
**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. PURPOSE

The purpose of this policy is to establish a process that ensures all programs and courses are academically sound, aligned with institutional goals, responsive to workforce and transfer needs, and compliant with accreditation and state requirements.

II. RESPONSIBILITY

Oversight for the development and implementation of curricula is the responsibility of the Chief Academic Officer.

III. BACKGROUND

Credit and non-credit academic programs will be appropriate to the institution's purpose and goals. Credit and non-credit academic 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 for academic programs and courses will also include steps of review and approval by appropriate agencies, including Florida's State Department of Education, the College's accrediting body, and program-level accreditors as applicable.

IV. PROCESS

The institution's process to conceive and create academic credit and non-credit programming involves faculty, academic staff, the Curriculum Committee and, as applicable, Workforce (Career and Technical Education – CTE) program advisory committees.

a. Curriculum Committee

1. Membership is appointed annually by the President's Cabinet;
2. Minimum Voting Members:
 - i. Full-time faculty from a broad range of disciplines/programs;

- ii. Representative from academic advising;
 - iii. Representative from academic administration;
 - 3. Non-Voting Members:
 - i. Co-chairs, with at least one being a full-time faculty member
 - ii. Registrar- ex officio;
 - iii. Chief Academic Officer – ex officio and Cabinet Liaison
 - 4. Dates for monthly meetings and agenda deadlines will be distributed by a chair at the beginning of the academic year.
- b. Program Advisory Committee**
- The role of advisory committee in career and technical education programs is to advise those charged with the responsibility for developing and maintaining career and technical education programs. Each committee member is a rich source of information for college administrators and faculty whose mission is to teach and develop employable graduates. Committees should include college faculty and staff along with the community's industry leaders with a special knowledge and interest in the area's occupational growth and development. Program advisory committee membership is approved by the board at the beginning of each academic year.

Refer to the Curriculum Handbook on the intranet for the process to request new credit and non-credit academic programs, certificates, and courses as well as modify or delete them. The handbook also contains additional information about the committee's purpose, charge, and structure as well as information about Workforce program (CTE) advisory committees.

New: 12/01/1997

Revised: 02/09/2010, 11/06/2012, 01/08/2013, 07/30/2013, 08/09/2013, 10/15/2019,
5/14/2025