

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 8150

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PROCEDURE TITLE: Curriculum Processes

STATUTORY & ADMINISTRATIVE REFERENCE: Florida Statutes 1001.64, 1004.68, and 1007.33
Florida Administrative Code 6A-10.0242, 6A-14.030, 6A-14.0303, and 6A-14.095

BASED ON POLICY: VIII-3 Objectives – Curriculum & Instruction

EFFECTIVE DATE: October 15, 1982

LAST REVISION DATE: October 18, 2023, September 10, 2013

LAST REVIEW DATE: ~~October 18, 2023, September 10, 2013~~; February 12, 2024

I. PURPOSE

To outline Miami Dade College’s (MDC) curriculum procedures for initiating proposals for new courses and for programs, for requesting changes or deletions to existing courses or programs in alignment with the institutional mission, vision, and college strategic plan.


II. PROCEDURE

1. Faculty collaborate with discipline and college leadership to develop curriculum and submit documentation through the MDC standard curriculum approval process. Where appropriate, the use of an expedited review process may be used to meet community needs and industry demand.
2. Curriculum development and approval process guidance may be accessed at <https://miamidadecollegeprod.sharepoint.com/sites/AcademicPrograms/>.
3. Curriculum proposals will be submitted through the Curriculum Management System (CMS) by the originating discipline leads.
4. The CMS electronic workflow initiates a successive review and approval process.
5. Once the originating discipline begins the curriculum approval process, the following internal authorizing and review bodies must approve curricular actions:
 - Academic Leadership Council (ALC)
 - Campus College Academic and Student Support Council (Campus CASSC)

- Collegewide College Academic and Student Support Council (Collegewide CASSC)
- Executive Committee
- Board of Trustees

Note: The use of the expedited process for program development is intended to meet the needs of our community and industry partners. The expedited process provides a shortened review and approval process at the ALC, Campus CASSC, and Collegewide CASSC steps. The expedited review and approval process takes approximately five (5) to seven (7) business days per authorizing body.

6. Where applicable, new programs must also be approved by the following external authorizing and review bodies:
 - State Board of Education
 - Accrediting agency
7. The District Office of Academic Affairs will inform the originating discipline when the curriculum development process is complete.

	02/12/2024
PRESIDENT	DATE