

2016-  
2017

# Florida Gateway College

## EDUCATIONAL AFFAIRS COMMITTEE HANDBOOK



# Florida Gateway College

## EDUCATIONAL AFFAIRS COMMITTEE HANDBOOK

Florida Gateway College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the baccalaureate and associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call (404) 679-4500 for questions about the accreditation of Florida Gateway College. The Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.

The mission of Florida Gateway College is to provide superior instruction, nurture individual development, and enrich the community through affordable, quality higher education programs and lifelong learning opportunities.



Developed: October 19, 2009 Revised: March 18; August 2, 2010;  
February 20, 2014; September 30, 2014, November 19, 2014, July 30, 2015, July 18, 2016

The primary responsibility of the Educational Affairs Committee (EAC) is to review matters relating to curriculum development, course descriptions, course syllabi, coordination of programs offered, academic standards, degree and certificate requirements, library holdings and development, instructional development, review of cooperative programs with other institutions of higher education, and other instructional policy. Once the committee reviews educational matters, the Vice President of Academic Programs sends the recommendations concerning appropriate actions to the college President for inclusion on the District Board of Trustees (DBOT) agenda. Once the DBOT approves submitted items, the institution submits them to the Florida Department of Education for final review and approval before adding to the college's program and course offerings. If agenda items require SACSCOC approval or notification, the Office of Research and Institutional Effectiveness submits the required documentation. Upon official notification, the program and/or courses are included in the college catalog and schedule.

**Matters that come before the committee include the following:**

- New programs
- New courses
- Deletion of programs
- Deletion of courses
- Modification of courses
- Modifications of programs
- Program/course prerequisites
- Program/course co-requisites
- Policies on testing
- Award of college credit
- Course continuation
- Addition or deletion of course or program fees
- General education determination
- SACSCOC accreditation/notification determination

## EAC Meeting Schedule

2016-2017

**Day/Time: Wednesday, 3:00 p.m.**

**Location: Building 016 Room 108**

<b>Due to Registrar</b>	<b>Agenda Deadline</b>	<b>MEETING DATES</b>
August 30	September 7	<b>September 14</b>
September 27	October 5	<b>October 12</b>
October 25	November 2	<b>November 9</b>
November 29	December 7	<b>December 14</b>
December 13	January 4	<b>January 11</b>
January 24	February 1	<b>February 8</b>
February 21	March 1	<b>March 8</b>
March 28	April 5	<b>April 12</b>
April 25	May 3	<b>May 10</b>
May 30	June 7	<b>June 14</b>
June 27	July 5	<b>July 12</b>
July 25	August 2	<b>August 9</b>

**Note: Meetings will be cancelled if there are no agenda items.**

## **Frequency of Meetings**

EAC will meet the second Wednesday of the month during the fall and spring terms; however if there are no agenda items or other subjects to discuss, the meeting is canceled. During June, July and August, meetings are called as needed.

## **Membership**

Membership consists of 22 voting members, including the Vice President of Academic Programs, twelve (12) faculty members representing both AA and AS faculty, Executive Directors, Program Directors, Registrar, and students.

### **The EAC is made up of the following:**

- Chair: Vice President, Academic Programs
- Faculty members representing the AA and the AS division
- Executive Director, Informational Technology/CIO
- Executive Director, Nursing & Health Sciences
- Executive Director, Teaching Preparation
- Executive Director, Business, Industrial & Agricultural Programs
- Dean, Academic Programs
- Registrar/Director of Registration
- Director, Institutional Effectiveness
- SGA Representative (President)
- Student Representative-appointed by SGA President

### **Non-voting members:**

- Vice President, Enrollment Management & Lifelong Learning
- Vice President, Student Services
- Director, Admissions/Enrollment Management
- Director, Advising Services
- Director, Financial Aid

### **Appointment:**

- Administrative representatives are permanent.
- Faculty representatives are elected by their peers in August for a one-year term.
- Student representative is appointed by the SGA President.

### **Responsibilities of the Chair:**

- Prepares/Distributes EAC agenda
- Facilitates meetings
- Has voting tie breaker power
- Approves meeting minutes
- Forwards approved items to the president for presentation to the DBOT
- Attends DBOT meetings should questions arise

### **Responsibilities of Committee Members:**

The role of the EAC member is to establish, review, and evaluate the college curriculum. Changes to curriculum will be presented to the Educational Affairs Committee for discussion and approval/disapproval. In order to be approved, each proposal must pass by a majority vote. Upon approval, proposed changes will be forwarded to the President for presentation to the DBOT.

Members are to commit time to attend EAC meetings. In the event a member is unable to attend, he or she is responsible for providing a proxy to the chair for approval and notification.

Committee members will attend the meetings prepared to discuss and vote on the agenda items. The agenda is distributed a week prior to the meetings to allow enough time for review.

The Vice President of Academic Programs approves the items or proposals to be submitted. The proposals are then submitted electronically to the chair's assistant by the first Tuesday of each month for inclusion on the EAC agenda. One week prior to the regularly scheduled monthly meeting, the minutes from the previous meeting along with the agenda and supporting documentation will be distributed to EAC members and other college staff.

### **Minutes:**

The chair's assistant records the minutes at each meeting. A draft of the minutes is submitted to the chair for approval. Final approved minutes are distributed to EAC members and various other departments.

## EAC PROCESS STEPS

1. The Initiator (may be faculty, program coordinator, director, executive director or dean) will prepare the EAC Action Form and all supporting documentation. The initiator should ensure that all forms are complete, clear, consistent, comply with college procedures and SACSCOC guidelines regarding substantive change, the documents have been proofed, and there are no inconsistencies among the documents. For instance, information on the EAC Action Form, Syllabus, and Course Input Sheet should be consistent.

Also the initiator should ensure the EAC Action form clearly describes what is currently in effect, what is being proposed, and the rationale for the proposal. This should be written so that everyone, including people who are not familiar with the program/course, will understand what is being proposed and why.

The EAC Action Form is used to provide the information for DBOT approval, entry into the Statewide Course Numbering System, Banner, and the catalog. Therefore, it is crucial that it be accurate and complete.

**Prior to submission** to EAC, the initiator should review the proposal with a representative of the Department of Institutional Effectiveness (IE) to determine if it constitutes a SACSCOC substantive change. If so, SACSCOC acceptance of required notification or approval must be received before any item approved by EAC will be submitted to the DBOT. The initiator will submit the completed forms to his/her immediate supervisor.

2. This process is followed until the proposal reaches the supervisor who reports directly to the Vice President. Upon approval by that supervisor, move to step 3.

The supervisor is responsible for reading the proposal, ensuring it is clear and complete, and all documents contain consistent information.

The supervisor is responsible for confirming the proposal has been reviewed by IE. Any required SACSCOC approval must be received before any item approved by EAC will be submitted to the DBOT.

3. The supervisor who reports directly to the VP will review forms as in Step #2 and submit them to the VP for review.
4. The VP will send the electronic version of the document packet to the Registrar for review. The Registrar will review and recommend changes, additions or deletions of document content. The packet with any recommended changes or corrections will then be sent back to the VP.
5. The VP ensures that all necessary changes or corrections are made and submits all forms, in the proper order and as one document to the assistant to the VP, EAC Chair.

6. If changes or corrections are needed, the EAC Chair will send the electronic version of the document packet back to the supervisors to complete. Once the corrections or changes are made the supervisors will return to the EAC Chair's assistant. If no changes or corrections are needed the EAC Chair will send to the assistant for step 7.
7. The assistant to EAC Chair, VP Academic Programs, will compile the final electronic version of document packets and prepare the EAC Agenda. This will be submitted electronically to all EAC members.
8. EAC members will review the agenda and all documents carefully to determine if everything seems appropriate and consistent. EAC will vote on proposals at the scheduled meeting. Items with incomplete, inaccurate or inconsistent information may be tabled/pulled from the agenda.
9. For all approved EAC documents that require SACSCOC approval, the IE will coordinate all steps for submission of all information to SACSCOC through the proper channels to the EAC Chair and SACSCOC Liaison. IE is responsible for ensuring compliance with the directives of the SACSCOC president. This may include writing a prospectus or preparing additional documentation.
  - **SACSCOC denial of EAC documents:** IE will notify the EAC Chair and the person who submitted the EAC proposal of the SACSCOC denial. No further action is required unless SACSCOC approval is received later.
  - **SACSCOC approved EAC documents:** IE will notify the EAC Chair of SACSCOC approval.
10. Approved EAC documents that do not require SACSCOC approval or that have been approved by SACSCOC are submitted to the President's Office by the EAC Chair. The President's Office will submit the information from the approved EAC documents to the DBOT.
11. The EAC Chair will submit the packet of all DBOT approved EAC documents to the Registrar.
12. **DBOT approved EAC documents-programs:** Once SCNS approves all course actions related to any program, the Registrar's Office adds or changes program/major codes in Banner, builds or updates Banner Curriculum, Advising, and Program Planning (CAPP) degree audits, makes updates in the next version of the online catalog, and notifies the VP of the updates. Admissions is notified when any new programs are available in Banner.
13. The Vice President of Academic Programs will verify the changes, additions, and deletions made in the online catalog, and ensure that they are made in all other applicable publication or forms of communication relating to the programs.
14. **Approved EAC documents-courses:** The Registrar's Office submits new courses and course changes to the Statewide Course Numbering System (SCNS) for approval. After approval from SCNS, the Registrar's office updates course information in Banner and the next version of the online catalog, and notifies the Vice President of the updates.



15. The Vice President of Academic Programs will verify the updated course information in the next version of the college catalog.

### EAC Process Checklist

The following checklist indicates the steps that should be completed or monitored by anyone submitting an EAC action item.

Completed	Step	Action	Comments/Notes
	1	Review EAC Process Steps in this handbook (EAC Process Steps).	
	2	Complete EAC Action Form, including required attachments, (the EAC document packet) in accordance with the EAC Process Steps.	
	3	Review EAC proposal with IE to determine if SACSCOC notification or approval is required.	
	4	Submit EAC document packet to immediate supervisor for approval.	
	5	Supervisor reviews EAC document packet and confirms that it complies with the EAC Process Steps, including review by a representative of IE and forwards to the next level supervisor for approval. This step is followed until approved by the supervisor reporting directly to the VP.	
	6	Electronically submit EAC document packet to the VP.	
	7	VP electronically sends to Registrar for review.	
	8	Registrar reviews and recommends changes or corrections and returns to the VP that sent the proposal.	
	9	The VP ensures that changes or corrections are made then electronically submits to the assistant of EAC Chair.	
	10	Assistant to EAC Chair compiles EAC Agenda and distributes electronically to all members of EAC.	
	11	Attend EAC meeting to provide information and answer questions related to the proposal.	
	12	If proposal is not approved by EAC, no further action is taken until the proposal is brought back to EAC following the appropriate steps above.	
	13	If proposal is approved by EAC, items related to programs, courses, or fees, must be approved by the DBOT. If item requires SACSCOC notification or approval follow steps 14-18. If SACSCOC notification or approval is not required, proceed to step 19.	

	14	Submit information to the VP, who is the college's SACSCOC liaison.	
	15	VP notifies the FGC president, who is responsible for submitting the required notification to the president of the SACSCOC.	
	16	Comply with the directives of the SACSCOC president. This may include writing a prospectus or preparing additional documents.	
	17	Communicate with IE until SACSCOC acceptance or approval is received. Upon receipt of SACSCOC approval, proceed to Step 18.	
	18	IE notifies the Assistant to the VP to submit the item for the DBOT agenda.	
	19	Assistant to the VP submits items for the DBOT agenda. Items that require SACSCOC notification or approval are submitted for the DBOT agenda only after notification from IE.	
	20	After DBOT approval, course proposals are submitted to the Statewide Course Numbering System (SCNS) for approval.	
	21	Upon DBOT and SCNS approval changes are made in Banner, CAPP, and the online catalog by the Registrar's Office. Admissions Office is notified when any new programs are available in Banner.	
	22	Appropriate division verifies that changes to courses or programs are made in the college catalog and all other publications.	
	23	Appropriate division reviews affected program brochures to ensure that they are updated and coordinates with Admissions regarding when new brochures are required.	

## EAC Timeline

The following timeline is provided to show the latest meeting to which any course actions should go to EAC, when the schedule input sheets are due, and the start of registration. **It is recommended that actions be submitted sooner.** If the courses impact any programs, program changes should also go to EAC. Course actions must be approved by EAC, the DBOT and SCNS before being implemented and ready for sections to be created.

Term	To EAC	Schedule input forms due to Registrar	Registration Starts
Fall	March	Early March	May
Spring	May	Mid-September	November
Summer	October	Early February	March

Since changes should be in the College Catalog for an academic year (fall through summer), changes effective for spring and summer should be minimal and only if mandated by the state, federal regulations, or a licensing agency.

The above EAC deadlines are to assist with section scheduling only. Any changes needed for the next year's academic catalog must be approved no later than the March EAC meeting.

# EAC Approval Timeframe - Estimate

To EAC	Approved by DBOT	Approved by SCNS (Estimate)	Banner/CAPP/Catalog (Ready for students)
July	August	September	October
August	September	October	November
September	October	November	December/January
October	November	December	January
November	January*	February	March
December	January	February	March
January	February	March	April
February	March	April	May
March	April	May	June
April	May	June	July
May	June	July	August
June	August*	September	October

\*DBOT does not meet in July or December

**Current EAC forms follow.**



## EDUCATIONAL AFFAIRS COMMITTEE Action Form

CIP Number

Mnemonic Code  
or  
Changes to Mnemonic Code

Effective Term

- NEW PROGRAM PROPOSAL
- CHANGE IN PROGRAM PROPOSAL
- REQUEST FOR DELETION OF PROGRAM

Current or Proposed New Program Title	Program Credits or PSAV Clock Hrs.
---------------------------------------	------------------------------------

Check Box for Program Type:

Associate in Arts Emphasis     
  College Credit Certificate     
  PSAV     
 **STEM**  Yes  No

Associate in Science     
  Associate in Applied Science     
  Applied Technology Diploma     
  Baccalaureate

**Standard High School Diploma or Equivalent Required**  Yes  No     
 **Limited Access/Limited Enrollment**  Yes  No

**Program Completion Results in Licensure and/or Certification**  Yes  No     
 **Gainful Employment**  Yes  No

WHAT IS CURRENTLY IN EFFECT (From)	WHAT CHANGES ARE BEING PROPOSED (To)

Total Current Credit or PSAV Clock Hrs. <b>From:</b>	Total New Credit or PSAV Clock Hrs. <b>To:</b>
---	---

Rationale Required for New Program, Change in Program, Request for Deletion

### SUBSTANTIVE CHANGE REVIEW

*If the proposal is for a new program, a completed Substantive Change Notification Form must be attached to this proposal.  
 If SACS-COC notification is required, a response must be received from them before this proposal will be submitted to the FGC District Board of Trustees.  
 If SACS approval has been received, attach a copy of the approval to this proposal.*

Initiator	Date Submitted			
<b>REQUIRED SIGNATURES</b>	<b>APPROVED</b>	<b>APPROVED WITH CHANGES</b>	<b>NOT APPROVED</b>	<b>DATE</b>
VP – Academic Programs				
Educational Affairs Committee Action				
SACS notification required <input type="checkbox"/> Yes <input type="checkbox"/> No				
SACS approval received (see attached) <input type="checkbox"/> Yes <input type="checkbox"/> No				
Submit to District Board of Trustees <input type="checkbox"/> Yes <input type="checkbox"/> No <b>NOTE:</b> Do not submit to DBOT without receipt of SACS approval if required				
Vice President, Academic Programs, Chair				

**ATTACH COPY OF DEGREE AUDIT SHEET(S)**



## EDUCATIONAL AFFAIRS COMMITTEE ACTION FORM

- NEW COURSE PROPOSAL  
 CHANGE IN COURSE PROPOSAL  
 REQUEST FOR COURSE TERMINATION

1. <input type="checkbox"/> Current Course Prefix/Number <input type="checkbox"/> Proposed New Course Prefix/Number		2. <input type="checkbox"/> Current Course Title <input type="checkbox"/> Proposed New Course Title		3. Effective Term
4. <input type="checkbox"/> Current Prerequisite(s) <input type="checkbox"/> Proposed New Course Pre-requisite(s)		5. <input type="checkbox"/> Current Co-requisite(s) <input type="checkbox"/> Proposed New Course Co-requisite(s)		
6. Lecture Credit Hrs.	7. PSAV Clock Hrs.	8. Lab Cr. Hrs.	9. Combination Lecture/ Lab Credit Hrs. ("C" course only)	10. Recommended Lab Fee Amount (new course only) Justification
11. Course Type (check all that apply): <input type="checkbox"/> AA <input type="checkbox"/> AS Program <input type="checkbox"/> AAS Program <input type="checkbox"/> Certificate <input type="checkbox"/> PSAV <input type="checkbox"/> Bachelor <input type="checkbox"/> Transfer <input type="checkbox"/> Non-Transfer <input type="checkbox"/> Elective <input type="checkbox"/> Course is Repeatable   Number of times _____ <input type="checkbox"/> Gordon Rule <b>STEM</b> <input type="checkbox"/> Yes <input type="checkbox"/> No College Level Skills Required: <input type="checkbox"/> Writing <input type="checkbox"/> Reading <input type="checkbox"/> Math				
12. Course Description (current or proposed new course)				

### CHANGE(S) TO EXISTING COURSE (complete each box below where change is needed)

13. Change Credit Hrs. To: Change Clock Hrs. To:	14. Change Course Prefix/Number To:	15. Change Course Title To:
16. Change Course Description To:		
17. Change Pre-requisite(s) To:		18. Change Co-requisite(s) To:
19. Change in College Level Skills <input type="checkbox"/> Yes <input type="checkbox"/> No   If yes, please indicate: <input type="checkbox"/> Writing <input type="checkbox"/> Reading <input type="checkbox"/> Math		
20. If Change in Lab Fee, please indicate: Current fee \$ New fee amount \$		21. Purpose of fee (required)

22. **Rationale Required** for New Course, Change in Course or Request for Course Termination

Initiator		Date Submitted		
<b>REQUIRED SIGNATURES</b>	<b>APPROVED</b>	<b>APPROVED WITH CHANGES</b>	<b>NOT APPROVED</b>	<b>DATE</b>
VP, Academic Programs				
Educational Affairs Committee Action				
Submit to District Board of Trustees <input type="checkbox"/> Yes <input type="checkbox"/> No				
Vice President, Academic Programs, Chair				

**ATTACH COPY OF SYLLABUS FOR NEW COURSE PROPOSAL OR FOR SUBSTANTIAL CHANGES TO A COURSE, AND COURSE INVENTORY INPUT FORM**



# COURSE INVENTORY INPUT FORM

(Complete all items that apply)

COURSE NAME \_\_\_\_\_ COURSE # \_\_\_\_\_

SPECIAL GRADING  S/U  Alpha  Non-Graded

General Education Requirement (Mark all that apply):

- Communications;  Math;  Group 1 Humanities;  Group 1 Natural Science;  Group 1 Social Science  
 Group 2 Humanities;  Group 2 Natural Science;  Group 2 Social Science;  Group 3 Social Science

## PLEASE MARK THE APPROPRIATE COURSE CLASSIFICATION VALUE

### 1.1 Advanced and Professional

- 1.11.01 Agriculture & Nat Res
- 1.11.02 Architecture & Environ.
- 1.11.04 Biological Science
- 1.11.09 Engineering
- 1.11.12 Health Professions
- 1.11.19 Physical Sciences
- 1.12.10 Fine & Applied Arts
- 1.13.11 Foreign Language
- 1.13.15 Letters
- 1.14.08 Education
- 1.15.05 Bus & Management
- 1.16.07 Computer & Info Science
- 1.16.17 Mathematics
- 1.17.03 Area Studies
- 1.17.20 Psychology
- 1.17.22 Social Sciences
- 1.18.06 Communications
- 1.18.13 Home Economics
- 1.18.14 Law
- 1.18.16 Library Science
- 1.18.18 Military Science
- 1.18.21 Public Affairs
- 1.18.23 Theology

1.18.49 Interdisciplinary

### 1.2 Postsecondary Vocational

- 1.21.01 Agriculture
- 1.22.01 Marketing
- 1.23.01 Health Occupations
- 1.24.01 Family and Consumer Sci
- 1.25.01 Business
- 1.26.01 Industrial
- 1.27.01 Public Service

### 1.2 Postsecondary Adult Vocational

- 1.21.02 Agriculture
- 1.22.02 Marketing
- 1.23.02 Health Occupations
- 1.24.02 Family and Consumer Sci
- 1.25.02 Business
- 1.26.02 Industrial
- 1.27.02 Public Service

### 1.2 Continuing Workforce Ed

- 1.21.03 Agriculture
- 1.22.03 Marketing
- 1.23.03 Health Occupations
- 1.24.03 Family & Consumer Sci

1.25.03 Business

1.26.03 Industrial

1.27.03 Public Service

### 1.3 Adult General Education

- 1.31.01 College Prep
- 1.31.02 Vocational Prep
- 1.31.03 EAP College Prep
- 1.31.04 EAP Vocational Prep
- 1.32.01 Adult Basic
- 1.32.02 Adult Secondary
- 1.32.03 GED Prep
- 1.32.04 EAP Literacy
- 1.33.00 Lifelong Learning

### 1.4 Community Instructional Serv

1.42.00 Rec & Leisure

### 1.5 Educator Preparation Institute

1.50.01 Educator Preparation Inst

Maximum Enrollment \_\_\_\_\_

Total Contact Hours \_\_\_\_\_

**Attach Calculations on separate sheet**







## Substantive Change Notification Form

### Introduction

In accordance with Florida Gateway College (FGC) District Board of Trustees Policy 6Hx12:4-01, FGC will fully comply with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) policy on substantive change. Substantive change is defined as a significant modification or expansion of the nature and scope of an accredited institution. Substantive changes require notification and/or approval prior to implementation.

Detailed information is available in [SACSCOC](#) policy on substantive change.

### Directions

Before submitting a proposal for program changes, program closings, and new programs to the EAC:

1. Complete the appropriate section of this form related to the proposal:

Program Change <input type="checkbox"/> <b>Complete Section 1</b>	Program Closing <input type="checkbox"/> <b>Complete Section 2</b>	New Program <input type="checkbox"/> <b>Complete Section 3</b>
--	---	---

2. Submit it to the Department of Research & Institutional Effectiveness (RIE)
3. RIE will review it according to SACSCOC's Substantive Change Policy, and return it to the appropriate vice president for submission to the EAC.
4. The completed form with appropriate signatures must be attached to the EAC Proposal Action Form.

**Florida Gateway College**  
**Substantive Change Notification Form**

**Section 1: Program Change**

Program changes that may be considered substantive are changing from clock hours to credit hours or altering significantly the length of a program.		
Division:		
Department Submitting Proposal:		
Submitted by:		
Proposed Implementation Date:		
Program Name:		Major:
Type of Degree or Certificate Awarded:	# of Credits:	CIP:
<b>Describe the proposed change:</b>		
Date Reviewed by RIE:	Signature:	

**Florida Gateway College**

**Substantive Change Notification Form**

**Section 2: Program Closing / Suspension**

<p>Immediately following the decision to close a program, SACSCOC requires a notification letter with a description of a teach-out plan. The teach-out plan must be approved by SACSCOC in advance of implementation.</p>		
Division:		
Department Submitting Proposal:		
Submitted by		
Proposed Starting Date:		
Program Name:		Major:
Type of Degree or Certificate Awarded:	# of Credits:	CIP:
<p><b>Teach Out Plan:</b> A teach-out plan is a written plan developed by an institution that provides for the equitable treatment of students if an institution, or an institutional location that provides fifty percent or more of at least one program, ceases to operate before all students have completed their program of study, and may include, if required by the institution's accrediting agency, a teach-out agreement between institutions. Teach-out plans must be approved by SACSCOC in advance of implementation.</p>		
Date of closure (date when new students will no longer be admitted)		
An explanation of how affected parties (students, faculty, staff) will be informed of the impending closure		
An explanation of how students will be helped to complete their programs of study with minimal disruption.		
An indication as to whether the teach-out plan will incur additional charges/expenses to the students and, if so, how the students will be notified		
Signed copies of teach-out agreements with other institutions, if any		
Date Reviewed by RIE:	Signature:	

## Florida Gateway College

### Substantive Change Notification Form

#### **Section 3. New Programs**

Division:

Department Submitting Proposal:

Submitted by

Proposed Starting Date:

Program Name:

Major:

Type of Degree or Certificate

# of Credits:

CIP:

Awarded:

List all related degree and certificate programs currently offered by the college:

List the course number and title of each **core** course in program. Indicate whether or not it is in the college's current approved course inventory. If not in the current inventory, verify that the course is in the Statewide Course Numbering System.

Course Number	Title	In Current Inventory?	SCNS Inventory?	Comments
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	

#### **Assessment of need and program planning/approval:**

Briefly discuss the rationale for the change, including an assessment of need; evidence of inclusion of the change in the institution's ongoing planning and evaluation processes; and documentation that faculty and other groups were involved in the review and approval of the new site or program.

**Description of the change:** Provide a description of the proposed change, including the specific outcomes and learning objectives of the program, a schedule of proposed course offerings. Describe administrative oversight to ensure the quality of the program or services to be offered Describe any differences in admission, curriculum, or graduation requirements for students enrolled at new site(s), or any special arrangements for grading, transcripts, or transfer policies. Demonstrate compliance with FR 4.9 (Definition of Credit Hours) of the Principles. Describe administrative oversight to ensure the quality of the program or services to be offered. .A prospectus for approval of distance learning should describe the infrastructure supporting the delivery method (training of faculty, development of courses for distance delivery, technical support for student and faculty).

**Faculty:** Provide a complete roster (using the Faculty Roster form) of those faculty employed to teach in the program(s) referred to in the prospectus, including a description of those faculty members' academic

qualifications and other experiences relevant to the courses to be taught in the program in question, course load in the new program, and course work taught in other programs currently offered. Please consult the "Faculty Roster Instructions" for guidance in completing the Roster for current faculty who will be supporting the change. Provide a narrative with supporting evidence that the number of full-time faculty members is adequate to support the program; and describe the impact of the new initiative on faculty workload.

For distance learning programs, describe processes in place to ensure that students have structured access to faculty. .

**Library and Learning Resources:** Describe library and information resources—general as well as specific to the program—and staffing and services that are in place to support the initiative. If reliant upon other libraries, describe those collections and their relevance to the proposed program(s) and include a copy of formal agreements in the appendix. Relative to electronic resources, describe how students and faculty will access information, training for faculty and students in the use of online resources, and staffing and services available to students and faculty. If you are citing electronic databases accessed through consortial or statewide groups, please describe the discipline-specific suites of resources and not just the name of the consortium (such as Viva, Tex-Share, Galileo, Louis, etc.).

**Student Support Services:** Provide a description of student support programs, services, and activities—general as well as specific to the change—in place to support this initiative

**Physical Resources:** *Provide a description of physical facilities and equipment to support this initiative. Assess the impact that the proposed change will have on existing programs and services.*

**Financial Support:** Provide a business plan that includes all of the following:

- a. a description of financial resources to support the change, **including a budget** for the first year of the proposed change (a three-year budget is requested for a new branch campus). The budget must be specific to the proposed change. Do not send a copy of the institutional budget.
- b. projected revenues and expenditures and cash flow
- c. the amount of resources going to institutions or organizations for contractual or support services
- d. the operational, management, and physical resources available for the change.

*Provide contingency plans in case required resources do not materialize.*

**Evaluation and Assessment:** Describe how the institution assesses overall institutional effectiveness as well as the means used to monitor and ensure the quality of the degree program(s), off-campus site(s), or other changes. Summarize procedures for systematic evaluation of instructional results, including the process for monitoring and evaluating programs at the new site, as well as using the results of evaluation to improve institutional programs, services, and operations. For compressed time frames describe the methodology for determining that levels of knowledge and competencies comparable to those required in traditional formats have been achieved

Date Reviewed by RIE:

Signature:

## **Common Prerequisite Approval**

(Baccalaureate Programs)

The following forms are to be used for any common prerequisite revision requests to baccalaureate programs.

### **Modify Currently Approved Prerequisites**

This form should be used when requesting modifications to currently approved common prerequisites already in SCNS and the college's course inventory.

### **Common Prerequisite Application**

This form should be used when requesting a new/unique CIP code that is not a part of the state's inventory.

★ If the college will be requesting common prerequisite revisions as part of a proposal for a new baccalaureate program, please submit the form with the baccalaureate program proposal application.

★ Per 8/1/14 email communication from Abby Ivey, Baccalaureate Liaison, DOE.

## Application to Modify Currently Approved Common Prerequisites

Degree Program Name: \_\_\_\_\_ CIP Code: \_\_\_\_\_

Anticipated Degree Total Hours: \_\_\_\_\_

Are other degree programs under this name currently found in the Common Prerequisite Manual (CPM)?     Yes         No

If yes, under what CIP code? \_\_\_\_\_

Institution Requesting Modification: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Please list the current common prerequisites and any corresponding approved alternative courses. Please add rows to the table as appropriate.

CIP: \_\_\_\_\_        Track: \_\_\_\_\_

Current Primary Prerequisites	Current Alternative Course(s)

1. Does this modification of currently approved common prerequisites involve adding another track to the currently approved prerequisites within the *Common Prerequisite Manual*?  
 No \_\_\_\_\_    Yes \_\_\_\_\_  
 Maybe - depends upon Discipline Committee recommendation \_\_\_\_\_

If yes or maybe above, please provide justification regarding the significant differences in your curriculum that would necessitate a new track with different common prerequisites:

2. If adding a common prerequisite course or course substitute, please provide the following information. You can find details about individual courses at the hyperlink to the Statewide Course Numbering System ([SCNS](#)). Type in the prefix and four digit

number of the proposed course and select the Search button. The resulting hyperlink of the course number leads to a page with two tabs: statewide course detail and institutions. Clicking on the institutions tab will identify the institutions offering the course.

Please add rows to the table as appropriate.

<b>Proposed Course</b>	<b>Title of Proposed Course</b>	<b># FCS Currently Offering Course</b>	<b># SUS Currently Offering Course</b>	<b>Justification for the addition or deletion</b>

3. If your request includes course(s) that are offered currently at three or fewer FCS institutions, please provide a justification as to why these courses are critical for a student's success in your upper division.
  
4. If your request includes courses that are offered currently only at your institution, do you have enough elective credit hour space in your upper division curriculum so that the associate in arts transfer student can complete the courses and still be held harmless in excess hours and time?
  - a. Yes\_\_\_\_\_ b. No\_\_\_\_\_
  
5. If your request includes courses that are offered only at your institution, are you willing and able to offer these courses online or during the summer so that transfer students can complete the courses without delaying admission for the fall?
  - a. Yes\_\_\_\_\_ b. No\_\_\_\_\_
  
6. Is the credit hour total for required prerequisite coursework more than 24 credit hours?
  - a. Yes\_\_\_\_\_ b. No\_\_\_\_\_

If yes, how do you anticipate students meeting the general education requirement?

- b. \_\_\_\_\_ Course(s) are anticipated to be "core" general education
- c. \_\_\_\_\_ Course(s) are anticipated to be part of most institutions' general education program
- d. \_\_\_\_\_ Other (please specify):



## Common Prerequisite Application for Unique CIP/Degree Program

Degree Program Name: \_\_\_\_\_ CIP Code: \_\_\_\_\_

Anticipated Degree Total Hours: \_\_\_\_\_

Are other degree programs under this name currently found in the Common Prerequisite Manual (CPM)? \_\_\_\_ Yes \_\_\_\_ No

If yes, under what CIP code? \_\_\_\_\_ Track \_\_\_\_\_

*If your degree program is the same as above, you should use the **Application to Modify Currently Approved Common Prerequisites**.*

Institution Requesting Program Added: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

1. Please list your proposed common prerequisites, along with the additional information requested below. You can find details about individual courses at the following hyperlink to the Statewide Course Numbering System ([SCNS](#)). Type in the prefix and four digit number of the proposed course and select the Search button. The resulting hyperlink of the course number leads to a page with two tabs: statewide course detail and institutions. Clicking on the institutions tab will identify the institutions offering the course. Please add rows to the table as appropriate.

Proposed Course Prefix and Number	Title of Proposed Course	# Credit Hrs	Will count as general ed at your institution?	# FCS Currently Offering Course	# SUS Currently Offering Course	Additional recommended alternative courses to primary

2. Is the credit hour total for required prerequisite coursework more than 24 credit hours?

a. Yes\_\_\_\_\_ b. No\_\_\_\_\_

If yes, how do you anticipate students meeting the general education requirement?

- a. \_\_\_\_\_ Course(s) are anticipated to be "core" general education
- b. \_\_\_\_\_ Course(s) are anticipated to be part of most institutions' general education program
- c. \_\_\_\_\_ Other (please specify):

- 3. If your request includes course(s) that are offered currently at three or fewer FCS institutions, please provide a justification as to why these courses are critical for a student's success in your upper division
  
- 4. If your request includes courses that are offered currently at only your institution, do you have enough elective credit hour space in your upper division curriculum so that the associate in arts transfer student can complete the courses and still be held harmless in excess hours and time?
  - a. Yes\_\_\_\_\_ b. No\_\_\_\_\_
  
- 5. If your request includes courses that are offered only at your institution, are you willing and able to offer these courses online or during the summer so that transfer students can complete the courses without delaying admission for the fall?
  - a. Yes\_\_\_\_\_ b. No\_\_\_\_\_