MANUAL OF PROCEDURE

PROCEDURE NUMBER: 8150

PROCEDURE TITLE: **USE OF CURRICULUM FORMS**

STATUTORY REFERENCE:

BASED ON POLICY: **VIII-3: OBJECTIVES – CURRICULUM & INSTRUCTION**

EFFECTIVE DATE: **October 15, 1982**

LAST REVISION DATE: **April 10, 2006**

LAST REVIEW DATE: **April 10, 2006**

I.   PURPOSE:

To provide information and directions regarding MDC curriculum procedures and forms utilized for initiating proposals for new courses or programs, or requesting changes or deletions to existing courses or programs. (For Out-of-District Study Programs, see College Procedure 8881. To establish a "user fee" for a course, follow the directions provided in College Procedure 1164, User Fees.)

II.   CURRICULUM PROCEDURES AND FORMS AUTHORIZED BY THE COLLEGE-WIDE ACADEMIC & STUDENT SUPPORT COUNCIL (CASSC):

The following course forms and processes must flow from the Discipline/School Committees, through the Department Chair, Campus Academic Dean, Academic Deans Council, Campus CASSC and College-wide CASSC; new program proposals must also flow through the Provost for Education, and the MDC Executive Committee and MDC Board of Trustees (refer to the *MDC Academic Approval Process* flow chart) http://www.mdc.edu/asa/curriculum.asp (*under descriptive summaries*).

The entire process can take several months and faculty are encouraged to submit proposals in a timely manner (refer to the CASSC – Campus/Deans Meetings website for calendar planning assistance http://www.mdc.edu/cassc/documents/cassc_calendar.pdf).

For courses to be included in the MDC Catalog, proposals must be submitted no later than January.

Note: Baccalaureate proposals must be submitted to the State Board of Education no later than August 1 of the year *preceding* the date of implementation; consequently, all baccalaureate proposals should begin two years in advance.

The MDC Office of Academic Programs serves as resource for all course and curriculum action and should be consulted throughout the process for assistance. Phone numbers: 305.237.7479, 7.3138, or 7.3731

STEP 1: *CASSC Form 102-CURRICULUM ACTION – COURSE*
http://www.mdc.edu/asa/documents/102CurriculumActionCourseForm.doc
located on the ASA → Forms website). This form is to be utilized when adding new courses, changing or deleting existing courses, or designating courses as "Honors". (For Experimental courses, refer to Steps 1A through 2 only.)

STEP 1A: *CAASC Form 105A: Course Information/Approval-Experimental Course*
http://www.mdc.edu/asa/documents/105AExperimentalCourseForm.doc
This form provides a shortened procedure for approval of new Occupational and/or A&P credit courses to permit a timely response to educational needs in the community. Utilize this from only when the campus must move quickly to provide experimental instruction to an identified population and may be offered for no more than two terms using the appropriate X900 series course numbers. If the course is to be extended beyond two terms, CASSC form 102 must be submitted.

   a. The Discipline/School Committee approves the request, and the originating department chair completes *CASSC Form 102 or 105A* and forwards the information to the Campus Academic Dean and the MDC Office of Academic Programs (refer to the MDC Academic Approval Process flow chart http://www.mdc.edu/asa/curriculum.asp [*under descriptive summaries]*).
   b. The Campus Academic Dean submits the proposal to the Academic Deans Council for review. Refer to the schedule posted on the CASSC → Campus/Deans Meetings website for specific dates. http://www.mdc.edu/cassc/documents/cassc_calendar.pdf
   c. Prior to a curricular item being placed on the Academic Deans Council agenda, the District Office of Academic Programs reviews the suggested course prefix, number, title, description, and MDC database special designators for accuracy (e.g., program codes, pre-requisites, etc.).

The following attachments are to be included with CASSC Form 102 or 105A:
   • Course goals/objectives and rationale. (Recommendation: All MDC courses are evaluated and should be built based upon established evaluation criteria. Refer to the following for guidelines: *Miami Dade Program Review Process* located on the ASA → Curriculum website. http://www.mdc.edu/asa/documents/ProgramReviewDocuments.pdf

   • Course Competencies. Refer to the following for guidelines: *Course Competency Guideline*s located on the ASA→Curriculum website http://www.mdc.edu/asa/documents/CourseCompetencyGuidelines.pdf

   • Student Learning Outcomes. Refer to the *Miami Dade Program Review Process* located on the ASA→Curriculum website: http://www.mdc.edu/asa/documents/ProgramReviewDocuments.pdf

   • Course Syllabus which includes course goals, objectives and competencies, suggested instructional strategies, and plans for assessing student learning located on the College Training&Development→Resources→SyllabusTemplate web-site http://www.mdc.edu/ctd/resources/syllabustemplate.doc

- Updated Program Sheet or General Education Sheet with indicated additions/deletions clearly marked.

- ***CASSC Form 109-College and Vocational Credit Course User Fee Request Form*** located on the ASA→Forms website must be completed if special user fees are required. http://www.mdc.edu/asa/documents/109FeeForm.doc

- *MDC Honors Course Syllabus* (if applicable), located on the ASA → Curriculum website website http://www.mdc.edu/asa/curriculum.asp (under descriptive summaries).

- *Florida Common Course Prerequisite Criteria* (if applicable), located on the FACTS.org →Advising Manuals→ Common Prerequisite Manual website: http://www.facts.org

- *Catalog Description* (limit to 50 words or less).

SCNS COURSE PREFIX/NUMBER ASSISTANCE:
For assistance in determining the appropriate course prefix and number, utilize the following websites and/or contact the MDC Office of Academic Programs (7.7479):
- State Common Course Numbering System: http://scns.fldoe.org/scns/public/pb_index.jsp
  - o   →Click on Find a Course. Note: browse for State-wide or Institutional courses)
  - o   →Enter Prefix
  - o   →Click on course(s) of interest (use "go" button at top to browse pages).
- FACTS.org http://www.facts.org
  - o   →Click on Advising Manuals for
    - ▪   *Common Pre-requisites Manual*
    - ▪   *Statewide Articulation Manual*

STEP 2: *CASSC Form 104-REQUEST FOR INSTRUCTIONAL SUPPORT MATERIALS*
http://www.mdc.edu/asa/documents/104InstructionalSupportMaterials.doc *(l*ocated on the ASA→Forms website). The originating Chair completes CASSC Form 104 with the assistance of the Library and Media Services Directors and submits it with all requests for new courses and programs requiring instructional support materials.

*******NOTE: If requesting a new ***course only*** go to STEP 4. *********

STEP 3: *CASSC Form 103-CURRICULUM ACTION – PROGRAM*
http://www.mdc.edu/asa/documents/103CurriculumActionProgramForm.doc (located on the ASA→Forms website). This form is to be utilized when approval has been obtained from the Miami Dade College Executive Committee for the concept and development of new programs (Baccalaureate/Associate/College Credit Certificate/Advanced Technical Certificate/Vocational Credit Certificate).   This form is also used to add new program codes or to change or delete existing programs or program codes.
For new programs, the following information is to be attached to the proposal (CASSC Form 103):

A. Justification/Rationale which includes the documented need and the support materials for the proposed program.
   1. If developing a new baccalaureate proposal, use the following links:
      - ***State Baccalaureate Proposal for Community Colleges document:*** http://www.fldoe.org/CC/Educators/word/cc_bach_template.doc
      - ***Community College Baccalaureate Proposal Approval Process Time Line Summary***: http://www.fldoe.org/CC/Educators/pdf/cc_bach_timeline_summary.pdf
   2. For all other programs use the following links:
      - *New Program Needs Analysis* guidelines located on the ASA→Curriculum website http://www.mdc.edu/asa/documents/NeedsAnalysis.pdf
      - Additional information regarding support materials for the Needs Analysis can be found beginning on page two, in the *Program Review Process* document located on the ASA→Curriculum website. http://www.mdc.edu/asa/documents/ProgramReviewDocuments.pdf

      The *Needs Analysis,* a comprehensive document, must be developed and must include the following:
      1. Documented need
      2. *Targeted Occupational List* information
         - http://www.workforceflorida.com/wages/wfi/partners/tol/index.htm
      3. *Labor Market Statistics* information
         - http://www.employflorida.net/researchers.htm
      4. Survey Instrument Data
      5. Description of Target Population
      6. Name and Number of Businesses in Sample
      7. Business/Industry Recommendations/Endorsements
      8. Projected Student Enrollment/Graduate Placement
      9. Student Interest Data
      10. Admission Criteria
      11. Ability to Provide Resources (Budget/Faculty (including credentials), Library Resources, Facilities, Future Employment/Salary Information
      12. Timetable for Implementation

B. *State Program Standards/Curriculum Framework* (if applicable) located on the Florida DOE website: http://www.firn.edu/doe/dwdframe/ →**Community College→ Curriculum Frameworks and Student Performance Standards**
   a. For Vocational Credit Certificates: Program Length Document (PSAV) (PDF)
                or
   b. Community College Program Length Document (PDF)
C. *Catalog Description* (limit to 50 words or less)
D. *Curriculum Action-Course* form(CASSC form 102)
E. *Articulation information* located on the FACTS.org → Advising Manuals website. http://www.facts.org
   - *Common Prerequisite Manual*
   - *Statewide Articulation Manual*
F. *Program Sheet(s)* for all programs with deletions and additions clearly marked.

STEP 4:
Upon completion of the originating campus curriculum development process and upon obtaining appropriate signatures, the originating Campus Academic Dean distributes the proposal to the Academic Deans Council. Prior to a curricular item being placed on the Academic Deans council agenda, the District Office of Academic Programs reviews the suggested course prefix, number, title, description, and MDC database special designators. The Academic Deans Council normally meets the second Thursday of each month. Items to be included on the agenda must reach the Associate Provost for Academics two weeks prior to the meeting.

STEP 5:
Upon approval by the Academic Deans Council, the proposal is submitted to the Campus CASSCs. Feedback is provided on the *CASSC Feedback Form* located on the ASA → Forms website. http://www.mdc.edu/asa/documents/114CASSCFBForm.doc

STEP 6:
The proposal is submitted to the CASSC Coordinating Committee for review and inclusion on the College-wide CASSC agenda.

STEP 7:
The proposal is submitted to the College-wide CASSC for vote.

STEP 8:
The proposal is submitted to the Associate Provost for Academics and to the College Provost for Education.

STEP 9:
Upon approval by the College-wide CASSC and the College Provost for Education, a *Curriculum Report* is generated by the Associate Provost for Academics and distributed to:
- Admissions/Registrar
- Academic Advisement
- Academic Deans
- Student Deans
- Scheduling Clerks
- Director of Academic Programs
- Provost for Education

STEP 10:
The new proposal(s) is submitted by the MDC District Office of Academic Programs to the Florida Department of Education for approval of program(s) and inclusion of coursework in the State Course Numbering System (SCNS).
NOTE: For baccalaureate proposals, the State Board of Education must receive the request no later than August 1 of the year *preceding* the date of implementation; consequently, all baccalaureate proposals should begin two years in advance.

STEP 11:
Following approval by the SCNS, the MDC Office of Academic Programs will complete the appropriate transactions to the MDC student information system for registration, degree audit, course catalog systems, and apply the information to appropriate websites.

PRESIDENT   DATE