

CURRICULUM, EDUCATIONAL MATERIALS, & PROGRAM DEVELOPMENT

Purpose

Ensuring the quality of educational programs is a critical function of the faculty. The AAC will support initiatives in the areas of program change and development, course revision, educational materials, and curriculum design. This process will ensure that educational programs meet necessary state requirements, accreditation mandates, and standards of excellence consistent with the mission of the College.

Curriculum Procedures

Participants must adhere to the timeline established by the AAC and follow the process. There are five (5) levels to the curriculum creation and approval process.

- (a) Level 1 is the development of curriculum by Faculty using performance-based language. For this section Faculty is defined as full-time faculty with familiarity with the subject matter and projected student target. Adjunct faculty may initiate the process in concert with a full-time faculty member. Once the curriculum has been created, it is submitted to the academically appropriate cluster.
- (b) Level 2 is discussion and approval of the curriculum by full-time faculty members of the discipline and cluster. The voting results must be recorded.
- (c) Level 3 is the confirmation of faculty review and approval of the curriculum by the Cluster Chair. The Cluster Chair then uploads the appropriate documents, including voting evidence, into the Curriculum Approval Tracking System (CATS) on or before the approved deadline for Fall or Spring term. The submission into CATS indicates the curriculum is ready for a level 4 review. Curriculum will not be reviewed in the Summer semester.
- (d) At Level 4 the curriculum is reviewed by the Curriculum Development Committee (CDC). All curriculum will be reviewed by a minimum of 2 members of the CDC. If necessary, a comprehensive review by the full committee may be called by the membership. The CDC will then make recommendations, deny, or approve the curriculum. Once curriculum has been approved at level 4, it moves onto level 5.
- (e) At Level 5 the curriculum is reviewed by the AAC. All curriculum will be reviewed by a minimum of 2 members of AAC. If necessary, a more comprehensive review may be called by the membership. The AAC will then make recommendations, deny, or approve the curriculum. Once curriculum has been approved at level 5, the curriculum is sent forth for

administrative and State approval. For more information regarding procedures, documents, and forms refer to <http://www.easternflorida.edu/faculty-staff/academic-affairs-council/curriculum-forms-instructions.cfm> or contact the AAC chair.

Scheduling of courses

A course that has not been approved by the State of Florida cannot be scheduled. A course that is greater than 10-years of age since its last revision cannot be scheduled.

Educational Materials

The intent of the Educational Materials Selection Process is to create a standardized college-wide process for educational materials selection. This will help the College track and provide documentation that all applicable laws are being following, specifically FSS 1004.085 and FR 6A-14.092.

Any educational materials, such as a textbook, to be used in a course must go through the Educational Materials Selection Process. Any educational material that has not gone through this process cannot be used as a required course textbook/instruction material. This includes any textbook or software adoptions for Pilot courses. This will, at minimum, ensure that all required educational materials address all curriculum for a particular course.

Once an educational material has been selected by an instructor for a particular course section through this process, last minute changes to an instructor's educational material for a course section cannot be made without documentation of extenuating circumstances. This documentation must be provided to the Administrative Liaison to the instructor's Cluster and the Administrative Liaison must approve the change. This does not preclude educational material changes from one previously approved educational material to another approved educational material when a new instructor has been assigned to a course section (i.e. if an instructor is assigned a course section two weeks or less to a course start date they will be allowed to use a different Cluster approved educational material).

The full procedure can be accessed at: <http://www.easternflorida.edu/faculty-staff/academic-affairs-council/documents/ed-materials-process.pdf>

Access to the supporting forms, documents, and submission procedures can be located under the documents and forms tab at: <http://www.easternflorida.edu/faculty-staff/academic-affairs-council/> or contact the AAC chair.

Program Development

The creation of programs is initiated at the administrative level. Programs may be created

by faculty or an administrative designee. Although the direction, content, and outcomes of a program are often decided without full cluster input, it is recommended, but not required by the AAC, that programs be vetted through the respective cluster. Newly created programs and programmatic changes are to be submitted through the CATS system for tracking purposes and to check for structure, grammar, and correctness. For information regarding the process of creating and implementing an academic program, contact the Vice President of Academic and Student Affairs.