Curriculum Manual

2022 - 2023

Revised March 2024

Academic Planning Committee

The Academic Planning Committee provides oversight and recommendations for academic planning and programming and related issues such as out of class learning support, student performance requirements, academic delivery including distance learning, accreditation, state and federal legal requirements regarding curriculum and its delivery, and alignment with K-12 and universities and within College Divisions and Departments.

Committee Roles

- Develop the annual academic calendar in compliance with state law and submit to the President for approval by the District Board of Trustees.
- At least annually, recommend adoption of new programs and courses, modifications of programs and courses, and deletion of programs and courses to the President and District Board of Trustees in accordance with SACSCOC and other accrediting standards, state law, and College policy.
- Upon request, assist faculty and instructional staff in preparing documents new courses and programs for submission to the Academic Planning Committee.
- Monitor, assess and recommend changes to the Provost regarding special curriculum areas such as dual enrollment, honors, global education, study abroad, reading and writing across the curriculum, distance learning, academic support, and information and computer literacy.
- At least annually, assess and submit any recommended general education program changes for new and revised programs and courses to the Provost.
- Review and recommend improvements to the Provost regarding curriculum-related issues of student performance such as standards of progress, academic probation, honors requirements, dean's and president's lists, alternate methods of acquiring college credit by examination and/or experience, library facilities and processes, textbook selection, grading policies, and attendance policies.
- Review and revise, as necessary for quality and consistency, student learning outcomes developed by faculty and submit to the Provost for approval.
- At the request of the Provost, conduct curriculum reviews and recommend additional reviews as needed.
- Develop procedures and modifications to procedures as well as organizational structure related to improvement of academic programs and academic support programs. Recommendations will be presented to the Provost.
- At least annually, review college courses and programs to insure alignment with the philosophy, goals, and policy of the College.
- At least annually, review course objectives and learning outcomes to insure alignment with program objectives within the College.
- Collaborate with other committees and areas of the College as needed to best align curriculum, create student pathways, and promote student success.

Committee Membership

The Academic Planning Committee consists of faculty, classified staff and administrative members. Members who would like to serve indicate their interest. All requests are reviewed by the College's Executive Team and confirmed by the President.

The Curricular Oversight Subcommittee consists of the faculty members and academic deans of the host committee. The selection process occurs each year.

Frequency of Meetings

The Academic Planning Committee will meet at least five times per year, two times during the fall and spring semesters and one time during the summer semester and as often as needed thereafter.

Voting

In keeping with SACSCOC Standard 10.4, the institution places primary responsibility for the content, quality, and effectiveness of its curriculum with its faculty. Although all members of the Academic Planning Committee may participate in curricular discussions, only the members of the Curricular Oversight subcommittee, are allowed to vote on curriculum items under consideration. All meetings will be open to the public. However, members of the public may not participate in discussion unless recognized by the chairperson.

A quorum shall be considered to be more than half of the voting membership.

Curriculum Approval Process

The Academic Planning Committee reviews program and course proposals for issues such as level of instruction, awarding credit hours, methods of assessment and evaluation, course demand, possible course overlap, program length with regards to Florida Department of Education Curriculum Frameworks, etc.

Assignment of Credit Hours

In the process of developing a new course, faculty will propose the appropriate assignment of credit hours to a course on the Curriculum Proposal Form. The proposed assignment of credit hours must be submitted, reviewed, and approved by the departmental faculty, Dean, and Curricular Oversight subcommittee. The Provost or the Provost's designee will provide final verification of the assignment of credit hours, and will be responsible for the interpretation of policies and procedures pertaining to the assignment of credit hours to a course or other types of academic work. Faculty must provide sufficient information and detail in syllabi to establish that the minimum amount of learning expected of students is consistent, across all modalities, with the assignment of credit hours to the course.

Curriculum Change

The curriculum review process is faculty driven, with input and insights from administration. There are six distinct types of curricular change that require review and action by the Academic Planning Committee: adding courses, deleting courses, revising courses, adding programs, deleting programs, and revising programs. Course and program changes include pre-requisite changes and more than a 20% change in learning context or learning outcomes. SACSCOC must be notified of some program changes. In some instances, a substantive change prospectus must be submitted to SACSCOC.

Process for Proposed Curriculum Change

TO CREATE A NEW COURSE:

Step	Task	Person Responsible
Step 1	Faculty meets with Dean and departmental faculty members to discuss the new course. Faculty must document their discussion (meeting minutes) to show that they have approval and have discussed the appropriate number of credit hours for the course with the faculty in the department. Please make sure that the minutes from the meeting with faculty document the voting for the curriculum action. Faculty should make sure that the number of credit hours proposed for the course is based on the college policy that one credit hour represents the student learning achieved by one hour of direct faculty instruction, combined with two hours of independent study, each week, over a period of fifteen weeks. Consequently, the scope of work in a face-to-face three credit hour course should be designed so as to necessitate, as a minimum, 2250 minutes of direct faculty instruction and 4500 minutes of independent study. These numbers will vary across delivery modalities. **Please make sure you provide sufficient information and detail in syllabi to establish that the minimum amount of learning expected of students is consistent with this.**	Faculty
Step 2	Faculty completes and submits the forms: • New Course Proposal Form (please make sure you get the Dean's signature and please make sure the Dean gets the Provost's signature) • Learning Outcomes Form (use either the General Education Learning Outcomes Form or the NON General Education Outcomes Form, it will depend upon the type of course you are proposing)	Faculty

	• Credit Hour Estimate Form for each delivery modality • SCNS Profile Form The forms are located on the Academic Portal Site under Curriculum Development. You must also attach a copy of the minutes from your departmental meeting in Step 1. You must also attach a master syllabus. The Checklist outlines all of the documents that must be submitted.	
Step 3	Faculty and Dean will receive a date for the presentation to the Academic Planning Committee via email.	Associate Vice President for Academic Affairs
Step 4	Faculty and Dean make presentation to Academic Planning Committee. Additional information may be requested after the presentation. The additional information must be submitted BEFORE voting takes place. If additional information is not received BEFORE voting takes place, then the proposal will be processed at a later time.	Faculty
Step 5	Curricular Oversight Subcommittee votes on the curriculum change.	Associate Vice President for Academic Affairs
Step 6	Faculty and Dean will be contacted via email with Academic Planning Committee decision.	Associate Vice President for Academic Affairs
Step 7	Recommendation is submitted to Board of Trustees	Associate Vice President for Academic Affairs
Step 8	Faculty and Dean will be contacted via email with FINAL APPROVAL. Staff will be notified for SCNS verification. Staff will be notified for catalog updates.	Associate Vice President for Academic Affairs
Step 9	Course changes are entered into the Course Inventory.	Associate Vice President for Academic Affairs

TO REVISE A COURSE:

Step	Task	Person Responsible
Step 1	Faculty meets with Dean and departmental faculty members to discuss the new course. Faculty must document their discussion (meeting minutes) to show that they have approval and have discussed the appropriate number of credit hours for the course with the faculty in the department. Please make sure that the minutes from the meeting with faculty document the voting for the curriculum action. Faculty should make sure that the number of credit hours proposed for the course is based on the college policy that one credit hour represents the student learning achieved by one hour of direct faculty instruction, combined with two hours of independent study, each week, over a period of fifteen weeks. Consequently, the scope of work in a face-to-face three credit hour course should be designed so as to necessitate, as a minimum, 2250 minutes of direct faculty instruction and 4500 minutes of independent study. These numbers will vary across delivery modalities. **Please make sure you provide sufficient information and detail in syllabi to establish that the minimum amount of learning expected of students is consistent with this.**	Faculty
Step 2	Faculty completes and submits the forms: • Course Change Proposal Form • Copy of the minutes from your departmental meeting in Step 1. • Proposed Master syllabus. • Credit Hour Estimate Form for each delivery modality The forms are located on the TSC website, Provost's page under Curriculum.	Faculty
Step 3	Faculty and Dean will receive a date for the presentation to Academic Planning Committee via email.	Associate Vice President for Academic Affairs
Step 4	Faculty and Dean make presentation to Academic Planning Committee. Additional information may be requested after the presentation. The additional information must be submitted BEFORE voting takes place. If additional information is not received BEFORE voting takes place, then the proposal will be processed at a later time.	Faculty

Step 5	Curricular Oversight Subcommittee votes on the curriculum change.	Associate Vice President for Academic Affairs
Step 6	Faculty and Dean will be contacted via email with the Academic Planning Committee decision.	Associate Vice President for Academic Affairs
Step 7	Recommendation is submitted to Board of Trustees.	Associate Vice President for Academic Affairs
Step 8	Faculty and Dean will be contacted via email with FINAL APPROVAL. Staff will be notified for SCNS verification. Staff will be notified for catalog updates. Workday Business Analyst for Curriculum will be contacted in reference to academic plans/degree audits/academic progress.	Associate Vice President for Academic Affairs
Step 9	Course changes are entered into the Course Inventory.	Associate Vice President for Academic Affairs

TO DELETE A COURSE

Step	Task	Person Responsible
Step 1	Faculty meets with Dean and departmental faculty members to discuss the course deletion. Faculty must document their discussion (meeting minutes) to show that they have approval. Please make sure that the minutes from the meeting with faculty document the voting for the curriculum action.	Faculty
Step 2	Faculty completes and submits the forms: • Course Deletion Proposal Form • Copy of the minutes from your departmental meeting in Step 1. The forms are located on the TSC website, Provosts page under Curriculum.	Faculty
Step 3	Faculty and Dean will receive a date for the presentation to the Academic Planning Committee via email.	Associate Vice President for Academic Affairs
Step 4	Faculty and Dean make presentation to the Academic Planning Committee. Additional information may be requested after the	Faculty

	presentation. The additional information must be submitted BEFORE voting takes place. If additional information is not received BEFORE voting takes place, then the proposal will be processed at a later time.	
Step 5	The Curricular Oversight Committee votes on the curriculum change.	Associate Vice President for Academic Affairs
Step 6	Faculty and Dean will be contacted via email with the Academic Planning Committee decision.	Associate Vice President for Academic Affairs
Step 7	Recommendation is submitted to Board of Trustees.	Associate Vice President for Academic Affairs
Step 8	Faculty and Dean will be contacted via email with FINAL APPROVAL. Staff will be notified for SCNS verification. Staff will be notified for catalog updates. Workday Business Analyst for Curriculum will be contacted in reference to degree audits/academic progress.	Associate Vice President for Academic Affairs
Step 9	Course changes are entered into the Course Inventory.	Associate Vice President for Academic Affairs

TO REVISE A PROGRAM, please adhere to the following process:

	Task	**Person Responsible**
Step 1	Faculty meets with Dean and departmental faculty members to discuss the program revisions. Faculty must document their discussion (meeting minutes) to show that they have approval and have discussed the appropriate program changes with the faculty in the department. Please make sure that the minutes from the meeting with faculty document the voting for the curriculum action.	Faculty
Step 2	Faculty completes the form that is related to the program change. The forms are located on the TSC website, Provosts page under Curriculum. Faculty completes and submits the forms: • Program Revision Proposal Form • Copy of minutes from your departmental meeting in Step 1.	Faculty

	Please make sure that length of the program is consistent with the Florida Department of Education Curriculum Frameworks. Some changes may require a substantive change and must be reported to SACSCOC. Those changes include the following: • Changing from clock hours to credit hours – SACSCOC must be notified and provided an explanation for the change. • Changing significantly the length of a program. Such as substantially increasing the number of clock hours or credit hours awarded for successful completion of a program. A notification letter must be sent to SACSCOC 6 months before the change is implemented and a prospectus must be submitted 6 months before implementation. The SACSCOC Liaison has forms and templates for completing these processes.	
Step 3	Faculty and Dean will receive a date for the presentation to the Academic Planning Committee via email.	Associate Vice President for Academic Affairs
Step 4	If a substantive change prospectus is needed, the Associate Vice President for Academic Affairs will contact the College's SACSCOC Liaison.	
Step 5	Faculty and Dean make presentation to the Academic Planning Committee. Additional information may be requested after the presentation. The additional information must be submitted BEFORE voting takes place. If additional information is not received BEFORE voting takes place, then the proposal will be processed at a later time.	Faculty
Step 6	The Curricular Oversight Subcommittee votes on the program change.	Associate Vice President for Academic Affairs
Step 7	Faculty and Dean will be contacted via email with the Academic Planning Committee decision. SACSCOC Liaison will contact the Dean to initiate the substantive change process, if required.	Associate Vice President for Academic Affairs
Step 8	Recommendation is submitted to Board of Trustees.	Associate Vice President for Academic Affairs
Step 9	Faculty and Dean will be contacted via email with FINAL APPROVAL. Staff will be notified for SCNS verification (if necessary).	Associate Vice President for

	Staff will be notified for catalog updates. Workday Business Analyst for Curriculum will be contacted in reference to degree audits/academic progress.	Academic Affairs

TO DELETE A PROGRAM, please adhere to the following process:

	Task	Person Responsible
Step 1	Faculty meets with Dean and departmental faculty members to discuss the program deletion. Faculty must document their discussion (meeting minutes) to show that they have approval and have discussed the appropriate program changes with the faculty in the department. Please make sure that the minutes from the meeting with faculty document the voting for the curriculum action.	Faculty
Step 2	Faculty completes the forms that is related to deleting the program. Faculty completes a "teach out plan" and program deletion justification form. The forms are located on the TSC website Provosts page under Curriculum. Faculty completes and submits the forms: • Program Deletion Form (please make sure you get the Dean's signature and please make sure the Dean gets the Provost's signature) • Teach Out Plan Form The forms are located on the TSC website Provosts page under Curriculum. The Checklist outlines all of the documents that must be submitted.	Faculty
Step 3	Faculty and Dean will receive a date for the presentation to the Academic Planning Committee via email.	Associate Vice President for Academic Affairs
Step 4	Faculty and Dean make presentation to the Academic Planning Committee. Additional information may be requested after the presentation. The additional information must be submitted BEFORE voting takes place. If additional information is not received BEFORE voting takes place, then the proposal will be processed at a later time.	Faculty
Step 5	The Curricular Oversight Subcommittee votes on the curriculum change.	Associate Vice President for

		Academic Affairs
Step 6	Faculty and Dean will be contacted via email with the Academic Planning Committee decision. Associate Vice President for Academic Affairs will contact the College's SACSCOC Liaison.	Associate Vice President for Academic Affairs
Step 7	Recommendation is submitted to Board of Trustees.	Associate Vice President for Academic Affairs
Step 8	Faculty and Dean will be contacted via email with FINAL APPROVAL. Staff will be notified for SCNS verification (if necessary). Staff will be notified for catalog updates. Workday Business Analyst for Curriculum will be contacted in reference to degree audits/academic progress.	Associate Vice President for Academic Affairs
Step 9	The Dean prepares and submits SACSCOC notification letter to the College's SACSCOC Liaison who will submit the finalized letter and teach out plan to SACSCOC. Please refer to the sample SACSCOC letter (**Nothing is FINAL until SACSCOC responds to the TSC notification letter and teach out plan.**)	Dean
Step 10	Initiate Teach out options	

TO CREATE A NEW PROGRAM (that already exists within the State of Florida Curriculum Frameworks), please adhere to the following process:

	Task	**Person Responsible**
Step 1	Faculty and Dean conduct a needs analysis for the program. Complete the Needs Analysis Form which is located on the TSC website, Provosts page under Curriculum.	Faculty
Step 2	The Dean informs the College's SACSCOC Liaison to determine if the new program represents a substantive change. If the program is a substantive change, then the SACSCOC Liaison works with the Dean to prepare SACSCOC notification letter.	Dean
Step 3	If needed, the Dean prepares and submits SACSCOC notification letter to the College's SACSCOC Liaison who submits finalized documents to SACSCOC. (**This must be submitted to SACSCOC at least 6 months BEFORE program start date.**)	Dean
Step 4	The Faculty and Dean start preparing the SACSCOC prospectus to submit to the College's SACSCOC Liaison who submits finalized documents to SACSCOC. (**This must be submitted to SACSCOC at**	Dean

	least 6 months BEFORE program start date.) Board of Trustees Final Approval is needed BEFORE SACSCOC prospectus can be submitted to SACSCOC.	
Step 5	Faculty completes the form that is related to creating a new program. The forms are located on the TSC website, Provosts page under Curriculum. Faculty completes and submits: • New Program and Proposal Form • Copy of the minutes from your departmental meeting in Step 1. **Please make sure that length of the program is consistent with the Florida Department of Education Curriculum Frameworks.**	Faculty
Step 6	Faculty and Dean will receive a date for the presentation to the Academic Planning Committee via email.	Associate Vice President for Academic Affairs
Step 7	Faculty and Dean make presentation to the Academic Planning Committee. Additional information may be requested after the presentation. The additional information must be submitted BEFORE voting takes place. If additional information is not received BEFORE voting takes place, then the proposal will be processed at a later time.	Faculty
Step 8	The Curricular Oversight Subcommittee votes on the proposals	
Step 9	Faculty and Dean will be contacted via email with the Academic Planning Committee decision	Associate Vice President for Academic Affairs
Step 10	Recommendation is submitted to Board of Trustees.	Associate Vice President for Academic Affairs
Step 11	Dean submits substantive change prospectus to the College's SACSCOC Liaison for review. The SACSCOC Liaison send the prospectus to SACSCOC. If SACSCOC requests additional information after reviewing the prospectus, then the Dean and SACSCOC Liaison will work with the Dean on a follow-up report.	Dean and SACSCOC Liaison
Step 12	Faculty and Dean will be contacted via email with FINAL APPROVAL. Staff will be notified for SCNS verification. Staff will be notified for catalog updates. Workday Business Analyst for Curriculum will be contacted in reference to degree audits/academic progress. **(Please see the**	Associate Vice President for Academic Affairs

	section below for needs of the Workday Business Analyst for Curriculum.) Veteran Affairs will be contacted.	
Step 13	When Dean receives APPROVAL letter from SACSCOC, the Dean will forward the letter to the Financial Aid Director. The Financial Aid approval process cannot begin until the Financial Aid Director has the approval letter from SACSCOC in his hands.	Dean

TO CREATE A NEW PROGRAM AT THE STATE LEVEL (does not exist within the State of Florida Curriculum Frameworks):

	Task	Person Responsible
Step 1	Complete the steps to create a new program	Faculty
Step 2	**Submit following documents to the Florida Department of Education Workforce Development Office as a packet. TSC's Academic Affairs office will work with the cluster creating the program or certificate to facilitate the process and ensure the package is complete. This process can take from 3 months to a year to complete.** Complete a Statement of Justification - This should include a list of the occupations for which the curriculum prepares students, and data on the number of jobs and job openings in the region in the identified occupational titles. Curriculum Framework – This document details the program including major concepts/content, laboratory activities, and intended learning outcomes. To locate sample curriculum frameworks to develop the program or certificate go to www.fldoe.org/academics/career-adult-edu/. Student Performance Standards – This document details the competencies of the intended outcomes for students. Program Outline – Course list that will constitute the degree program or certificate. Course Outlines – Course outline for each of the courses in the degree program or certificate.	Faculty and Dean

	New Program Submittal Form – The Submittal Form will need to be completed.  State Level_New Program Form.doc Sample articulation agreement - The state requires a sample articulation agreement from high school to the post-secondary level of education. The articulation agreement only needs to be proposed.	

COURSES NOT TAUGHT FOR FIVE YEARS

In the Fall of each year, the Curriculum Office will review courses that have not been taught in the past five years.

The Curriculum Office will then ask the appropriate program administrators to review these courses and indicate whether they plan to offer the courses within the next five years or if the courses should be deleted from the curriculum. If there are no firm plans to offer the courses, then the program administrator will submit these courses to the Academic Planning Committee with a recommendation that they be deleted from the curriculum.