for formal approval by the Board of Trustees. A copy of the Board agenda applicable to curriculum changes should be provided to the liaison officer.

# PROCEDURE

<b>SUBJECT</b>	<b>PROCEDURE: COURSE DESCRIPTIONS AND COLLEGE PROGRAMS</b>	<b>PAGE</b>
		<b>P3.04-6</b>
<b>LEGAL AUTHORITY</b>	<b>P6Hx23-3.04</b>	<b>8/21/12 Revision #12-8</b>

- D. The involved personnel process of the curriculum proposal.
  - 1. The Curriculum and Instruction Committee reviews the proposal.
    - a) The Curriculum and Instruction Committee evaluates the proposal for established criteria.
    - b) Any person may send support or rejection comments to the Curriculum and Instruction Committee or present them in person.
    - c) The Curriculum and Instruction Committee may request modification.
      - i. Notifies originator.
      - ii. Notifies appropriate program director/upper-division dean.
    - d) The Curriculum and Instruction Committee may reject the proposal.
      - i. Justification sent to originator.
      - ii. Justification sent to appropriate program director/upper-division dean.
    - e) The Curriculum and Instruction Committee may approve the proposal.
      - i. Curriculum Services Office forwards the approval to the President's Cabinet.
      - ii. If the proposal is approved by the President's Cabinet, then it is forwarded to the Board of Trustees for approval.
      - iii. Curriculum Services Office forwards the necessary paperwork to the Statewide

# PROCEDURE

<b>SUBJECT</b>	<b>PROCEDURE: COURSE DESCRIPTIONS AND COLLEGE PROGRAMS</b>	<b>PAGE</b>
		<b>P3.04-7</b>
<b>LEGAL AUTHORITY</b>	<b>P6Hx23-3.04</b>	<b>8/21/12 Revision #12-8</b>

Course Numbering System (SCNS) for approval.

- f) Courses offered through Flexible Access Delivery methods shall be approved by a sub-committee of Curriculum and Instruction and presented to the full Curriculum and Instruction Committee for information purposes.

All existing Flexible Access Courses will be subject to a cyclical review. As the normal curriculum review process comes due for a course's 3-year review with the Curriculum and Instruction Committee, the Flexible Access Course will use the existing Flexible Access Delivery forms in addition to any requirements for the course itself, following the same procedure.

- E. Responsibilities of curriculum services coordinator for verifying information and reporting:
  1. The curriculum services coordinator will be responsible for reviewing new courses or changes in course descriptions that would affect the course number and for determining the appropriate course number in coordination with the Statewide Course Numbering System (SCNS). The curriculum services coordinator is the person responsible for contacting SCNS and requesting assistance in assigning a course number.
  2. If the Board of Trustees gives formal approval, the curriculum services coordinator will complete the required forms and submit to SCNS.
  3. SCNS will verify acceptance by returning an Inventory Update Report, which is a detail of the forms submitted by St. Petersburg College. The curriculum services coordinator should review the Inventory Update Report for completeness of forms submitted. If there are any changes in course numbers by SCNS, Curriculum Services will input the corrections into the computer system.

# PROCEDURE

<b>SUBJECT</b>	<b>PROCEDURE: COURSE DESCRIPTIONS AND COLLEGE PROGRAMS</b>	<b>PAGE</b>
		<b>P3.04-8</b>
<b>LEGAL AUTHORITY</b>	<b>P6Hx23-3.04</b>	<b>8/21/12 Revision #12-8</b>

4. At least once annually, the curriculum services coordinator should request a printout of all courses for St. Petersburg College from Administrative Information Systems and compare each course number, course name, and course credit hours with the Institution Course Inventory Report by SCNS Course supplied by SCNS.

F. Responsibilities for catalog preparation:

To ensure completeness and accuracy of the St. Petersburg College Catalog, the curriculum services coordinator should coordinate changes, additions, and deletions with computer printouts and the Board of Trustees' minutes.

For specific procedures, see the current St. Petersburg College Curriculum and Instruction Manual.

### XIII. CLASSIFICATION OF INSTRUCTIONAL PROGRAMS AND COURSES

Programs or courses authorized for funding shall be classified and defined as:

- A. Advanced and professional
- B. Vocational
- C. Compensatory
- D. Community instructional services

The classification of new programs or courses shall be made according to the categories defined by law. This determination shall be made by the program directors/upper-division deans or continuing education coordinators. In the case of the former, the curriculum services coordinator shall check the accuracy of the classification. The provost on open campus or his/her designee will check the accuracy of the classification of continuing education courses. Changes in classification shall follow the same procedures.

History: 8/21/12. Adopted – 8/21/12. Effective – 8/21/12.