

Curriculum Guidelines

(New or updated curriculum / program changes / lab fee updates)

Important note: Curriculum must be revisited prior to the ten-year mark since the last revision/update. Optimally, lab fees should be revisited annually, but lab fee documents should be resubmitted *no later than every 3 years*. See the Electronic Course Plan Repository ([e-CPR system](#)) for the latest course plan on file. A curriculum “update” does not necessarily mean a full revamp of the course. It could be as simple as putting the expiring COS on the new form and ensuring it is in performance-based language per [Bloom’s Taxonomy](#). The Collegewide Chair (CW Chair) will alert the faculty to curriculum approaching the ten-year mark. However, curriculum can be updated at any time; one need not wait until the ten-year mark. *Ideally, it will be updated well before it expires at the ten-year mark.* A course that exceeds that deadline cannot be offered.

1. The originator(s) should use the [Course Plan Template \(CPT\)](#) – or for Program of Study changes, the [Program of Study \(POS\) template](#) – for the revision. (Note that page one of the CPT is an example only. Scroll to page two). ([Other helpful forms](#) are available on the [Curriculum Development Committee \(CDC\)](#) page of the EFSC website, including this [Curriculum of Study \(COS\) checklist](#)). The originator(s) should then inform the Program Manager (PM) that a curriculum review committee is necessary and send to the PM the completed CPT referenced above. (**Note:** to expedite the package through the process, *carefully adhere* to the guidelines on the [COS checklist](#)).
2. The PM will assist in establishing a faculty-led committee to review the update. (**Note:** if the curriculum is written by members of one Academic Discipline Group (ADG), yet the program that offers the curriculum is part of another ADG, *both* must collaborate in the review). The PM may not chair the committee; the committee must elect its own chair. Once voting has occurred, the committee chair will send the committee-approved CPT **and** documentation of the voting record to the PM. (Note: If only one or two FT faculty members collegewide teach the course, a formal committee is not necessary. This scenario is most likely in AS or Workforce programs).
3. The PM will enter the committee-approved package into the Curriculum Approval Tracking System (CATS). Faculty members should not use this system; the PM will enter the information and forward it within the CATS system to the CW Chair as an informational item.
4. (If the “Honors” and/or “Diversity” boxes are marked on the CPT, the PM will route the package within CATS to the Honors Council and/or the Diversity Committee, respectively).
5. Once the curriculum and/or program update is in CATS, it will be reviewed by the Curriculum Development Committee (CDC). *The originator(s) should be present at the CDC meeting at which the package is reviewed to answer any questions that may*

arise. The Chair of the CDC will notify the originator(s) in advance of the meeting date and time.

6. Upon approval by the CDC, the package will be forwarded to the Academic Council (AC).
7. Upon approval by the AC, the curriculum will be routed to EFSC administration and the FL-DOE.
8. Upon approval from the FL-DOE, the package will be added to the e-CPR system referenced above.