

**Miami Dade College**  
**Proposed**  
**Baccalaureate Proposal Development**

**Funding and Resources**

Working with the Provost for Academic and Student Affairs, the Campus President will identify necessary funds and resources to accomplish the proposal. No specific funding is currently available at the District level for curriculum development.

**Quality of Writing, Adherence to State Guidelines, Knowledge/Use of SCNS and CPCM**

The quality of the writing is critical as is the accuracy of the data. The proposal must correspond with State guidelines including the Statewide Course Numbering System ([SCNS](#)) and the Common Prerequisite Counseling Manual ([CPCM](#)). It is the responsibility of the Campus with the assistance of the District Director, Academic Programs (Dr. Mollie DeHart), to become informed about State guidelines, SCNS, and CPCM.

**Submission Deadlines**

The Timeline for Development must be followed and deadlines must be met. Should a deadline be missed, the proposal approval process may be delayed.

**Structure and Process of Proposal Development/Completion**

- Each Campus should establish a design committee appointed by the Campus President.
- Under the direction of the Academic Dean, the Committee would be responsible for developing the proposal and Executive Summary, for understanding and working in accord with the Statewide Course Numbering System, for coordinating all surveys and business/industry data requests with Institutional Effectiveness, and for coordinating any other external outreach activities such as letters of support with the Office of the College President.
- The Academic Dean would serve as the liaison with the Office of Academic Affairs.

**The following membership for the Team is suggested:**

- Academic Dean, Team Chair. The Academic Dean will lead the committee and assure the accuracy and completeness of the proposal. The Dean will serve as the liaison with the District Director of Academic Programs.
- Primary Proposal Author. The author will edit the entire proposal and will assure it is well-written and presented in “one voice.”
- Faculty (2-3). The Faculty will have expertise in the discipline(s) embraced in the anticipated degree and will be central to the design of courses (in accord with SCNS) and the program.
- Campus Registrar. The Campus Registrar will provide information on course sequencing and numbering. Since the Registrar will be a central contributor to the implementation process, the Registrar’s inclusion at the beginning of the design process is important.
- One or more of the following: Director of Retention, New Student Center Director or Director of Advising. Describing the student prospects for the program and the personnel/materials needed for recruitment/retention are important to the proposal and to the subsequent implementation of the new program.
- Director, Library. Library resources are a critical element of the proposal.
- Administrative Dean or Designee. Coordination with the District Office of Budget and the preparation of the budget in the proposal are key not only to the success of the proposal, but for the ongoing operations of the baccalaureate program.

- Research Coordinator (possibly a Department Chair). This individual would coordinate surveys and data collection with Institutional Effectiveness and would work with the Academic Dean to coordinate letters of support or like information with the Office of the College President.
- Department Chair familiar with baccalaureate-level faculty credentials as well as course sequencing and scheduling issues.