



<b>ADMINISTRATIVE PROCEDURE MANUAL</b>			
	<b>SECTION TITLE</b>	<b>NUMBER</b>	<b>PAGE</b>
		CURRICULAR ITEMS REQUIRING DISTRICT BOARD OF TRUSTEES ACTION	09-0203
	<b>BASED ON BOARD OF TRUSTEES' RULE AND TITLE</b>	<b>DATE REVISED</b>	
	6Hx7-1.4 District Board of Trustees	September 6, 2023	

## **Purpose**

The purpose of this procedure is to delineate the specific course and program items that require final approval action by the District Board of Trustees (DBOT) prior to implementation, along with details to be included in presenting the required action and the responsibilities for communicating the actions taken.

## **Procedure**

- A. APM 09-0307: Curriculum Process specifies the review and approval responsibilities and processes leading to recommendation, administrative action and final approval of curriculum proposals.
- B. For all college-credit, career certificate, and other educationally related programs, as well as their associated courses, the items that specifically require action by the DBOT prior to implementation include the following:
  1. New Program(s) - All newly processed programs that did not exist previously at the College.
    - a. Details must include program title, program award type, general education credit requirements (if applicable), professional credit requirements, total credit requirements and effective term.
  2. Inactivated Program(s) – All currently active programs that have been recommended for inactivation through the curriculum process.
    - a. Details must include program title, program award type and summary of the program and effective term. (This action removes the program from all active program and master file lists in accordance with the effective term, and students will no longer be able to enroll in the program).
  3. Annual Purge – All College-approved instructional courses shall be reviewed yearly as part of an annual purge of instructional courses that have not been taught in the previous five (5) years per Florida Administrative Code 6A-0331. The Provost shall review the instructional courses that are eligible for the annual purge and present the information to the College’s DBOT for final approval. Curriculum Services will serve as the official file of record for the annual purge.
- C. Communication of Actions Taken - Following administrative actions and/or action by the DBOT, as appropriate, for the respective program/course item, the Curriculum Services Office shall be responsible for communicating that action to originators.

<b>ADMINISTRATIVE PROCEDURE MANUAL</b>			
	<b>SECTION TITLE</b>	<b>NUMBER</b>	<b>PAGE</b>
	CURRICULAR ITEMS REQUIRING DISTRICT BOARD OF TRUSTEES ACTION	09-0203	2 OF 2
	<b>BASED ON BOARD OF TRUSTEES' RULE AND TITLE</b>	<b>DATE REVISED</b>	
	6Hx7-1.4 District Board of Trustees	September 6, 2023	

REFERENCES: F.S. 1001.64, 1004.03, 1007.24, 1008.45, F.A.C. 6A-0331; SBE Rule 6A-14.054, 6A-14.060

Adopted Date: September 10, 1986

Revision Date: January 31, 2012, July 23, 2015, September 6, 2023