
**LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURE**

TITLE: INSTRUCTIONAL PROGRAMS AND COURSES

NUMBER: PRO 3-02

REFERENCE: Board Rule 3.02
Administrative Procedure 3-10
Florida Statutes 1001.64, 1004.03, 1004.68
Florida Administrative Codes 6A-10.0242, 6A-14.030

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I. BACKGROUND

Curricula will be appropriate to the institution's purpose and goals and will be aligned with the degrees and certificates offered. The College faculty has primary responsibility for the initiation of curricula and for the content, quality and effectiveness of the curricula. Credit curricula development will follow a systematic institutional process from initiation to approval by faculty, administration, and Board of Trustees and will include learning outcomes and evaluation measures. The institution's adoption process will include steps of review and approval by appropriate agencies, including Florida's State Department of Education, and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

II. RESPONSIBILITY

- a. Oversight for the development and implementation of curriculum activities is the responsibility of the Vice President of Academic Affairs. The institution's process to conceive and create a program of study involves the Curriculum and Instruction Committee and a community advisory committee as applicable.
- b. Curriculum and Instruction Committee
 1. Membership is appointed annually by the President's Cabinet;
 2. Membership:
 - i. Five faculty from General Studies;
 - ii. Two faculty from Workforce;
 - iii. Representative from Advising;
 - iv. Representative from eLearning;
 - v. Registrar- *ex officio*;
 - vi. Associate Vice President of General Studies - Cabinet Liaison
 3. Term of Membership – 2 years;
 4. Chair is a faculty member chosen by the Deans Council;
 5. Meetings scheduled monthly from September to April; dates for meetings and agenda deadlines distributed at the beginning of the academic year.

III. PROCEDURES

The following outline the Curriculum and Instruction proposal approval procedure.

- a. Faculty member completes appropriate curriculum forms as indicated in the Curriculum