

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Revision of Existing College Credit or Vocational Credit Courses	<u>Number</u> 217
Related Policy:	Curricula (Programs of Study) – 6Hx20-2.001	<u>Page</u> Page 1 of 2


**I. Purpose**

As the body of knowledge in a discipline or technology advances, or as policies change at the Pensacola State College, or as a result of program review, it is necessary to revise course content or methods of delivery. Since the impact of these changes reach across the district, they need to be closely coordinated.

**II. Procedure**

- A. The revision of the content or management of an existing course generally originates with the discipline faculty, however it may originate at any level. A faculty member proposing changes to an existing 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. If the proposed changes include items required in the district course syllabus, the faculty member must draft the necessary changes to the district course syllabus.
- C. If the department head agrees to recommend the proposal, he or she will arrange a meeting of all full-time district faculty and administrators who have taught the course in the last two (2) academic years. Current adjunct faculty members who have taught the course may be invited to attend. The purpose of the meeting will be to review the proposal and reach a consensus on the proposed changes, including revisions to the district course syllabus.
- D. The department head will complete the appropriate parts of the Course/Program Action Form and forward it to the appropriate dean. Attached to the form will be a copy of the current district course syllabus and a copy of the proposed syllabus.
- E. The appropriate dean will ensure that the proposal has received district-wide review and then, if in agreement, recommend approval and return the proposal to the department head.
- F. The department head 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 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 proposal 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.
- J. Once the Curriculum Council reviews 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.
- K. The signed original will be returned to the Dean, Baccalaureate Studies and Academic Support, for processing and filing.
- L. 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.
- M. The Dean, Baccalaureate Studies and Academic Support, will notify the department head of the decision and, if the revision was approved, will instruct the appropriate staff to take the necessary steps to implement the changes.
- N. If fee changes are included in the approved revisions, the Dean, Baccalaureate Studies and Academic Support, will request that the Vice President, Business Affairs, submit the fee to the Board of Trustees for action.

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