

## **Curriculum & Instruction Process**

At St. Petersburg College (SPC) the review and development of Curriculum and Instruction (C&I) is a faculty driven process. Proposals for new curriculum and update curriculum, begin with the faculty and Deans identifying a skill or knowledge gap. A clearly defined need and rationale is developed for the new or updated product: Approved Course Outline or Program of Study (PoS). Via a detailed, specific approval pathway, which includes reviews by the Curriculum and Instruction (C&I) Committee, the process concludes with a change or addition to the college catalog.

### **Curriculum Updates**

Curriculum changes that affect the catalog course description, major learning outcomes, course objectives, credits or contact hours for a course will result in the revision, addition, or deletion of the Approved Course Outline for the course. Curriculum changes that affect the program requirements of any program will result in the revision, addition, or deletion of the program of study (PoS) for that program. All College Curriculum (PoS and approved course outlines) are stored and maintained by the Curriculum Services Office in the Curriqnet META system.

Curriculum updates are submitted on a cyclical basis with deadlines throughout the calendar year for implementation within the three academic terms (Fall, Spring, Summer). The C&I Committee reviews proposals during two cycles, with formal C&I meetings twice per cycle. The committee has the freedom to review on an individual basis or in work groups, however, they are required to review and vote on all major modification, deletion and new program/course proposals. Deans may also present at the C&I meetings on the programmatic changes in order to bring context to course and program reviews.

### **Program Development**

New degree program proposals are developed by individual faculty or collaborative faculty groups by first researching educational needs through business and industry advisory committees and economic councils, reviewing accreditation requirements and existing state curriculum frameworks, and benchmarking similar programs at other institutions. New courses and programs are justified by Advisory Committees and/or discipline committees as enhancing the quality and effectiveness of a program of study through the addition of relevancy, rigor, connectivity, or increasing skills, understanding of concepts, and practical application. The Associate in Science (AS), Certificate (CCC) and Advanced Technical Diploma (ATD) programs use curriculum frameworks approved by the Florida Department of Education as a basis for course and program design, although programs also must address discipline-specific accreditation requirements. Beginning in 2023-24, new program offerings must be aligned to existing Florida Department of Education (FLDOE) frameworks and approved by the State Board of Education. New frameworks may be requested and reviewed for alignment with the framework of quality established by the Credentials Review Committee.

### **Approval Process**

After receiving approval from the Dean for new or updated curriculum, a proposal is submitted via the META system. Depending on the type of proposal it will then move through a series of reviews based on

an identified approval process. For example, program proposals submitted with a status of “major modification” must be presented for approval by the VP of Academic Affairs. From there it is subject to a technical review by the Curriculum Services department, review by the C&I committee and chairs, and finally culminating in approval by the Board of Trustees. Proposals have customized approval paths depending on the institutional impact and complexity of the modification.

### **What is Curriqunet META?**

META is a web-based curriculum management system. There are built in, modifiable approval processes which guide a curriculum proposal through the required steps for approval and final implementation. The system functions as a repository for current and historical curriculum records with version control and detailed documentation of changes.

There are seven types of proposals: New Program, New Course, Program Major Modification, Course Major Modification, Course Minor Modification, Program Deactivation, Course Deactivation. Curriculum proposals become part of the College curriculum only after the designated approval process has been completed.

### **Roles in the Curriculum Process**

#### **Originators**

Deans fulfill the role of “Originator” in the META system. The Curriculum Services staff serve as consultants in assisting the Dean to:

- A. **create/request** the curriculum proposal as a major/minor modification, new course/program or course/program deactivation
- B. **assign** “co-contributors” to the curriculum proposal for completion of required information
- C. **review** the completed proposal for submission into the approval process
  - originators review the proposal and makes sure it is written in the correct format and covers all the requirements on the Course Design Checklist
- D. **submit** the proposal for review by curriculum services and the C&I committee

### **Curriculum and Instruction Committee**

The Curriculum and Instruction (C & I) Committee is composed of representatives from the various disciplines and programs, members of the advising team as well as our workforce office. Committee members serve for a minimum of a two-year term. The committee conducts thorough analysis on proposals for new courses, course modifications and course deletions. The C&I committee reviews the compatibility of the curriculum with the educational objectives of the College including SPC’s standards of: Student Focus, Academic Quality, Structural Integrity, and Articulation Assurance. For program proposals, they are informed and consider new programs, significant programmatic updates and program deletions.

The C&I Committee provides documented feedback and recommendations on the proposals which is then reviewed by the C&I Committee chairs. If the proposal is returned to the originator for additional revisions the committee may be asked to complete a second (or third) review of the proposal.

### **Curriculum and Instruction Chair(s)**

Curriculum and Instruction Committee Chairs are responsible for the administration of the Curriculum and Instruction committee; including the organization of the meetings, training of members and management of the proposals within the META system.

Based on recommendations by the C&I committee members, the chairs determine whether the proposal is moved forward to the next step of the approval process or returned to the originator for further revisions. (The originator may also provide justification for the proposal to remain as initially submitted.) The proposal may move back and forth several times between the committee and the originator before a final version is approved and advanced.

### **Board of Trustees**

A minimum of twice per year, a memo is provided to the Board of Trustees for a broad-based, senior-level review of the curriculum proposals that have completed the internal approval process. If proposals are processed outside of the normal cycles, an additional curriculum memo may be presented to the BOT for approval.