I. PURPOSE

To provide information and directions regarding MDC curriculum procedures and e-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 e-FORMS AUTHORIZED BY THE COLLEGE-WIDE ACADEMIC & STUDENT SUPPORT COUNCIL (CASSC)

The following course e-forms and processes must flow from the Originator, Discipline/School Committees/Conveners, through the Department Chair, Discipline Academic Dean, Academic Leadership Council (ALC), Campus CASSC, College-wide CASSC, Associate Provost for Academic Affairs, Office of the College Provost, and the State-Wide Common Course Numbering System (SCNS); new program proposals and program deletions must also flow through the MDC Executive Committee and MDC Board of Trustees (refer to the MDC Academic Approval Process flow charts) http://www.mdc.edu/asa/oap/timeline.aspx (under Course/Program Timeline)*. 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/meetings.asp).

Note for Course Proposals: to be included in the MDC Schedule Catalog, proposals must be submitted to the Office of Academic Programs no later than January of each academic year.

Note for Baccalaureate Proposals: Baccalaureate proposal deadlines are governed by State policy and take approximately 2 years from inception to implementation. At least 100 days after the date of the college’s Letter of Intent to the Chancellor of the Division of Florida Colleges for the specific
program or programs, MDC must submit two printed copies of the completed application form, including any supplemental materials. Refer to http://www.fldoe.org/fcs/students/bach_degree.asp for information and contact the District Office of Academic Programs for planning assistance.

* The MDC Office of Academic Programs serves as a 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 e-Form 102-CURRICULUM ACTION – COURSE**

To start the proposal, access the e-form available at http://www.mdc.edu/asa/oap/ located on the District Office of Academic Programs (OAP) → CurricUNET website. This online tool 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). Instructions to use the MDC Curriculum Management System (CurricUNET) may be found at http://www.mdc.edu/asa/oap/resources.aspx or by contacting the Office of Academic Programs for assistance.

**STEP 1A: CASSC e-Form 105A: Course Information/Approval-Experimental Course**

Online tool: CurricUNET (http://www.mdc.edu/asa/oap/)

This e-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 e-form only when the campus must move quickly to provide experimental instruction to an identified population; courses 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 e-form 102 must be submitted.

**Note:** Experimental Courses cannot be “linked” to permanent courses. Consequently, the experimental course must be manually substituted for graduation audit purposes.

a. The Discipline/School Committee (Faculty Convener) completes CASSC e-form 102 or 105A and forwards the information to the Discipline/School Chair, Discipline Academic Dean, and MDC Office of Academic Programs (refer to the MDC Academic Approval Process flow charts http://www.mdc.edu/asa/oap/timeline.aspx [under Course Workflow Chart]).

b. The Discipline Academic Dean submits the proposal to the Academic Leadership Council (ALC) for review and a discipline faculty representative presents curricular items. Refer to the schedule posted on the CASSC → Meeting Schedule website for specific dates. http://www.mdc.edu/cassc/meetings.asp

c. Prior to a curricular item being placed on the Academic Leadership 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.), and recommends the item(s) to move forward or to be returned for corrections.

The following information is to be included with CASSC e-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 Academic Affairs website → http://www.mdc.edu/asa/academic_affairs.asp. Further information on course goals/objectives may be found at:
  o State Common Numbering System (SCNS) http://scns.fldoe.org/scns/public/pb_index.jsp

• Course Competencies. Refer to the following for guidelines: Course Competency Guidelines located on the District Office of Academic Programs website→ Competencies section http://www.mdc.edu/asa/oap/competencies.aspx

• Student Learning Outcomes. Refer to the Learning Outcomes at MDC located on the Learning Outcomes at MDC website → http://www.mdc.edu/learningoutcomes/

• 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 → Syllabus Template web-site → http://www.mdc.edu/ctd/resources/syllabustemplate.doc

• Updated Program Sheet showing additions/deletions clearly marked. Templates can be found on the OAP website → Program Sheet/Curriculum Guide Template → http://www.mdc.edu/main/academics/credit.aspx.

• CASSC e-Form 109-College and Vocational Credit Course User Fee Request located on the District Office of Academic Programs → e-Forms must be completed in the CurricUNET (http://www.mdc.edu/asa/oap/) website if special user fees are required. For more information, pertaining to fees, please access the following link: http://www.mdc.edu/asa/oap/fees.aspx

• Florida Common Course Prerequisite Criteria located on the Florida Virtual Campus website → Student Services→ Common Prerequisite Manual website: http://www.flvc.org

• Catalog/Course 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 and/or 7-3138):
  • 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).

STEP 2: CASSC e-Form 104-REQUEST FOR INSTRUCTIONAL SUPPORT MATERIALS http://www.mdc.edu/asa/oap/ (located on the District Office of Academic Programs → CurricUNET website). The originator completes CASSC e-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. For information please refer to the following form:

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

**STEP 3: CASSC e-Form 103-CURRICULUM ACTION – PROGRAM**

http://www.mdc.edu/asa/oap/ (located on the District Office of Academic Programs → CurricUNET website). This e-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 in Science/Certificate of Professional Preparation/College Credit Certificate/Advanced Technical Certificate/Career Technical Certificate). This e-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 e-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 Approval Application:**
        http://www.fldoe.org/fcs/students/doc/bpaa.doc
      • **Add or Modify Concentration(s) to an Existing Baccalaureate Degree Program:**
        http://www.fldoe.org/fcs/students/doc/af.doc
      • **Baccalaureate Proposal Approval Process Flow Chart:**
        http://www.fldoe.org/fcs/students/pdf/flowchart.pdf
      • **http://www.mdc.edu/asa/oap/baccalaureate.aspx**
   2. For all AS/AAS/CCC/ATD programs use the following links:
      • **New Program Request Form** located at

   The **Needs Analysis**, portion of the New Program Request Form is a comprehensive set of questions which include the following:
   a. Identified business/industry need for the program (letter from industry, Agency for Workforce innovation (AWI) - [http://www.floridajobs.org/labor-market-information](http://www.floridajobs.org/labor-market-information), Targeted Occupational List (TOL) - [http://tol.labormarketinfo.com/](http://tol.labormarketinfo.com/), etc.).
   b. Occupations for which the program would train and the corresponding SOC code(s).
   c. For new CCC or ATD programs, identify the parent AS/AAS degree program - [http://www.fldoe.org/workforce/dwdframe/](http://www.fldoe.org/workforce/dwdframe/).

3. Certificate of Professional Preparation Approval -
   [http://www.fldoe.org/fcs/students/bach_degree.asp](http://www.fldoe.org/fcs/students/bach_degree.asp)


C. **Program Description** (limit to 50 words or less)

D. **Curriculum Action Forms** - **Course** e-form(CASSC e-form 102)

E. **Common Prerequisite Manual and Articulation Information** located on the FLVC.org → Student Services. [http://www.flvc.org](http://www.flvc.org)
- **Common Prerequisite Manual** - [http://www.flvc.org/flvc/portal/Home_Page/Student%20Services/College_Transfer_Center/Common_Prerequisite_Manual/?utf/8/SB8K8xLLM9MSSzPy8xBz9CP0os3iDEePfx9TQwOLABdDA093dw8vA29n09jM30_j_zcVP2CbEdFAG9ejWE!/dl3/d3/L2dJQSEvUUt3QS9ZQnZ3LzZjMFQ5SU9MNTEwT0ZINjBjIVEc0Mkc7ODA0TDA//](http://www.flvc.org/flvc/portal/Home_Page/Student%20Services/College_Transfer_Center/Common_Prerequisite_Manual/?utf/8/SB8K8xLLM9MSSzPy8xBz9CP0os3iDEePfx9TQwOLABdDA093dw8vA29n09jM30_j_zcVP2CbEdFAG9ejWE!/dl3/d3/L2dJQSEvUUt3QS9ZQnZ3LzZjMFQ5SU9MNTEwT0ZINjBjIVEc0Mkc7ODA0TDA//)

- **Statewide Articulation Agreements** - [http://www.fldoe.org/workforce/dwdframe/artic_frame.asp](http://www.fldoe.org/workforce/dwdframe/artic_frame.asp)

F. **Program Sheet(s)** for all programs with deletions and additions clearly marked.
- Program Sheet/Curriculum Guide Templates → [http://www.mdc.edu/asa/oap/resources.aspx](http://www.mdc.edu/asa/oap/resources.aspx)

**STEP 4:**
Upon completion of the originating campus curriculum development process and upon obtaining appropriate online signatures through the Curriculum Content Management Workflow (CurricUNET) System, the originating Discipline Academic Dean distributes the proposal to the Academic Leadership Council (ALC). Prior to a curricular item being placed on the Academic Leadership Council agenda, the District Office of Academic Programs reviews the suggested course prefix, number, title, description, and MDC database special designators, to ensure that the item can be recommended for presentation at which time ALC requests that a discipline faculty representative be present to present curricular items. A schedule of dates for the Curriculum Approval Timeline can be found at [http://www.mdc.edu/cassc/meetings.asp](http://www.mdc.edu/cassc/meetings.asp).

**STEP 5:**
Upon approval by the Academic Leadership Council, the proposal is submitted to the Campus CASSC. Feedback is provided on the **CASSC Feedback e-Form** located on the CurricUNET website.

**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 of Academic Affairs and to the College Provost.

**STEP 9:**
Upon approval by the College-wide CASSC and the College Provost, a **Curriculum Report** is generated by the Associate Provost of Academic Affairs and distributed in the SharePoint site to:
- Admissions/Registrar
- Academic Advisement
- Academic Deans
- Student Deans
- Scheduling Clerks
- Director of Academic Programs
- College Provost
**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).

**STEP 11:**
Following approval by the SCNS (for course information) and/or SACS (for program information), 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.