# Navigating the Curriculum Design & Proposal Process

*Presented by:*
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Curriculum Coordinator/Specialist

Working Connections, Summer Conference

June 23, 2022

# Presentation Highlights

**The goal of this presentation is to serve as a helpful guide to successfully navigate the curriculum process from development to implementation.**

- Better understanding of the critical steps required to submit a curriculum proposal
- Ease of accessibility to institutional and Florida Department of Education resources to support curriculum initiatives
- Increased awareness of the SACSCOC and specialized curricular accountability requirements.
- Enhanced comprehension of curriculum data input to the various College repositories and the Statewide Course Numbering System

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# Dedication to the Curriculum Process

**Well organized and carefully planned curriculum directly supports a key strategic goal:**

**Increase the Success of Students**

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# The Curriculum Lifecycle

**Ongoing, iterative process**

- Annual course purge (courses not taught in five years)
- Assessment updates
- Course outline reviews
- Program reviews
- Resource demands

**Sources of Change**

- Faculty-Initiated
  - ✓ Discipline best practice
- State-Mandated
  - ✓ New, modified, inactivated
- Business and Industry Leadership Team-Supported
  - ✓ Community or employer need

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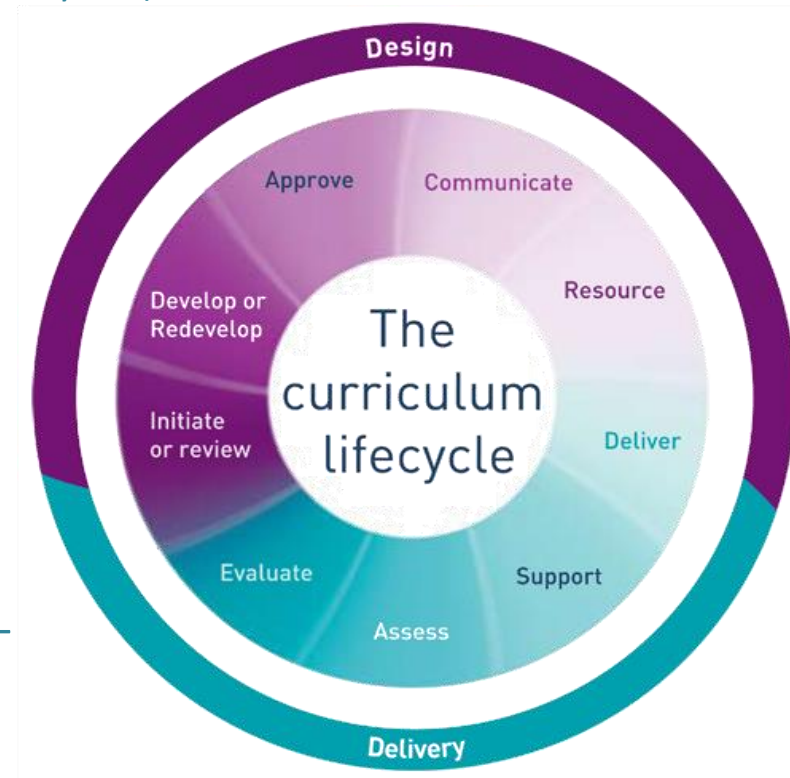
# Types of Curriculum

**A curriculum proposal may include a variety of different actions:**



- ✓ New course or program

- ✓ Modified course or program

- ✓ Inactivated course or program

- ✓ Reactivated course or program

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# Critical Collaboration

**According to *OxfordDictionaries.com*, Collaboration is defined as:**
**"The action of working with someone to produce something."**

**Types of Collaborators**
- Business and Industry Leadership Team (BILT)
- Community partnerships
- Educational meetings
- Faculty discipline councils
- Schools of:
  - ✓ Business, Professional Studies and Public Safety
  - ✓ Health, Education and Human Services
  - ✓ Technology and Industry
  - ✓ Liberal Arts and Sciences

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# Planning Ahead

**Curriculum Committee calendar of proposal submission deadlines and meeting dates**

- Curriculum Committee meetings

- Proposal submission timeline

- SACSCOC and Financial Aid deadlines

- College Catalog production schedule



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CURRICULUM COMMITTEE CALENDAR
ACADEMIC YEAR 2020-2021

**Guidelines**

The Curriculum Committee meets the third Thursday of each month from September through April with May and June being convened on an as-needed basis. Please see the Ad Hoc meeting summary for more details.

Curriculum Committee meetings are scheduled from 2:30 p.m. to 4:00 p.m. in the Administrative Offices Board Room. Curriculum action items are due the second to last Monday of the month prior to the next month's scheduled Curriculum Committee meeting. Curriculum Committee action items will be communicated electronically no fewer than five (5) business days prior to the current month's Curriculum Committee meeting. For assistance with submitting Curriculum Committee action items or to request a customized curriculum proposal form, please contact the Curriculum Services office at curriculum@fscj.edu.

Please note that most new and substantially modified program changes require approval by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and, if applicable, the Federal Student Aid Title IV Program prior to implementation. The approval process can be lengthy, so please plan accordingly, following the timeline below. If you are unsure of the SACSCOC status of your proposed changes, please contact the Office of Institutional Effectiveness (OIE) for additional information at OIEA@fscj.edu.

Further, programs that are new and/or inactivated require approval by the College's District Board of Trustees (DBOT) prior to implementation. Upon receipt of the proposal approval signature of the Provost/Vice President of Academic Affairs, the office of Curriculum Services drafts the required DBOT item(s) for inclusion on the next available DBOT agenda. For a complete schedule of DBOT meetings, please contact kimberli.sodek@fscj.edu or view the DBOT meeting schedule website.

| Curriculum Committee Meeting Date | Action Items Submission Date | SACSCOC and/or Title IV Submission Date |
|---|---|---|
| September 17, 2020 | August 24, 2020 | -- |
| October 15, 2020 | September 21, 2020 | Proposals that have a Fall term 2021 implementation date and that require SACSCOC and/or Title IV approval should be submitted for recommendation by the October 15, 2020, Curriculum Committee to accommodate the submission of prospectus request(s) by January 1, 2021. |
| November 19, 2020 | October 19, 2020 | -- |
| December 17, 2020 | November 23, 2020 | -- |
| January 21, 2020 | December 21, 2020 | -- |
| February 18, 2021 | January 19, 2021 — This date has been adjusted in observance of the Martin Luther King, Jr. holiday. | -- |
| March 18, 2021 | February 16, 2021 — This date has been adjusted in observance of the President's Day holiday. | -- |
| April 15, 2021 — Last month for proposal submissions to be included in the 2020-21 College Catalog. Proposal submissions after this date require special written provisions and documented support. | March 22, 2021 | Program proposals that have a Spring term 2022 and/or a Summer term 2022 implementation date and that require SACSCOC and/or Title IV approval should be submitted for recommendation by the April 15, 2021, Curriculum Committee to accommodate submission of prospectus request(s) by July 1, 2021. OIE will verify all proposal submissions for any SACSCOC implications prior to inclusion in the 2021-2022 College Catalog. |

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# Steps to Initiate Curriculum

**#1 Goal**
**=**
**Student**
**Success**

- Discuss with fellow discipline and/or program faculty members
- Ensure support from appropriate discipline council(s) and/or Business and Industry Leadership Team (BILT's) members
- Communicate with the appropriate instructional program manager(s) or department chair(s), dean(s) and Associate Provost
- Contact the office of Curriculum Services to request a prefilled proposal template form customized for the type of change requested
- Verify the Curriculum Committee calendar proposal submission deadlines and meeting dates
- Consider any District Board of Trustees, SACSCOC and/or Financial Aid impact

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# Steps to Initiate Curriculum Continued...



**#1 Goal
=
Students**
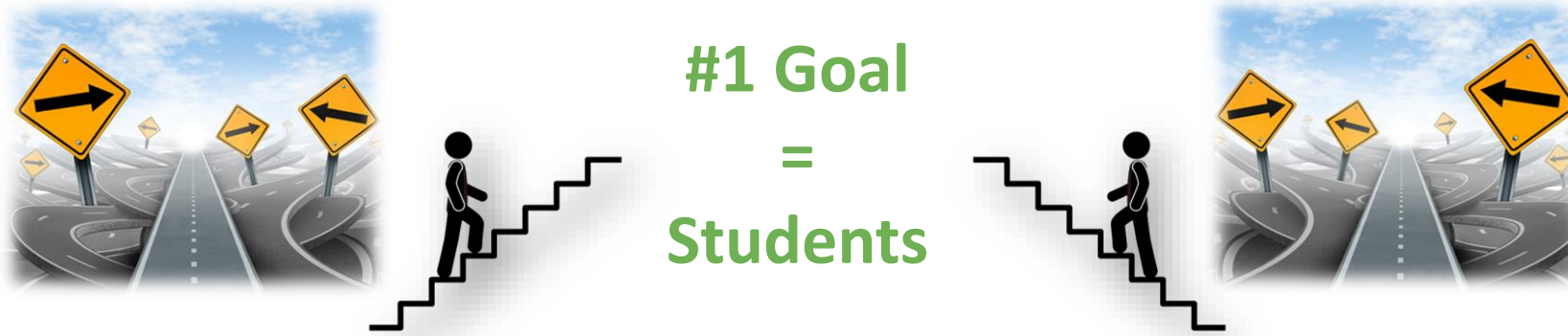
- Gather administrative support signatures from the appropriate instructional program manager(s) or departments chairs and dean(s)
- Email the completed proposal template in *.docx format to curriculum@fscj.edu along with a PDF of the signature page and request a complete technical review
- Receive support signature from the appropriate Associate Provost
- Give a short presentation to the Curriculum Committee and receive recommendation signature from the Chair
- Obtain approval signature from the Provost/Vice President of Academic Affairs
- Return to the office of Curriculum Services for systems input and report processing

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# Curriculum Proposal Design

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# Curriculum Proposal Form

- **Did you know that the office of Curriculum Services will prepare a prefilled, custom proposal template for your use?**

- **Did you know that the office of Curriculum Services will partner with its originator(s) to write the proposal narrative so that faculty may remain dedicated to focus on curricular content review, course topic analysis and current learning outcomes and assessment methods?**

# Curriculum Proposal Form

**A dedicated member of the Curriculum Services team will partner with you throughout the process to ensure all areas of the proposal form are complete and any concerns or questions are addressed in a timely and sufficient manner.**



## Table of Contents

- Proposal Background and Summary

- Program Information

- Program Accreditation

- Program Funding and Reporting

- Program Page (College Catalog)

- Course Information

- Course Outline

- Addenda: Business and Industry Leadership Team (BILT) and Faculty Support

- Signatures

# Program Information



**Key Highlights**

- Basic program and "school of" information is required.
- Most responses are based on the standards set forth by the FLDOE.
- Many sections are prefilled by Curriculum Services on behalf of proposal originator.
- New or significantly modified program must include Business and Industry Leadership Team (BILT) minutes.

# Student Impact

**One of the most critical components of successful proposal development is a thoughtful analysis of the student impact.**



## Key Highlights

- When a program and/or course is modified, currently enrolled and/or past term students may be affected.

- Goal is to minimize disruption to students to avoid an overage or underage of credit or clock hours.

- Curriculum Services can assist with planning a teach-out period or staggering implementation terms.

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# College Catalog Program Page

**Alert: do not use TRACK CHANGES.  Proposal submissions are not accepted in this format**



## Editing Conventions

- ~~Strikethrough~~ feature to omit

- Red font to add

For additions, *please avoid* using the

yellow highlight feature as it is difficult to

read when printing in black and white.

# Course Information



## Key Highlights

- Basic course information is required including prefix, number, title, and effective term.

- All courses listed should include a corresponding course outline with changes clearly documented.

- Course outlines are prefilled by Curriculum Services on behalf of proposal originator.

# Course Outline

**Each course offered by the College includes an official course outline.**
**The office of Curriculum Services serves as the official record keeper for all course outlines.**

- Course Number
- Course Title
- Prerequisite(s)
- Corequisite(s)
- Condition(s)
- Credit Hours
- Contact Hours/Week
- Contact Hour Breakdown
- Faculty Workload Points
- Standardized Class Size Allocation
- Suggested Texts
- Topics per Contact Hour

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# Course Outline

FLORIDA STATE COLLEGE AT JACKSONVILLE
COLLEGE CREDIT COURSE OUTLINE

COURSE NUMBER: SLS 1103

COURSE TITLE: Strategies for Success in College, Career and Life

PREREQUISITE(S): None

COREQUISITE(S): None

CONDITION(S): Recommended placement into REA 0007 or higher

CREDIT HOURS: 3

CONTACT HOURS/WEEK: 3

CONTACT HOUR BREAKDOWN:

Lecture/Discussion: 3

Laboratory:
Other _____:

FACULTY WORKLOAD POINTS: 3

STANDARDIZED CLASS SIZE
ALLOCATION: 25

CATALOG COURSE DESCRIPTION:

This survey course is designed to assist students in developing skills that will help them to succeed in college, career and life. This course will emphasize how basic academic success skills can be applied in a knowledge-based economy. Included in this course are problem solving, communication skills, work ethic, introduction to information literacy and other related topics.

SUGGESTED TEXT(S): C. Carter, J. Bishop & S. Kravits, *Keys to Success in College, Career, and Life*, latest edition, Prentice Hall

Skip Downing, *On Course*, latest edition, Cengage

IMPLEMENTATION DATE: Spring Term, 2002 (20022)

REVIEW OR MODIFICATION DATE:
Fall Term, 2002 (20031)
Spring Term 2004, (20042)
Fall Term, 2005 (20061)
Fall Term 2008 (20091) - Outline Review 2007
Fall Term 2015 (20161) - Outline Review 14-15

| COURSE TOPICS | CONTACT HOURS PER TOPIC |
|---|---|
| I. Work Ethic for Success in College and Career | 6 |
| A. Setting Goals | |
| B. Identifying Priorities | |
| C. Maintaining Commitment | |
| D. Dealing with Failure | |
| E. Rewarding Success | |
| II. Personal and Professional Growth Resources | 3 |
| A. Campus | |
| B. Community | |
| C. Financial Aid Resources | |
| D. Financial Management | |
| III. Communications Technologies | 3 |
| A. Overview of Information Literacy Requirement | |
| B. Internet Use | |
| C. E-mail Protocol | |
| D. Voice Mail Protocol | |
| IV. Learning Styles and Skills | 15 |
| A. Identifying Learning Styles | |
| B. Developing Learning Skills | |
|   1. Listening | |
|   2. Note Taking | |
|   3. Handling Assignments | |
|   4. Time Management | |
|   5. Studying | |
|   6. Memory Techniques | |
|   7. Test Taking | |
| C. Academic Integrity | |
| V. Interpersonal Skills | 6 |
| A. Effective Verbal Communication | |
|   1. Assertive Communication | |
|   2. Appropriate Communication with Professors, Supervisors, Peers | |
| B. Effective Written Communication | |
| C. Effective Non-Verbal Communication | |

| COURSE TOPICS (CONTINUED) | CONTACT HOURS PER TOPIC |
|---|---|
| VI. Team Work | 6 |
| A. Group Dynamics | |
| B. Diversity Appreciation | |
| C. Peer Support | |
| D. Conflict Management | |
| E. Leadership Styles and Skills | |
| VII. Critical Thinking/Creative Thinking | 3 |
| A. Decision Making | |
| B. Problem Solving | |
| VIII. Planning for the Future Career | 3 |
| A. Education | |
| B. Wellness | |

OUTCOMES:

This course is designed to:

1. Assist students in developing skills that will help them adapt and cope within a college environment.

2. Emphasize how basic academic success skills can be applied in a knowledge-based economy.

3. Assist students in setting academic and related work goals, employing appropriate study strategies and completing classroom-based projects using their identified learning style.

# Course Learning Outcomes and Assessment

**Most courses offered by the College include a course learning outcomes and assessment (CLOA) form attached to the official course outline.**

- **Type of Course**
- **General Education Discipline Area**
- **Learning Outcomes**
- **Type of Outcomes**
- **Method of Assessment**

*I m p o r t a n t   N o t e :*

*The office of Curriculum Services regularly partners with the office of Institutional Effectiveness and Advancement to ensure curricular compliance with current discipline, program and/or course related outcomes and assessment methods.*

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# Technical & Quality Review

As part of a commitment to curriculum accuracy, the office of Curriculum Services will conduct a thorough technical and quality review of all proposal submissions that have the appropriate dean's signatory support.

## General
- ✓ Typos, grammar and format
- ✓ Completeness (all questions answered)

## Program and Course
- ✓ Compliance with FLDOE curriculum standards
- ✓ Program of study codes, CIP/Federal codes, SOC codes and employment data
- ✓ Course prefix, number, description and credit/contact hours
- ✓ Alignment of courses with the Statewide Course Numbering System
- ✓ Admission requirements, prerequisites, corequisites and course sequencing
- ✓ Workload assignment per current CBA and standard class size allocation
- ✓ College Catalog program page accuracy
- ✓ Articulation implications

## Critical
- ✓ Impact on students (past, present, future)
- ✓ Verification with OIE for SACSCOC
- ✓ District Board of Trustees approval
- ✓ Confirmation of Financial Aid changes

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# Curriculum Committee
# &
# Follow-up Approvals

# Curriculum Committee

**Following the technical review and proposal finalization, the office of Curriculum Services requests signatory support from the appropriate Associate Provost.**



- Serves as a recommending body for curriculum action items to the Provost/Vice President of Academic Affairs
- Comprised of 17 faculty members, 1 Student Government member, 7 academic administrators, 2 student services administrators and Ex-Officio members from the Center for E-Learning, the office of Financial Aid and Student Records
- Meets the third Thursday of the month, September through April, with May and June reserved for ad-hoc meetings in response to state mandated or specialized accreditor needs
- Agenda items are communicated five (5) business days prior to the meeting date
- Originators present their proposed curriculum actions (3-5 minutes)
- Chair (Faculty Senate President) provides signatory recommendation (if motion is passes)

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# Approved Curriculum

**Following the Curriculum Committee, the office of Curriculum Services provides to the Provost/Vice President of Academic Affairs a summary of all recommended actions items and requests signatory approval.**



## Status Update

- The office of Curriculum Services maintains a document titled "Proposals at a Glance," which can be accessed through the Curriculum Services SharePoint site.
- This document provides a summary of all proposals currently in process and is updated regularly.
- Following the close of the academic session, the document is compiled into an annual summary report for a variety of key stakeholders.

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# Status Sheet for Encoders

- ✓ Informs Encoders of the Status of Curriculum that is In-Process

- ✓ Color Coded to Advise When Curriculum is Ready to Encode and What is Pending Action

- ✓ Updated Weekly to Align with Curriculum Committee Recommendations and Provost Approvals

## COLOR CODING GUIDE

**Red:** Pending Provost Approval; **not ready for encoding**

**Yellow:** Provost Approval Received; Pending Input in PS Course Catalog; **not ready for encoding**

**Blue:** Pending; such as waiting for SACSCOC or Financial Aid approvals; **not ready for encoding**

**Green:** Provost Approval Received; all Curriculum Input Complete; **ready for encoding**

| TRACKING # | PROPOSAL TITLE | ETI | COURSE ID (Prefix/No) | COURSE TITLE | UPDATES PER PROPOSAL |
|---|---|---|---|---|---|
| **JUNE 18, 2020 CURRICULUM COMMITTEE** | | | | | |
| 2020-23 | Hospitality and Tourism Management (2214) (A.S.), Food and Beverage Management (6050) (T.C.) and Guests Services Specialist (6052) (T.C.) Program Modifications, Course Inactivations and New Course Replacements; Rooms Division Specialist (6053) (T.C.) Program Inactivation (DBOT approved 8/11/2020, pending SACSCOC approval for inactivation) | | | | |
| | | 2238 | HFT 1250 | The Management of Hotel/Motel Operations | Inactivate Course |
| | | 2208 | HFT 1500 | Marketing and Sales Management | Remove prereq HFT 1250 |
| | | 2228 | HFT 1300 | Hotel/Motel Housekeeping Management | Inactivate Course |
| | | 2238 | HFT 1410 | Front Office Management – Hotel/Motel | Inactivate Course |
| | | 2208 | HFT 1254 | Lodging Operations | New Course |
| | | 2208 | HFT 1441 | Hospitality Information Technology | New Course |
| | | 2208 | HFT 1750 | Expositions and Event Management | New Course |
| | | 2208 | HFT 2401 | Accounting for Hospitality Majors | New Course |
| 2020-24 | Firefighter (5820) (W.C.) New Program Replaces FLDOE Daggered Program Fire Fighter I/II (5720) (W.C.) (DBOT approved 8/11/2020, pending SACSCOC approval for inactivation) | | | | |
| | | 2218 | FFP 0010 | Fire Fighter I | Inactivate Course |
| | | 2218 | FFP 0020 | Fire Fighter II | Inactivate Course |
| | | 2208 | FFP 0030 | Fire Fighter I | New Course |
| | | 2208 | FFP 0031 | Fire Fighter II | New Course |
| 2020-25 | Health Assessment (NUR 3094) Course Modification within the Nursing (N200) (B.S.N.) Program | | | | |
| | | 2208 | NUR 3094C | Health Assessment | Add "C" Suffix; Remove 2 lecture hours and 1 lab hour and replace |
| 2020-26 | Ophthalmic Technician (2180) (A.S.) Program and Course Modifications | | | | |
| | | 2208 | OPT 2222 | Ocular Pathology and Pharmacology I | Remove prerequsite OPT 1330 |
| | | 2208 | OPT 2223 | Ocular Pathology and Pharmacology II | Remove prerequsite OPT 2802L |
| | | 2208 | OPT 2351 | Advanced Clinical Procedures II | Remove prerequsite OPT 2350 |
| | | 2208 | OPT 2801L | Vision Care Clinic II | Remove prerequsite OPT 1330 |
| | | 2208 | OPT 2802L | Vision Care Clinic III | Remove prerequsite OPT 2801L |
| | | 2208 | OPT 2940 | Ophthalmic Medical Practicum I | Remove prerequsite OPT 1110 |
| | | 2208 | OPT 2941 | Ophthalmic Medical Practicum II | Remove prerequsite OPT 2350 |

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# Systems Input

**Once a proposal has been approved, the office of Curriculum Services updates the College's data systems and communicates final approval Collegewide.**

- PeopleSoft Course Catalog
- Statewide Course Numbering System
- Course Outlines
- College Catalog
- SharePoint Site

- District Board of Trustees
- OIE for SACSCOC
- Financial Aid Funding
- Academic Advising Report
- Communication of Approvals



**A N N O U N C E M E N T**
As of June 2022, the College has engaged in a 5-year contract with Coursedog to create an enhanced curriculum process that will minimize multiple system date entry points and directly align approved curricular content with the College Catalog

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# Florida Department of Education (FLDOE), State Course Numbering System (SCNS), Accreditation, Board Approval and Financial Aid

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# Tour of the FLDOE Website

http://www.fldoe.org/



**FLORIDA DEPARTMENT OF EDUCATION**
fldoe.org

**FEATURED TOPICS**
- Hope for Healing
- Standards Review
- Office of Safe Schools
- More Featured Topics
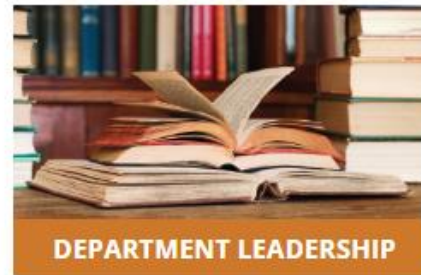
**DEPARTMENT LEADERSHIP**
- Governor Ron DeSantis
- Commissioner Manny Diaz, Jr.
- State Board of Education

**FLORIDIANS WITH DISABILITIES**
- Exceptional Student Education
- Division of Blind Services
- Division of Vocational Rehabilitation

**EARLY LEARNING**
- Kindergarten Readiness
- Voluntary Pre-Kindergarten

**K-12 PUBLIC SCHOOLS**
- Office of Safe Schools
- Standards and Instructional Support
- School Choice
- Just Read, Florida!

**HIGHER EDUCATION**
- Florida College System
- State University System
- Commission for Independent Education
- District Postsecondary Institutions

**CAREER & ADULT EDUCATION**
- Career & Technical Education
- Adult Education
- Apprenticeship Programs

**EDUCATOR RESOURCES**
- Certification
- FSA - Florida Standards Assessments
- Performance Evaluation

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# A Closer Look at the Curriculum Frameworks

https://www.fldoe.org/academics/career-adult-edu/career-tech-edu/curriculum-frameworks/

The Career & Technical Education (CTE) Programs section is responsible for developing and maintaining educational programs that prepare individuals for occupations important to Florida's economic development. Each program is aligned to a career cluster and is detailed in curriculum frameworks. With partners from education, business and industry, and trade associations, the curriculum frameworks include program standards that are both academically integrated and responsive to business and industry.

Click on one of the career clusters listed below to access a curriculum framework.

- Agriculture, Food & Natural Resources
- Architecture & Construction
- Arts, A/V Technology & Communication
- Business, Management & Administration
- Education & Training
- Energy
- Engineering & Technology Education
- Finance
- Government & Public Administration
- Health Science
- Hospitality & Tourism
- Human Services
- Information Technology
- Law, Public Safety & Security
- Manufacturing
- Marketing, Sales & Service
- Transportation, Distribution & Logistics
- Additional CTE Programs/Courses
  - Diversified Education
  - Instructional Support Services (Special Needs)
  - Other Career and Technical Education Programs

# A Closer Look at the Curriculum Frameworks

https://www.fldoe.org/academics/career-adult-edu/career-tech-edu/curriculum-frameworks/

# A Closer Look at the Curriculum Frameworks

https://www.fldoe.org/academics/career-adult-edu/career-tech-edu/curriculum-frameworks/

# A Tour of the SCNS

https://flscns.fldoe.org/

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# A Tour of the SCNS

https://flscns.fldoe.org/PbInstituteCourseSearch.aspx

**Search Courses** | **Browse Courses**

Find a course that contains:

| | |
|---|---|
| Institution Name | (ALL) |
| Discipline | COMPUTER SCIENCE & COMPUTING TECHNOLOGIES |
| Prefix | COP - COMPUTER PROGRAMMING |
| Course Status | Active / Course Number 2800 / TO... |
| Course Title | COURSE TITLE CONTAINS... |
| Course Description | COURSE DESCRIPTION CONTAINS... |

## Results

| Course | Institution Course Title | Discipline ID | Discipline | Prefix ID | Prefix | Institution | Status | Credentials | Credential Date |
|---|---|---|---|---|---|---|---|---|---|
| COP 1800 | JAVA | 010 | COMPUTER SCIENCE & COMPUTING TECHNOLOGIES | COP | COMPUTER PROGRAMMING | FGC | ACTIVE | | |
| COP 1800 | INTRODUCTION TO COMPUTER PROGRAMMING/JAVA | 010 | COMPUTER SCIENCE & COMPUTING TECHNOLOGIES | COP | COMPUTER PROGRAMMING | STU | ACTIVE | | |
| COP 1800C | JAVA PROGRAMMING I | 010 | COMPUTER SCIENCE & COMPUTING TECHNOLOGIES | COP | COMPUTER PROGRAMMING | KU | ACTIVE | | |
| COP 2800 | JAVA PROGRAMMING | 010 | COMPUTER SCIENCE & COMPUTING TECHNOLOGIES | COP | COMPUTER PROGRAMMING | CC | ACTIVE | | |
| COP 2800 | COMPUTER PROGRAMMING "JAVA" | 010 | COMPUTER SCIENCE & COMPUTING TECHNOLOGIES | COP | COMPUTER PROGRAMMING | DSC | ACTIVE | | |
| COP 2800 | INTRODUCTION TO JAVA PROGRAMMING | 010 | COMPUTER SCIENCE & COMPUTING TECHNOLOGIES | COP | COMPUTER PROGRAMMING | EFSC | ACTIVE | | |
| COP 2800 | JAVA PROGRAMMING | 010 | COMPUTER SCIENCE & COMPUTING TECHNOLOGIES | COP | COMPUTER PROGRAMMING | FSWSC | ACTIVE | | |
| COP 2800 | JAVA PROGRAMMING | 010 | COMPUTER SCIENCE & COMPUTING TECHNOLOGIES | COP | COMPUTER PROGRAMMING | HCC | ACTIVE | | |
| COP 2800 | JAVA PROGRAMMING | 010 | COMPUTER SCIENCE & COMPUTING TECHNOLOGIES | COP | COMPUTER PROGRAMMING | IRSC | ACTIVE | | |
| COP 2800 | PROGRAMMING WITH JAVA | 010 | COMPUTER SCIENCE & COMPUTING TECHNOLOGIES | COP | COMPUTER PROGRAMMING | LSSC | ACTIVE | | |
| COP 2800 | JAVA PROGRAMMING | 010 | COMPUTER SCIENCE & COMPUTING TECHNOLOGIES | COP | COMPUTER PROGRAMMING | MDC | ACTIVE | | |

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# Accreditation, Board Approval and Financial Aid

**Depending upon the type of curriculum presented, additional approval may be required!**

*EXAMPLES OF ITEMS THAT REQUIRE FURTHER APPROVAL:*

- New Programs
- Inactivated Programs
- Substantially Modified Courses or Programs
- Addition of New and/or Modification of Existing Off-Site Locations

*The office of Curriculum Services will...*

- ✓ Draft items for presentation to the College's District Board of Trustees
- ✓ Partner with the office of Institutional Effectiveness and Advancement to ensure notification to the institutional and/or specialized accreditor(s)
- ✓ Collaborate with the office of Financial Aid to ensure items that require ECAR submission are provided in a timely manner
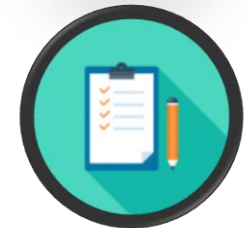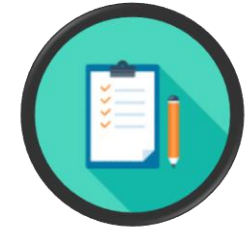
# Questions & Answers
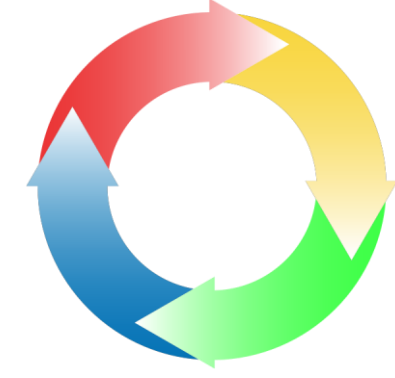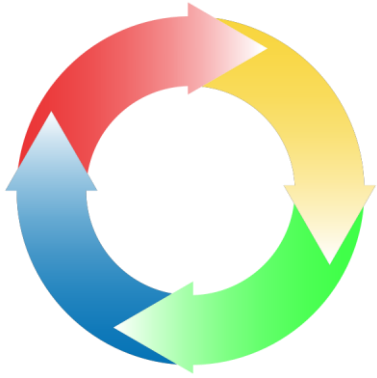


**Thank you so much for your participation.**

*If I can be of assistance to you with your curriculum process, please do not hesitate to contact me – I am happy to help.*

Ms. Rebecca A. Nelson

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rebecca.nelson@fscj.edu