

PENSACOLA STATE COLLEGE
MANUAL OF PROCEDURES

Procedure Title:	Addition of New College Credit or Vocational Credit Courses	<u>Number</u> 216
Related Policy:	Curricula (Programs of Study) – 6Hx20-2.001	<u>Page</u> Page 1 of 2

I. Purpose

In order to offer instruction that is current and relevant to the needs of students, it is sometimes necessary to add new courses to programs offered by Pensacola State College. Such changes to the curriculum must be thoughtfully designed and carefully considered by the faculty and administration prior to implementation.

II. Procedure

- A. The creation of a new course generally originates with the discipline faculty or a department head. Other faculty or staff may suggest new courses to them. A faculty member proposing a new course will discuss the proposal with the department head.
- B. The department head will assist the faculty member in reviewing the steps involved in developing the proposal for consideration. The faculty member must draft a district course syllabus.
- C. If agreeing to recommend the proposal, the department head will arrange a meeting of all full-time district faculty and administrators who have taught in the discipline in the last two (2) academic years. Current adjunct faculty members will be invited to attend. The purpose of the meeting will be to reach a consensus on the proposed course and to agree on the content of the district course syllabus, especially the required textbook(s) and the learning outcomes.
- D. Upon development of the district course syllabus, the department head will complete the Course/Program Action Form and forward it to the appropriate dean.
- E. The appropriate dean will ensure that the proposal has received district-wide review and then, if in agreement, will recommend approval and return the proposal to the department head.
- F. The appropriate dean will submit the form, with the district course syllabus attached, to the Dean, Baccalaureate Studies and Academic Support.
- G. The Dean, Baccalaureate Studies and Academic Support, will place the proposal on the agenda for the next scheduled Content Review Committee meeting. The department head may be asked to attend the Content Review meeting to answer questions about the proposal.

- H. After the Content Review Meeting the department head will make any necessary changes to the form and submit an original to the Dean, Baccalaureate Studies and Academic Support.
- I. The Dean, Baccalaureate Studies and Academic Support, will place the proposal on the agenda for the next scheduled meeting of the Curriculum Council and will include a copy of the proposal with the materials distributed, prior to the meeting, to the members of the Curriculum Council.
- J. The Curriculum Council will consider the proposal and will take one of the following actions:
 - 1. recommend approval of the proposal;
 - 2. reject the proposal; or
 - 3. table the proposal pending additional information.
- K. Once the Curriculum Council takes action on the proposal, the Dean, Baccalaureate Studies and Academic Support, will transmit the committee recommendation to the Vice President, Academic and Student Affairs, for review and approval.
- L. The signed original will be returned to the Dean, Baccalaureate Studies and Academic Support, for processing and filing.
- M. The Vice President, Academic and Student Affairs will work with relevant staff to ensure the submission of appropriate documentation to the Southern Association of Colleges and Schools Commission on Colleges, as necessary.
- N. The Dean, Baccalaureate Studies and Academic Support, will notify the department head of the decision and, if the course was approved, will instruct the appropriate staff to take the necessary steps to implement the course.

Responsible Official: Vice President, Academic and Student Affairs	
President's Signature: 	Date: 8/24/2023