

2014-
2015

Florida Gateway College

EDUCATIONAL AFFAIRS COMMITTEE HANDBOOK

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Vice President
Occupational Programs
Florida Gateway College
Lake City, Florida 32025-2007



Florida Gateway College

EDUCATIONAL AFFAIRS COMMITTEE HANDBOOK

Florida Gateway College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the baccalaureate and associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call (404) 679-4500 for questions about the accreditation of Florida Gateway College. The Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.

The mission of Florida Gateway College is to provide superior instruction, nurture individual development, and enrich the community through quality higher education programs and lifelong learning opportunities.



This handbook was last updated by the Occupational Programs Division
For more information contact EAC Chair:

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The primary responsibility of the Educational Affairs Committee (EAC) is to review matters relating to curriculum development, course descriptions, course syllabi, coordination of programs offered, academic standards, degree and certificate requirements, library holdings and development, instructional development, review of cooperative programs with other institutions of higher education, and other instructional policy. Once the committee reviews educational matters, the Vice President for Occupational Programs sends the recommendations concerning appropriate actions to the college President for inclusion on the Board of Trustees agenda. Once the Board of Trustees approves submitted items, the institution submits them to the Florida Department of Education for final review and approval before adding to the college's program and course offerings. If agenda items require SACSCOC approval or notification, the Office of Institutional Effectiveness submits the required documentation. Upon official notification, the program and/or courses are included in the college catalog and schedule.

Matters that come before the committee include the following:

- New programs
- New courses
- Deletion of programs
- Deletion of courses
- Modification of courses
- Modifications of programs
- Program/course prerequisites
- Program/course co-requisites
- Policies on testing
- Award of college credit
- Course continuation
- Addition or deletion of course or program fees
- General education determination
- SACSCOC accreditation/notification determination

EAC Meeting Schedule

2014-2015

Day/Time: Wednesday, 3:00 p.m.

Location: Building 016 Room 108

Meeting Dates	Agenda Deadline	Due to Registrar
September 10	September 2	August 26
October 8	September 30	September 23
November 12	November 4	October 28
December 10	December 2	November 18
January 14	January 6	December 16
February 11	February 3	January 27
March 11	March 3	February 24
April 8	March 31	March 9
May 13	May 5	April 28
June 10	June 2	May 26
July 8	June 30	June 23

Note: Meetings will be cancelled if there are no agenda items.

Frequency of Meetings

EAC will meet the second Wednesday of the month during the fall and spring terms; however if there are no agenda items or other subjects to discuss, the meeting is canceled. During June, July and August, meetings are called as needed.

Membership

Membership consists of 24 members, including the vice president of occupational programs, vice president of academic programs, and vice president of student services, nine (9) faculty members representing both AA and AS faculty, division executive directors, department directors, registrar, and students.

The EAC is made up of the following:

- Chair: Vice President, Occupational Programs
- Vice President, Academic Programs
- Faculty members representing the AA and the AS division
- Executive Director, Informational Technology/CIO
- Executive Director, Teaching, Designing & Computer Programs
- Executive Director, Business, Industrial & Agricultural Programs
- Registrar/Director of Registration
- Director, Research and Institutional Effectiveness
- Director, Academic Programs
- SGA Representative (President)
- Student Representative-appointed by SGA President

Non-voting members:

- Vice President, Student Services
- Director, Financial Aid
- Director, Advising Services

Appointment:

- Administrative representatives are permanent.
- Faculty representatives are elected by their peers in August for a one-year term.
- Student representative is appointed by the SGA President.

Responsibilities of the Chair:

- Prepares/Distributes EAC agenda
- Facilitates meetings
- Has voting tie breaker power
- Approves meeting minutes
- Forwards approved items to the president for presentation to the Board of Trustees
- Attends Board of Trustees meetings should questions arise.

Responsibilities of Committee Members:

The role of the EAC member is to establish, review, and evaluate the college curriculum. Changes to curriculum will be presented to the Educational Affairs Committee for discussion and approval/disapproval. In order to be approved, each proposal must pass by a majority vote. Upon approval, proposed changes will be forwarded to the President for presentation to the Board of Trustees.

Members are to commit time to attend EAC meetings. In the event a member is unable to attend, he or she is responsible for providing a proxy to the chair for approval and notification.

Committee members will attend the meetings prepared to discuss and vote on the agenda items. The agenda is distributed a week prior to the meetings to allow enough time for review.

The vice presidents for Occupational Programs and Academic Programs approve the items or proposals to be submitted. The proposals are then submitted electronically to the chair's assistant by the first Tuesday of each month for inclusion on the EAC agenda. One week prior to the regularly scheduled monthly meeting, the minutes from the previous meeting along with the agenda and supporting documentation will be distributed to EAC members and other college staff.

Minutes:

The chair's assistant records the minutes at each meeting. A draft of the minutes is submitted to the chair for approval. Final approved minutes are distributed to EAC members and various other departments.

EAC PROCESS STEPS

1. The Initiator (may be faculty, program coordinator, or director) will prepare the EAC Action Form and all supporting documentation. The initiator should ensure that all forms are complete, clear, consistent, and comply with college procedures and SACSCOC guidelines regarding substantive change and the documents have been proofed and there are no inconsistencies among the documents. For instance, information on the EAC Action Form, Syllabus, and Course Input Sheet should be consistent.

Also the initiator should ensure the EAC Action form clearly describes what is currently in effect, what is being proposed, and what the rationale for the proposal is. This should be written so that everyone, including people who are not familiar with the program/course, will understand what is being proposed and why.

The EAC Action Form is used to provide the information for board approval and for entry into the statewide Course Numbering, and Banner. Therefore, it is crucial that it be accurate and complete.

Prior to submission to EAC, the initiator should review the proposal with a representative of the Department of Research and Institutional Effectiveness (RIE) to determine if it constitutes a SACSCOC substantive change. If so, SACSCOC acceptance of required notification or approval must be received before any item approved by EAC will be submitted to the Board of Trustees. The initiator will submit the completed forms to his/her immediate supervisor.

2. This process is followed until the proposal reaches the supervisor who reports directly to the vice president. Upon approval by that supervisor, move to step 3.

The supervisor is responsible for reading the proposal, ensuring it is clear and complete, and all documents contain consistent information.

The supervisor is responsible for confirming the proposal has been reviewed by RIE. Any required SACSCOC approval must be received before any item approved by EAC will be submitted to the Board of Trustees.

3. The supervisor who reports directly to the VP will review forms as in Step #2 and submit them to the appropriate VP for review.
4. The VP will send the electronic version of the document packet to the Registrar for review. The Registrar will review and recommend changes, additions or deletions of document content. The packet with any recommended changes or corrections will then be sent back to the VP.
5. The VP ensures that all necessary changes or corrections are made and submits all forms, in the proper order and as one document to assistant to the VP, EAC Chair.

6. If changes or corrections are needed, the EAC Chair will send the electronic version of the document packet back to the supervisors to complete. Once the corrections or changes are made the supervisors will return to the EAC Chair's assistant. If no changes or corrections are needed the EAC Chair will send to the assistant for step 7.
7. The assistant to EAC Chair, VP Occupational Programs, will compile the final electronic version of document packets and prepare the EAC Agenda. This will be submitted electronically to all EAC members.
8. EAC members will review the agenda and all documents carefully to determine if everything seems appropriate and consistent. EAC will vote on proposals at the scheduled meeting. Items with incomplete, inaccurate or inconsistent information may be tabled/pulled from the agenda.
9. For all approved EAC documents that require SACSCOC approval, the Department of Research and Institutional Effectiveness will coordinate all steps for submission of all information to SACSCOC through the proper channels to the EAC Chair and SACSCOC Liaison. RIE is responsible for ensuring compliance with the directives of the SACSCOC president. This may include writing a prospectus or preparing additional documentation.
 - **SACSCOC denial of EAC documents:** RIE will notify the EAC Chair and the person who submitted the EAC proposal of the SACSCOC denial. No further action is required unless SACSCOC approval is received later.
 - **SACSCOC approved EAC documents:** RIE will notify the EAC Chair of SACSCOC approval.
10. Approved EAC documents that do not require SACSCOC approval or that have been approved by SACSCOC are submitted to the President's Office by the EAC Chair. The President's Office will submit the information from the approved EAC documents to the Board.
11. The EAC Chair will submit the packet of all Board approved EAC documents to the Registrar.
12. **Board approved EAC documents-programs:** Once SCNS approves all course actions related to any program, the Registrar's Office adds or changes program/major codes in Banner, builds or updates Banner Curriculum, Advising, and Program Planning (CAPP) degree audits, makes updates in the next version of the online catalog, and notifies the VPs of the updates. Admissions is notified when any new programs are available in Banner.
13. The vice presidents for Occupation Programs and Academic Programs will verify the changes, additions, and deletions made in the online catalog, and ensure that they are made in all other applicable publication or forms of communication relating to the programs.

14. **Approved EAC documents-courses:** The Registrar's Office submits new courses and course changes to the Statewide Course Numbering System (SCNS) for approval. After approval from SCNS, the Registrar's office updates course information in Banner and the next version of the online catalog, and notifies the vice presidents of the updates.
15. The vice presidents for Occupation Programs and Academic Programs will verify the updated course information in the next version of the college catalog.

EAC Process Checklist

The following checklist indicates the steps that should be completed or monitored by anyone submitting an EAC action item.

Completed	Step	Action	Comments/Notes
	1	Review EAC Process Steps in this handbook (EAC Process Steps).	
	2	Complete EAC Action Form, including required attachments, (the EAC document packet) in accordance with the EAC Process Steps.	
	3	Review EAC proposal with Department of Institutional Research to determine if SACSCOC notification or approval is required.	
	4	Submit EAC document packet to immediate supervisor for approval.	
	5	Supervisor reviews EAC document packet and confirms that it complies with the EAC Process Steps, including review by a representative of the Department of Research and Institutional Effectiveness (RIE) Forward to the next level supervisor for approval. This step is followed until approved by the supervisor reporting directly to the appropriate VP.	
	6	Electronically submit EAC document packet to the appropriate VP.	
	7	VP electronically sends to Registrar for review.	
	8	Registrar reviews and recommends changes or corrections and returns to the VP that sent the proposal.	
	9	The VP ensures that changes or corrections are made then electronically submits to the assistant of EAC Chair.	
	10	Assistant to EAC Chair compiles EAC Agenda and distributes electronically to all members of EAC.	

	11	Attend EAC meeting to provide information and answer questions related to the proposal.	
	12	If proposal is not approved by EAC, no further action is taken until the proposal is brought back to EAC following the appropriate steps above.	
	13	If proposal is approved by EAC, items related to programs, courses, or fees, must be approved by the Board of Trustees. If item requires SACSCOC notification or approval follow steps 14-18. If SACSCOC notification or approval is not required, proceed to step 19.	
	14	Submit information to the VP, who is the college's SACSCOC liaison.	
	15	VP notifies the FGC president, who is responsible for submitting the required notification to the president of the SACSCOC.	
	16	Comply with the directives of the SACSCOC president. This may include writing a prospectus or preparing additional documents.	
	17	Communicate with RIE until SACSCOC acceptance or approval is received. Upon receipt of SACSCOC approval, proceed to Step 18.	
	18	RIE notifies the Assistant to the VP to submit the item for the Board agenda.	
	19	Assistant to the VP submits items for the Board agenda. Items that require SACSCOC notification or approval are submitted for the Board agenda only after notification from RIE.	
	20	After Board approval, course proposals are submitted to the Statewide Course Numbering System (SCNS) for approval.	
	21	Upon Board and SCNS approval changes are made in Banner, CAPP, and the online catalog by the Registrar's Office. Admissions Office is notified when any new programs are available in Banner.	
	22	Appropriate division verifies that changes to courses or programs are made in the college catalog and all other publications.	
	23	Appropriate division reviews affected program brochures to ensure that they are updated. Coordinates with Admissions regarding when new brochures are required.	

EAC Timeline

The following timeline is provided to show when any course actions should go to EAC, when the schedule input sheets are due, and the start of registration. If the courses impact any programs, program changes should also go to EAC. Course actions must be approved by EAC, the BOT and SCNS before being implemented and ready for sections to be created.

Term	To EAC	Schedule input forms due to Registrar	Registration Starts
Fall	March	Early March	Mid May
Spring	May	Mid September	Mid November
Summer	October	Early February	Early April

Since changes should be in the College Catalog for an academic year (fall through summer), changes effective for spring and summer should be minimal and only if mandated by the state, federal regulations, or a licensing agency.

The above EAC deadlines are to assist with section scheduling only. Any changes needed for the next year's academic catalog must be approved no later than the March EAC meeting.

Current EAC forms follow.



EDUCATIONAL AFFAIRS COMMITTEE Action Form

- NEW PROGRAM PROPOSAL
 CHANGE IN PROGRAM PROPOSAL
 REQUEST FOR DELETION OF PROGRAM

CIP Number

Mnemonic Code
or
Changes to Mnemonic Code

Effective Term

Current or Proposed New Program Title

Program Credits or PSAV Clock Hrs.

- Check Box for Program Type:
- Associate in Arts Emphasis
 College Credit Certificate
 PSAV
 Gainful Employment
 Yes
 No
 Associate in Science
 Applied Technology Diploma

WHAT IS CURRENTLY IN EFFECT	WHAT IS PROPOSED
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Program Requirement Changes:

From:

To:

New title and Courses

Total Current Credit or PSAV Clock Hrs.
From: _____ To: _____

Total New Credit or PSAV Clock Hrs.

Rationale Required for New Program, Change in Program, Request for Deletion

SUBSTANTIVE CHANGE REVIEW

*If the proposal is for a new program, a completed Substantive Change Notification Form must be attached to this proposal.
 If SACSCOC-COC notification is required, a response must be received from them before this proposal will be submitted to the FGC Board of Trustees.
 If SACSCOC approval has been received, attach a copy of the approval to this proposal.*

Initiator	Date Submitted			
REQUIRED SIGNATURES	APPROVED	APPROVED WITH CHANGES	NOT APPROVED	DATE
VP – Academic Programs				
VP – Occupational Programs				
Educational Affairs Committee Action				
Do not submit to Board of Trustees pending receipt of SACSCOC acceptance/approval <input type="checkbox"/> Approval received <input type="checkbox"/> Approval not received				
SACSCOC notification accepted or approval received (see attached) <input type="checkbox"/> Yes <input type="checkbox"/> No				
SACSCOC notification or approval not required <input type="checkbox"/> Yes <input type="checkbox"/> No				
Submit to Board of Trustees <input type="checkbox"/> Yes <input type="checkbox"/> No				
Vice President, Occupational Programs, Chair				

ATTACH COPY OF DEGREE AUDIT SHEET(S)



EDUCATIONAL AFFAIRS COMMITTEE ACTION FORM

- NEW COURSE PROPOSAL
 CHANGE IN COURSE PROPOSAL
 REQUEST FOR COURSE TERMINATION

1. <input type="checkbox"/> Current Course Prefix/Number <input type="checkbox"/> Proposed New Course Prefix/Number	2. <input type="checkbox"/> Current Course Title <input type="checkbox"/> Proposed New Course Title	3. Effective Academic Term
4. <input type="checkbox"/> Current Prerequisite(s) <input type="checkbox"/> Proposed New Course Pre-requisite(s)	5. <input type="checkbox"/> Current Co-requisite(s) <input type="checkbox"/> Proposed New Course Co-requisite(s)	
6. Lecture Credit Hrs.	7. PSAV Clock Hrs.	8. Lab Cr. Hrs.
9. Combination Lecture/ Lab Credit Hrs. ("C" course only)		10. Recommended Lab Fee Amount (new course only) Justification

11. Course Type (check all that apply):

AA AS Program Certificate PSAV Bachelor Transfer Non-Transfer Elective Gordon Rule

Course is Repeatable Number of times _____

College Level Skills Required: Writing Reading Math

12. Course Description (current or proposed new course)

CHANGE(S) TO EXISTING COURSE (complete each box below where change is needed)

13. Change Credit Hrs. To: _____ Change Clock Hrs. To: _____	14. Change Course Prefix/Number To: _____	15. Change Course Title To: _____
16. Change Course Description To: _____		
17. Change Pre-requisite(s) To: _____	18. Change Co-requisite(s) To: _____	
19. Change in College Level Skills <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please indicate: <input type="checkbox"/> Writing <input type="checkbox"/> Reading <input type="checkbox"/> Math		
20. If Change in Lab Fee, please indicate: Current fee \$ _____ New fee amount \$ _____	21. Purpose of fee (required) _____	

22. **Rationale Required** for New Course, Change in Course or Request for Course Termination

Initiator	Date Submitted			
REQUIRED SIGNATURES	APPROVED	APPROVED WITH CHANGES	NOT APPROVED	DATE
VP, Academic Programs				
VP, Occupational Programs				
Educational Affairs Committee Action				
Submit to Board of Trustees <input type="checkbox"/> Yes <input type="checkbox"/> No				
Vice President, Occupational Programs, Chair				

ATTACH COPY OF SYLLABUS FOR NEW COURSE PROPOSAL OR FOR SUBSTANTIAL CHANGES TO A COURSE, AND COURSE INVENTORY INPUT FORM



COURSE INVENTORY INPUT FORM

(Complete all items that apply)

COURSE NAME _____ COURSE # _____

SPECIAL GRADING S/U Alpha Non-Graded

General Education Requirement (Mark all that apply):

- Communications; Math; Group 1 Humanities; Group 1 Natural Science; Group 1 Social Science
- Group 2 Humanities; Group 2 Natural Science; Group 2 Social Science

PLEASE MARK THE APPROPRIATE COURSE CLASSIFICATION VALUE

1.1 Advanced and Professional

- 1.11.01 Agriculture & Nat Res
- 1.11.02 Architecture & Environ.
- 1.11.04 Biological Science
- 1.11.09 Engineering
- 1.11.12 Health Professions
- 1.11.19 Physical Sciences
- 1.12.10 Fine & Applied Arts
- 1.13.11 Foreign Language
- 1.13.15 Letters
- 1.14.08 Education
- 1.15.05 Bus & Management
- 1.16.07 Computer & Info Science
- 1.16.17 Mathematics
- 1.17.03 Area Studies
- 1.17.20 Psychology
- 1.17.22 Social Sciences
- 1.18.06 Communications
- 1.18.13 Home Economics
- 1.18.14 Law
- 1.18.16 Library Science
- 1.18.18 Military Science
- 1.18.21 Public Affairs
- 1.18.23 Theology
- 1.18.49 Interdisciplinary

1.2 Postsecondary Vocational

- 1.21.01 Agriculture
- 1.22.01 Marketing
- 1.23.01 Health Occupations
- 1.24.01 Family and Consumer Sci
- 1.25.01 Business
- 1.26.01 Industrial
- 1.27.01 Public Service

1.2 Postsecondary Adult Vocational

- 1.21.02 Agriculture
- 1.22.02 Marketing
- 1.23.02 Health Occupations
- 1.24.02 Family and Consumer Sci
- 1.25.02 Business
- 1.26.02 Industrial
- 1.27.02 Public Service

1.2 Continuing Workforce Ed

- 1.21.03 Agriculture
- 1.22.03 Marketing
- 1.23.03 Health Occupations
- 1.24.03 Family & Consumer Sci
- 1.25.03 Business

- 1.26.03 Industrial
- 1.27.03 Public Service

1.3 Adult General Education

- 1.31.01 College Prep
- 1.31.02 Vocational Prep
- 1.31.03 EAP College Prep
- 1.31.04 EAP Vocational Prep
- 1.32.01 Adult Basic
- 1.32.02 Adult Secondary
- 1.32.03 GED Prep
- 1.32.04 EAP Literacy
- 1.33.00 Lifelong Learning

1.4 Community Instructional Serv

- 1.42.00 Rec & Leisure

1.5 Educator Preparation Institute

- 1.50.01 Educator Preparation Inst

Maximum Enrollment _____

Total Contact Hours _____

Attach Calculations on separate sheet



LAB FEE APPROVAL FORM

Check One: New Fee Adjustment to Existing Fee Delete Fee Annual Review of Lab Fee
 Course Prefix, Number, and Title: _____

Current Lab Fee Amount: _____ New Lab Fee Amount: _____

Effective Term: _____

Course Cost Center Number: _____

JUSTIFICATION: List anticipated Extraordinary Expenses. You **MUST** attach a copy of the Supporting Documentation on how the costs were established on a per student basis.

Materials and Supplies	\$ Cost
•	
•	
•	
•	
•	
•	
•	
•	
•	
•	
Services	
•	
•	
•	
Liability Insurance	
•	
•	
•	
TOTAL Fee	_____

APPROVAL:

Coordinator/Director: Date: _____ Signature: _____

Appropriate Vice President: Date: _____ Signature: _____

Approved by District Board of Trustees: Date: _____



Substantive Change Notification Form

Introduction

In accordance with Florida Gateway College (FGC) Board Policy 6Hx12:4-01, FGC will fully comply with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) policy on substantive change. Substantive change is defined as a significant modification or expansion of the nature and scope of an accredited institution. Substantive changes require notification and/or approval prior to implementation.

Detailed information is available in [SACSCOC](#) policy on substantive change.

Directions

Before submitting a proposal for program changes, program closings, and new programs to the EAC:

1. Complete the appropriate section of this form related to the proposal:

Program Change <input type="checkbox"/> Complete Section 1	Program Closing <input type="checkbox"/> Complete Section 2	New Program <input type="checkbox"/> Complete Section 3
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2. Submit it to the Department of Research & Institutional Effectiveness (RIE)
3. RIE will review it according to SACSCOC's Substantive Change Policy, and return it to the appropriate vice president for submission to the EAC.
4. The completed form with appropriate signatures must be attached to the EAC Proposal Action Form.

Florida Gateway College
Substantive Change Notification Form

Section 1: Program Change

Program changes that may be considered substantive are changing from clock hours to credit hours or altering significantly the length of a program.

Division:

Department Submitting Proposal:

Submitted by:

Proposed Implementation Date:

Program Name:

Major:

Type of Degree or Certificate

of Credits:

CIP:

Awarded:

Describe the proposed change:

Date Reviewed by RIE:

Signature:

Florida Gateway College

Substantive Change Notification Form

Section 2: Program Closing / Suspension

<p>Immediately following the decision to close a program, SACSCOC requires a notification letter with a description of a teach-out plan. The teach-out plan must be approved by SACSCOC in advance of implementation.</p>		
Division:		
Department Submitting Proposal:		
Submitted by		
Proposed Starting Date:		
Program Name:		Major:
Type of Degree or Certificate Awarded:	# of Credits:	CIP:
<p>Teach Out Plan: A teach-out plan is a written plan developed by an institution that provides for the equitable treatment of students if an institution, or an institutional location that provides fifty percent or more of at least one program, ceases to operate before all students have completed their program of study, and may include, if required by the institution's accrediting agency, a teach-out agreement between institutions. Teach-out plans must be approved by SACSCOC in advance of implementation.</p>		
Date of closure (date when new students will no longer be admitted)		
An explanation of how affected parties (students, faculty, staff) will be informed of the impending closure		
An explanation of how students will be helped to complete their programs of study with minimal disruption.		
An indication as to whether the teach-out plan will incur additional charges/expenses to the students and, if so, how the students will be notified		
Signed copies of teach-out agreements with other institutions, if any		
Date Reviewed by RIE:	Signature:	

Florida Gateway College

Substantive Change Notification Form

Section 3. New Programs					
Division:					
Department Submitting Proposal:					
Submitted by					
Proposed Starting Date:					
Program Name:			Major:		
Type of Degree or Certificate Awarded:	# of Credits:	CIP:			
List all related degree and certificate programs currently offered by the college:					
List the course number and title of each core course in program. Indicate whether or not it is in the college's current approved course inventory. If not in the current inventory, verify that the course is in the Statewide Course Numbering System.					
Course Number	Title	In Current Inventory?	SCNS Inventory?	Comments	
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
Assessment of need and program planning/approval:					
Briefly discuss the rationale for the change, including an assessment of need; evidence of inclusion of the change in the institution's ongoing planning and evaluation processes; and documentation that faculty and other groups were involved in the review and approval of the new site or program.					
Description of the change: Provide a description of the proposed change, including the specific outcomes and learning objectives of the program, a schedule of proposed course offerings. Describe administrative oversight to ensure the quality of the program or services to be offered Describe any differences in admission, curriculum, or graduation requirements for students enrolled at new site(s), or any special arrangements for grading, transcripts, or transfer policies. Demonstrate compliance with FR 4.9 (Definition of Credit Hours) of the Principles. Describe administrative oversight to ensure the quality of the program or services to be offered. .A prospectus for approval of distance learning should describe the infrastructure supporting the delivery method (training of faculty, development of courses for distance delivery, technical support for student and faculty).					

Faculty: Provide a complete roster (using the Faculty Roster form) of those faculty employed to teach in the program(s) referred to in the prospectus, including a description of those faculty members' academic qualifications and other experiences relevant to the courses to be taught in the program in question, course load in the new program, and course work taught in other programs currently offered. Please consult the "Faculty Roster Instructions" for guidance in completing the Roster for current faculty who will be supporting the change. Provide a narrative with supporting evidence that the number of full-time faculty members is adequate to support the program; and describe the impact of the new initiative on faculty workload.

For distance learning programs, describe processes in place to ensure that students have structured access to faculty. .

Library and Learning Resources: Describe library and information resources—general as well as specific to the program—and staffing and services that are in place to support the initiative. If reliant upon other libraries, describe those collections and their relevance to the proposed program(s) and include a copy of formal agreements in the appendix. Relative to electronic resources, describe how students and faculty will access information, training for faculty and students in the use of online resources, and staffing and services available to students and faculty. If you are citing electronic databases accessed through consortial or statewide groups, please describe the discipline-specific suites of resources and not just the name of the consortium (such as Viva, Tex-Share, Galileo, Louis, etc.).

Student Support Services: Provide a description of student support programs, services, and activities—general as well as specific to the change—in place to support this initiative

Physical Resources: *Provide a description of physical facilities and equipment to support this initiative. Assess the impact that the proposed change will have on existing programs and services.*

Financial Support: Provide a business plan that includes all of the following:

- a. a description of financial resources to support the change, **including a budget** for the first year of the proposed change (a three-year budget is requested for a new branch campus). The budget must be specific to the proposed change. Do not send a copy of the institutional budget.
- b. projected revenues and expenditures and cash flow
- c. the amount of resources going to institutions or organizations for contractual or support services
- d. the operational, management, and physical resources available for the change.

Provide contingency plans in case required resources do not materialize.

Evaluation and Assessment: Describe how the institution assesses overall institutional effectiveness as well as the means used to monitor and ensure the quality of the degree program(s), off-campus site(s), or other changes. Summarize procedures for systematic evaluation of instructional results, including the process for monitoring and evaluating programs at the new site, as well as using the results of evaluation to improve institutional programs, services, and operations. For compressed time frames describe the methodology for determining that levels of knowledge and competencies comparable to those required in traditional formats have been achieved

Date Reviewed by RIE:

Signature:

Common Prerequisite Approval

(Baccalaureate Programs)

The following forms are to be used for any common prerequisite revision requests to baccalaureate programs.

Modify Currently Approved Prerequisites

This form should be used when requesting modifications to currently approved common prerequisites already in SCNS and the college's course inventory.

Common Prerequisite Application

This form should be used when requesting a new/unique CIP code that is not a part of the state's inventory.

★ If the college will be requesting common prerequisite revisions as part of a proposal for a new baccalaureate program, please submit the form with the baccalaureate program proposal application.

★ Per 8/1/14 email communication from Abby Ivey, Baccalaureate Liaison, DOE.

Application to Modify Currently Approved Common Prerequisites

Degree Program Name: _____ CIP Code: _____

Anticipated Degree Total Hours: _____

Are other degree programs under this name currently found in the Common Prerequisite Manual (CPM)? Yes No

If yes, under what CIP code? _____

Institution Requesting Modification: _____

Name of Contact Person: _____

Email Address: _____ Phone Number: _____

Please list the current common prerequisites and any corresponding approved alternative courses. Please add rows to the table as appropriate.

CIP: _____ Track: _____

Current Primary Prerequisites	Current Alternative Course(s)

- Does this modification of currently approved common prerequisites involve adding another track to the currently approved prerequisites within the *Common Prerequisite Manual*?
 No _____ Yes _____
 Maybe - depends upon Discipline Committee recommendation _____

If yes or maybe above, please provide justification regarding the significant differences in your curriculum that would necessitate a new track with different common prerequisites:

- If adding a common prerequisite course or course substitute, please provide the following information. You can find details about individual courses at the hyperlink

to the Statewide Course Numbering System ([SCNS](#)). Type in the prefix and four digit number of the proposed course and select the Search button. The resulting hyperlink of the course number leads to a page with two tabs: statewide course detail and institutions. Clicking on the institutions tab will identify the institutions offering the course.

Please add rows to the table as appropriate.

Proposed Course	Title of Proposed Course	# FCS Currently Offering Course	# SUS Currently Offering Course	Justification for the addition or deletion

3. If your request includes course(s) that are offered currently at three or fewer FCS institutions, please provide a justification as to why these courses are critical for a student's success in your upper division.

4. If your request includes courses that are offered currently only at your institution, do you have enough elective credit hour space in your upper division curriculum so that the associate in arts transfer student can complete the courses and still be held harmless in excess hours and time?
 - a. Yes_____ b. No_____

5. If your request includes courses that are offered only at your institution, are you willing and able to offer these courses online or during the summer so that transfer students can complete the courses without delaying admission for the fall?
 - a. Yes_____ b. No_____

6. Is the credit hour total for required prerequisite coursework more than 24 credit hours?
 - a. Yes_____ b. No_____

If yes, how do you anticipate students meeting the general education requirement?

- b. _____ Course(s) are anticipated to be "core" general education
- c. _____ Course(s) are anticipated to be part of most institutions' general education program
- d. _____ Other (please specify):

2. Is the credit hour total for required prerequisite coursework more than 24 credit hours?
- a. Yes_____ b. No_____

If yes, how do you anticipate students meeting the general education requirement?

- a. _____ Course(s) are anticipated to be "core" general education
- b. _____ Course(s) are anticipated to be part of most institutions' general education program
- c. _____ Other (please specify):
3. If your request includes course(s) that are offered currently at three or fewer FCS institutions, please provide a justification as to why these courses are critical for a student's success in your upper division
4. If your request includes courses that are offered currently at only your institution, do you have enough elective credit hour space in your upper division curriculum so that the associate in arts transfer student can complete the courses and still be held harmless in excess hours and time?
- a. Yes_____ b. No_____
5. If your request includes courses that are offered only at your institution, are you willing and able to offer these courses online or during the summer so that transfer students can complete the courses without delaying admission for the fall?
- a. Yes_____ b. No_____