
**LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURE**

TITLE: INSTRUCTIONAL PROGRAMS AND COURSES

NUMBER: PRO 3-02

REFERENCE: Board Rule 3.02
Administrative Procedure 3-10
Florida Statutes 1001.64, 1004.03, 1004.68
Florida Administrative Codes 6A-10.0242, 6A-14.030

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I. BACKGROUND

Curricula will be appropriate to the institution's purpose and goals and will be aligned with 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, administration, and Board of Trustees 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 Commission on Colleges (SACSCOC).

II. RESPONSIBILITY

- a. Oversight for the development and implementation of curriculum activities is the responsibility of the Vice President of Academic Affairs. The institution's process to conceive and create a program of study involves the Curriculum and Instruction Committee and a community advisory committee as applicable.
- b. Curriculum and Instruction Committee
 1. Membership is appointed annually by the President's Cabinet;
 2. Membership:
 - i. Five faculty from General Studies;
 - ii. Two faculty from Workforce;
 - iii. Representative from Advising;
 - iv. Representative from eLearning;
 - v. Registrar- *ex officio*;
 - vi. Associate Vice President of General Studies - Cabinet Liaison
 3. Term of Membership – 2 years;
 4. Chair is a faculty member chosen by the Deans Council;
 5. Meetings scheduled monthly from September to April; dates for meetings and agenda deadlines distributed at the beginning of the academic year.

III. PROCEDURES

The following outline the Curriculum and Instruction proposal approval procedure.

- a. Faculty member completes appropriate curriculum forms as indicated in the Curriculum and Instruction Handbook based on the type of curriculum change being requested. Program managers should review the proposed changes with the program advisory committee.
- b. Curriculum forms are submitted to the appropriate academic administrator(s) for review. If approved for consideration, the forms are signed and submitted following protocols in the Curriculum and Instruction Handbook.
- c. The approval steps are as follows:
 - i. Administrative Review - checks for structural errors in the proposed change.
 - ii. Curriculum and Instruction Committee - reviews proposed change and votes to recommend or not to recommend the proposed change to the Vice-President of Academic Affairs.
 - iii. Vice-President of Academic Affairs
 - Reviews changes relative to Administrative Procedure 3-10 Substantive Change and prepares notification to SACSCOC as applicable and
 - Recommends the proposals to the President or sends back to Curriculum and Instruction Committee with notes/questions.
 - iv. President reviews curriculum proposals and recommends that the District Board of Trustees approves the changes or sends back to the Vice President of Academic Affairs with questions.
- d. Proposals are approved by the District Board of Trustees or sent back to the President with questions.
- e. Vice President of Academic Affairs notifies SACSCOC as applicable.
- f. Once appropriately approved, changes are incorporated into the online LSSC *Catalog and Student Handbook* on the effective date.

New: 12/01/1997

Revised: 02/09/2010, 11/06/2012, 01/08/2013, 07/30/2013, 08/09/2013, 10/15/2019