Purpose

The purpose of this procedure is to establish the process to identify educational needs within the service area of the College and to develop a College educational program based upon these identified needs.

Procedure

A. The responsibility for identification of educational program needs within Duval and Nassau counties has been assigned to the College Provost/Vice President of Academic Affairs. At the direction of the College Provost/Vice President of Academic Affairs, each designated instructional administrator shall identify and use appropriate data and qualitative measures to document educational program and service needs within their responsibility.

B. The responsibility for monitoring overall assessment of community educational program needs and interests and of program development is assigned to the Associate Provost of Baccalaureate, Career and Technical Education and to the Associate Vice President for Workforce Development and Entrepreneurship. The Office of Strategic and Institutional Effectiveness is assigned responsibility to conduct any collegewide community needs assessment research.

C. Educational program needs, once identified and documented, shall be proposed for conversion into course and program proposals. Upon approval by the appropriate Associate Provost and the College Provost/Vice President of Academic Affairs, conversion is handled per the established curriculum process(s), and an appropriate proposal is then initiated by the individual instructional administrator(s) working with faculty and coordinated overall by the College Provost/Vice President of Academic Affairs.

REFERENCES: F.S. 1001.02, 1001.64, 1001.65, 1008.45, SBE Rule 6A-14.060

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