

# **Instructions for Submitting Curriculum Packets**

Curriculum Development Committee 2011

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## Course/Program Changes: Required Documentation

Action	Signature Page	Request for Action	Program of Study Check Sheet	Course Objectives and Plan Summary	Course Outcome Summary	Lab Fee Justification	Program Catalog Page
New Course (AA)	✓	✓		✓	✓	✓	
Deletion of Course (AA)	✓	✓				✓	
Change in Course (AA)	✓	✓		✓	✓	✓	
New Course (Technical/AS)	✓	✓	✓	✓	✓	✓	✓
Deletion of Course (Technical/AS)	✓	✓	✓			✓	✓
Change in Course (Technical)	✓	✓	✓	✓	✓	✓	✓
New Program	✓	✓	✓	✓	✓	✓	✓
Change in Program <i>(Minor programmatic changes effecting less than 25% of program – includes adding, deleting, removing, and revising courses attached to a program.)</i>	✓	✓	✓	✓	✓	✓	✓
Deletion of Program	✓	✓	✓				✓
Lab Fee Changes Only	✓	✓				✓	

A course currently consists of three components:

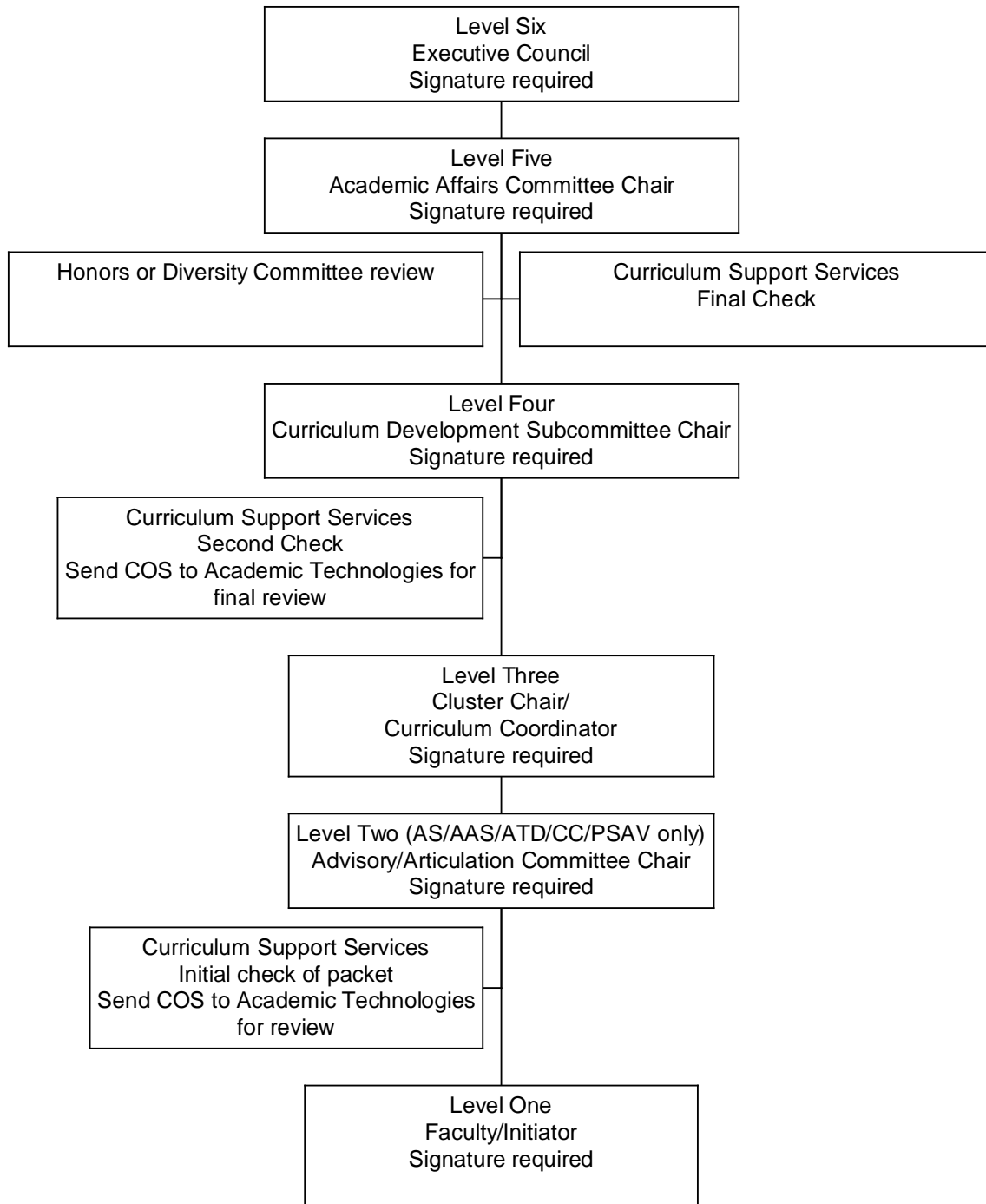
Course Objectives and Plan Summary (first two pages created in Word)

Course Outcome Summary (WIDS)

Lab Fee Justification Form

To maintain accurate, complete records for a course, all three components must be submitted each time any one component is revised.

Curriculum Flow Chart



## Signature Page Instructions

The signature page must have all appropriate signatures completed prior to submission of the packet to the next level. Signatures should be accompanied by the printed/typed name and the 4-digit phone number of the responsible party. The Signature Page must be signed, scanned and submitted electronically to the correct person at each review level along with suggested changes to the packet. The Signature Pages and Change Forms will be downloaded to the AAC folder on the datastor. Each submitted packet will have a folder on datastor designated by the numerical semester it is initiated and the course number. All forms in the datastor will be dated to prevent confusion.

### **Level one:** Faculty/Initiator

The faculty or initiating staff is the person responsible for making sure that the packet is complete and follows the protocol. This is the person who will be responsible for ensuring that any revisions and corrections are input into WIDS, that the packet is presented for review and signatures to the appropriate committees and that all paperwork is in order for final submission. At each level, revisions may be suggested and sent back to the initiator for changes in WIDS or paperwork.

### *Between levels one and two:*

Send the complete initial packet to Curriculum Support Services for a check of coherence and attention to the state guidelines, course numbering systems and effects on other programs. Contact: Cher Woolley at [woolleyc@brevardcc.edu](mailto:woolleyc@brevardcc.edu).

Send the COS (Course Outcome Summary) to Academic Technologies for review. Academic Technologies will check the submission, assist the faculty with adherence to WIDS format, performance-based guidelines and provide training for faculty not familiar with the program. <http://www.brevardcc.edu/academictechnology>.

### **Level two:** Advisory or Articulation Committee Chair

Program, course and lab fee changes may be initiated at the faculty level or at the committee level. AS/AAS/ATD/CC/PSAV programs all have advisory committees that should agree to proposed curriculum changes. A signature is required.

AA courses should be reviewed or initiated by the discipline prior to sending the packet to the cluster. *No signature is required at level two for AA courses.*

**Level three:** Cluster Chair

The Cluster Committee will meet for review of curricula a minimum of once a semester. All proposed changes will be reviewed at the cluster level prior to being sent on to the Curriculum Development Committee.

*Between levels three and four:*

Send the packet to Curriculum Support Services for a second check.

Send the completed COS to Academic Technologies for final review.

**Level four:** Curriculum Development Subcommittee Chair

The Curriculum Development Subcommittee will consist of faculty, administration and staff specializing in curriculum, state course numbering and articulation. They will be the final set of eyes for assessment of curriculum. They will meet a minimum of once a semester. Packets will be placed in the datastor for final review by the AAC.

If applicable, packets completing this review level will be sent to the Diversity Committee or the Honors Committee for evaluation.

**Level five:** Academic Affairs Council Chair

The Academic Affairs Council will make the final decisions and suggestions on the submitted packets. Curriculum Support Services should also be consulted at this level to ensure completeness of packets. Contact: Cher Woolley at [woolleyc@brevardcc.edu](mailto:woolleyc@brevardcc.edu)

If approved at this level, Course Outcome Summary Forms should be uploaded to eCPR and changes will be submitted to the Executive Council for final approval.

**Level six:** Executive Council

The College President and Board of Trustees or their representative.

***NOTE: All lines must be signed by the appropriate people PRIOR to moving on to the next level!***

## Request for Action Form Instructions

### Program/Course:

If you are in an AS/AAS/ATD/CC/PSAV program and are making any changes to the program (course changes, fee changes, course description changes, etc.) put the name of the program as it appears in the course catalog in this space.

If you are in an AA program (liberal arts and science courses), put the name of the course to be changed in this space.

If you are creating a new course, consult [http://scns.fldoe.org/scns/public/pb\\_index.jsp](http://scns.fldoe.org/scns/public/pb_index.jsp) for instructions on assigning a new course number.

### Effective Term/Year:

Curriculum changes will generally be implemented in the Fall of the next year. Exceptions may be made for state mandated curriculum changes. Please put the numeric date of the term in this space (i.e. 201140). Fall semester = year followed by 40, Spring semester = 10, Summer semester = 20.

### ACTION Being Requested:

Choose all applicable actions being requested for the program. For example: if a change in the course fee for one course in the program is requested and another class in the program is deleted, both changes should be crossed off in this section. Course Descriptions should be 100 words or less.

### Reason or Justification for Request:

Explain all actions selected in the previous line, the courses involved and any other programs that may be affected by the actions. If any other programs are affected by the curriculum changes, additional Request for Action Forms for those programs will be required.

**Note: please save the file as letter, number, year and semester followed by Request for Action (example: ATE 2638\_201140 Request for Action.doc).**

## Course Objectives and Plan Summary Instructions

This form is for all individual course changes whether programmatic (AS/AAS/ATD/CC/PSAV) or non-programmatic (AA). Each course affected by a change must have its own sheet.

### **Course/Prefix No.**

This is the course number from the catalog and the Program of Study Check Sheet

### **Academic Learning Team Chair**

This is the Academic Affairs Council Chair from the Signature Page

### **Course Title**

This is the course title from the Catalog. It should match the course title from the Program of Study Check Sheet

### **All changes are effective Fall term/year**

This should be the same semester as listed on the Curriculum Plan of Action Form

### **Course Credits/Contact Hours**

These must agree with both the course catalog and the Program of Study Check Sheet (if applicable)

### **Credit Level:** Check the appropriate box for the course

CC = college credit course – course may be transferred as college credit

VC = vocational credit course – course may be transferred only to another vocational program

IC = institutional credit course – course is not transferrable. This is ONLY used for courses with a prefix of EPI (educator recertification courses)

### **BCC Discipline Identifier**

See the following website: <http://www.brevardcc.edu/credentials/misc/alldisps.cfm>.

### **Faculty Credential Option** – who is qualified to teach this course?

1 = Faculty with 18 graduate semester hours in the field being taught plus a master's degree –or- a master's degree in the specific teaching discipline. This would be appropriate for most courses listed as CC and some VC courses.



2 = Faculty with a bachelor's degree in the discipline – or- an associate's degree plus demonstrated competency in the discipline (may be professional experience in the field). This would be appropriate for most courses listed as VC or IC.

3 = Faculty with some college or specialized training, but with an emphasis on competence gained through work experience. This would be appropriate for courses associated with a non-degree diploma or certificate occupational courses.

4 = Faculty are required to have a Master's degree with at least 18 graduate semester hours in Education and/or Reading and documented experience in teaching. This would be appropriate for non-transferable courses in educator preparatory institute courses.

5 = Faculty are required to have a Baccalaureate degree or higher in the teaching discipline or in a discipline related to the teaching assignment. This would be appropriate for remedial courses.

### **CCVS Advisory Notes**

The CCVS is the Course Credential Verification System. This system is not involved with the advisory committees and is used to assure that minimum standards of faculty credentialing are set. They are also linked to the state system.

These may be accessed by searching the database on the BCC website:

<http://www.brevardcc.edu/credentials/>. Advisory notes may appear in this explanation.

In the case of a new course, put “no course notes” and then a course in parentheses with similar qualifications that someone could refer to in the CCVS system.

An example would be ATEL 2638 Clinical Pathology Laboratory:

The following requirements have been defined by the American Veterinary Medical Association (AVMA) and Committee on Vet Technician Education and Activity (CVTEA).

- Minimum AS degree & credential veterinary technician (VT) with 2 years clinical experience
- Current proof of credential (CVT, RVT, LVT) [C=Certified, R=Registered, L=Licensed]

So, a similar course, such as ATEL 2639 Clinical Pathology Laboratory 2 would have the same credentialing requirements according to the CCVS system.

**Honors Course**

If the course might qualify as an Honors course, this box should be checked “Yes.” The course will then be reviewed by the Honors Committee for possible inclusion.

**Diversity Infused/Diversity Dedicated**

If the course might qualify as a “diversity infused” or “diversity dedicated” course, these boxes should be checked “Yes.” The course will then be reviewed by the Diversity Committee for possible inclusion. Courses submitted will need additional paperwork submitted if one of these boxes is checked.

Diversity indicates ethics, religion, socioeconomic or other course material and exercises are included in the coursework.

**Repeatable for credit and Maximum credits available**

Some courses (such as Special Topics courses) may be repeatable for credit. If the box is checked “YES,” the maximum credits available should also be filled in.

**Course Fees**

All courses submitted for change that have associated fees (laboratory, combined or clinical courses) should have this section completed along with a Fee Form. Lecture courses without associated fees do not need to complete the Fee Form. Numbers listed in this area should agree with the Fee Form.

**General Education Requirements**

These are courses that are required for completion of the degree.

**Degree type**

AA = Associate of Arts Degree

AS = Associate of Science Degree

AAS = Associate of Applied Science Degree

ATD = Applied Technology Diploma

CCC = College Credit Certificate

PSAV = Post-Secondary Adult Vocational Certificate

**Grade mode**

The grade mode is the type of grading scale agreed upon by all faculty that will teach this particular course.

A-F – This field should be chosen if the course will have the typical four letter grade scale.

S-U – This field should be chosen if the course is pass/fail

Other – This field should be chosen if another grading system is in place. “Other” should be accompanied by an explanation.

### **Gordon Rule**

Faculty can determine whether a course has been approved for Gordon Rule status by checking page 60 of the BCC online catalog.

### **Suitable for Online/Hybrid**

These boxes may be checked if a course is suitable for either hybrid or online instruction. In general, it is recommended that the “Online” box not be checked for math, science and vocational laboratories. Checking these boxes does not mean that these courses may not be face-to-face delivery. The yes/no must be justified by the faculty member in the comments box.

### **Prerequisites and Corequisites**

These must agree with the pre- and corequisites listed in the catalog.

### **Course Description**

This is the course description that should be in the catalog. It must agree with the course description from the Course Outcome Summary page. Course descriptions must be 100 words or less.

### **Acceleration Mechanism**

If a course can be substituted with another course, competency exam for credit or equivalent training, the course or training should be listed here.

**Note: please save the file as letter, number, year and semester followed by COPS (example: ATE 2638\_201140 COPS.doc).**

**NOTE: Please print out a copy and have it signed by the appropriate people PRIOR to submitting this form at level 5.**

## Program of Study Check Sheet Instructions

The Program of Study Check Sheet should only be filled out for programmatic course or curriculum changes (AS/AAS/ATD/CC/PSAV).

### **Program:**

This should be the program listed in the first line of the Curriculum Request for Action

### **Effective Term:**

This is the term the program will go into effect. Every attempt should be made to begin a new program or implement changes in the fall. This should be the same date as on the Request for Action form

### **Submitted by:**

This should be the initiating faculty or staff that signed on line one of the signature page.

### **Curriculum Coordinator:**

This should be Cluster Chair or the Curriculum Coordinator from the Signature Page.

### **Insurance validation:**

If the program (or courses within the program) requires either accident or liability insurance, these boxes should be filled in. Most AS, AAS and PSAV programs require both insurances.

### **Second Page:**

All programmatic courses should be on this form. Electives should also be on the form, but should be indicated by "(elective)" in the course title. Each course should have the Course Prefix and Number, Course Title, Credit Hours, Contact Hours and AN, AE, C, MWP, NC (see below) filled out. Term Seq (term sequence) is optional, and the D/R column should be completed only if a course is being dropped from the program.

### **Course Prefix and Course Number:**

This is the course prefix and number as it will appear in the course catalog.

**Course Title:**

This is the course title as it will appear in the course catalog. In this column, you will also put the section headings as they will appear in the catalog, e.g. GENERAL EDUCATION REQUIREMENTS, MAJOR COURSES, CORE COURSES, TECHNICAL ELECTIVES, OPTIONS, etc.

**Credit Hours and Contact Hours:**

These must agree with the course catalog or proposed changes.

*Note: If your program has options, only put the credit and contact hours once under this column for the credit hour & contact hours to total correctly at the bottom of the form. Do not include credit or contact hours for the course(s) you are removing from the program (See example)*

To determine the total contact hours for PSAV programs go to:

[http://www.fldoe.org/workforce/dwdframe/xls/2011-2012\\_psav\\_Program\\_Length.xls](http://www.fldoe.org/workforce/dwdframe/xls/2011-2012_psav_Program_Length.xls)

To determine the total credit hours for all other programs go to:

[http://www.fldoe.org/workforce/dwdframe/xls/2011-2012\\_CC\\_Program\\_Length.xls](http://www.fldoe.org/workforce/dwdframe/xls/2011-2012_CC_Program_Length.xls)

**Change Indicator:**

This will reflect the status of each course, as follows:

AN = Add New: Add a new course

AE = Add Existing: This is a course that already exists in the BCC database but is new to the program

C = Change: This is a change to a course already existing within the program. It may be a course number change, a lab fee change, a change to WIDS format, a change in course description, prerequisites, change to elective status, etc.

MWP = Move within Program: This is when a course is moved from one area to another within the program, i.e. from Major Course to Technical Elective

NC = No change in course

Delete or Remove:

Only use this field if the course is to be removed from the program, and/or removed from the state inventory.

D = Delete from program and state and college inventory. This course will never be opened again in this or other programs.

*Note: Course cannot be removed from the state inventory if it is still used in another program*

R = Remove from program only (remains in inventory). This course may exist in other programs, but is no longer part of this program

**Term Sequence:**

If the program is a cohort program in which the students must follow a set schedule, put the courses in order starting with the initiating semester and ending with the graduating semester. Put the numerical semester indicator in the "Term Seq" box (40=Fall, 10=Spring, 20=Summer).

Please use this link to access an example of a well-executed curriculum packet for a lecture course: <http://web11.brevard.cc.fl.us/ecpr/displayPDF.cfm?id=3077>

**Note: please save the file as letter, number, year and semester followed by POS (example: ATE 2638\_201140 POS.doc).**

**NOTE: Please print out a copy and have it signed by the appropriate people PRIOR to submitting this form at level 5.**

**EXAMPLE:**

**PROGRAM OF STUDY CHECK SHEET**

Program: Interior Design Technology AS (INAS)

Effective Term: 201140-Fall 2011

Submitted by: Ann Roccon

\_\_\_\_\_  
Curriculum Coordinator Date

\_\_\_\_\_  
Curriculum Chair Date

Does this program require insurance?	
Accident	<input type="checkbox"/> N
Liability	<input type="checkbox"/> N
	R = Required M = Recommended N = No

## PROGRAM OF STUDY CHECK SHEET

*Attach a page layout indicating how program should appear in the Catalog*

Program Title: \_\_\_\_\_ Effective Term: \_\_\_\_\_

Course Prefix	Course Number	Course Title	Credit Hours	Contact Hours	Change Indicator*	D/R*	Term Seq**
		<i>Note: Put section HEADER with section credit totals in this column. For example: General Education Requirements (Credits Needed: 15)</i>					
		<b>General Education Requirements (Credit needed: 15)</b>					
ENC	1101	Communications 1	3		NC		
SPC	2608	Fundamentals of Speech Communications	3		NC		
		Computation Requirement	3		NC		
		Humanities Requirement	3		NC		
		Social/Behavioral Science Requirement	3		NC		
		<b>Major Course (Credits needed: 56)</b>					
ETDC	1801	Pictorial Drafting	4	64	NC		
IND	1100	History of Design 1	3	48	NC		
IND	2130	History of Design 2	3	48	NC		
IND	2150	Why Preservation	3	48	NC		
IND	2420	Material and Sources	3	48	NC		
IND	2931	Survey of Green Design	3	48	C		
INDC	1010	Residential Design 1	3	48	NC		
INDC	1015	Residential Design 2	3	48	NC		
INDC	1020	Principles of Interior Design	3	48	NC		
INDC	1429	Textiles for Interiors	3	48	NC		
INDC	1935	Building and Barrier Free Codes	3	48	NC		
INDC	2016	Commercial Interior Design 1	3	48	NC		
INDC	2019	Commercial Interior Design 2	3	48	NC		
INDC	2432	Lighting	3	48	NC		
INDC	2500	Interior Design Business Practices	3	48	NC		
INDC	2910	Kitchen and Bath Design 1	3	48	C		
INDC	2911	Kitchen and Bath Design 2	3	48	C		
TARC	1120	Architectural Drafting	4	64	NC		
		<b>Technical Electives (Credits needed: 4)</b>	4				
ARTC	1300	Drawing (3 credit, 80 contact)			NC		
CGS	2100	Microcomputer Applications (3 credit, 48 contact)			NC		
ETDC	2320	AutoCAD Fundamentals (4 credit, 64 contact)			NC		
GRAC	2150	Raster Graphics (3 credit, 48 contact)			NC		
IND	1423	Survey of Materials and Resources (1 credit, 16 contact)			NC		
IND	2941	Interior Design Internship (3 credit, 90 contact)			NC		
SLS	1101	Success Strategies for College & Life (3 credit, 48 contact)			NC		
<b>Credit Hour &amp; Contact Hour Totals:</b>			<b>75</b>	<b>896</b>			
<i>Previous Program Credit Hour &amp; Contact Hour Totals:</i>							

**\*Course Change Indicator:**

AN - Add New; C - Change **Course plan must be attached if AN or C**

NC - No Change

AE - Add an existing course (course is already in BCC inventory)

**\*D/R**

**D** - REMOVE course from program & DELETE from BCC inventory at the State level

## Course Outcome Summary

This document should be generated in WIDS as a .crs file. Although the .crs will probably have more information in it, the file that is submitted through the signature process should be in .doc or .docx format and should ONLY contain the following items:

- Course number (letter and number designations)
- Course title (this should match the catalog)
- Credit hours
- Contact hours
- Course description (this should match the catalog and all other course documents)
- Pre- or co-requisites
- Evaluation methodologies
- Course competencies
- Course objectives

The .crs file will be presented to the Academic Affairs Council after all changes have been completed. The .crs file will be placed on the [\\datastor\aac](#) (this folder is limited access) and uploaded to eCPR along with the final packet by Curriculum Support Services. Contact: Cher Woolley at [woolleyc@brevardcc.edu](mailto:woolleyc@brevardcc.edu). Please save/name the file starting with the course prefix in all caps, followed by the course number, then include an underscore, followed by the year and semester submitted with the .crs file extension (example: ATE2638\_201140.crs). This is the standardized file naming convention for uploading to eCPR.

Help with WIDS and file conversion can be obtained by contacting Academic Technologies: <http://www.brevardcc.edu/academictechnology> – click on the “contact us” link.

Please use this link to access an example of a well-executed curriculum packet: <http://web11.brevard.cc.fl.us/ecpr/displayPDF.cfm?id=3077>.

### **Evaluation methodologies**

This refers to the type of assessments/tests/projects that will be used to evaluate course progress and attainment of skills. It is better to keep the evaluation methodologies more general to provide the opportunity for creativity of the faculty presenting the material.

If a BCC core ability is linked to a competency, it should also be linked to a specific evaluation methodology in your course. This will enable faculty to track student progress for SACS evaluation.



## Course competencies

Course competencies are the principle objectives for the course. In general, 3-4 course competencies per credit hour are recommended. There may be times when this guideline may be exceeded. Course competencies may be “linked” to one of the five BCC core abilities. Programmatic students should be able to demonstrate that they have completed all five of the core abilities by the time they graduate from the college/program. There should be at least one and no more than two BCC core abilities identified per course.

Course competencies will be written in “performance based language” according to the modified Bloom’s Taxonomy

(<http://www.brevardcc.edu/ace/content/documents/BloomsVerbs.pdf>). Each competency should begin with a verb and will only have one verb per competency. Verbs should be at “Application” level or above if in the “Cognitive” domain. Verbs in the “Psychomotor” domain will not have levels. The level of the verb should be listed on the form. Contact Academic Technologies for assistance with WIDS: <http://www.brevardcc.edu/academictechnology> - click on the “contact us” link.

Contact hours should be listed for each competency. Contact hours should be at the end of each competency inside parentheses. Example: if a course has 72 contact hours and 8 hours are dedicated to that competency, the competency should be followed by (8 hours).

## Course objectives

These are the objectives within the course competencies. In general, fewer than 10 objectives per competency are recommended. There may be times when this guideline may be exceeded. Again, objectives should be written in performance based language. Single verbs must be used and the “level” of the verb should not exceed the level of the verb from the corresponding course competency. The objectives do not need to be linked to BCC core abilities, contact hours or verb domains or levels.

***Note: You must also save the file as a Word document. When your COS is completed in WIDS, go to the “Save as Word Document”. Please save the file as letter, number, year and semester followed by COS (example: ATE 2638\_201140 COS.doc). The Word document is what will be reviewed at the various levels. Changes made to the Word document must be transferred to WIDS before final submission. Only submit the .crs at the AAC level (level 5).***

## Fee Justification Form Instructions

Fee justification forms should be submitted for every course change that has an associated fee. In general, all science and technology courses and some language and mathematics courses are included in this category.

### Fee: Check only One

- New – check this box if there has never been a fee associated with this course
- Change – check this box if there is an increase or decrease in the fee
- Delete – check this box if the fee for the course is to be removed
- No change – check this box if something other than the fee is changing for the course

### Type of Fee: Check only One

- Lab Fee – this is a fee for laboratory supplies or costs other than personnel
- Special Course Fee – this is a fee for personnel or testing costs other than laboratory fees

### Title/Course Number

These should agree with all other paperwork in the packet

### Current Fee Amount

This should be the fee prior to any change submitted

### Recommended Fee Amount

This should be the fee requested by the change. Justification must be included. This must be a cost of materials and supplies per semester for the course broken down by student. The recommended fee amount cannot exceed the cost per student. Receipts must be available in order to justify fee increases in cases of state audit.

### Curriculum Coordinator/Campus Representative

These are the Cluster Chair and the Curriculum Development Chair of the Signature Page (levels three and four).

### Review Status and Executive Vice-President Signatures

This is the Executive Council signature from the Signature Page (level 6). This must be signed prior to final submission.

**Note: Please save the file as letter, number, year and semester followed by Fee (example: ATE 2638\_201140 Fee.doc).**

# Catalog Page Instructions

(for Programmatic changes only – AS/AAS/ATD/CC/PSAV)

A catalog page must be included with each Program of Study Check Sheet if there is a course change, lab fee initiation or other change that may affect the Course Catalog. Catalog pages for each program may be accessed at:

[http://www.brevardcc.edu/index.cfm?mainframe=/catalog/content/all\\_degrees.cfm&subnavframe=/catalog/content/sub\\_nav\\_degree\\_programs.html](http://www.brevardcc.edu/index.cfm?mainframe=/catalog/content/all_degrees.cfm&subnavframe=/catalog/content/sub_nav_degree_programs.html)

Pick the degree program and cut and paste the information into Microsoft Word. Any corrections should be made on the form. Deletions should be in **red**, additions should be in **green**.

Please use this link to access an example of a well-executed curriculum packet:

<http://web11.brevard.cc.fl.us/ecpr/displayPDF.cfm?id=3077>

**Note: Please save the file as letter, number, year and semester followed by Catalog (example: ATE 2638\_201140 Catalog.doc).**

## **EXAMPLE:**



## Interior Design Technology

Associate in Science - Code INAS

This program prepares students for employment in an interior design, architectural or construction firm leading to state licensing and registration as an interior designer. Interior design goes far beyond decorating. Interior designers impact people's daily lives by creating custom residential, commercial and leisure environments. The curriculum includes instruction on drafting equipment, CAD programs, building materials, furnishings, fixtures, utilizing a studio environment where students develop creative problem solving. The skills garnered in design studios are necessary for developing and enhancing the spaces in which people live, work and play. Education in the discipline and appropriate work experience, along with a passage of the state examination (NCIDQ), are the requirements to become a registered/licensed interior designer in Florida and in many other jurisdictions in the United States.

All A.S. degree-seeking students must satisfy entry assessment requirements and complete with a grade of "S" or better all required college-preparatory courses in reading, writing, and

mathematics.

<b>GENERAL EDUCATION COURSES</b>		<b>Credits Needed: 15</b>
ENC 1101	<a href="#">Communications 1</a>	3
SPC 2608	<a href="#">Fundamentals of Speech Communication</a>	3
	Computation Requirement	3
	Humanities Requirement	3
	Social/Behavioral Science Requirement	3
<b>MAJOR COURSES</b>		<b>Credits Needed: 56</b>
ETDC 1801	<a href="#">Pictorial Drafting</a>	4
IND 1100	<a href="#">History of Design 1</a>	3
IND 2130	<a href="#">History of Design 2</a>	3
IND 2150	<a href="#">Why Preservation</a>	3
IND 2420	<a href="#">Materials and Sources</a>	3
IND 2931	<a href="#">Survey of Green Design</a>	3
INDC 1010	<a href="#">Residential Design 1</a>	3
INDC 1015	<a href="#">Residential Design 2</a>	3
INDC 1020	<a href="#">Principles of Interior Design</a>	3
INDC 1429	<a href="#">Textiles for Interiors</a>	3
INDC 1935	<a href="#">Building and Barrier Free Codes</a>	3
INDC 2016	<a href="#">Commercial Interior Design 1</a>	3
INDC 2019	<a href="#">Commercial Interior Design 2</a>	3
INDC 2432	<a href="#">Lighting</a>	3
INDC 2500	<a href="#">Interior Design Business Practices</a>	3
INDC 2910	<a href="#">Kitchen and Bath Design 1</a>	3
INDC 2911	<a href="#">Kitchen and Bath Design 2</a>	3
TARC 1120	<a href="#">Architectural Drafting</a>	4
<b>TECHNICAL ELECTIVES</b>		<b>Credits Needed: 4</b>
ARTC 1300	<a href="#">Drawing</a>	3
CGS 2100	<a href="#">Microcomputer Applications</a>	3
ETDC 2320	<a href="#">AutoCAD Fundamentals</a>	4
GRAC 2150	<a href="#">Raster Graphics</a>	3
IND 1423	<a href="#">Survey of Materials and Resources</a>	1
IND 2941	<a href="#">Interior Design Internship</a>	3
SLS 1101	<a href="#">Success Strategies for College and Life</a>	3
		<b>Total Credit Hours: 75</b>

**Curriculum Submission Packet  
Signature Page**

**Program/Course:**

**Level 6 – Executive Council**

\_\_\_\_\_  
Printed Name                      Phone Ext.

\_\_\_\_\_  
Signature    Date

**Level 5 – Academic Affairs Committee  
Chair**

\_\_\_\_\_  
Printed Name                      Phone Ext.

\_\_\_\_\_  
Signature    Date

**Level 4 – Curriculum Development  
Subcommittee Chair**

\_\_\_\_\_  
Printed Name                      Phone Ext.

\_\_\_\_\_  
Signature    Date

**Level 3 – Cluster Chair**

\_\_\_\_\_  
Printed Name                      Phone Ext.

\_\_\_\_\_  
Signature    Date

**Level 2 – Advisory or Articulation  
Committee Chair**

\_\_\_\_\_  
Printed Name                      Phone Ext.

\_\_\_\_\_  
Signature    Date

**Level 1 – Faculty/Initiator**

\_\_\_\_\_  
Printed Name                      Phone Ext.

\_\_\_\_\_  
Signature    Date

My signature above indicates that I have reviewed the curriculum submission attached and consulted with the appropriate committees and faculty college-wide. Evidence of committee and faculty coordination is attached.

## Curriculum Request for Action

**Program/Course:**

**Effective Term/Year:**

Please use one Request for Action form to justify *all changes* within a program.

For example, if a change in the course fee for one course is requested and another class in the program is deleted, both changes should be checked off in this section.

**ACTION Being Requested (check all that apply):**

**New course**

**Deletion of course(s)**

**Change in course**

**New program**

**Change in program**

*(Minor programmatic changes affecting less than 25% of program)*

**Substantive change**

**Substantive change refers to:**

- A change in location of a program
- If 25% of the program has been changed

**Deletion of program**

**Other (specify)**

**Briefly summarize the reason or justification for request:**

**Submitted by:** \_\_\_\_\_

**Printed name of faculty or initiator**

**Date**

*Curriculum Request for Action  
Updated 7/2010*

## Course Objectives and Plan Summary

Course/Prefix No. \_\_\_\_\_

Course Title: \_\_\_\_\_

\_\_\_\_\_  
Signature of Curriculum Coordinator/Campus  
Rep. to the AAC

All changes are effective Fall term/year

*If change is mandated by the State or Accrediting body –  
Effective term/year*

Fall

Spring

Summer

Course Credits: \_\_\_\_\_ Contact Hours: \_\_\_\_\_ Credit Level:      CC      VC      IC

BCC Discipline Identifier: \_\_\_\_\_

*(Refer to the following website: <http://www.brevardcc.edu/credentials/misc/alldisps.cfm> for list of identifiers.)*

Faculty Credential Option:

1

2

3

4

5

*(Refer to Curriculum Guide and Instructions for more information)*

CCVS Advisory Notes:

*(Course Credential Verification System – Refer to Curriculum Guide and Instructions for more information.)*

Honors Course:

Diversity Infused:

Diversity Dedicated:

Maximum credits available: \_\_\_\_\_

Repeatable for credit:

Course Fees:    Lab Fee: \$

Special Course Fee: \$

*Fee forms must be attached.*

## Course Objectives and Plan Summary

### General

#### Education

Requirements:  Communications  Humanities  Math  Natural Science  Social Science

### Degree

Type:  A.A.  A.A.S.  A.T.D.  A.S.  C.C.C.  P.S.A.V.

### Gordon Rule:

Refer to

<http://www.fau.edu/sass/pages/brecc.htm>  
to determine if a course has been approved  
for Gordon Rule status.

Yes

No

### Suitable for Online:

Yes

No

### Suitable for Hybrid:

Yes

No

Grade Mode:  A-F  S-U  Other

### Prerequisites:

### Co-requisites:

Course Description (maximum of 1,000 characters for catalog use):

Acceleration Mechanism (method of validating prior learning):



## Fee Justification

Fee justification forms should be submitted for every course change that has an associated fee. In general, all science and technology courses and some language and mathematics courses are included in this category.

Fee: Check only one

New

Change

Delete

No Change

Type of Fee: Check only one

Lab Fee

Special Course Fee

Effective Term/Year:

Title:

Course Number:

Current Fee Amount:

Recommended Fee Amount:

Justification must not exceed cost per student; show a breakdown of cost per student to justify fee:

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Cluster Chair/Curriculum Dev. Chair

Date

Review  
Status:

Approved

Denied

---

Executive Vice-President

Date

*(Fee changes must be approved by the BCC Board of Trustees prior to implementation)*

Fee Justification  
Updated 7/2010