2015-2016

CURRICULUM & INSTRUCTION COMMITTEE HANDBOOK

on

Policy and Procedure

Lake-Sumter State College
Curriculum & Instruction Committee
Handbook on Policy & Procedure

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Lab or Other Fee Approval Form
Credit By Exam Form

Academic Advising Guide for Associate in Arts Degree – General Services
CURRICULUM & INSTRUCTION COMMITTEE
SCHEDULE

2015-2016

<table>
<thead>
<tr>
<th>Agenda Deadlines</th>
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<tr>
<td>08/26/2015</td>
<td>#1 09/16/2015</td>
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<td>05/04/2016</td>
<td>#9 05/18/2016</td>
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(May meeting only if necessary)

**The December meeting will be the deadline for all curriculum-based changes to be included in next year’s Lake-Sumter State College catalog.
CURRICULUM & INSTRUCTION COMMITTEE 2013-2014

The purpose of this Committee is to review all proposals related to curriculum and instructional matters, including course and program additions, deletions, modifications and textbooks. Recommendations will be made to the Vice-President of Academic Affairs for submission to the President’s Cabinet and subsequent submission to the District Board of Trustees as appropriate.

Membership (three one-year terms pending final assignments from President’s office)

Dean, General Education and Transfer Programs – Gary Sligh, Chair
Associate Dean of Workforce Programs – Eugene Jones
Associate Dean, South Lake
Senior Manager of College Assessment and Learning – Rick Palmer
Registrar -Alba Rodriguez

Representatives from Faculty

Term Expires Spring, 2015:

<table>
<thead>
<tr>
<th>Criminal Justice</th>
<th>Rebecca Nathanson</th>
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<tr>
<td>Mathematics</td>
<td>Daniel Triolo (co-chair)</td>
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<td>Student Affairs Rep.</td>
<td>Carolyn Scott</td>
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Term Expires Spring 2016:

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<th>Jeff Stephens</th>
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<td>Jay Clark Irene</td>
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Term Expires 2017:

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<tr>
<th>Political Science</th>
<th>Jeremy Norton</th>
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<td>English/Humanities</td>
<td>Melinda Simmons</td>
</tr>
<tr>
<td>Computers</td>
<td>Betti McTurk</td>
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Resource Members (non-voting)

Degree Audit Tech Specialist – Sue Hackney
Director, Baccalaureate Programs – Jane Scott
Library Faculty – James Cason

Workforce Development Services & Career Pathways - Betty Downey

Support Staff:  Sheldon Williams, Senior Staff Assistant – General Education and Transfer Programs

Meeting Time:  2:00 p.m. – 3rd Wednesday of September, October, November, December, January, February, March, and May, if necessary.
Location: SSB Room 205, Leesburg campus (V-Tel available to South Lake and Sumter as needed and must be submitted to the curriculum committee chair at least one week prior to scheduled meeting.)

Minutes Distribution:
Committee members
Chief Information Officer
President
Vice-President Academic Affairs
Vice-President, Business Affairs
Vice-President, Student Affairs
Director College Relations
Executive Director, Foundation
Executive Director, Human Resources
I. INTRODUCTION

The main purpose of this handbook is to explain the curriculum development, review and recommendation process at Lake-Sumter State College. The historical section tracks curriculum development leadership, membership of the oversight committee, scope and purpose of the committee, and college policy and planning in order to establish continuity with evolving academic goals. Standard operating procedures and copies of approved Curriculum and Instruction Committee forms are included.

Curriculum development and review is a dynamic process subject to continuous internal review and a variety of external mandates. The policies and procedures outlined in this handbook are designed to establish consistency and continuity. Curriculum and Instruction-related goals, objectives and strategies should continuously adapt to future needs and challenges.

The first edition of this handbook was developed and implemented during the 1989-90 academic year, and major revisions were made during the 1997-98 academic year to provide more complete guidance for the curriculum process. The design and content represents collective thought, effort, and review by all members of the original “Curriculum Committee.” Subsequent editions have been reviewed, modified, and approved through established operating procedures outlined in this handbook.

Effective February 2003, the Statewide Course Numbering System was made directly accessible at: http://scns.fldoe.org.

Voting

The quorum determination is based on one person over one-half of the Curriculum & Instruction voting committee members that are present.

Scope and Purpose

In recent years, the scope and purposes of the Curriculum Committee were clearly delineated in an annual presidential memorandum. The memo noted that the Curriculum Committee “works toward curriculum development and improvement by reviewing courses and programs for adoption, modification, or rejection, and re-examines courses and programs for deletion or modification. The committee also suggests needed areas of new programming.”

During 1995-96, the President charged the committee to also review and recommend non-credit Continuing Education (CE) courses to the President’s Executive Council, in addition to continuing to recommend credit courses and program changes to the Executive Council for subsequent approval by the District Board of Trustees. In 1996-97, the Committee members requested they not review the recreational CE courses, and the Executive Council agreed for the review to be carried out by the Educational Services Council, with the Curriculum Committee only reviewing vocational FTE-generating courses.

For 1998-99, the President established an Internal Management Memo (IMM) process, which includes in #4 the Council & Committee Structure. In the Committee Appointment
Directory the purpose of the Curriculum and Instruction Committee is described as follows:

The purpose of this Committee is to review all proposals related to curriculum and instructional matters, including course and program additions, deletions, modifications and textbooks. Recommendations will be made to the Vice President of Academic Affairs for submission to the President’s Cabinet and subsequent submission to the District Board of Trustees as appropriate.

**College Policy and Planning**

The Curriculum Committee work is linked to the College’s Annual plan and Institutional Effectiveness. Objectives and planning strategies are generally correlated with institutional goals. Over the years this committee’s broad institutional responsibility and committee structure was modified. Committee membership was increased to include faculty/staff members representing a wider range of academic specializations and support services.

The Curriculum and Instruction Committee continues to be the vehicle for updating credit courses to meet changing educational needs and requirements. This important function will continue to ensure that educational courses and programs are directly related and appropriate to the purpose and goals of Lake-Sumter State College.

II. **PROCESS AND PROCEDURES**

Under Lake-Sumter State College Procedure Pro 3-02, the President recommends to the District Board of Trustees (DBoT) the establishment, modification, or deletion of all college credit courses and instructional programs. Program additions and modifications are submitted to SACS for a determination of agency approval. Curriculum changes are initiated through the use of approved forms submitted for review and recommendation by the Curriculum and Instruction Committee at their regularly scheduled meetings. Agenda packets are distributed and available for college-wide review. Committee recommendations are to be forwarded to the President, who in turn will make recommendations to the DBoT for final approval. Changes approved by the DBoT will then be forwarded to the Florida Statewide Course Numbering System (SCNS) office for confirmation of course numbers, titles, and descriptions. Following SCNS confirmation, the computerized course file is updated and changes are published in the College Catalog. The following procedures for carrying out this process have been developed.

A. **Committee Meeting Schedule**

The Curriculum Committee will meet on a monthly basis from September through May. The December meeting will be the deadline for all changes to be included in the subsequent year’s Catalog. A May meeting will be held only if necessary. The Committee Chair, with assistance from the Vice-Chair, will prepare and distribute prior to the initial meeting each year an annual schedule with agenda deadlines, and meeting dates. A copy of the current year’s schedule will be included in the handbook.
B. Curriculum Change Definitions

The following change recommendations require formal Curriculum Committee consideration:

- **Credit Course Addition (CCA form)**

  This type of change refers to the introduction of a new credit course. Since a new course may be initiated in response to an immediate demand, a transition period has been established. Curriculum Committee consideration is required, but an interim period of one (1) academic year is allowed for a complete institutional review. During this interim period, a new course may be offered as a program requirement or elective. The syllabus submitted must indicate if the course is partially or fully online for coding, room, and scheduling purposes. Proposals for new course additions need to be reviewed and approved at curriculum committee one semester before the new course is placed on the schedule. Course prefix and numbers assigned only by SCNS will then be used for catalog, schedule, computer system, and transcripts.

- **Credit Course Modification (CCM form)**

  This type of change refers to any curriculum-related changes such as an adjustment in course title, number, content, credit hours, laboratory hours, fees, or status as a prerequisite. Curriculum Committee consideration is required, for all changes with final DBoT approval.

- **Credit Course Deletion (CCD form)**

  This type of change refers to the removal of an existing credit course based on internal monitoring or external mandate. Unless there are plans to offer that existing course in the short range, state law requires that courses which have not been taught for five (5) years be deleted from college catalog and the Common Course Numbering System (Florida Statue 233.015; Florida Department of Education Administrative Rule 6A-10.0331).

- **Credit by Exam**

  This type of change refers to the approval and addition of Credit by Exam tests. This is an opportunity afforded students to exempt specific courses by testing. Following development of credit exams by faculty, a Credit by Exam proposal is submitted to the Curriculum and Instruction Committee for adoption. Upon approval from Vice President and President, new Credit By Exam proposals are submitted to the District Board of Trustees for approval.

- **Credit Program Addition (CPA form)**

  This type of change refers to a complete design of courses leading to an associate degree (either in the Lake-Sumter State College service area or in conjunction with another institution through an articulation agreement) or to a formal certificate. Formal degree and certificate programs must have complete institutional and SACS review prior to
inclusion in college publications such as the Lake-Sumter State College Catalog, official class schedules, marketing brochures, and other published materials. To conceive and create a program of study involves the Curriculum and Instruction committee and the Teaching and Learning committee (see PRO 3-02).

- Credit Program Modification (CPM form)

  This type of change refers to an adjustment in courses, credit hours, or sequence (changing a required course or elective to an earlier or later point in the overall program design) in an existing program. Since greater flexibility may be required for program modifications, a transition period has been established. Curriculum Committee and SACS consideration is required for all changes with final DBoT approval.

- Credit Program Deletion (CPD form)

  This type of change refers to the removal of an existing credit or certificate program resulting from internal review or an external mandate. Following complete administrative and DBoT approval, these changes are reflected in the college catalog.

- Lab/Supply Fee Approval Form

  This information is required for all course additions and modifications. Specific items and/or services must be listed with costs that will be charged per student enrolled in the course.

C. Curriculum Change Procedures

Curriculum change considerations are requested via appropriate forms. A series of seven (7) forms have been designed to: maintain a systematic historical record; serve as vehicles for committee review, discussion, and action; and transmit committee recommendations for administrative, Board consideration, approval, and forwarding to SCNS. These forms cover the areas of credit course and credit program addition (forms CCA, CPA), modification (forms CCM, CPM), deletion (forms CCD, CPD), and Lab or Other Fee form. Copies of current forms are included in Section IV of this handbook.

D. Curriculum Change Forms

Forms are numbered sequentially during each academic year beginning with the number one (1). A comprehensive index of curriculum change considerations for each academic year is maintained in the office of the Dean as chair of the curriculum committee. This index lists the curriculum change considerations by number (upper right corner of each form), type of change considered, and specific course/program title.

Each curriculum change form is designed for use as a cover sheet and requires detailed information. Other appropriate documentation requested on the form must be attached. All Credit Course Addition forms require a complete prospective course syllabus as an attachment with items included on the Check Sheet, pages 19, 20, and 21. State mandated forms necessary for certain types of curriculum changes may be included for committee
review and recommendation. Signatures are required at the bottom of each form for consistency in the review process.

- All submitted curriculum committee forms must be word processed since they are ultimately placed in DBoT packets for final consent. For word processing convenience, the curriculum proposal forms are available on the Intranet (http://lscc.edu Quick Links Forms).

- The Originator line of the form is signed by the individual initially recommending committee consideration. The originator function is open to any College-related educator.

- The Department Chair line is signed verifying that faculty members in the related discipline have been informed.

- The Dean’s signature links the program/course oversight responsibilities to the Academic Affairs Department for the curriculum review process. These responsibilities include academic impact assessment, communication with appropriate faculty, and transference of proposed considerations to the Curriculum and Instruction Committee.

- The Curriculum Chair and Co-Chair signature lines indicate valid procedural review and committee action on each consideration.

- The Vice President of Academic Affairs signature line indicates an endorsement of the committee recommendation based on a more comprehensive institutional impact review.

- Signature by the President indicates endorsement of all previous recommendations and generates formal consideration to the College Board of Trustees.

- Per the V.P. Academic Affairs, all lab/supply fees will be sent to the DBoT for approval consent once per year during the budget process.

E. Committee Agenda Packets

An agenda packet is distributed electronically to each committee member several days before the monthly meeting. The packet includes a formal agenda, the minutes of the prior meeting, copies of all curriculum change considerations received during the time frame between agenda deadlines, and other substantive attachments. In an effort to improve college-wide awareness of curriculum issues, packet distribution is extended to college departments associated with Academic Affairs. A copy of the packet is also provided to the Vice President of Academic Affairs and made available to other Vice Presidents.

F. Distribution of Completed Committee Action

After formal committee action, the curriculum change form must be signed by the Curriculum Committee Chair and Vice-Chair, the Vice President of Academic Affairs, and the President to indicate their endorsement of the committee action. Copies of the signed
form are then routed to the following office personnel: the originator of the change request, and the Admissions/Records office.

Following formal action by the Board of Trustees, all credit course additions, deletions, and substantive modifications are sent to the office of Statewide Course Numbering System (SCNS) for approval, and recording. When official notification of approval is received from SCNS, copies of the notification form are distributed to: the originator of the change request, the Vice President of Academic Affairs, the Academic Deans, the Coordinator of Enrollment Services, and the person responsible for updating the College Catalog and the Catalog Master File on the computer system.

All program additions and substantive changes (including total credits) must be forwarded to the Southern Association of Colleges and Schools (SACS) at the end of each academic year. This information is sent by the Director of Planning and Research.

G. **Complete Institutional Review**

Formal approval of curriculum changes ultimately involves comprehensive review by many offices and personnel associated with curriculum development. Complete institutional review indicates that all phases of the curriculum process have been completed, including formal action by the District Board of Trustees. However, because of the need for operational flexibility in some categories, an interim period exists that occasionally allows temporary implementation of the changes while complete institutional review is in process.

H. **Meetings**

Curriculum and Instruction Committee meetings are based on established agendas and employ rules of parliamentary procedure and professional courtesy. Meetings are open and attendance by interested administrators, faculty, and staff is encouraged. The meeting dates are planned to coordinate document processing with DBoT agenda reviews and final action.

I. **Handbook Review**

This handbook will be reviewed annually and updated as needed by the Curriculum and Instruction Committee and the chairperson.

J. **Sub-Committees**

As needed, the Curriculum and Instruction Committee can establish sub-committees to conduct research, review curriculum performance, and possibly generate recommendations. Periodically, agendas allot time for sub-committee reports and discussions.
III. DOCUMENTS / FORMS

LSCC Policy No. 3.02

Guidelines for Development of Instructional Programs

Florida Statute 1000.01

Florida State Board of Education Administrative Rule 6A-10.0331

Instructions for Completing Curriculum Committee Forms

Curriculum Committee Agenda Request - Form Agenda 023

Curriculum Change Consideration Forms:

Credit Course Addition (CCA) - Form CCA 024

Coding for Credit Course Addition proposal form-Catalog Course Description Form – Revised 8/12

Credit Course Modification (CCM) - Form CCM 025

Credit Course Deletion (CCD) - Form CCD 026

Credit Program Addition (CPA) - Form CPA 027

Credit Program Modification (CPM) - Form CPM 028

Credit Program Deletion (CPD) - Form CPD 029

Lab/supply or Other Fee Approval Form – Revised 8/12

Credit By Exam Form

Academic Advising Guide for Associate in Arts Degree – General Studies

The curriculum proposal forms are available on the Intranet (http://lscc.edu) or you may obtain hard copy forms from the Senior Staff Assistant or the Dean.
I. BACKGROUND
Curricula will be appropriate to the institution’s purpose and goals, and in line to support the degrees and certificates offered. The college faculty has primary responsibility for the initiation of curricula and for the content, quality and effectiveness of the curricula. Credit curricula development will follow a systematic institutional process from initiation to approval by faculty and administration and will include learning outcomes and evaluation measures. The institution’s adoption process will include steps of review and approval by appropriate agencies, including Florida’s State Department of Education, and the Southern Association of Colleges and Schools (SACS).

II. RESPONSIBILITY
Oversight for the development and implementation of curriculum activities is under the general supervision of the Vice President of Academic and Student Affairs. The institution’s process to conceive and create a program of study involves the following two institutional standing committees: Curriculum and Instruction Committee and the Teaching and Learning Committee.

A. Curriculum and Instruction Committee
1. Membership is appointed annually by the President
2. Membership:
   a. Dean of General Education and Transfer Programs and Dean of Career and Technical Programs
   b. Representative from Student Affairs
   c. Four faculty from Arts and Sciences
   d. Three faculty from Business and Technologies
3. Term of Membership – 1 year
4. Chair is the Dean of General Education and Transfer Programs
5. Meetings scheduled monthly—dates for meetings and agenda deadlines distributed at the beginning of the academic year

B. Teaching and Learning Committee
1. Faculty comprise the majority of the membership
2. Membership:
   a. Chair is appointed by the Dean of General Education and Transfer Programs
   b. Dean of General Education and Transfer Programs and Dean of Career and Technical Programs
   c. Faculty from various academic departments appointed by Chair
   d. Other staff as deemed necessary by Chair
III. PROCEDURES – (See Attached Guidelines for detailed instructions)

A. Addition, Deletion, and Modification of Courses
   1. Input from advisory committees, where appropriate
   2. Department Chairs and Deans over the respective disciplines work with faculty members in developing and revising credit courses
   3. When developing courses, LSCC faculty assign a level code to the proposed course number in accordance with the Statewide Course Numbering System (SCNS) as follows:

   All postsecondary courses offered by the LSCC comply with the Statewide Course Numbering System (SCNS), which consists of a numbering system that designates a three-letter prefix and a four-digit number and where necessary a one-letter laboratory (L) or lecture/laboratory (C) suffix. SCNS uses a level code which denotes whether the course is designed for pre-college work or the year the course is normally taken (i.e., freshman, sophomore). The following are level definitions used by SCNS and LSCC:

   0 college prep, vocational prep
   1 freshman year
   2 sophomore year
   3 junior year
   4 senior year

   4. Courses taken to Vice President of Academic and Student Affairs for approval
   5. Upon approval from Vice President, submission to the Curriculum and Instruction Committee for review and recommendation for approval by the District Board of Trustees

B. Program additions and modifications
   1. Investigation and determination of feasibility by Dean and selected faculty from the discipline resulting in a preliminary prospectus
   2. Preliminary prospectus taken to Teaching and Learning Committee for review and recommendation for adoption
   3. Teaching and Learning Committee recommendation forwarded to President’s Cabinet for approval to begin full program curriculum development and President transmits letter of notification to SACS regarding the proposed new program to determine if approval will be required
   4. Returned to Dean and faculty for development of full prospectus with curriculum
   5. Prospectus submitted to Curriculum and Instruction Committee for approval, and also to SACS if required
   6. Curriculum and Instruction Committee recommendation submitted to Cabinet for final review, approval, and submission to the District Board of Trustees.
7. Approval by District Board of Trustees
8. On approval by the District Board of Trustees, the program will be submitted to the Florida Department of Education
9. When all approvals are received, hiring of faculty, additions to the College Catalog, and marketing of the program may proceed in order to commence the program

C. Evaluation Review:
Following implementation of the program, it is placed on the “Program Review List” to be reviewed the following year for continuance consideration. If the program meets the criteria to be continued a third year, it is placed on the three year program review cycle. A brief review of all programs is conducted annually.
Guidelines for the Development of Instructional Programs and Courses

I. Procedures for credit course additions, deletions and modifications are outlined in the Curriculum Committee Handbook.

A. Formal Curriculum Committee consideration is required for credit course additions, modifications, and deletions.

B. Faculty wishing to initiate a curriculum change must submit a Curriculum Committee Change Form to the Curriculum Committee for each course addition, deletion, and modification. The form serves as the cover sheet for a packet containing the following:
   1. Complete prospective course syllabus for course additions
   2. Revised course syllabus for course modifications

C. After formal Curriculum Committee action, the curriculum change form is signed by the Curriculum Committee Chair and Vice-Chair, the Vice President of Educational Services, and the President.

D. All Curriculum Committee actions are then taken to the District Board of Trustees for final approval.

E. Following approval by the Board, credit course additions, deletions, and substantive modifications are sent to the office of Statewide Course Numbering System (SCNS) for approval and recording.

II. Steps for program additions and modifications

A. Determine Program Need – Investigation and determination of feasibility by Dean and selected faculty
   1. Identify community requests/special initiatives using one or more of the following:
      a. Information from Advisory Committees
      b. Information from bi-annual Community Listening Sessions
      c. Florida Department of Education (DOE) special initiatives/grant proposals
      d. Needs assessment distribution to target audience (school districts, community agencies)
   2. Establish “fit” for LSCC through reference to
      a. LSCC 5-year Strategic Plan and LSCC Annual Plan
      b. LSCC annual program/department reviews
      c. Identification of local, regional, and statewide job demand

B. Review and Research Program Frameworks/Curriculum
   1. Responsibility – appropriate faculty or academic administrator
   2. Check State Course Numbering System (SCNS) data base information and DOE frameworks and programs
**Guidelines Continued**

3. **Prepare for compliance with Federal Gainful Employment Regulations**
   which require reporting information on each “gainful employment” defined program including:
   
a. Reporting the name of Program
b. Reporting of information related to enrolled students in the “gainful employment” defined program
c. Reporting of information related to each “gainful employment” program completer:
   ▪ Completers rates annually
   ▪ Amount of private education loans and institutional financing plans
   ▪ Information on student articulating to higher credentialed programs
d. A list of occupations the program prepares students to enter based on Department of Labor Standard Occupational Information Network O-Net-SOL.
e. On-time graduation rate for students entering the program
f. The cost of the program, including tuition fees, books, supplies including room and board.
g. Placement rate for student completing the program.
h. The median loan debt incurred by students who have completed the program.
i. Notify the Federal Department of Education at least 90 Days before the first day of classes when it intends to add a new educational program that prepares students for gainful employment in a recognized occupation.

C. **Submit preliminary prospectus to Teaching and Learning Committee for review and recommendation for adoption.**
   1. Teaching and Learning Committee recommendation forwarded to President’s Cabinet for approval to begin full program development
   2. If approved, President transmits a letter of notification to SACS regarding the proposed new program in order to determine if approval will be required

D. **When approved by Cabinet, Dean and faculty begin development of a full prospectus with curriculum.** The following items will be included in the prospectus for new instructional programs:
   1. Program purpose in context with the institution’s Vision, Mission, Goals, Strategic Plan and Annual Plan
   2. Evidence of need from assessment results and workforce development impact
   3. Targeted student population and projected enrollment
   4. Program budget including impact on college budget
      a. Faculty/Staffing needs including faculty credentials
      b. Equipment, materials, and supplies
      c. If initially to be grant funded, cost to continue program after grant is expended
   5. Curriculum outline including course titles, descriptions, and syllabi
6. Program evaluation plan and outcome measurements including:
   a. Completion rates
   b. Job placements or transfer rates
   c. Advisory Committee feedback
   d. Licensure rates
   e. HSHW jobs acquired

E. Prospectus is submitted to Curriculum and Instruction Committee.

F. Prepare prospectus for SACS if any of the following apply:
   1. SACS requests a prospectus
   2. Distance Learning courses in any program are projected to reach 50 percent of program coursework
   3. If the new program is a significant departure from current programs
   4. If courses are added to an existing program that represent a significant departure either in the content or method of delivery of the program
   5. If there is a significant change in the length of an existing program

G. When SACS approval is received and the Curriculum Committee has reviewed and approved the prospectus, submit new or modified program to the District Board of Trustees for approval.

H. Submit program to State Department of Education Statewide Course Numbering System.

I. Enter approved changes or new programs into LSCC computer system Catalog Master.

J. Include changes annually in the printed College Catalog.

III. Projected Timeline for Development of New Programs (6 to 20 months)

A. Start program development (3 months)

B. Curriculum Committee approval (1 month)

C. President’s Cabinet approval and notification or submission of prospectus to SACS as appropriate (allow 6 months for SACS Review)

D. If SACS approval received, initiate faculty search process (1 month)

E. Approval by the District Board of Trustees and submission to the Florida Department of Education

F. Prepare for addition to catalog and develop marketing and student recruitment (2 months). Catalog deadline is April.

G. Hire faculty (4 months)

H. Offer program
LAKE-SUMTER STATE COLLEGE

BOARD RULE

TITLE: Instructional Programs and Courses  

NUMBER: 3.02

AUTHORITY: Florida Statutes 1000.01, 1007.01, 1007.22, 1007.23, 1007.24, 1007.25

HISTORY: New - 5/16/90
Amended - 6/19/96, 10/16/96, 3/24/10

DATE ADOPTED: 3/24/10

REFERS TO PROCEDURE NUMBER 3-02

1. The President shall recommend to the District Board:
   a. The establishment, modification, or deletion of all College instructional programs
   b. The establishment, modification or deletion of all College credit courses
   c. The deletion of courses from the college catalog that have not been taught for five (5) years, with proper notification of same given to the Statewide Course Numbering System, per State Board of Education Rules.

2. The President, or designee, is authorized to
   a. Determine the length of courses, however credit courses shall not exceed the length of a fall or spring term, and non-credit courses shall not exceed 480 instructional hours. Exemptions shall be approved on a case-by-case basis.
   b. Approve the establishment, modification or deletion of continuing education courses, community service courses, and courses whose titles have been previously approved by the District Board.
   c. Develop and offer such self-supporting avocational courses as may be desired by the citizens of the College’s service district and are in the best interest of the College.

HISTORY: New - 5/16/90  
Amended - 6/19/96, 10/16/96, 3/24/10
INSTRUCTIONS FOR COMPLETING
CREDIT COURSE ADDITION, MODIFICATION, AND DELETION FORMS

Please use the following instructions in preparing curriculum committee forms available on the intranet for credit course additions, modifications, and deletions.

FOR CREDIT COURSE ADDITION FORM:

Enter course prefix & cumber along with course title, course developed by, instructional department and academic department.

Complete all areas starting with type of credit through program codes (on second page).

Enter Implementation Date

A Catalog Course Description Form must be completed including the course description, course number, course title, number of lecture hours, number of lab hours, number of credits, prerequisites, co-requisites, laboratory fee, and repeatable courses. A complete course syllabus must accompany this form. The syllabus format is in the Faculty Handbook.

Sign and submit as originator before the agenda deadline date.

FOR COURSE MODIFICATION FORM:

Enter course prefix, course number, course title, requested course prefix number (if applicable), and instructional department.

Enter modification implementation date and completion portion of Rationale for Modification.

Complete section for existing course (on left) including prerequisites and/or co-requisites.
Complete section only for changes (on right) including prerequisites and/or co-requisites.
Complete textbook information for changes only.

If the course description is being modified, the following items must be attached:
  Copy of complete, new syllabus in LSSC format.
  Catalog Course Description Form reflecting current and revised course description.
  Complete Rationale for Modification on form.
Sign and submit as originator before the agenda deadline date.

**FOR COURSE DELETION FORMS:**

Enter Course prefix/number, course title, credit hours, and lecture/lab hours. Complete rationale for deletion, and deletion date for deletion. **NOTE:** The “deletion date” must be chronologically later than date of Dean’s signature.

Sign and submit as originator before agenda deadline date.

Follow the same procedure for Credit Program Addition, Credit Program Modification, and Credit Program Deletion.

**FOR LAB OR OTHER FEE APPROVAL FORM**

- Check Lab Fee or Other Fee.
- Enter Course Prefix Number and Title; New Fee Amount.
- Enter Effective date or Semester.
- Enter Course Cost Center Number.
- Justification: List anticipated extraordinary per-student costs. List Material Supplies; Services, and Liability Insurance.
- Required Approval: Originating Department; Chairperson; Dean; Vice President for Educational Services; Approval by District Board of Trustees and date.

The Lab or Other Fee Approval form is required (where applicable) for all course additions and modifications.

**CATALOG COURSE DESCRIPTION FORM**

A Catalog Course Description Form must be completed and submitted with all Credit Course Additions/Modifications. The form is self-explanatory.
COMPUTER PROFICIENCY REQUIREMENT

1111 deg. ees. ing. students at Lak•i• Sumter Community Col•ge must demonstrate computer prof•ciency in ord•r to be admitted to the Associa•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Assoc•t•t• Associ802991
Lake-Sumter State College
Curriculum & Instruction Committee
AGENDA REQUEST FORM

Please see Curriculum & Instruction Committee Schedule for meeting dates and times.

The standing committee works toward curriculum development and improvement by reviewing courses and programs for adoption, modification, or rejection and re-examines courses and programs for deletion or modification. The committee also suggests needed areas of new programming.

In order to distribute formal, written committees agenda for pre-meeting review, member-initiated agenda items should be submitted to either the chair or vice-chair by the Curriculum & Instruction Committee Schedule dates.

Committee Member ____________________________ Date __________

Received by Committee Chair or Vice-Chair _______(initial) Date __________

Agenda Item(s) for Consideration: (check appropriate category)

______ Information Item/Report

______ Discussion Item

______ Other

Please provide a brief description on the agenda category checked above

Agenda 023 8/12
ALL AREAS MUST BE COMPLETED FOR DATA ENTRY TO AVOID PROPOSAL BEING RETURNED

Course Prefix/Number requested____________________ Title________________________________________

Course developed by:__________________________ Instructional Discipline: ________________________

Academic Department: ________________________________

Type of Credit/Grading Mode: College Credit_____ Developmental_____ Certificate_____ Institutional _______ BAS_____

Level of Instruction: Developmental_____ 1000 _____ 2000___ 3000_____ 4000______Honors_____

Total Semester Credit Hrs._______ Lecture Hrs.______ Lab Hrs.______ Contact Hrs. _______

Schedule Type: (Please check if applicable) Practicum _______ Web _______ Co-op _______
Independent Study_______

Gen. Ed. Requirement: Must check: Y_____N____ If yes, Discipline: Com_____ Hum_____
Math_____Natural Physical Science_____ Soc Sciences_____ Social Sciences_____

Gordon Rule Course: Writing, (6000 words) Y____N____ Math: Y_____N____

Degree Type: AA_______AS_______AAS_______ Technical Certificate_______BAS_____


CIP Code___________________________ CIP Title______________________________

Repeatable Credit Hours Y_____N_____ If yes, total credit hours_______________

Maximum credit hours to count toward graduation ______________

Textbook Required: Y_____N____ Author____________________________________

Title: _________________________________________________________________

Edition:_____ ISBN #________________ Publisher________________ Copyright date:_______________

Implementation: Fall _____________ Spring ___________________
No. of Sections __________  Projected enrollment cap per section ______________
Satisfies Codes (check all that apply – Refer to Catalog Course Description Form for explanations)

BIOS______GENE______GRMT______GRW6______  HUMN______
LABR______ORAL______PHYS______SBEH______NOT APPLICABLE______

Prerequisite/s:

Co-requisite/s:

The following items must be attached on separate pages with this proposal form:

1. Catalog Course Description Form
2. A complete syllabus (following the format found in the Faculty Handbook).
3. Lab or Other Fee Approval Form (if applicable)
4. Course Student Learning Outcome (CSLO) Form

Originator:____________________Signature:________________________Date__________

Print Name

The Department Chair signature indicates that notice of this recommendation has been sent to all fulltime faculty member(s) in that discipline.

Department Chair:________________________________________Date:___________
Dean-General Education & Transfer Program:________________________Date:___________
Dean of Career & Technical Programs:________________________Date:___________

The following signatures indicate approval and recommendation by the Curriculum & Instruction Committee to the Vice President and President:

Committee Chair:________________________________________Date:___________
Committee Vice-Chair:________________________________________Date:___________
Vice President Academic Affairs:______________________________Date:___________
President:__________________________________________________Date:___________

CCA-024 8-12
<table>
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<tr>
<th>Course Prefix &amp; Number:</th>
<th>Course Name:</th>
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<tr>
<th>Student Learning Outcome (SLO)</th>
<th>Maps to which General Education Competency* or Program SLO?</th>
<th>Assessment Activity used to measure students’ achievement for this Outcome</th>
<th>Rubric Name</th>
<th>Shared Rubric Level Descriptors</th>
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### Course Student Learning Outcomes (CSLO) Form (C&I 050)
Submit with Credit Course Addition (CCA) & Credit Course Modification (CCM) Forms

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*General Education Competencies*

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<tr>
<th>Competency Description</th>
<th>Level</th>
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<tbody>
<tr>
<td>Analytical Thinking (AT)</td>
<td>Independence (Indep)</td>
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<tr>
<td>Analytical Thinking – Quantitative Reasoning (AT-Q)</td>
<td>Information Fluency – Research (IF-R)</td>
</tr>
<tr>
<td>Analytical Thinking – Scientific Reasoning (AT-Sc)</td>
<td>Information Fluency – Technology (IF-T)</td>
</tr>
<tr>
<td>Communication – Oral (Comm-O)</td>
<td>Leadership &amp; Teamwork – Teamwork (L&amp;T-T)</td>
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<tr>
<td>Communication – Written (Comm-W)</td>
<td>Social Responsibility (SR)</td>
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<td>Creativity (Cr)</td>
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</table>
Curriculum & Instruction Committee

Program Student Learning Outcomes (PSLO) Form (C&I 055)
Submit with Credit Program Addition (CPA) & Credit Program Modification (CPM) Forms

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<th>Program Name:</th>
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<th>Program Student Learning Outcome (PSLO)</th>
<th>Assessed in which courses?</th>
<th>Assessment Activity used to measure students’ achievement for this Outcome</th>
<th>Rubric Name</th>
<th>Shared Rubrics Level Descriptors</th>
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### Program Student Learning Outcomes (PSLO) Form

Submit with Credit Program Addition (CPA) & Credit Program Modification (CPM) Forms

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Course Prefix & Number: ____________ __ __ ___ ___ 
Course Title: ____________________________________________________

Credits: ______ Class hours per week: ______ lab hours per week: ______

• Prerequisite/s: (Mark all that apply)
  │ None
  │ Successful completion of all developmental math, writing, and reading courses indicated through placement testing if applicable
  │ Successful completion of all developmental writing and reading courses indicated through placement testing
  │ Successful completion of all developmental math courses indicated through placement testing
  │ C or higher in ENC 1101
  │ C or higher in MAT 1033 or appropriate placement score
  │ C or higher in ______________
  │ OR documented consent of instructor
  │ AND documented consent of instructor
  │ or appropriate placement score
  │

• Co-requisite/s:
  │ None
  │

• Satisfies Codes: (Mark all that apply; page 2 for Code Description explanations)
  BIOS  CULD  GENE  GRMT  GRW6  HUMAN  LABR  ORAL  PHYS  SBEH

• Additional Bulleted Information:
  │ None
  │
Catalog Course Description MUST BE COMPLETED on page 2

CURRENT Catalog Course Description paragraph: *(Required for all proposals)*

REVISED Catalog Course Description paragraph: *(If applicable)*

<table>
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<tr>
<th>Code</th>
<th>Description</th>
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<tr>
<td>BIOS</td>
<td>(Biological Sciences) course is a biological science course as listed in the Associate of Arts degree under Area V; Natural Sciences and will fulfill requirements in program areas that state “Elective – General Education: Science/Mathematics.”</td>
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<tr>
<td>CULD</td>
<td>(Cultural Diversity) Although not anLSSC graduation requirement, students who plan to complete a Bachelor’s degree will be required to fulfill a Cultural Diversity requirement. Courses designated CULD will fulfill this requirement.</td>
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<tr>
<td>GENE</td>
<td>(General Education) course is a general education course and will fulfill requirements in program areas “Elective General Education.”</td>
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<tr>
<td>GRMT</td>
<td>(Gordon Rule Math) course satisfies a college level math requirement in the Associate of Arts degree as well as in other degree programs which state, “Elective – General Education: Science/Mathematics.” A minimum grade of “C” is required.</td>
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<tr>
<td>GRW6</td>
<td>(Gordon Rule Writing-6000 words) course requires that the student must produce at least 6,000 words of expository writing with a minimum grade of “C.”</td>
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<tr>
<td>HUMN</td>
<td>(Humanities) course satisfies a humanities requirement in the Associate of Arts degree as well as in other degree programs which state, “Elective - General Education: Humanities.”</td>
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<td>LABR</td>
<td>(Laboratory) course is a science laboratory or has a significant science laboratory included.</td>
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<tr>
<td>ORAL</td>
<td>(Oral Communication) course contains an oral communication component that is designed to provide knowledge and training related to oral communication skills and presentation techniques.</td>
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<tr>
<td>PHYS</td>
<td>(Physical Science) course is a physical science course as listed in the Associate of Arts degree under Area V: Natural Sciences and will fulfill requirements in program areas that state “Elective-General Education: Science/Mathematics.”</td>
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<tr>
<td>SBEH</td>
<td>(Social &amp; Behavioral Sciences) course satisfies a social &amp; Behavioral sciences requirement in the Associate of Arts degree as well as in other degree programs which state, “Elective – General Education: Behavioral/Social Science.”</td>
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CODING FOR CREDIT COURSE ADDITION FORM

ATTACHED IS THE FOLLOWING CODING:

ACADEMIC DEPARTMENT

ORGACCOUNT-ELEMENT1

FUND ACCOUNT- ELEMENT 2

PROGRAM ATIRIEUTES (CODE DESCRIPTIONS)
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Lake-Sumter State College  
Curriculum & Instruction Committee  
CREDIT COURSE MODIFICATION (Form CCM)  

ALL APPROPRIATE AREAS MUST BE COMPLETED FOR DATA ENTRY TO AVOID PROPOSAL BEING RETURNED  

Present Course:  
prefix/number________________________ Title:__________________________

Requested Course: prefix/number__________ Title:__________________________

Instructional Discipline:__________________________

Level of Instruction: College Credit (not Col. Prep/Dev.) 1000___ 2000___ 3000___ 4000___  
BAS___ Honors Course: Yes____ No_____  

IMPLEMENTATION DATE FOR MODIFICATION: Fall 20____ Spring 20____  

RATIONALE FOR MODIFICATION:  
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Complete section for existing course  
Complete section only for changes  

Total Sem. Hrs: Credits____Lecture Hrs____
Lab Hrs__
Term Type: Semester___Variable_____  
Type of Credit: College___Developmental___
BAS_____Certificate___Institutional___  
PSAV- Number of clock hours__________
Satisfies Codes: BIOS____CULD____GENE____  
GRMT____GRW6____HUMN____LABR____  
ORAL____PHYS____SBEH____

Lab fee: Y____N____$____ Supply Fees: Y____N____$____
Degree Type: AA___AS___AAS_______ BAS____CERT______TC________

Lab fee: Y____N____$____ Supply Fees: Y____N____$____
Degree Type: AA___AS___AAS_______ BAS____CERT______TC________
Complete only for changes:
Textbook Required: Y _____ N _____
Author: _____________________________________________
Title ___________________________________________ Edition: ____________________________
ISBN# ________________________ Publisher: ____________________________________________
Copyright yr: ____________________

The following items must be attached on separate pages with this proposal form:

1. Catalog Course Description Form
2. Lab or Other Fee Approval Form (if applicable)
3. A complete syllabus (following the format found in the Faculty Handbook)
4. Course Student Learning Outcome (CSLO) Form

_________________________________________ Signature: ____________________________ Date __________

Originator (print name)

The Department Chair signature indicates that notice of this recommendation has been sent to all full-time faculty member(s) in that discipline.

Department Chair: ___________________________ Date: ______________

Dean-General Education & Transfer Programs ___________________________ Date: ______________

Dean –Career & Technical Programs: ___________________________ Date: ______________

The following signatures indicate approval and recommendation by the Curriculum & Instruction Committee to the Vice President and President:

Committee Chair: ___________________________________________ Date: ______________

Committee Vice-Chair: ___________________________________________ Date: ______________

Vice President-Academic & Student Affairs: ___________________________ Date: ______________

President: ___________________________________________ Date: ______________
Section 233.015, Florida Statutes, requires courses that have not been taught for five years to be deleted from the college catalogs and the Common Course Numbering System. Rule 6A-10.0331, Florida Administrative Code, implements that provision in

Prefix/Number Title
CIP Code
Credit Hours Lecture Hrs. Lab Hrs.

RATIONALE FOR DELETION:

Implementation: Fall 20 ______ Spring 20 ______

The Department Chair signature indicates that notification of this recommendation has been sent to all fulltime faculty members(s) in the academic discipline area.

Department Chair ____________________________ Date ________________

Dean-General Education and Transfer Programs __________________ Date ________________

Dean-Career and Technical Programs ____________________________ Date ________________

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Committee Vice-Chair ____________________________ Date ________________

Vice President-Academic & Student Affairs ____________________________ Date ________________

President ____________________________ Date ________________
Lake-Sumter State College  
Curriculum Committee & Instruction  
CREDIT PROGRAM ADDITION (FORM CPA)  

CC No ______ Year 20____ 20____

CATALOG PROGRAM TITLE

________________________________________

Type of Program: AA____ AS_____ BAS_____ Certificate 1 yr_____ Other (______)

Program Hours____ Enrollment estimates: Year 1_____ Year 2_____ Year 3_____ Year 4____

Implementation: Fall 20______ Spring 20______ Program Code: _______________________

Advisory Committee Review (if appropriate) Yes_________ No

CIP Code

The following items must be attached on separate pages with this proposal form: CATALOG PROGRAM DESCRIPTION (page from catalog)  
PSLO FORM  
PROGRAM OBJECTIVES: (attach additional sheets)

RATIONALE FOR IMPLEMENTATION:

Originator: (print name)________________________ Signature________________________ Date_______

The Department Chair signature indicates that notification of this recommendation has been sent to all fulltime faculty member(s) in the academic discipline area.

Department Chair:_________________________________________ Date__________________

Dean of Programs:________________________________________ Date__________________

The following signatures indicate approval and recommendation by the Curriculum & Instruction Committee to the Vice President and President:

Committee Chair:____________________Date:____ Committee Vice-Chair________ Date____

Vice President-Academic & Student Affairs__________________________ Date____

President_________________________________________________ Date____

CPA-027  8-12
Lake-Sumter State College
Curriculum & Instruction Committee
CREDIT PROGRAM MODIFICATION (FORM CPM)

CC No. 
Year 20 __ 20 __

CATALOG PROGRAM TITLE

Program Hours ______________ Program Hours with Modification ____________

MODIFICATION:

RATIONALE FOR MODIFICATION:

Do these modifications impact program learning outcome? Yes ____ No ____ If yes, attach PSLO form

Implementation: Fall 20 ______ Spring 20 ______

CIP Code ____________________________________________________________

Originator (print name) __________________ Signature __________________ Date ______

The Department Chair signature indicates that notification of this recommendation has been sent to all fulltime faculty member(s) in the academic discipline.

Department Chair ___________________________________________ Date ______

Dean-General Education and Transfer Programs ______________________ Date ______

Dean-Career and Technical Programs _______________________________ Date ______

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Committee Chair ____________________________ Date ______

Committee Vice-Chair ____________________________ Date ______

Vice President-Academic & Student Affairs ________________________ Date ______

President _______________________________ Date ______
CATALOG PROGRAM TITLE

Program Hours ________________

RATIONALE FOR DELETION:

Implementation: Fall 20_______ Spring 20_______

CIP Code _________________________________

Originator (print name)____________________ Signature________________________ Date _____

The Department Chair signature indicates that notification of this recommendation has been sent to all full-time faculty member(s) in the academic discipline area.

Department Chair______________________________ Date______

Dean-General Education and Transfer Programs________________________ Date _____

Dean-Career & Technical Programs_______________________________ Date______

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Committee Chair________________________________________ Date______

Committee Vice Chair______________________________ Date______

Vice President-Academic & Student Affairs________________________ Date______

President________________________________________ Date______

CPD-029 8/12
CURRICULUM & INSTRUCTION COMMITTEE
LAKE-SUMTER STATE COLLEGE

LAB OR OTHER FEE APPROVAL FORM

Check One □ Lab Fee □ Other Fee

Check One □ New Fee □ Adjustment to Existing Fee □ Delete Fee □ Annual Review of Fee Course

Prefix, Number and Title: ____________________________________________________________

Current Fee Amount: __________________ New Fee mount: __________________

Effective Date or Semester: _________________________________________________________

Course Cost Center Number:

This lab fee will be assessed to all sections unless designated below.

SPECIAL INSTRUCTIONAL METHOD ONLY: (Specify)

Justification: (List anticipated extraordinary per-student costs)

Materials & Supplies $ Cost

• ________________________________________________________________ ______

• ________________________________________________________________ ______

• ________________________________________________________________ ______

• ________________________________________________________________ ______

• ________________________________________________________________ ______

• ________________________________________________________________ ______

Services

• ________________________________________________________________ ______

• ________________________________________________________________ ______

Liability Insurance

• ________________________________________________________________ ______

• ________________________________________________________________ ______

TOTAL ______

APPROVAL: (Originating Department)

Chairperson: □ ____________________________

Dean □ ____________________________ General Education and Transfer Programs

Dean □ ____________________________ Career and Technical Programs

Vice President of Academic and Student Affairs ____________________________

Approved by District Board of □ Trustees Date: ____________________________
ALL AREAS MUST BE COMPLETED TO AVOID FORM BEING RETURNED

Course exam replaces – Prefix
#___________________Title______________________________

Academic Department
_____________________________________________________

Total Semester Credit Hrs._______ Lecture Hrs. _______ Lab Hrs. _______

Degree Type: AA______ AS ______ AAS ______ Technical Certificate _______
BAS_____

Lab________________________

Implementation: Fall 20 _________ Spring 20 _____________________________

Recommended textbook for study: Title

Author__________________________ Edition ______ ISBN# _________________

Publisher_________________________ Copyright date _______________________

Does study guide exist: Y_______ N_______

Originator_______________________ Signature__________________________ Date

Print Name

The Department Chair signature indicates that notice of this recommendation has been sent to all fulltime faculty member(s) in that discipline.

Department Chair______________________________ Date

Dean of General Education & Transfer Program__________________ Date

Dean of Career & Technical Programs__________________________ Date __________
The following signatures indicate approval and recommendation by the Curriculum & Instruction committee to the Vice President and President:

Committee Chair___________________________________________ Date

________________________

Committee Vice-Chair____________________________________ Date

________________________

Vice President Academic Affairs____________________________ Date

________________________

President________________________________________________ Date

________________________

CBE 1/2014
# ASSOCIATE 11+1 ARTS (A.A.) Degree • 190

## GENERAL EDUCATION REQUIREMENTS

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## MATHEMATICS

3 cr.

## HUMANITIES AND SOCIAL & BEHAVIORAL SCIENCES

3 cr. must be Gordon Rule (GR)

## SOCIAL & BEHAVIORAL SCIENCES

3 cr.

## NURTURED SCIENCES

1 course from each category OR 1 2 course sequence

## ELECTIVES

24 cr.

- SLS 1501 Foundation of Success Seminar
- Computer Programming

## DEGREE TOTAL

190 cr.
2012-2013  Lake-sumter Community College