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 baccalaureate and associate degrees. Contact the Southern Association of Colleges and Schools 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 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.

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 Affairs 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.

Matters that come before the committee include the following (this is not an exhaustive list):

- 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
- Addition/deletion/modification of course or program fees
- Determination of whether a course is general education or not
- Determining substantive changes requiring SACSCOC notification and/or approval

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 Affairs, 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 Affairs/Accreditation Liaison
- Twelve Faculty members(6 A.S. faculty and 6 A.A. faculty)
- Executive Director, Informational Technology/CIO
- Executive Director, Nursing & Health Sciences
- Executive Director, Teacher Preparation Programs
- Executive Director, Technology Programs and Public Service Programs
- Dean, Academic Affairs and Baccalaureate Liaison
- Associate Dean, Academic Affairs
- Director, Enrollment Services/Registrar
- Director, Institutional Effectiveness and Assessment
- SGA Representative (President)
- Student Representative-appointed by SGA President

Non-voting members:

- Vice President, Enrollment Management & Student Affairs
- Director, Recruitment and Communication
- Director, Advising Services
- Director, Financial Aid

Appointment:

- Administrative representatives are selected because their offices represent areas that should hear current proposals and topics discussed in EAC.
- Faculty representatives are elected annually by their peers in August for a one-year term.
- The 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
- Informs colleagues of the decisions made at the Board of Trustees meeting regarding the latest proposals.

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 electronically a week prior to the meetings to allow enough time for review.

The Vice President of Academic Affairs 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.

The FGC Faculty have the role of ensuring the content, quality, and effectiveness of the curriculum by systematically completing the following:

- Identifying appropriate student learning and program outcomes and assessing the achievement of these outcomes.

- Evaluating and analyzing the results of assessment data related to instruction and determining actions for improvement.

- Initiating appropriate procedures for the administrative approval of curriculum changes.

- Developing, revising, and/or recommending academic policies, procedures, programs and courses (subject to Florida laws, rules, guidelines, and college policies).

- Implementing and monitoring the curriculum and keeping it relevant and current with respect to content, technology, and instructional methods.

- Serving on standing and ad hoc committees of the college that make recommendations regarding college policies and procedures, particularly the academic program policies and procedures.

- In the role of program or department coordinator, assisting in supervising and evaluating faculty and in providing leadership in program/department institutional effectiveness activities.

Determining and Reporting Substantive Change Introduction

Below are the most common changes to educational programs that come before the committee. If the proposed change includes any of the actions listed below, one must complete the substantive change notification form and consult the college's accreditation liaison (vice president for academic affairs) and the department of institutional effectiveness and assessment (IEA) before completing the EAC proposal. The accreditation liaison and IEA will work with you to determine the appropriate notification and/or approval required, if any.

Actions	Requirement
Changing a program from clock hours to credit hours or altering significantly the length of a program	Approval
Initiating a new degree or certificate program	Approval
Closing a degree or certificate program or approved off-campus site	Prior Notification and Approval of a teach-out plan.
Initiating an off-campus instructional site where students will be able to obtain 25% – 49% of an educational program – including high school locations for dual enrollment instruction	Notification
Initiating an off-campus instructional site where students will be able to obtain 50% or more of an educational program –	Approval

including high school locations for dual enrollment instruction	
Relocating an existing off campus site	Notification

This is not a complete list of substantive changes. For more information, see the SACSCOC policy statement.

If approval is required, a prospectus will need to be submitted per the following SACSCOC timeline:

- July 1 for implementation the following January – June
- January 1 for implementation the following July - December

You should allow at least two months for completion of a prospectus prior to the submission deadline. Contact the college's accreditation liaison or the department of institutional effectiveness and assessment for further information.

EAC PROCESS STEPS

1. The Initiator (a faculty member, a program coordinator, a director, an executive director or a 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 policy and procedures regarding substantive change, and that 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.

2. This process is followed until the proposal reaches the Dean of Academic Affairs, who reports directly to the Vice President. Upon approval by the Dean of Academic Affairs, the proposal goes to the Vice President of Academic Affairs for inclusion on the agenda.

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

   The Dean is responsible for confirming the proposal has been reviewed by the accreditation liaison and IEA to determine possible substantive changes requiring approval and/or notification prior to implementation. Required SACSCOC approval must be received before any item can be implemented.

3. Upon completion of steps 1 and 2, the Dean submits the documents to the VP for review.

4. The VP of Academic Affairs will compile the final electronic version of document packets and prepare the EAC Agenda. This will be submitted electronically to all EAC members.

5. 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 discussed and/or tabled or pulled from the agenda.

6. Once the proposal is approved by the Board of Trustees and if the proposal constitutes a substantive change, the liaison and/or the director of institutional effectiveness and assessment will work with the initiator and appropriate administrator

to ensure timely and appropriate notification to SACSCOC according to the substantive change policy

7. The EAC Chair will submit the packet of all DBOT approved EAC documents to the Registrar.

8. **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.

9. The Vice President of Academic Affairs 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.

10. **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.

11. The Vice President of Academic Affairs 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 the substantive change notification form to determine if the proposal could be considered a substantive change. Consult with the VP of academic affairs/accreditation liaison and IEA.	
	3	Complete appropriate EAC Action Form, including required attachments, (the EAC document packet) in accordance with the EAC Process Steps.	
	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 Dean of Academic Affairs, who reports directly to the VP.	
	6	The Dean of Academic Affairs electronically submits EAC document packet to the VP.	
	7	The VP ensures that changes or corrections are made then electronically sends to the committee for review	
	8	Committee members attend EAC meeting to provide information and answer questions related to the proposals	
	9	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.	
	10	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 11-15. If SACSCOC preapproval is not required, , proceed to step 16.	
	11	Submit information to the VP, who is the college's SACSCOC liaison.	
	12	VP notifies the FGC president, who is responsible for submitting the required notification to the president of the SACSCOC.	
	13	Comply with the directives of the SACSCOC president. This may include writing a prospectus or preparing additional documents.	
	14	Communicate with IE until SACSCOC acceptance or approval is received. Upon receipt of SACSCOC approval, proceed to Step 18.	

	15	IE notifies the VP to submit the item for the DBOT agenda.	
	16	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.	
	17	After DBOT approval, course proposals are submitted to the Statewide Course Numbering System (SCNS) for approval.	
	18	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.	
	19	Appropriate division verifies that changes to courses or programs are made in the college catalog and all other publications.	
	20	Appropriate division reviews affected program brochures to ensure that they are updated and coordinatedwith Admissions regarding necessary changes.	

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

EAC Meeting Schedule

2019 - 2020

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

Location: Building 016, Room 108

Agenda Deadline	Meeting Dates
July 3	**July 10**
August – No meeting	**August – No meeting**
September 4	**September 11**
October 2	**October 9**
November 6	**November 13**
January 2	**January 8**
February 5	**February 12**
March 4	**March 11**
April 1	**April 8**
May 6	**May 13**
June 3	**June 10**

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

*Please submit agenda items to: FGC.EAC@fgc.edu

FLORIDA GATEWAY COLLEGE

EDUCATIONAL AFFAIRS COMMITTEE
Action Form

CIP Number

Mneumonic Code
or
Changes to Mneumonic Code

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

Effective Term	Current or Proposed New Program Title

(NEW) Program Credits or PSAV/Clock Hrs.	(NEW) Number of weeks for Program (CCC or PSAV/Clock Hr Programs)

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)
(CHANGE) Total Current Credit or PSAV/Clock Hrs. **From:**	(CHANGE) Total New Credit or PSAV/Clock Hrs. **To:**
(CHANGE) Number of weeks for Program (CCC or PSAV/Clock Hrs) **From:**	(CHANGE) Number of weeks for Program (CCC or PSAV/Clock Hrs) **To:**

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		
REQUIRED SIGNATURES	**APPROVED**	**APPROVED WITH CHANGES**	**NOT APPROVED**	**DATE**	
Dean, Academic Affairs					
Educational Affairs Committee Action					
SACS notification required ☐ Yes ☐ No					
SACS approval received (see attached) ☐ Yes ☐ No					
Submit to District Board of Trustees ☐ Yes ☐ No **NOTE**: Do not submit to DBOT without receipt of SACS approval, if required					
Vice President, Academic Affairs, EAC Chair					

ATTACH COPY OF DEGREE AUDIT SHEET(S) **Rev 06/2018**

FLORIDA GATEWAY COLLEGE

EDUCATIONAL AFFAIRS COMMITTEE
ACTION FORM
- ☐ NEW COURSE PROPOSAL
- ☐ CHANGE IN COURSE PROPOSAL
- ☐ REQUEST FOR COURSE TERMINATION

1. ☐ Current Course Prefix/Number ☐ Proposed New Course Prefix/Number	2. ☐ Current Course Title ☐ Proposed New Course Title	3. Effective Term
4. ☐ Current Prerequisite(s) ☐ Proposed New Course Pre-requisite(s)	5. ☐ Current Co-requisite(s) ☐ 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):
☐ AA   ☐ AS Program   ☐ AAS Program   ☐ Certificate ☐ PSAV ☐ Bachelor ☐ Transfer ☐ Non-Transfer ☐ Elective

☐ Course is Repeatable   Number of times _____   ☐ Gordon Rule   **STEM** ☐ Yes   ☐ No

College Level Skills Required: ☐ Writing   ☐ Reading   ☐ 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 ☐ Yes   ☐ No   If yes, please indicate: ☐ Writing   ☐ Reading   ☐ 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

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Initiator			Date Submitted		
REQUIRED SIGNATURES	**APPROVED**	**APPROVED WITH CHANGES**	**NOT APPROVED**	**DATE**	
Dean, Academic Affairs					
Educational Affairs Committee Action					
Submit to District Board of Trustees ☐ Yes ☐ No					
Vice President, Academic Affairs, EAC Chair					

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

Rev 11/2017

11/2017

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 1Humanities; ☐ 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

FLORIDA GATEWAY COLLEGE

LAB FEE APPROVAL FORM

Check One:

☐ New Fee ☐ Adjustment to Existing Fee ☐ Delete Fee ☐ Annual Review of Lab Fee

Course Prefix, Number,
and Title:

Current Lab Fee Amount:	New Lab Fee Amount:

Effective Term:

JUSTIFICATION: List anticipated Extraordinary Expenses. You **MUST** attach a copy of the Supporting Documentation on how the costs were established on a per student basis.

Materials and Supplies	$ Cost
•	
•	
•	
•	
•	
•	
•	
•	
•	
Services	
•	
•	
•	
Liability Insurance	
•	
•	
•	
TOTAL Fee	

APPROVAL:

Coordinator/Director: ☐ Date: _____ Signature: _____

Dean: ☐ Date: _____ Signature: _____

Appropriate Vice President: ☐ Date: _____ Signature: _____

Approved by District Board of Trustees: ☐ Date: _____

Substantive Change Notification Form

Introduction

In accordance with Florida Gateway College (FGC) Policy, 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 ☐	Program Closing ☐	New Program ☐
Complete Section 1	*Complete Section 2*	*Complete Section 3*

2. Submit to the college's accreditation liaison and the department of institutional effectiveness and assessment.

3. The accreditation liason will review it according to SACSCOC 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:
Describe the proposed change:		
Date Reviewed by RIE:	Signature:	

Section 2: Program Closing / Suspension

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.		
Division:		
Department Submitting Proposal:		
Submitted by		
Proposed Starting Date:		
Program Name:		Major:
Type of Degree or Certificate Awarded:	# of Credits:	CIP:

Teach Out Plan: 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.	
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 Awarded:		# of Credits:		CIP:	

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
		D	D	
		D	D	
		D	D	
		D	D	
		D	D	
		D	D	
		D	D	
		D	D	
		D	D	

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. <u>Do not send </u>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 Perquisite 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.

Proposed Course	Title of Proposed Course	# FCS Currently Offering Course	# SUS Currently Offering Course	Justification for the addition or deletion

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_____