

Eastern Florida State College: Academic Council

Curriculum Procedures*

(*This document is section 9.02 of the *Academic Council Procedures Handbook*)

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

1. Stage 1 is the development of curriculum, in performance-based language, by the faculty. The proper template (see below) should be used. For this section “faculty” is defined as full-time faculty familiar 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 is created, it is submitted to the appropriate Academic Discipline Group (ADG) via its PM or DM. A Course Plan Template (CPT) is available online: <https://www.easternflorida.edu/faculty-staff/academic-council/curriculum-forms-instruction.php#curriculum-forms1-4>
2. Stage 2 is discussion and approval of the curriculum by full-time faculty members of the ADG. The voting results must be recorded/documented. The PM, DM or faculty designee within the ADG then loads the CPT content, CPT file and voting evidence into the Courseleaf Curriculum Inventory Management (CIM) system available via myEFSC. The person clicking “Begin workflow” in CIM must be a member of the faculty. The submission into CIM indicates the package is ready for Stage 3.
3. Stage 3 is the Collegewide Chair or designee’s confirmation of faculty review and approval of the curriculum, including submission of required forms (voting evidence and the CPT, as outlined in Stage 2).
4. Stage 4 is curriculum review by Academic Council (AC) and Curriculum Review Committee (CRC) reviewers. AC reviewers are voting members (Primary and Alternate) of the Academic Council. Reviewers work in teams of two. At least two reviewers will review and comment on the packages assigned to them. Once reviewed, the packages are routed within CIM to the Curriculum Review Committee (CRC) at large.
5. Stage 5 is review by the full CRC. At that committee’s discretion, the Chair may make additional comments within CIM and return to the originator packages needing revision; only the CRC Chair may return packages to the originator. Otherwise, the CRC will vote to move packages to Level 6 with the Academic Council (AC).

6. At Stage 6 the curriculum is reviewed by the AC at large. The AC will then make recommendations, deny, or approve the curriculum packages. Once curriculum has been approved at level 6, it is sent forth for administrative and State approval. Upon State approval, the curriculum is loaded into the Electronic Course Plan Repository (eCPR). For more information regarding procedures, documents, and forms refer to <https://www.easternflorida.edu/faculty-staff/academic-council/curriculum-forms-instruction.php> or contact the AC Chair.

(Important note: Curricula **must** be reviewed and a fresh course plan submitted every ten (10) years maximum. A “review” does not necessarily indicate a significant redesign / rewrite; the faculty in the ADG makes this determination, but a fresh plan with an updated effective date must go through the review process as outlined above. To allow time for curriculum revision, reviews and approval, course and program plans should be renewed well before the ten-year mark. Early revisions are encouraged).