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P6Hx23-3.04 PROCEDURE: COURSE DESCRIPTIONS AND COLLEGE PROGRAMS

- I. Descriptions of courses and programs shall be submitted to the Board of Trustees for final action and approval by memorandum. The development of curriculum is primarily the responsibility of faculty. Every credit course and program is developed by faculty and Deans and recommended through the curriculum process as defined in the Curriculum and Instruction Procedure Guide. The Curriculum and Instruction Committee (C&I Committee) is composed of faculty representatives from academic disciplines and campus/College sites. Additional members representing Student Affairs, Workforce, Online Learning Services, and other administrative areas may be appointed as deemed appropriate by the Vice President of Academic Affairs. Committee members are appointed on a 2-year, rotating basis and are responsible to the College President and the Vice President of Academic Affairs.
 - A. Programs of Study shall include Program Learning Outcomes, identification of the major or area of concentration, the total number of credits, a list of all courses, student performance (GPA) requirements, and any other graduation requirements for the award of the certificate or degree.
 - B. Approved Course Outlines (ACO) shall include course descriptions which describe the content of the course through general statements. These descriptions shall be supported by statements of the major learning outcomes of the course which represent its contribution to the program outcomes, and by course objectives stated in performance terms which describe what a student will be able to do upon completion of the objective, how the learning will be measured and what level of performance will be judged satisfactory. An ACO shall also include: total credit hours, contact hours, effective term and prerequisite course requirements.
 - C. All sections of all courses, regardless of modality, length of term, campus on which it is taught, or instructor, must adhere to the standards listed on the SPC approved course outline.

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- II. Waivers of prerequisites may be granted by the appropriate department of the College. Students who feel that they have sufficient training and/or experience to warrant a waiver of the prerequisite should consult the Dean of the respective course. The Dean, in conjunction with the faculty teaching the course, shall render a decision on a case-by-case basis.
- III. Curriculum may vary from an SPC Approved Course Outline in experimental courses or special topics courses. These variations must first be reviewed and approved by the C&I Committee and the Vice President of Academic Affairs prior to being offered.
- IV. The College curriculum in effect at the beginning of each academic term reflects the most up-to-date course and program requirements. The President and Board of Trustees will review and approve annually, the general education course requirements, as authorized and approved in accordance with ss. 1007.24 and 1007.25, F.S.
- V. Any course section may be withdrawn from the schedule if insufficient enrollment or other factors warrant such action as determined by the Vice President of Academic Affairs.
- VI. Program changes authorized by the Board of Trustees on matters relating to the curriculum and hours of credit shall be effective in the succeeding Fall session unless designated by the Board to the contrary.
- VII. The College will periodically conduct an End of Program Assessment for all degrees and an assessment of General Educational outcomes. In addition, annual comprehensive program viability reviews will be conducted for all B.S., B.A.S., A.S. degrees and Certificate programs.
- VIII. DEFINITION OF THE CREDIT HOUR

St. Petersburg College follows national and state accepted practices of awarding credit based on semester credit hours following the Federal Definition of Credit Hours. St. Petersburg College provides guidance to faculty and staff to evaluate the

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College's expectations regarding credits and adherence to the federal regulations regarding the award of credit.

A credit is defined as a unit of measure assigned to courses or course equivalent learning. Credit is awarded if the learning activity it represents is part of, or preparatory for, an organized and specified program leading to a postsecondary certificate or degree. Credit is a device that indicates to the learner, to educational institutions, to employers, and to others how much of the program the learner has completed.

For purposes of the application of this definition, a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that reasonably approximates:

- A. The equivalent of fifteen (15) fifty-minute periods of classroom instruction plus the final exam.
- B. A 1 credit course equates to 15 contact hours. Courses with final exams add an additional 2 hours to the total contact hours.
- C. Whether courses are scheduled to meet one or more times per week, in shortened sessions such as Express Session, or other modalities, such as online or blended courses, it is expected that at least 750 minutes of instruction (e.g., 50 minutes x 15 periods of instruction), exclusive of breaks, plus the final exam is the basis for each credit awarded.
- D. Common practice expects that students will devote 1 hour in class and 2 to 3 hours outside of class in reading, study, research, preparation of papers, etc. for a total of 3 or more hours per week for each credit in a lecture/discussion course. This practice/expectation applies to all modalities.
- E. Laboratory courses where all requirements are met in the laboratory should meet 2250 minutes (3 credit hours x 50 minutes x 15 weeks) for each credit; those laboratory courses that require substantive work outside the laboratory should

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meet 1500 minutes (2 credit hours x 50 minutes x 15 weeks).

- F. Combined lecture/laboratory courses (“C” courses) should be designed in accordance with the guidelines outlined in D and E above, even if there is no discrete break between the lecture and laboratory components of the course. For example, a 3 credit combined course with 2 hours lecture would meet 4 hours per week if substantive out of laboratory work is required and 5 hours per week if the laboratory work is conducted entirely in class (a 3 credit hour combined lecture/laboratory course equals 2 hours lecture and 2 hours lab OR 2 hours lecture and 3 hours lab).
- G. SPC courses offered in the online or blended delivery mode that do not meet the traditional contact hour requirements maintain the same outcomes, outline, and structure as their face-to-face counterparts. Courses converted from a face-to-face course into an alternative delivery mode by a faculty team are reviewed by an instructional design technologist to ensure equivalency. Prior to implementation, courses that are converted to an online or blended modality are reviewed and approved through a formal, institutional process to ensure that the content and learning outcomes are equivalent to their face-to-face counterparts. This process is conducted by a cross-discipline team at the program level.

IX. COURSE DESCRIPTIONS AND COLLEGE PROGRAMS

- A. The College has established an ongoing review cycle that will ensure that all courses are reviewed for relevancy, appropriateness, and applicability.
- B. Deans and program administrators receive notification from the Academic Affairs Office of the courses eligible for review. Program administrators then assemble a team of faculty and other relevant staff for the purpose of reviewing the course against SPC’s Course Standards. Based on the findings of the review, courses are either updated to reflect current standards, or certified as meeting current standards with no major modifications needed. These review actions are submitted to the C&I Committee via the Curriculum Services

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Office. Courses requiring modification follow the normal C&I update process.

- C. Each year, Curriculum Services generates a list of active courses that have not been taught within the preceding 5 years.

- D. Curriculum Services will then distribute the list to academic Deans to verify that the courses listed have not been taught for the past 5 years and indicate whether they plan to offer the courses within the next 5 years. Deans consult faculty to determine if courses should continue to be active in the catalog. Courses that have not been taught during the past 5 years and for which there are no firm plans to offer, will be submitted to the C&I Committee with a recommendation that they be deleted from the curriculum. The President will certify to the Board of Trustees once each academic year, via a memo generated by the Curriculum Office, that the College has complied with the State Board of Education Rule 6A-10.0331. The Curriculum Office then updates the Statewide Course Numbering System (SCNS) to reflect the deletion of the courses from the College's catalog.

- X. **CHANGING COURSE TITLES, COURSE NUMBERS, COURSE DESCRIPTIONS, CREDIT HOURS OR PROGRAMS; OR ADDING NEW COURSES OR NEW PROGRAMS; OR DELETING COURSES OR PROGRAMS**

Credit courses offered by the College are recommended by the C&I Committee, through the Vice President of Academic Affairs. The final recommendation is acted upon by the Board of Trustees.

- A. Faculty and administrators have responsibility for initiating and approving curriculum modifications.
 - 1. Faculty and administrators investigate the need for addition, revision, or deletion of a course or program.
 - 2. The faculty initiating the change consults with other faculty, program administrators, including the Dean under whom the course or program is administered, and others

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who have familiarity with the course or program (e.g., advisors, faculty from other programs) for their input.

3. If a curriculum action is to be taken, the faculty notifies the respective Dean, who then initiates a curriculum modification proposal in the College's Curriculum Management System (CMS). Co-contributors, including faculty and program administrators develop or modify the curriculum in the CMS and submit it to the respective program administrator for review and validation.
 4. All Programs of Study and Course Outlines must be submitted in the standard format approved by the C&I Committee and the Vice President of Academic Affairs.
- B. The program administrator(s) validates the need for the curriculum modification and ensures it progresses through the review/approval process.
1. The program Dean confirms that all supporting data and documentation has been submitted with the curriculum proposal and uses the information provided to approve or deny the request for the curriculum modification.
 2. If the Dean approves the proposal, he/she submits it for a systematic review and approval process that involves:
 - a. Structural integrity/technical review (by Curriculum Services);
 - b. Impact review (by Curriculum Services, submitting Dean and faculty);
 - c. Academic quality, and student focus review (by the C&I Committee);
 - d. Final review and recommendation to Vice President of Academic Affairs (by C&I Committee Chairs);
 - e. Review and recommendation to Board of Trustees by Vice President of Academic Affairs; and

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- f. Final approval by Board of Trustees.

- 3. At any step in the review/approval process, a proposal may be sent back to the submitter if it does not adequately meet SPC's Course Standards or SPC's Program of Study standards. It is the responsibility of the submitting Dean to monitor activity on his/her curriculum proposals and to ensure all comments are addressed within stated timelines. If a proposal is not granted final approval by the stated deadline, the submitting Dean will be notified of the reason and will have the opportunity to submit the proposal at the next curriculum cycle.

- C. The Curriculum Services Office processes all set-up required in the course catalog and student information system after all final approvals have been documented. The Office then notifies all necessary entities, including:
 - 1. SPC faculty, administrators, advisors, staff;
 - 2. Institutional accrediting body and program accrediting body, if applicable (programs only);
 - 3. Florida Department of Education (SCNS, Common Prerequisites Manual).

- D. Curriculum modifications are submitted and processed twice a year. Program modifications go into effect in the Fall term of each academic year; course modifications go into effect in the Fall, Spring, and Summer terms (on occasion) each year.

- E. Exceptions to curriculum modifications outside of the normal submission cycle are strongly discouraged and may only be granted by the Vice President of Academic Affairs:
 - 1. Exceptions may only be requested by the Dean of the respective program, or by a C&I chair on behalf of a Dean and with the Dean's approval.

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2. As part of the request, the Dean must explain why a curriculum modification must be made outside of the normal C&I cycle. Acceptable reasons may include: State mandated change (e.g., change to Curriculum Frameworks); accreditation change (regional or specialized); grant and/or special program requirement; online course revitalization; or other reasons deemed appropriate by the Vice President of Academic Affairs.
- F. The development, modification, and approval of curriculum follows the same process and timeline, regardless of modality (e.g., on campus, online, blended) or session length (e.g., 16-week semester, 8-week express session, etc.). Changes to course content, as reflected in course syllabi and course modules that DO NOT impact an approved Course Outline or Program of Study fall outside of this procedure and are subject to departmental procedures and timelines.
- G. Deletion of programs and courses:
1. The College may close (delete) programs and courses as deemed appropriate by the Board of Trustees.
 2. Once a program has been approved for closure by the Board of Trustees, the Institutional Accreditation Liaison will notify the accrediting body, as well as any applicable program accrediting bodies, of the institution's decision to close the program.
 3. Course deletions require prior review and approval by the Program Deans before final approval by the Board of Trustees.
 4. The Curriculum Services Office will process program and course deletions in accordance with established procedures, as outlined in the Curriculum Services Procedural Manual.
 5. As part of the proposal summary to close a program, the program administrator will include a teach-out plan to include:

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- a. the projected term for when students will no longer be admitted to the program.
 - i. Programs will be inactivated 3 years from the approved effective date, unless specified otherwise by the Board of Trustees, or the teach-out plan indicates that a shorter or extended time is needed.
 - ii. Programs accredited by outside agencies may follow a teach-out plan of less than 3 years; i.e. Nursing, Veterinary Technology.
 - b. communication plan to students currently coded in the program;
 - c. appropriate course substitutions, if appropriate;
 - d. transition plan to other programs, if appropriate;
 - e. impact on articulation agreements (K-12, universities, industry);
 - f. impact on financial aspects (equipment, leases, etc.); and
 - g. reason for closure.
6. As part of the proposal summary to delete a course, the program administrator will include a teach-out plan to include:
- a. the projected term for when students will no longer be able to enroll in the course;
 - b. a communication plan to students currently coded in the program in which the course is being deleted informing them of the change and the last term the course will be available (if applicable);

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- c. the number of students potentially impacted by the course deletion (if applicable); and
- d. reason for deletion and what the course is being replaced with (if appropriate).

XI. CLASSIFICATION OF INSTRUCTIONAL PROGRAMS AND COURSES

Programs or courses authorized for funding shall be classified and defined as:

- A. Advanced and professional
- B. College Credit Certificate
- C. Career Certificate (i.e., Post Secondary Adult Vocational)
- D. College Preparatory
- E. Continuing Education
- F. Apprenticeship

The classification of new programs or courses shall be made according to the categories defined by law. This determination shall be made by the Program Deans.

History:

8/21/12. Adopted – 8/21/12. Effective – 8/21/12; 6/24/13. Filed – 6/24/13. Effective – 6/24/13; 1/23/17. Filed – 1/23/17. Effective 1/23/17; 8/12/23. Approved – 8/12/23. Effective – 8/12/23.