

Navigating the Curriculum Design & Proposal Process



Presented by:
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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



Dedication to the Curriculum Process

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

Increase the Success of Students



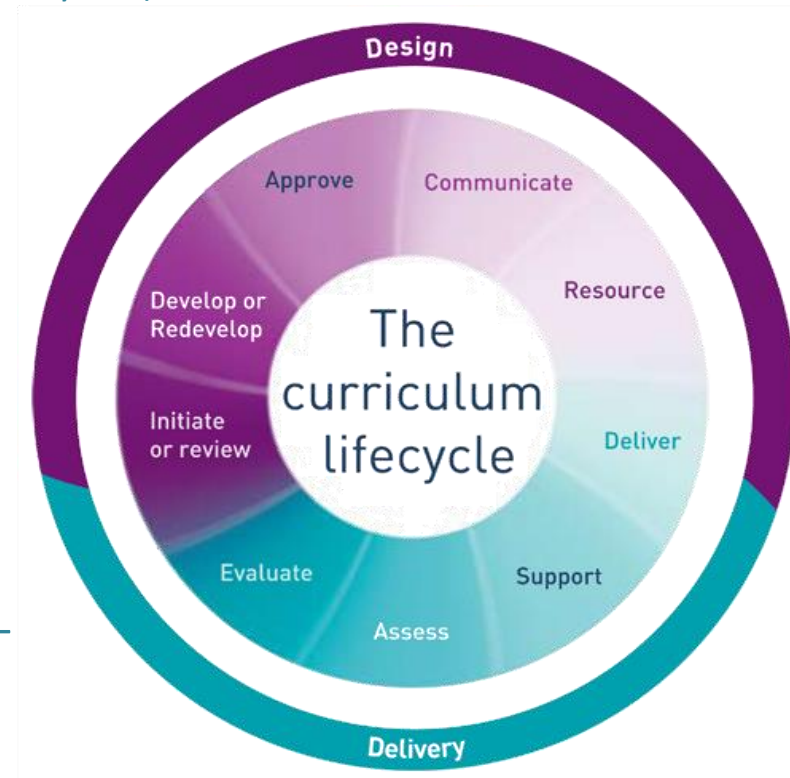
The Curriculum Lifecycle

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



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

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



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



FSCJ Florida State College
at Jacksonville

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](#).

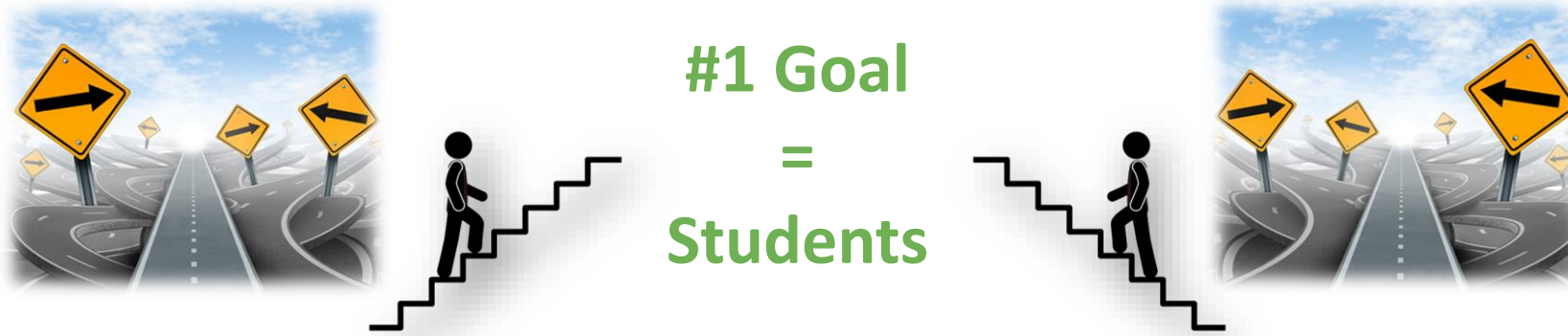
Curriculum Committee Meeting Date	Action Items Submission Date	SACSCOC and/or Title IV Submission Date
September 17, 2020	August 24, 2020	--
October 15, 2020	September 21, 2020	Proposals that have a Fall term 2021 implementation date and that require SACSCOC and/or Title IV approval should be submitted 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 <i>This date has been adjusted in observance of the Martin Luther King, Jr. holiday.</i>	--
March 18, 2021	February 16, 2021 <i>This date has been adjusted in observance of the President's Day holiday.</i>	--
April 15, 2021 <i>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.</i>	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.

Steps to Initiate Curriculum



- 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

Steps to Initiate Curriculum Continued...



- 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

Curriculum Proposal Design

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.

The Office of Curriculum Services

PROGRAM AND COURSE CURRICULUM PROPOSAL

Curriculum Proposal Title:
Insert Title Here

Curriculum Proposal Originator(s):
Insert Name Here

Table of Contents

I. Proposal Background and Summary	
✓ Title and Actions	✓ Curriculum Collaborations
✓ Implementation Term	✓ Cost Analysis
✓ Summary	✓ Articulation
✓ College Strategic Priorities	
II. Program Information	
✓ Framework	✓ Access
✓ Type	✓ Assessment Scores
✓ School	✓ Support
✓ Identifier	✓ Occupational Completion Points (Clock Hour Only)
✓ Labor Market Data	✓ Impact
III. Program Accreditation	
✓ Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Assessment	✓ SACSCOC Timeline School Specialized Assessment
IV. Program Funding and Reporting	
✓ Financial Aid	✓ Gainful Employment
✓ Financial Aid Assessment	✓ Gainful Employment Assessment
V. Program Page	
✓ College Catalog Layout	✓ Recommended Course Sequence by Term
VI. Course Information	
✓ Assignment	✓ Eligibility
✓ Identifier	✓ Impact
VII. Course Outline	
✓ College Layout	✓ Learning Outcomes and Assessment
VIII. Addenda	
✓ Faculty Support (Optional)	✓ Program Inactivation (Notice to Students, District Board of Trustees Item and SACSCOC Approval)
✓ Program Advisory Committee Meeting Minutes	
IX. Signatures	
Obtained by Proposal Originator(s) Prior to Submission to Curriculum Services	Obtained by Curriculum Services on behalf of Proposal Originator(s)
✓ Faculty Member	✓ Technical Quality Review
✓ Instructional Program Manager or Department Chair	✓ SACSCOC Liaison
✓ Director or Dean	✓ Associate Provost or Associate Vice President or Executive Director or Vice President of FSCJ Online and Workforce Education
	✓ Curriculum Committee Chair
	✓ Provost/Vice President of Academic Affairs

The Office of Curriculum Services Use Only

Once the Office of Curriculum Services receives a complete proposal with the required signatures, a tracking form review will be conducted with findings communicated to the faculty member, instructional program manager.

Date Received by the Office of Curriculum Services
Month, Day, Year

Tracking Number Assigned by the Office of Curriculum Services
2019-2020

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

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Framework
The Florida Department of Education (FLDOE) classifies each program according to its discipline area/career cluster. The FLDOE compiles a curriculum framework for each program that identifies information such as program title, program hours, CIP code(s), SOC code(s), program standards and occupational completion points (PSAV only). The information requested below is assigned by the FLDOE according to the current edition of the academic year curriculum framework. The Office of Curriculum Services will assign the initial program code for all new programs. Existing programs must maintain their current program code unless previously discussed with the Office of Curriculum Services and the proposal is identified as a substantive change by the OIEA requiring SACSCOC notification.

Type
Identify the program of study/degree type that best aligns with the actions identified within the proposal:

<input type="checkbox"/> Bachelor of Science	<input type="checkbox"/> Bachelor of Applied Science	<input type="checkbox"/> Bachelor of Science in Nursing
<input type="checkbox"/> Associate in Arts	<input type="checkbox"/> Associate in Science	<input type="checkbox"/> Associate in Applied Science
<input type="checkbox"/> Technical Certificate	<input type="checkbox"/> Advanced Technical Certificate	<input type="checkbox"/> PSAV/Clock Hour/Workforce
<input type="checkbox"/> Applied Technical Diploma	<input type="checkbox"/> Adult Studies	<input type="checkbox"/> Other Use this space to identify program type if not listed.

School
Identify the program of study/degree type that best aligns with the actions identified within the proposal:

<input type="checkbox"/> Liberal Arts and Sciences	<input type="checkbox"/> Business, Professional Studies, and Public Safety	<input type="checkbox"/> Technology and Industry
<input type="checkbox"/> Health, Education, and Human Services	<input type="checkbox"/> Other	Use this space to identify program school if not listed.

Identifier
Specify the program information and appropriate identification numbers that the actions within the proposal impact. The program code is assigned by the College. The program title, program hours and information for the State CIP Number are assigned by the FLDOE according to the current edition of the academic year curriculum frameworks. The information for the Federal CIP Number is assigned by the Federal Department of Education, National Center for Education Statistics.

Program Title (Assigned by FLDOE)				
Program Hours (Assigned by FLDOE)				
State CIP Number (Assigned by FLDOE)	Program Code (Assigned by the College)			
	New and/or Revised?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Federal CIP Number (Assigned by USDOE-NCES)	New and/or Revised?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Labor Market Data
Identify the labor market data that the actions within the proposal impact. The information for the SOC Number is assigned by the FLDOE according to the current edition of the academic year curriculum frameworks. The information for SOC NAV military programs is determined by the Service Members Opportunity Colleges. The information for specific salary range(s) for a particular SOC number is assigned by the Florida Department of Economic Opportunity, Occupational Employment and Wages. The information for estimated employment and growth is assigned by the Florida Department of Economic Opportunity, Employment Projections Data.

Occupation Title			
SOC Number	SOC NAV Number (Military & Veteran Use)		
Entry Wage	Median Wage		

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.

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Impact	
Identify any impact based on the actions identified within the proposal. Provide a brief statement in response to each question.	
Will the actions identified within the proposal meet a specific student success, workforce, or university transfer need?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If YES, identify the specific student success, workforce, and/or university transfer needs.	
Will additional programs of study be indirectly impacted by the actions identified within the proposal?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If YES, identify the specific program by title, program code and degree type. Also, include information about the impacted programs and the plan for addressing any concerns.	
Are currently enrolled and/or past term students affected by the actions identified within the proposal?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If YES, identify any concerns and how you plan to communicate the actions to currently enrolled and/or past term students. Include the approximate number of students impacted.	
Are the actions identified within the proposal based on student cohorts?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If YES, identify how the actions affect currently enrolled student cohorts and/or future term student cohorts.	
Will the actions identified within the proposal provide students with a teach-out plan in order to complete their program of study with minimal disruption or additional expense?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If YES, identify the specific details of the teach-out plan, the length of time the teach-out plan will be maintained, and agreements for specific teach-out periods with other institutions.	
A teach-out plan is a written plan developed by an institution that provides for the equitable treatment of students if an institution, or an institutional location that provides fifty percent or more of at least one program, ceases to operate before all students have completed their program of study, and may include, if required by the institution's accrediting agency, a teach-out agreement between institutions. Teach-out plans must be approved by SACSCOC in advance of implementation.	
Will the actions identified within the proposal affect students due to a program replacement and/or program inactivation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If YES, in Appendix C, attach a copy of the notification of program closure including alternate programs that may serve as transfer options and the length of time students have to complete their current program of study.	
For any program inactivation, the last term in which a student can enroll must be identified as the term immediately preceding the requested term for program closure (e.g., fall term 2018 = program closure; summer term 2019 = last enrollment term).	

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.

College Catalog Program Page

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



Nursing (R.N.) (2330) (A.S.)

Associate in Science

This is a Limited Access program.

Mission/Purpose

The mission of the ADN program of Florida State College at Jacksonville is to provide nursing education for culturally diverse students, preparing them to be successful on the NCLEX-RN licensure examination and to practice as entry-level registered nurses in multi-variant settings as members of the healthcare profession.

The Program

The ~~A.S. Associate in Science degree~~ Nursing program combines general education and professional courses including lecture, laboratory, and clinical education components. Graduates of the program are prepared to function as entry-level practitioners and are qualified to take the National Council for Licensure Examination (NCLEX - RN) to become licensed as a registered nurse (RN). Admission to the program is limited and is based on academic performance and other criteria.

You may repeat a Nursing (NUR) course in an attempt to improve a grade previously earned. However, you are limited in your attempts to courses where an "F," or "FN" grade was earned. You have only two total attempts in any NUR course, including the original attempt and one repeat attempt or withdrawal. Upon the second attempt in a course, you must earn an "A," "B," "C," or "F." An "F" on the second attempt of the same NUR course or an "F" on a second NUR course will result in dismissal from the program with no option to re-enter or reapply. A failure of the same course earned at another institution does not count as an original course failure for the Nursing program at Florida State College at Jacksonville.

A minimum grade of "C" or better is required in all professional nursing coursework.

Embedded-Certificate(s)

A technical certificate, Scientific Workplace Preparation (6502) (T.C.), is included as an option within this degree program. Students may pursue the A.S. degree and earn the technical certificate while completing the requirements for the degree, or pursue the certificate to develop or upgrade their skills. Contact an advisor to determine the career education path that is best for you.

Please note that by being enrolled in Nursing (R.N.) (2330) (A.S.) you may automatically meet the requirements for the aforementioned technical certificate. If you meet the requirements for the technical certificate, as a result of being enrolled in Nursing (R.N.) (2330) (A.S.), you may automatically be awarded the technical certificate upon meeting its requirements as well. If you choose to opt out of this automatic awarding of a technical certificate please contact an advisor to do so.

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

Assignment

The Florida Department of Education (FLDOE) compiles a curriculum framework for each program which includes curriculum benchmark standards required for the course(s) identified within a program. Not all course(s) are included within a program as some may be identified as electives. The FLDOE classifies each course according to its discipline area and prefix. Course information is maintained via the State Course Numbering System (SCNS). The organizational schema for SCNS utilizes a three-letter prefix and four-digit identification. The first digit denotes the course level (freshman, sophomore, etc.) and is recommended by each institution, while the three-letter prefix and three-digit number are utilized for categorization of content. Each course number may include a lab code ("L") that denotes a laboratory or a combination code (C/L) that denotes a combination lecture/laboratory course.

Identifier

Identify the course(s) that are affected by the actions identified within the proposal. Include course prefix/number and course title. Include the implementation term for each course. Carefully consider any impact a new, modified, inactivated or reactivated course may have on current and/or future term students.

Prefix/Number	Title	Effective Term (e.g., Fall 2018 (2183))	Dept ID	New	Modify	Inactivate	Reactivate
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The Department ID is to be added by academic administrators for instructional payment.

Eligibility

Identify any eligibility requirement(s) that may be associated with a course action identified within the proposal:

Gordon Rule of Writing Requirement? ☐ Yes ☐ No

If YES, identify the specific course prefix/number and course title, and address any concerns.

The following statement must be added to each communication course identified as "Gordon Rule" eligible: This course fulfills the "Gordon Rule" writing requirement and must be completed with a grade of "C" or higher (pursuant to State Board of Education Rule 6A-10.030).

Per State Board of Education Rule 6A-10.030(a) a College student must successfully complete the following: Six (6) semester hours of English coursework and six (6) semester hours of additional coursework in which the student is required to demonstrate college-level writing skills through multiple assignments. Each institution shall designate the courses that fulfill the writing requirements of this section. These course designations shall be submitted to the Statewide Course Numbering System. An institution to which a student transfers shall accept courses so designated by the sending institution as meeting the writing requirements outlined in this section.

Gordon Rule of Computation Requirement? ☐ Yes ☐ No

If YES, identify the specific course prefix/number and course title, and address any concerns.

The following statement must be added to each mathematics course identified as "Gordon Rule" eligible: This course fulfills the "Gordon Rule" computation requirement and must be completed with a grade of "C" or higher (pursuant to State Board of Education Rule 6A-10.030).

Per State Board of Education Rule 6A-10.030(b) a College student must successfully complete the following: Six (6) semester hours of mathematics coursework at the level of college algebra or higher. For the purposes of this rule, applied logic, statistics and other such computation coursework which may not be placed within a mathematics department may be used to fulfill three (3) hours of the six (6) hours required by this section.

Earn Credit More Than Once? ☐ Yes ☐ No

If YES, identify the specific course prefix/number and course title, and address any concerns.

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



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, <i>Keys to Success in College, Career, and Life</i> , latest edition, Prentice Hall
	Skip Downing, <i>On Course</i> , 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



Important Note:



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.



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



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)

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.



CURRICULUM PROPOSALS AT A GLANCE SEPTEMBER 23, 2020

For questions regarding specific curriculum actions, please contact curriculum@fscj.edu or visit our web site at Curriculum Services.

Proposals Pending Curriculum Committee Recommendation				
The following proposals are pending Curriculum Committee recommendation to the Provost and Vice President of Academic Affairs for final approval:				
Curriculum Committee	Proposal Title	Originators	Effective Term	Description/Notes
Oct. 15, 2020	Early Childhood Education (T100) (B.S.) and Early Childhood Management (2203) (A.S.)	Yakup Bilgili, Jackie Rippy and Guerino Terracciano	Spring Term 2021 (2212) and Summer Term 2021 (2215)	Program and Course Modifications; New Course Addition
Oct. 15, 2020	Educator Preparation Institute (F222) (C.P.P.)	Yakup Bilgili, Jackie Rippy and Guerino Terracciano	Spring Term 2021 (2212)	Program and Course Modification
Oct. 15, 2020	Environmental Science Technology (2166) (A.S.), Environmental Science Technician (6022) (T.C.), Hazardous Materials Specialist (6021) (T.C.)	Joseph Husband	Spring Term 2021 (2212)	Course Modifications
Oct. 15, 2020	Heavy Equipment Operation (566B) (Heavy Equipment Operation – APPR); Jar Heat and Frost (564A) (Commercial and Industrial Insulation – APPR); NEFB Electrical (565E) (Electrician APPR); NEFB Heating and Air Conditioning (560H) (Air Conditioning, Refrigeration and Heating Technology (PS) – APPR); NEFB Plumbing (565P) (Plumbing Technology); Structural Steel Work (566C) (Structural Steel Work – APPR); United Union Roofers (567A) (Carpentry – APPR)	Melanie Ferren and Karen Arlington	Spring Term 2021 (2212)	Apprenticeship Program and Course Inactivations SACSCOC pending; DBOT pending
Oct. 15, 2020	Massage Therapy (5700) (C.C.)	IPM Schevell Golden	Fall Term 2021 (2218)	Program and Courses Inactivation SACSCOC pending; DBOT pending
Oct. 15, 2020	Medical Laboratory Technology (2220) (A.S.)	Robin Bradshaw	Spring Term 2021 (2218)	Program Modification
Oct. 15, 2020	Nursing Assistant (Articulated) (5131) (C.C.)	Kathryn Millspaw	Fall Term 2021 (2218)	Program and Course Inactivations SACSCOC pending; DBOT pending

Proposals Recommended by the Curriculum Committee				
Pending Provost and Vice President of Academic Affairs Approval				
The following proposals were recommended by the Curriculum Committee and were subsequently presented to the Provost and VP of Academic Affairs for approval:				
Curriculum Committee	Proposal Title	Originators	Effective Term	Description/Notes
Sept. 17, 2020	College Academic Orientation (SLS 1101); and College Experience (SLS 1102); Increasing Personal Effectiveness (SLS 1200); Career Exploration (SLS 1304); Learning with Technology (SLS 1570) and Effective Living (SLS 2604)	Amy Baskin and Heidi Marshall	Fall Term 2020 (2208)	A.A. Elective Course Modification and New Courses
Sept. 17, 2020	Funeral Services (2161) (A.S.) and Florida Funeral Director (6154) (T.C.)	Howard Beckham	Fall Term 2020 (2208)	Course Modifications
Sept. 17, 2020	Practical Nursing (5657) (C.C.)	Kathryn Millspaw	Fall Term 2021 (2218)	Program and Course Modifications; Course Inactivations

Program Types: A.A.: Associate in Arts; A.S.: Associate in Science; A.A.S.: Applied Associate in Science; T.C.: Technical Certificate; B.A.S.: Bachelor of Applied Science; B.S.: Bachelor of Science; B.S.N.: Bachelor of Science in Nursing; P.S.A.V.: Postsecondary Adult Vocational Certificate

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.

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 prerequisite OPT 1330
		2208	OPT 2223	Ocular Pathology and Pharmacology II	Remove prerequisite OPT 2802L
		2208	OPT 2351	Advanced Clinical Procedures II	Remove prerequisite OPT 2350
		2208	OPT 2801L	Vision Care Clinic II	Remove prerequisite OPT 1330
		2208	OPT 2802L	Vision Care Clinic III	Remove prerequisite OPT 2801L
		2208	OPT 2940	Ophthalmic Medical Practicum I	Remove prerequisite OPT 1110
		2208	OPT 2941	Ophthalmic Medical Practicum II	Remove prerequisite OPT 2350

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



ANNOUNCEMENT

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 data entry points and directly align approved curricular content with the College Catalog

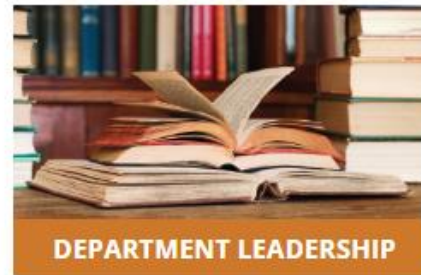
Florida Department of Education (FLDOE), State Course Numbering System (SCNS), Accreditation, Board Approval and Financial Aid

Tour of the FLDOE Website

<http://www.fldoe.org/>



- › Hope for Healing
- › Standards Review
- › Office of Safe Schools
- › More Featured Topics



- › Governor Ron DeSantis
- › Commissioner Manny Diaz, Jr.
- › State Board of Education



- › Exceptional Student Education
- › Division of Blind Services
- › Division of Vocational Rehabilitation



- › Kindergarten Readiness
- › Voluntary Pre-Kindergarten



- › Office of Safe Schools
- › Standards and Instructional Support
- › School Choice
- › Just Read, Florida!



- › Florida College System
- › State University System
- › Commission for Independent Education
- › District Postsecondary Institutions



- › Career & Technical Education
- › Adult Education
- › Apprenticeship Programs



- › Certification
- › FSA - Florida Standards Assessments
- › Performance Evaluation

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



<https://www.fl DOE.org/academics/career-adult-edu/career-tech-edu/curriculum-frameworks/>

Degree & Certificate Programs

- Standards
- After successfully completing this program, the student will have demonstrated mastery the following student learning outcomes:
- 1. Identify and apply statistical methods used in data science problems.
 - 2. Identify and apply transformation processes used with data sources.

<u>Accommodat</u>	<u>Purpose</u>
Federal and st individual need documentation Accommodat Accommodat accommodat demands and Documentation	This certificate program is part of the Data Science Technology AS degree program (1530700100). A College Credit Certificate consists of a program of instruction of less than sixty (60) credits of college-level courses, which is part of an AS or AAS degree program and prepares students for entry into employment (Rule 6A-14.030, F.A.C.). This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Information Technology career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Information Technology career cluster. The content includes but is not limited to in-depth instruction on activities performed in the modeling, visualization and analysis of acquired data, and extraction of knowledge or insights using statistical processes and systems. Additional topics include advanced acquisition, preprocessing, and transformation processes used with data sources. The program offers transient and professional students the opportunity to demonstrate their Data Science Technology knowledge by completing relevant coursework in data acquisition, manipulation, and analytics.
<u>Additional Re</u> For additional Arts Credit ant http://www.flds.edu	Additional Information relevant to this Career and Technical Education (CTE) program is provided at the end of this document.

A Closer Look at the Curriculum Frameworks

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

Program Planning

- [Alphabetical List of 2021-22 Secondary/Career Certificate CTE Programs](#) (Excel)
- [Alphabetical List of 2020-21 Secondary/Career Certificate CTE Programs](#) (Excel)
- [Alphabetical List of 2019-20 Secondary/Career Certificate CTE Programs](#) (Excel)
- [Alphabetical List of 2021-22 AS/AAS/CCC/ATD Programs](#) (Excel)
- [Alphabetical List of 2020-21 AS/AAS/CCC/ATD Programs](#) (Excel)
- [Alphabetical List of 2019-20 AS/AAS/CCC/ATD Programs](#) (Excel)
- [Alphabetical List of 2021-22 Apprenticeship Programs](#) (Excel)
- [Alphabetical List of 2020-21 Apprenticeship Programs](#) (Excel)
- [Alphabetical List of 2019-20 Apprenticeship Programs](#) (Excel)
- [CAPE Industry Certification Funding List](#) (Current)
- [CAPE Postsecondary Industry Certification Funding List](#)
- [Historical Change Document - CTE](#) (Excel)
- [Change Document - CTE 2022-23](#) (RTF)
- [Change Document - CTE 2021-22](#) (RTF)
- [Change Document - CTE 2020-21](#) (RTF)
- [CTE Postsecondary Programs Impacted by Federal CIP](#) (Excel)
- [2019-2020 FCS & DCAE CIP Crosswalk](#) (Excel)
- [Cooperative Education Manual](#)
- [Course Code Directory](#)
- [CTE Courses that Fulfill the Graduation Designation for](#) (Excel)
- [CTE Courses that Fulfill the Graduation Designation for](#) (Excel)
- [CTE Teacher Certification 2.0](#) (Excel)
- [Programs of Work](#)
- [Request for Addition to the Bright Futures Course Table](#)
- [SCNS Matrix - 2020-21](#) (Excel)
- [SCNS Matrix - 2019-20](#) (Excel)
- [State Requirements for Educational Facilities \(SREF\) and](#)
- [Statewide Demand Occupation List](#)

New Program Request Forms

AS Degree Programs

- [AS Degree New Program Request Form](#) (Word)
- [AS Degree Curriculum Framework Template](#) (Word)

AAS Degree Programs

- [AAS Degree New Program Request Form](#) (Word)
- [AAS Degree Curriculum Framework Template](#) (Word)

College Credit Certificate Programs

- [College Credit Certificate Programs](#) (Word)
- [College Credit Certificate Curriculum Framework Template](#) (Word)

Career Certificate Programs

- [Career Certificate New Program Request Form](#) (Word)
- [Career Certificate Curriculum Framework Template](#) (Word)

[Labor Market Demand Overview](#) (PDF)

Please use this for all new program requests.

FLDOE CHANGE DOCUMENT

2022-2023 Career Education Program Course Standards Information Technology Cluster

CONTACT: [Nina Fe Awong](#), 850-245-9020, Ninafe.Awong@fldoe.org

Program/Course Title	CIP #	Secondary #	Career Certificate #	AS / CCC Program	Change
New Programs/Courses					
None					
Changed Programs/Courses					
Integrated Information Technology	0511010314	9003500			Add AP Computer Science Principles 0200335 as an alternative option to Programming Principles 9003540
Data Science Technology AS	1530700100			AS	Updated SOC from 15-1199 to 15-2051
Computer Information Technology	1511010307			AS	Deletion: Mobile Device Specialization (standards added to AS degree)
Daggered Programs					
Business Computer Programming	0511020202		B070320		This program is daggered to be deleted in the 23-24 school year.
Mobile Devices Technology	0511010309			CCC	This program is daggered to be deleted in the 23-24 school year.
Oracle Certified Database Developer	0511020308			CCC	This program is daggered to be deleted in the 23-24 school year.
E-Business Technology	1552120107			AS	This program is daggered to be deleted in the 23-24 school year.
E-Business Technology Technical Certificate	0552120104			CCC	This program is daggered to be deleted in the 23-24 school year.
E-Business Technical Certificate	0552120101			CCC	This program is daggered to be deleted in the 23-24 school year.

A Tour of the SCNS

<https://flscns.fldoe.org/>



Statewide Course Numbering System

For assistance, please contact: [Administrator](#)



Welcome to Florida's Statewide Course Numbering System. Created in the 1960s, it is a key component of Florida's K-20 seamless system of articulation. The system provides a database of post-secondary courses at public vocational- technical centers, community colleges, universities, and participating nonpublic institutions. The assigned numbers describe course content to improve research, assist program planning, and facilitate the transfer of students.

Please use the [links on the top](#) to find institution course information, reports, and more about the SCNS and articulation in Florida.

Latest News

- [2022 SCNS Handbook](#)

Institution Contacts & Discipline Coordinators

Username:

Password:

[Log In](#)

[Forgot Password / First-Time Login](#)

A Tour of the SCNS

<https://flscns.fl DOE.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...



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		

Accreditation, Board Approval and Financial Aid

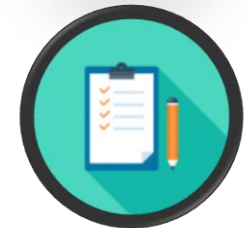
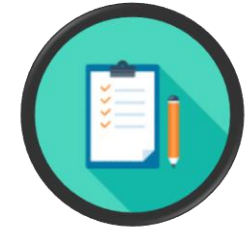
Depending upon the type of curriculum presented, additional approval may be required!

EXAMPLES OF ITEMS THAT REQUIRE FURTHER APPROVAL:

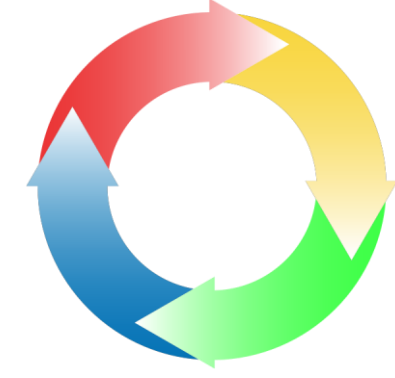
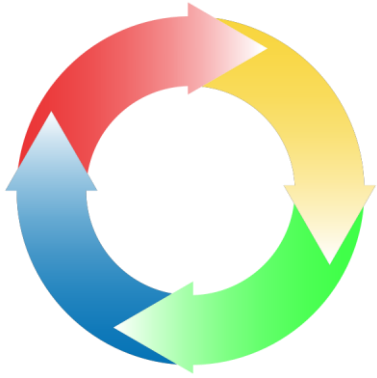
- New Programs
- Inactivated Programs
- Substantially Modified Courses or Programs
- Addition of New and/or Modification of Existing Off-Site Locations

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

Office: (904) 632-3274 | Cell: 904-207-2043

rebecca.nelson@fscj.edu