



**Eastern Florida**<sup>SM</sup>  
STATE COLLEGE

# **Academic Council Handbook**

## **Operational Manual for the Academic Council**

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1           **ARTICLE I. INTRODUCTION**

2                   **Section 1.01**     Preamble

3                   The Academic Council (AC), representing the full-time faculty and serving as  
4                   liaison to the academic discipline groups, develops, interprets, and  
5                   recommends operational procedures related to the welfare of the faculty  
6                   and student body. The AC considers matters referred to it by the faculty,  
7                   staff, administration, and students.

8           **ARTICLE II. MISSION**

9                   **Section 2.01**     Primary Responsibilities

10                  The Academic Council's (AC) primary responsibility is to review policy and  
11                  procedures and to make recommendations to the College President relating  
12                  to its educational programs and in accordance with the College's mission:

13                  Eastern Florida State College (EFSC) is committed to engaging our diverse  
14                  population in quality, accessible learning opportunities that successfully meet  
15                  individual and community needs. To fulfill that mission, EFSC offers:

- 16                  (a) Specified baccalaureate degree programs through formal written  
17                         agreements between the College and other regionally accredited  
18                         postsecondary educational institutions or with the College for the  
19                         purpose of meeting district, regional or statewide workforce needs.
- 20
- 21                  (b) Undergraduate studies and Associate Degrees for students pursuing a  
22                         Baccalaureate Degree delivered in traditional face-to-face classes,  
23                         blended learning classes and online classes.
- 24
- 25                  (c) Technical and vocational training for Associate Degrees and Certificates to  
26                         enter the workforce, improve professional skills and develop new  
27                         competencies.
- 28
- 29                  (d) Instructional support services such as advising and career guidance.
- 30
- 31                  (e) Activities supporting cultural enrichment, economic development, sports,  
32                         wellness, and quality of life.
- 33
- 34                  (f) Workshops and classes for personal growth, developmental instruction,  
35                         and lifelong learning.

36 EFSC is committed to being our community's center for quality teaching and  
37 lifelong learning. EFSC's key values and beliefs are:

38 (a) Respect the individual, manifested through courtesy and civility in  
39 every endeavor;

40 (b) Recognize that we exist in a dynamic environment. We foster  
41 innovation to promote continuous improvement in student,  
42 employee and organizational development;

43 (c) Spark the flame of human curiosity by creating an environment  
44 to ignite and sustain a passion for lifelong learning;

45 (d) Value leadership styles that engender trust and confidence and  
46 that empower people to make sound decisions;

47 (e) Encourage a sense of belonging by employees and students  
48 through promoting an atmosphere of teamwork that embraces  
49 the college's mission and goals;

50 (f) Provide quality service to students, colleagues, and the  
51 community with the intention that all those served achieve  
52 higher levels of success and satisfaction;

53 (g) Systematically review, evaluate, and be accountable to achieve  
54 our mission; and

55 (h) Value achievement and reward those who strive to their best.

56 **Section 2.02** Policy and Procedure Initiatives

57 The Eastern Florida State College Academic Council (AC) is active in the  
58 development of operational procedures related to both faculty and  
59 academic endeavors. This Handbook outlines or references policies and  
60 procedures governing the AC and the faculty including the Procedures  
61 Manual ([http://www.easternflorida.edu/administration-](http://www.easternflorida.edu/administration-departments/documents/procedures-manual.pdf)  
62 [departments/documents/procedures-manual.pdf](http://www.easternflorida.edu/administration-departments/documents/procedures-manual.pdf)) and the current Collective  
63 Bargaining Agreement (CBA). It also addresses policies and procedures  
64 related to the academic success of the EFSC student body.

65 **Section 2.03** Educational Program Initiatives

66 The AC reviews educational programs and submits recommendations  
67 concerning the appropriate actions needed for the following academic  
68 matters, and in accordance with the CBA:

69 (a) Developing and reviewing curriculum;

70 (b) Developing new programs;

- 71 (c) Placement of program(s) on moratorium;
- 72 (d) Award of college credit;
- 73 (e) Developing and recommending operational procedures on
- 74 grading, attendance, and academic honesty;
- 75 (f) Ensuring academic freedom;
- 76 (g) Adapting and implementing state-mandated changes and
- 77 regulations affecting curriculum and programs;
- 78 (h) Participating in institutional effectiveness initiatives as outlined
- 79 by the Southern Association of Colleges and Schools Commission
- 80 on Colleges (SACS-COC) and other accrediting bodies, as
- 81 applicable.
- 82 (i) Other substantive educational changes

83 **Section 2.04** Additional Responsibilities

84 Responsibilities of the AC also include making the following  
85 recommendations:

- 86 (a) Improving information flow between administration and the
- 87 Academic Discipline Groups;
- 88 (b) Forming and facilitating appropriate
- 89 committees/subcommittees;
- 90 (c) Improving processes affecting performance in the classroom;
- 91 (d) Reviewing processes affecting students such as, but not limited
- 92 to, withdrawal, registration, transfer audits, and credit-by-
- 93 exam;
- 94 (e) Reviewing and acknowledging institutional articulation
- 95 agreements;
- 96 (f) Recommending changes to current procedures on academic
- 97 standards;
- 98 (g) Reviewing laboratory fees associated with courses, and any
- 99 curricular recommendations impacting budget;
- 100 (h) Reviewing procedures related to academic technologies,
- 101 including software upgrades impacting student learning;
- 102 (i) Reviewing textbook/course material processes in accordance
- 103 with the current Collective Bargaining Agreement (CBA).

104 **ARTICLE III. MEMBERSHIP**

105 The Academic Council consists of the following members:

106 **Section 3.01** Academic Discipline Group (ADG) Representatives

107 An Academic Discipline Group (ADG) Representative and an Alternate are  
108 elected to two-year terms by their respective Groups to represent each of the  
109 ADGs and their subject-specific subgroups (formerly “clusters”). ADGs  
110 subgroups (formerly “clusters”) with 20 or more members may opt for one  
111 additional Representative and Alternate. When the elected and alternate

112 member cannot attend meetings, the additional ADG Representative can  
113 serve as voting members of the AC in place of the absent representative at a  
114 meeting. Alternates are non-voting members unless serving in place of the  
115 Representative at a meeting.

116 **Section 3.02** At-Large Representatives

117 Faculty at each campus and at established centers shall choose a  
118 Representative and an Alternate. These campus/center representatives are  
119 called At-Large Representatives and are voting members of the AC.  
120 Alternates are non-voting members unless serving in place of the  
121 Representative at a meeting.

122 **Section 3.03** Chair

123 The Chair heads the AC according to the duties described in section 6. The  
124 Chair is a non-voting member, except in the case of a tie.

125 **Section 3.04** Vice Chair

126 The Vice Chair assists the Chair according to the provisions in Section 6. The  
127 Vice Chair is a non-voting member unless also serving as an elected At-Large  
128 Representative or ADG Representative, in which case voting rights for the  
129 respective positions are retained as described herein. The Vice-Chair, when  
130 serving in the place of the Chair may vote as the Chair's proxy only in the case  
131 of a tie.

132 **Section 3.05** Resource Staff

133 Administrative, support, and departmental staff members may be invited to  
134 attend meetings to share their expertise in areas under their authority.  
135 They are considered non-members. They serve as a non-voting resource to  
136 the AC.

137 **ARTICLE IV. MEETINGS**

138 **Section 4.01** Meeting Schedule

139 The Academic Council will meet a minimum of four times each semester,  
140 generally on the third Friday of each month during the fall and spring terms.  
141 Representatives, and Alternates, per the current CBA, are expected to  
142 attend said meetings. Failure of a Representative to regularly attend  
143 meetings may result in removal from the Council.

144

145                   **Section 4.02**    Meeting Attendance and Participation

146                    AC meetings are open to the public and subject to Florida’s  
147                    Sunshine laws. Attendees other than officially designated voting  
148                    Representatives and their alternates must request permission from  
149                    the AC Chair to speak.

150                   **Section 4.03**    Additional Meetings

151                    The Chair will schedule additional meetings as required

- 152                    (a) By the college President;
- 153                    (b) By petition from full-time faculty members who will attend the  
154                    meeting;
- 155                    (c) By other special circumstances as warranted.
- 156

157                   **Section 4.04**    Committee/Subcommittee and *Ad Hoc* Meetings

158                    Meetings of the AC’s other permanent committees and *ad hoc*  
159                    committees/subcommittees will meet a minimum of once each semester.  
160                    Additional meetings will be scheduled, as required, by the committee Chair,  
161                    the AC Chair, and/or the college President. A committee/subcommittee  
162                    representative will attend the subsequent AC meeting and report to the  
163                    Council.

164                   **ARTICLE V. TRANSACTION OF BUSINESS**

165                   **Section 5.01**    General Rules of Order

166                    The AC will conduct business in a timely, organized, and transparent  
167                    manner. The AC shall adhere to the following rules and guidelines for  
168                    transaction of business:

- 169                    (a) The Council shall loosely follow Robert’s Rules of Order as a  
170                    general guide. Specifically, the AC shall adhere to the following  
171                    general rules
  - 172                    a. To preserve order, a member should be acknowledged  
173                    by the Chair if he or she wishes to speak. As a departure  
174                    from Robert’s Rules, members may raise their hands to  
175                    indicate their desire to make a remark; they are not  
176                    required to stand (as maintained in Robert’s Rules...)
  - 177                    b. Members should keep their remarks brief (one minute  
178                    or less) to facilitate equal and fair discussion among all  
179                    members wishing to contribute. The Chair has the right  
180                    to pause members and ask them to limit their input, so  
181                    others can participate.
  - 182                    c. Discussion and voting will take place according to the  
183                    procedures described below in sections 5.02 & 5.03.

184                   **Section 5.02**     Procedure

- 185                   (a) The Chair will give notice at least five business days before a  
186                   meeting is to be held.
- 187                   (b) If a Representative cannot attend, he or she should contact his  
188                   or her Alternate as soon as possible so that full faculty  
189                   representation is preserved. However, if both a Representative  
190                   and his/her Alternate are absent, business may proceed with a  
191                   quorum present.
- 192                   (c) Minutes will be recorded during each meeting. Minutes must be  
193                   approved by a simple majority of the AC before being  
194                   disseminated to the general faculty. The Chair (or designee) is  
195                   responsible for distributing the minutes to the appropriate  
196                   administrators for comment and subsequent posting of the  
197                   approved minutes to the AC website.
- 198                   (d) A quorum is needed to conduct business at any AC meeting or  
199                   subcommittee meeting.

201                   **Section 5.03**     Voting

- 202                   (a) Voting may be by voice vote or show of hands unless the  
203                   majority of those present desire a secret ballot or a roll call. If  
204                   there is no contest, vote may be by acclamation.
- 205                   (b) The Chair of the AC will break any tie votes.
- 206                   (c) A quorum is necessary for voting to take place. A majority of the  
207                   quorum is necessary for a motion to be carried.
- 208                   (d) Representatives or their Alternates may vote. An Alternate may  
209                   not vote if his or her Representative is present.
- 210                   (e) The names of the members making a motion and seconding the  
211                   motion will be recorded in the meeting minutes.
- 212                   (f) All voting members are required to vote on each motion. They  
213                   may vote “yay”, “nay”, or “abstain”. Members may vote  
214                   “abstain” if they do not wish to confirm nor vote down the  
215                   motion in question.
- 216                   (g) Amending the AC Handbook requires a 60% majority vote of all  
217                   AC representatives.
- 218                   (h) AC members may be asked to step down from their position via  
219                   a vote of “no confidence” from their constituency. In such cases  
220                   the Alternate will assume responsibilities until an election is  
221                   held.

222

223 **ARTICLE VI. LEADERSHIP AND REPRESENTATION**

224 **Section 6.01** Chair

225 The Chair is elected for a two-year term from the general  
226 membership of the AC with at least one year of prior experience  
227 on the AC. The nominee must be a currently active member  
228 from the general membership at the time of the nomination.

229  
230 Duties of the Chair:

- 231 (a) Call AC meetings;
- 232 (b) Provide agendas;
- 233 (c) Maintain order;
- 234 (d) Organize committees/subcommittees as needed;
- 235 (e) Communicate with faculty, staff, and administration;
- 236 (f) Submit the approved minutes to be posted on the EFSC  
237 approved AC website
- 238 (g) Act as a non-voting member of the AC except in cases of a tie.  
239 In case of a tie, the Chair will be the tie-breaking vote.

240 Other

241 The Chair of the AC will receive the equivalent of 3 credits (30  
242 points) of release time for each semester of duty (per Article  
243 6.16 of the Collective Bargaining Agreement).

244  
245 **Section 6.02** Vice Chair

246 The Vice Chair will be elected for a two-year term from the  
247 general membership of the AC. The Vice Chair may also be  
248 elected from the faculty at large provided the candidate has  
249 served at least two years within the last four years from the time  
250 of nomination on the general membership of the AC. Elections  
251 for the Vice Chair position will occur at the last meeting of  
252 the academic year to serve for the next two academic years. The  
253 Vice Chair election will be held on the alternate year from the  
254 Chair elections.

255 Duties of the Vice Chair:

- 256 (a) The Vice Chair assists the Chair in performing his or her duties.
- 257 (b) The Vice Chair performs the duties of the Chair in the event of  
258 the Chair's absence.
- 259 (c) The Vice Chair assists the Chair according to the provisions in  
260 Section 6. The Vice Chair is a non-voting member unless also  
261 serving as an elected At-Large Representative or ADG

262 Representative, in which case voting rights for the respective  
263 positions are retained as described herein. The Vice-Chair, when  
264 serving in the place of the Chair may vote as the Chair's proxy  
265 only in the case of a tie.  
266 (d) If the Chair is unable to complete his or her term, the Vice Chair  
267 will assume the role of Chair until the next meeting, when an  
268 election will be held. If necessary, a new Vice-Chair will be  
269 elected from the general membership of the AC.

270 **Section 6.03** Secretary

271 The Secretary will be elected for a two-year term. Elections will  
272 be held during the spring semester, with duties commencing  
273 in the fall semester. The Secretary must be a tenured faculty  
274 member with at least one year of prior experience on the AC.

275 Duties of the Secretary:

- 276 (a) The Secretary will record and submit to the Chair the  
277 minutes in the format selected by the AC.
- 278 (b) The secretary will perform other duties as assigned by the Chair/  
279 Council.

280 **Section 6.04** At-Large Representatives

281 At-large Representatives are chosen by the faculty members on  
282 their campus/center by majority vote for a two-year term. They  
283 may be non-tenured full-time faculty. At-Large Representatives  
284 may serve on committees/subcommittees.

285 Duties of At-Large Representatives:

- 286 (a) Represent the interests of their respective campuses/centers.
- 287 (b) Attend all AC meetings.

289 **Section 6.05** Academic Discipline Group Representatives

- 290 (a) Academic Discipline Group (ADG) Representatives are elected by  
291 the members of their respective ADGs per majority vote for a  
292 two-year term. They may be non-tenured full-time faculty and  
293 serve on committees/subcommittees.
- 294 (b) For a list of the ADGs, see current ADG list (available from AC  
295 Chair)

296 Duties of ADG Representatives:

- 297 (a) Represent the interests of their respective ADGs on the AC.
- 298 (b) Attend all AC meetings.
- 299 (c) Report on AC business and solicit feedback from their respective

300 ADGs

301 **Section 6.06** Alternate At-Large and ADG Representatives

302 (a) Alternate At-Large and ADG Representatives are elected by the  
303 members of their respective campus/center or ADG per majority  
304 vote for a two-year term. They may be non-tenured full-time  
305 faculty and serve on committees/subcommittees.

306 (b) Each Representative on the AC must have one Alternate.

307

308 Duties of Alternate At-Large & ADG Representatives:

309 (a) Alternates should attend all meetings of the AC.

310 (b) Alternates do not act as voting members on the AC unless the  
311 Representative (either At-Large or ADG) is unable to attend a  
312 meeting. In this case, the Alternate acts as the voting  
313 representative.

314

315 **ARTICLE VII. COMMITTEES/SUBCOMMITTEES**

316 **Section 7.01** Committee/Subcommittee Mission

317 The AC may establish committees/subcommittees to study and report on  
318 matters of concern to the faculty. The AC will provide each  
319 committee/subcommittee with a mandate for action.  
320 Committees/subcommittees will report their findings and make  
321 recommendations directly to the AC. Dissenting subcommittee members  
322 may submit a minority report or alternate recommendation to the AC. The  
323 AC may place a committee/subcommittee in *ad hoc* status, close the  
324 committee/subcommittee, change the designation of the  
325 committee/subcommittee, or alter the mission of the committee as  
326 necessary to meet the needs of the faculty. The AC reserves the right to  
327 remove a chair of a committee or subcommittee through a vote of non-  
328 confidence if the committee is failing to meet the needs of the faculty or  
329 failing to meet the requirements of the committee as stated in the  
330 committee description section of this Handbook

331 **Section 7.02** Committee/Subcommittee Structure

332 Each committee/subcommittee of the AC consists of a minimum of three  
333 full-time faculty members. All faculty members are eligible to volunteer on a  
334 given committee. Typically, five business days are provided as a window of  
335 opportunity to volunteer.

336                    **Section 7.03**      Standing Committees/Subcommittees

337                    The standing committees are as follows (see appendix for more  
338                    information):

- 339                    (a) AC-SACS Committee (ad hoc);
- 340                    (b) Academic Diversity Committee;
- 341                    (c) Assessment Committee;
- 342                    (d) Committee Tracking Committee;;
- 343                    (e) Curriculum Development Committee;
- 344                    (f) Educational Technology Advisory Committee (ETAC);
- 345                    (g) Handbook Committee (ad hoc);
- 346                    (h) Learning Management System Committee;
- 347                    (i) Library Committee.

348

349                    **ARTICLE VIII. Academic Discipline Groups (ADGs) (See CBA 3.41 for description)**

350

351                    **ARTICLE IX. CURRICULUM, EDUCATIONAL MATERIALS, & PROGRAM**  
352                    **DEVELOPMENT**

353                    **Section 9.01**      Statement of Purpose

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

360                    **Section 9.02**      Curriculum Procedures

361                    Participants must adhere to the timeline established by the AC and follow the process.  
362                    There are six (6) stages to the curriculum creation and approval process. (**Note:**  
363                    Curriculum is not reviewed during summer terms).

- 364                    1. Stage 1 is the development of curriculum, in performance-based language, by the  
365                    faculty. The proper template (see below) should be used. For this section “faculty”  
366                    is defined as full-time faculty familiar with the subject matter and projected student  
367                    target. Adjunct faculty may initiate the process in concert with a full-time faculty  
368                    member. Once the curriculum is created, it is submitted to the appropriate

- 369 Academic Discipline Group (ADG) via its PM or DM. A Course Plan Template (CPT) is  
370 available online: [https://www.easternflorida.edu/faculty-staff/academic-](https://www.easternflorida.edu/faculty-staff/academic-council/curriculum-forms-instruction.php#curriculum-forms1-4)  
371 [council/curriculum-forms-instruction.php#curriculum-forms1-4](https://www.easternflorida.edu/faculty-staff/academic-council/curriculum-forms-instruction.php#curriculum-forms1-4)
- 372 2. Stage 2 is discussion and approval of the curriculum by full-time faculty members of  
373 the ADG. The voting results must be recorded/documented. The PM, DM or faculty  
374 designee within the ADG then loads the CPT content, CPT file and voting evidence  
375 into the Courseleaf Curriculum Inventory Management (CIM) system available via  
376 myEFSC. The person clicking “Begin workflow” in CIM must be a member of the  
377 faculty. The submission into CIM indicates the package is ready for Stage 3.
- 378 3. Stage 3 is the Collegewide Chair or designee’s confirmation of faculty review and  
379 approval of the curriculum, including submission of required forms (voting evidence  
380 and the CPT, as outlined in Stage 2).
- 381 4. Stage 4 is curriculum review by Academic Council (AC) and Curriculum Review  
382 Committee (CRC) reviewers. AC reviewers are voting members (Primary and  
383 Alternate) of the Academic Council. Reviewers work in teams of two. At least two  
384 reviewers will review and comment on the packages assigned to them. Once  
385 reviewed, the packages are routed within CIM to the Curriculum Review Committee  
386 (CRC) at large.
- 387 5. Stage 5 is review by the full CRC. At that committee’s discretion, the Chair may  
388 make additional comments within CIM and return to the originator packages  
389 needing revision; only the CRC Chair may return packages to the  
390 originator. Otherwise, the CRC will vote to move packages to Level 6 with the  
391 Academic Council (AC).
- 392 6. At Stage 6 the curriculum is reviewed by the AC at large. The AC will then make  
393 recommendations, deny, or approve the curriculum packages. Once curriculum has  
394 been approved at level 6, it is sent forth for administrative and State  
395 approval. Upon State approval, the curriculum is loaded into the Electronic Course  
396 Plan Repository (eCPR). For more information regarding procedures, documents,  
397 and forms refer to [https://www.easternflorida.edu/faculty-staff/academic-](https://www.easternflorida.edu/faculty-staff/academic-council/curriculum-forms-instruction.php)  
398 [council/curriculum-forms-instruction.php](https://www.easternflorida.edu/faculty-staff/academic-council/curriculum-forms-instruction.php) or contact the AC Chair.
- 399 **(Important note:** Curricula **must** be reviewed and a fresh course plan submitted every  
400 ten (10) years maximum. A “review” does not necessarily indicate a significant redesign  
401 / rewrite; the faculty in the ADG makes this determination, but a fresh plan with an  
402 updated effective date must go through the review process as outlined above. To allow  
403 time for curriculum revision, reviews and approval, course and program plans should be  
404 renewed well before the ten-year mark. Early revisions are encouraged).

405

406           **Section 9.03**       Scheduling of courses

407           A course that has not been approved by the State of Florida cannot be  
408           scheduled. A course that is greater than **ten (10) years of age** since its last  
409           review (and not updated to performance-based language, as necessary)  
410           cannot be scheduled. Reviews and approvals take place via the CIM system.

411           **Section 9.04**       Lab Fees

412           Lab fees must be reviewed every academic year. Lab fee  
413           revisions/submissions must occur every three years regardless if the fees  
414           change.

415           **Section 9.05**       Educational Materials

416           FSS 1004.085 and FR 6A-14.092. The procedures for the selection of  
417           educational materials is described in the current CBA.

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

422           **Section 9.06**       Program Development

423           The creation of a program is initiated at the administrative level. Programs  
424           may be created by faculty or an administrative designee. Although the  
425           direction, content, and outcomes of a program are often decided without full  
426           ADG input, it is recommended, but not required by the AC, that programs be  
427           vetted through the respective ADG. When creating a program, every effort  
428           should be made to avoid “hidden” prerequisites. When “hidden” prerequisites  
429           are not avoidable, these “hidden” prerequisites must be noted on the program  
430           of study. Newly created programs and programmatic changes must be  
431           submitted through the CATS system for tracking purposes and to check for  
432           structure, grammar, and correctness. New programs and programmatic  
433           changes cannot begin until they have been tracked through the CATS  
434           program. For information regarding the process of creating and implementing  
435           an academic program, contact the Vice President of Academic and Student  
436           Affairs.

437           **Section 9.07**       Hybrid Courses (“Blended Learning”)

438 A hybrid course requires both online and face-to-face coursework. Per the  
439 current CBA, instructors must be available a minimum of 25% yet no more  
440 than 75% of the contact hours in the assigned classroom for the course at the  
441 course’s scheduled day and time. Some programs may have more program-  
442 specific student attendance requirements. These specific programs may not  
443 permit a hybrid course format.

444 **Section 9.08** Required Syllabus Content

445 Faculty are required to have a syllabus for each course taught. The material  
446 within that syllabus constitutes a course “contract” between the faculty  
447 member and the student. The syllabus must highlight the faculty member’s  
448 expectations of the student and give the student a clear understanding of the  
449 expectations in the course. To adequately meet these requirements, a  
450 syllabus guide that meets the minimum required syllabus content has been  
451 created. This guide only details the minimum requirements for a syllabus. A  
452 faculty member is encouraged to expand upon these minimum standards.  
453 The guide can be found in Appendix A of this document.

454 **ARTICLE X. HANDBOOK**

455 **Section 10.01** Procedure for Revisions and Updates

456 The process for revising this document can be lengthy; however, in  
457 recognition of the possible need to quickly adopt and implement time-  
458 sensitive sections, the Handbook Committee will submit completed  
459 sections to the AC for adoption through simple majority vote.

460 Once approved, additions are forwarded to UFF-Brevard and EFSC  
461 Administration for approval. The additions will not go into effect until the  
462 AC Chair receives notification of approval by EFSC administration and UFF-  
463 Brevard.

464 As changing circumstances demand, the committee may revisit particular  
465 sections of the Handbook for update. Updates will be submitted to the AC  
466 for consideration. The Handbook Committee will remain as an ad hoc  
467 committee for this purpose.

468 **Section 10.02** Procedure for Amendments

469 Amendments to the AC Handbook are made under the following provisions  
470 carried out in sequence:

- 471 (a) Initiation of Proposed Amendments  
472 a. Initiation of proposed amendments requires a majority vote of the AC  
473 membership.  
474 (b) Procedure for Proposed Amendments  
475 a. Amendments are submitted to the AC.  
476 b. Action on proposed amendments is delayed until the AC has had sufficient  
477 time to consider and discuss the changes.  
478 c. If additional discussion and consideration are required, a vote may be  
479 delayed for a period of time agreed upon by the majority.  
480 (c) Adoption of Proposed Amendments  
481 a. Approval requires a 60% majority.  
482 b. Once approved, the additions are forwarded to UFF-Brevard and EFSC  
483 Administration for approval. Additions will not go into effect until the AC  
484 Chair receives notification of approval by EFSC Administration and UFF-  
485 Brevard.  
486 c. Subsequent to approval notification, the amendment goes into effect  
487 immediately unless otherwise stipulated by the amendment itself.

488

489 **Section 10.03** Editorial Corrections

- 490 (a) Editorial corrections are those that do not substantively alter  
491 the intent or meaning of the original entry;  
492 (b) Editorial changes require only a simple majority approval;  
493 (c) Editorial changes take effect immediately upon approval by the  
494 AC.

495 **Section 10.04** Publication of the Handbook

- 496 (a) Upon adoption of any revisions to the AC Handbook, it will be  
497 made available online at [www.uff-brevard.org](http://www.uff-brevard.org) and  
498 [www.easternflorida.edu](http://www.easternflorida.edu)

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