Academic Management Manual

Section G

Academic Affairs Policies & Procedures

Academic Affairs 2017-18
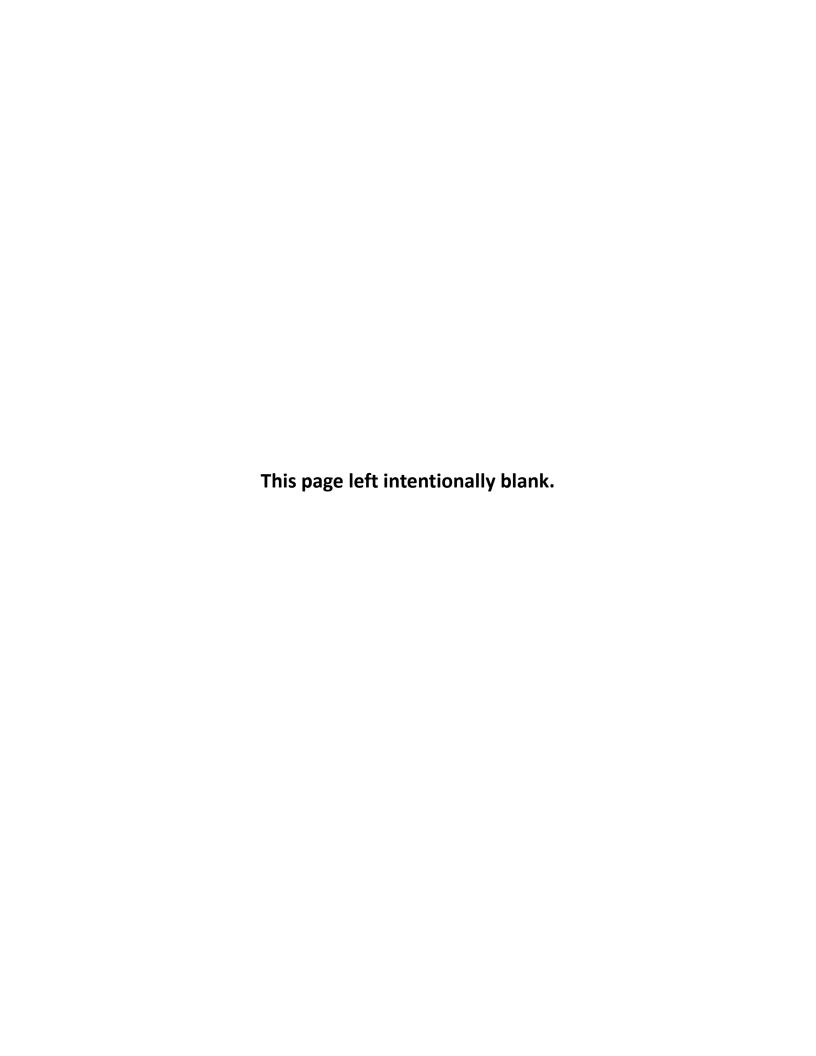
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PROCEDURES

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Introduction

This manual contains the policies and procedures for Academic Affairs at Palm Beach State College during the 2017-18 Academic year.

This guide can serve as a reference tool to help you understand approved college policy and procedures as to the items referenced in the table of contents. These policies and procedures are also found on-line at www.palmbeachstate.edu/academicservices/Academic-Management-Manual and other web page addresses that are listed in the manual.

In addition, this section of the Academic Management Manual is posted on-line at www.palmbeachstate.edu/academicservices/Academic-Management-Manual

This manual is current as of July 2017. Updates will appear on-line as needed.

Academic Affairs Calendar & Final Exam Schedule

http://www.palmbeachstate.edu/academicservices/Documents/AMSectionC-2017-18.pdf

The Academic Affairs Calendar is issued each July and lists the important due dates for Academic Affairs activities for the academic year. This calendar is available on-line at the web address above.

Final Exam Schedule – Common Questions:

1. When are final exams for 6 and/or 8 week courses?
2. When are final exams for 12 week courses?
3. When are final exams for online courses?
4. Why don't we have any final exams in my course?
5. Why does my friend have their final exams one or two weeks before final exam week?

The College contract with faculty is for 168 days; 160 of those days are for the purpose of instruction and 8 days are non-teaching days. When the academic calendar is planned, it must comply with the 168 days per United Faculty Agreement and also assure that the required number of hours per class are met. For the 8, 12 and 16 week sessions, the week of finals is considered as part of the required 80 days of instruction. If final exams are not conducted during the 16th week, the required number of contact hours has not been met, students are shortchanged in the amount of instructional time they pay for in fees, and faculty have not complied with the terms of the Faculty Collective Bargaining Agreement.

This table should help clarify each semester's last class and final exam dates:

Last Class Date and Final Exam Schedule, 2017-18 Academic Year

Semester	Session	Final Exam Administered	Classes End	Last Day of Session* – Grades Due at 6:00 PM
Fall 2018-1	1 - 16 Week	Dec 11 to Dec 16, 2017	Dec 16, 2017	Dec 18, 2017
	2 – First 8 Week	Last day of class	Oct 17, 2017	Oct 18, 2017
	3 – 12 Week	Dec 11 to Dec 16, 2017	Dec 16, 2017	Dec 18, 2017
	4 – Second 8 Week	Dec 11 to Dec 16, 2017	Dec 16, 2017	Dec 18, 2017
Spring 2018-2	1 - 16 Week	April 30 – May 7, 2018	May 7, 2018	May 8, 2018
	2 – First 8 Week	Last Day of Class	Mar 1, 2018	Mar 2, 2018
	3 – 12 Week	April 30 – May 7, 2018	May 7, 2018	May 8, 2018
	4 – Second 8 Week	April 30 – May 7, 2018	May 7, 2018	May 8, 2018
Summer 2018-3	1 – Summer A	Last Day of Class	June 21, 2018	June 25, 2018
	2 – Summer B	Last Day of Class	August 6. 2018	August 7, 2018
	3 – Summer C	Last Day of Class	August 6, 2018	August 7, 2018

*Only make-up exams are administered on the last day of the session.

Enacted in Section G July 2004 from existing policy; revised July 2009; reviewed June 2010; revised July 2013, July 2014; July 2015, July 2017

Academic Affairs Checklist

Faculty

Item	Compliance	Frequency
Syllabus posting	Board Policy, Federal and State Law – textbook information	Every semester per posted deadlines in Section G, Academic Management Manual
Office Hours	State Policy - www.flrules.org/gateway/Fla-Admin-Code-R.-6A-14.0491	Every semester
Textbook Certification	Federal and State Law	Once per year, or when textbooks change
Faculty Observations	Board Policy, faculty contract	Per guidelines in Academic Management Manual, Section G
Performance appraisal	Board Policy, faculty contract	Per guidelines for performance appraisal (HR)
Blackboard course setup	College Policy – Content must be loaded by noon on the day faculty return for Fall and Spring and two days before the Summer term.	Every semester
Attendance verification – "never attended"	Federal law	Every semester
Attendance verification – "last date of attendance"	Federal law	Every semester
Mid Term Grading	Faculty Contract	Every semester
Final Course Grades via web	College Policy	Every semester
SPD Travel and Conferences	College Policy	Per established deadlines on Academic Affairs website

Scheduling

Item	Compliance	Frequency
Off-Site Approval	SACSCOC	Every semester
Class Size Minimums	College Policy	Every semester
Class Roll-over, Schedule Prep	College Policy	Every semester – class notes, class sizes, designators, class time for hybrid classes - See Academic Management Manual

Enacted July 2013

Academic Progress Standards

Good Academic Status
Students who are not on academic probation or dismissal from the college are considered in good academic status.

Probation
Students in credit programs must maintain a cumulative grade point average (CGPA) of:
- 1.4 or better for 1-14 semester hours attempted
- 1.6 or better for 15-27 semester hours attempted
- 1.8 or better for 28-45 semester hours attempted
- 2.0 or better for over 45 semester hours attempted

The college administration will continually assess the impact of the academic progression policy and make adjustments as necessary to the academic probation grade point average table above.
It is anticipated that the cumulative grade point average to remain in good academic standing will increase in the future. Therefore, it is imperative that students meet with an academic advisor on a regular basis to discuss academic success issues, support services and carefully plan their academic program.

Academic Probation
Probation will be continued as long as the student fails to achieve the standard cumulative grade point average (CGPA) for the number of hours attempted (see table above). Probation will be calculated at the end of each term. Transfer students whose CGPA does not meet the standard for good academic status will enroll on academic probation. Any student on academic probation will be limited in course load to a maximum of 12 semester hours during the fall, spring and summer terms.
Students on academic probation are required to meet with an academic advisor prior to registering for subsequent terms. Academic advisors are authorized to limit the number of hours and types of courses taken by students on academic probation. Academic probation is noted on the student's permanent record.

Academic Suspension
Academic suspension is the first involuntary separation. Academic suspension results from a student's failure, while on academic probation, to regain good academic standing or achieve a minimum 2.0 term grade point average (GPA). Suspension requires the student to stay out of school for one semester to reflect on their academic goals and level of commitment to education.
Academic suspension is noted on the student's permanent record. Students readmitted after an academic suspension will be on academic probation and must meet with an academic advisor prior to registering for classes.

Academic Dismissal
Academic dismissal is a subsequent involuntary separation imposed upon a student who, having been previously suspended from the college and readmitted, fails to regain good academic status or achieve a minimum 2.0 term grade point average (GPA). After one calendar year, students on academic dismissal are eligible to appeal for readmission to the College Admissions Appeals Committee. Academic dismissal is noted on the student's permanent record. An appeal for readmission is not automatic and the decision of the committee is final.
Note: Students on academic suspension or dismissal are eligible to enroll in PSAV or avocational courses.

Enacted in Section G July 2004 from existing policy; reviewed June 2010

Academic Records Retention Policy

Schedule A: Academic Records

Record Type		Retention Period
Final Exam (non-standardized)		One academic year
Official Grade Sheet		One academic year
Attendance Record		One academic year
Projects (Honors)		One academic year
Copy of Grade Books		One academic year
Course Syllabus		One academic year
Formal Student Final Grade Appeal Documents		Three academic years after final decision
Final Exit State Exam (standardized)		Three fiscal years, ending June 30
Other Standardized Tests		Three fiscal years, ending June 30

Notes:
1. All records will be submitted to the office of the appropriate Associate Dean or Dean responsible for the program or discipline.
2. Individual student exams will not be retained.
3. Health Science programs and other limited access academic programs holding "programmatic accreditation" must comply with specific standards as required. For example, the State Department of Health, American Medical Association and subsidiaries, HIPAA and other regulatory agencies may have additional standards for records retention.
4. All records disposal MUST be by shredding or incineration.

Schedule B: Faculty Related Documents

Record		Retention Period
Student assessment of courses and faculty		Data are retained electronically by Institutional Research & Effectiveness
Classroom observation of faculty		Five years after termination - Faculty permanent personnel file in Human Resources
Performance appraisal of faculty		Five years after termination - Faculty permanent personnel file in Human Resources
Any disciplinary action or other documents		Five years after termination - Faculty permanent personnel file in Human Resources

Enacted in Section G July 2004 from existing policy; reviewed June 2010

Attendance and the First Day of Class

In our focus on student engagement, Palm Beach State has been seeking to emphasize the importance of first class meeting attendance. Research and our own experience clearly show the connection between teaching and learning that begin at the first class and student success. We earlier proposed a prohibition on adding a class after the first class meeting. However, this registration solution has raised many concerns and prompted further discussion on possible negative impacts on students.

In these discussions, it became clear that a student's presence in class on the first day is not a registration issue but an attendance issue. While attendance is expected for all class sessions and activities, class attendance policies are set by the individual faculty member. Therefore, the policy on adding classes must give the faculty member some flexibility to determine in advance whether to allow or prohibit adding the class after the first class meeting.

The statement in bold below was developed by a subcommittee that studied this issue. The Joint Deans Council recommended approval of the policy to the President's Cabinet, who approved the policy. It is published in the College Catalog and the Student Success Handbook:

Attendance at the first class meeting of any Palm Beach State course is required. Students who do not attend the first class may be dropped from the course, depending upon the individual faculty member's attendance policy. It is the student's responsibility to read the course schedule notes and/or visit the College Web site. The College policy of reinstating students for financial aid reasons or for having been dropped due to College error supersedes individual faculty attendance policies.

Enacted July 2006; reviewed June 2010

PALM BEACH STATE
COLLEGE

Attendance Statement and Reporting Requirements

http://www.palmbeachstate.edu/academicservices/information-and-reference/academic-affairs-policies-and-documents/

In order to ensure compliance with Title IV regulations pertaining to the administration of federal student aid, your assistance is required. Faculty must keep accurate records of students' attendance. Failure to do so affects Financial Aid in the form of Return of Title IV calculation (calculation to determine how much financial aid student has earned and how much is required to be sent back to Department of Education). If the college and its faculty fail to keep accurate attendance records, we are serving both our institution and students an injustice by adding to students' overall debt which contributes to their overall default rate. Furthermore, failure to keep accurate attendance records adds to our College Receivables for our Finance Department as students will potentially owe funds that we as an institution may fail to collect.

Therefore, effective fall 2015-1 **all faculty and instructors are required to take attendance for every class meeting and report withdrawn/dropped students immediately.** In those cases where a class breaks for lunch and begins again after lunch, attendance recording would be required for both time periods. Do not wait to report students as they will receive federal funds for which they are NOT ENTITLED to keep.

At the end of each semester and summer, faculty and instructors, including adjuncts, must file a copy of all attendance records with their Associate Dean's or immediate Supervisor's Office

Condition	Definition	Timeline	Faculty/Instructor Response		
Student never attended any classes	Student never attended a class and has made no contact with the instructor.	During the first two weeks of class (or less if that is faculty policy), student never attends any classes (in an internet class – no email, no Blackboard login).	WF or WX Credit (A/F)	WN or WX PSAV/Prep (A/N)	WU or WX Credit (S/U)
			Grade depends on the faculty grading policies as stated on the syllabus. Use the first day of the term as the last date of attendance.		
Student stops attending within the first 65% of the class	As the faculty member defines nonattendance and the subsequent grade as stated in their syllabus.	Student stops attending from the second week up the withdrawal period (65% of class meeting days).	WF or WX Credit (A/F)	WN or WX PSAV/Prep (A/N)	WU or WX Credit (S/U)
			Depending on the faculty attendance and grading policies as stated on the syllabus. The last date of attendance is the last date the student attended class or made contact with the instructor		
Student stops attending after the withdrawal period has expired.	As the faculty member defines nonattendance and the subsequent grade as stated in their syllabus.	Student stops attending after the withdrawal period has expired.	F, FX or I Credit (A/F)	N or I PSAV/Prep (A/N)	U or I Credit (S/U)
			Depending on faculty attendance and grading policies as stated in the syllabus, issue the appropriate grade.		

1. The Never Attended grading roster opens the first day after add/drop and remains open for 8 days. You have up until Midnight of the 8th day to post your Never Attended rosters.
2. You can access your Never Attended roster by going to your Class Roster and clicking on the open button and then scrolling to the right to find the boxes to mark the students who have not attended.
3. If all students have attended click on the box "All Students Have Attended" at the bottom of the page. Once you have submitted you cannot make changes you will need to follow the instructions below.
4. You should wait until at least two class meeting if possible before the window closes to make sure you have seen any student who register during the last days of add/drop.
5. The roster must be submitted by the midnight of the 8th day after end of add/drop of the class or the window will close and you will have to report **the Never Attended manually by printing your roster**, marking the students that Never Attended or writing All Have Attended and submit to your Academic Deans office for processing. **A WN grade appears on the student records (or FN if the student class is a third attempt) once the Never Attended is recorded for that student.**
6. If you have marked a student as Never Attended in error you will need to send an e-mail to Peter J. Biegel, College Registrar, (biegelp@palmbeachstate.edu) indicating **the Student's Name, Id and reference number of the class.** NOTE: One e-mail for each student is required as this e-mail will serve as the grade change request and be placed in the student file. Once you Save Changes even if the window is still open you must contact me to have the WN removed from the student record.

Enacted July 2007; reviewed June 2010; revised July 2011; revised July 2013; July 2014; July 2015

Block Scheduling Templates

FALL/SPRING
CLASS SCHEDULING TEMPLATE
16 WEEKS/12 WEEKS/8 WEEKS

	3 Cr. Hr. (48 Cont. Hrs.)	3 Cr. Hr. (48 Cont.Hrs.)	4 Cr. Hr. (64 Cont. Hrs.)	4 Cr. Hr. (64 Cont. Hrs.)	4 Cr. Hr. (64 Cont.Hrs.)	5 Cr. Hr. (80 Cont. Hrs.)	5 Cr. Hr. (80 Cont. Hrs.)
	2 Class Mtgs. 16 Weeks	1 Class Mtg. 16 Weeks or 2 Class Mtgs. 8 Weeks	4 Class Mtgs. 16 Weeks	2 Class Mtgs. 16 Weeks	1 Class Mtg. 16 Weeks	2 Class Mtgs. 16 Weeks	1 Class Mtg. 16 Weeks
			(32 Cont. Hrs.)	**(32 Cont. Hrs.)**	**(32 Cont. Hrs.)**	**4 Cr. Hr. (64 Cont. Hrs.)**	
			2 Class Mtgs. 16 Weeks	1 Class Mtg. 16 Weeks	1 Class Mtg. 8 Weeks	2 Class Mtgs. 12 Weeks	
			(16 Cont. Hrs.)	**(16 Cont. Hrs.)**			
			1 Class Mtg. 16 Weeks	1 Class Mtg. 8 Weeks			
			(16 Cont. Hrs.)	**3 Cr. Hr. (48 Cont. Hrs.)**			
			2 Class Mtgs. 8 weeks	2 Class Mtgs. 12 Weeks			
START TIME	END TIME	END TIME	END TIME	END TIME	END TIME	END TIME	END TIME
Morning							
8:00 a.m.	9:15 am.	10:45 a.m.	8:50 a.m.	9:45 a.m.	11:30 a.m.	10:00 a.m.	11:55 a.m.
9:30 a.m.	10:45 a.m.	12:15 p.m.	10:20 a.m.	11:15 a.m.	1:00 p.m.	11:30 a.m.	1:25 p.m.
11:00 a.m.	12:15 p.m.	1:45 p.m.	11:50 a.m.	12:45 p.m.	N/A	N/A	N/A
Afternoon							
12:30 p.m.	1:45 p.m.	3:15 p.m.	1:20 p.m.	2:15 p.m.	4:00 p.m.	2:30 p.m.	4:25 p.m.
2:00 p.m.	3:15 p.m.	4:45 p.m.	2:50 p.m.	3:45 p.m.	5:30 p.m.	4:00 p.m.	5:55 p.m.
3:30 p.m.	4:45 p.m.	6:15 p.m.	4:20 p.m.	5:15 p.m.	N/A	N/A	N/A
Evening.							
5:00 p.m.	6:15 p.m.	7:45 p.m.	5:50 p.m.	6:45 p.m.	8:30 p.m.	7:00 p.m.	8:55 p.m.
6:30 p.m.	7:45 p.m.	9:15 p.m.	7:20 p.m.	8:15 p.m.	10:00 p.m.	8:30 p.m.	N/A
8:00 p.m.	9:15 p.m.	N/A	8:50 p.m.	9:45 p.m.	N/A	N/A	N/A

SUMMER
CLASS SCHEDULING TEMPLATE
6 WEEKS/8 WEEKS/12 WEEKS

START TIME	3 Cr. Hr. (48 Cont. Hrs.) — 4 Class Mtgs. 6 Weeks or 2 Class Mtgs. 12 Weeks	3 Cr. Hr. (48 Cont. Hrs.) — 2 Class Mtgs. 6 Weeks or 1 Class Mtgs. 12 Weeks	3 Cr. Hr. (48 Cont. Hrs.) — 4 Class Mtgs. 8 Weeks	3 Cr. Hr. (48 Cont. Hrs.) — 2 Class Mtgs. 8 Weeks	4 Cr. Hr. (64 Cont. Hrs.) — 4 Class Mtgs. 6 Weeks or 2 Class Mtgs. 12 Weeks (32 Cont. Hrs.) 2 Class Mtgs. 6 Weeks or 1 Class Mtg. 12 Weeks (16 Cont. Hrs.) 1 Class Mtg. 6 Weeks	4 Cr. Hr. (64 Cont. Hrs.) — 2 Class Mtgs. 6 Weeks or 1 Class Mtg. 12 Weeks (32 Cont. Hrs.) 1 Class Mtg. 6 Weeks	4 Cr. Hr. (64 Cont. Hrs.) — 4 Class Mtgs. 8 Weeks	4 Cr. Hr. (64 Cont. Hrs.) — 2 Class Mtgs. 8 Weeks
	END TIME	END TIME	END TIME	END TIME	END TIME	END TIME	END TIME	END TIME
Morning								
8:00 a.m.	9:45	11:45	9:15	10:45	10:15	12:15	9:45	11:45
10:00 a.m.	11:45	1:45	11:15	12:45	12:15	2:15	11:45	1:45
Afternoon								
12:30 p.m.	2:15	4:15	1:45	3:15	2:45	4:45	2:15	4:15
2:30 p.m.	4:15	6:15	3:45	5:15	4:45	6:45	4:15	6:15
4:30 p.m.	6:15	8:15	5:45	7:15	6:45	8:45	6:15	8:15
Evening								
6:00 p.m.	7:45	9:45	7:15	8:45	8:15	10:15	7:45	9:45
8:00 p.m.	9:45	N/A	9:15	N/A	10:15	N/A	9:45	N/A

Enacted in Section G July 2004 from existing policy; reviewed June 2010

Chart of Programs – 2016-17 BAS/BSN/AS

Palm Beach State Title	Award	Lake Worth			Boca Raton			Palm Beach Gardens			Belle Glade			Off Site			On Line
		D	E	W	D	E	W	D	E	W	D	E	W	D	E	W	O
Information Technology- Database Administration Concentration (T801)	BAS	I	I														I
Information Technology-Security & Network Assurance (T803)	BAS	I	I														I
Information Technology-Project Management (T804)	BAS	I	I														I
Supervision & Management-General Management Concentration (T701)	BAS	I	I														I
Supervision & Management-Health Management Concentration (T702)	BAS	I															I
Supervision & Management-Entrepreneurship Concentration (T704)	BAS	I															I
Supervision & Management-Project Management Concentration (T705)	BAS	I															I
Nursing(S901)	BS	I															
Accounting Technology (2020)	AS		I					L									
Aeronautical Science Technology- Operations Concentration (2172) (Disc 5/2018)	AS	I	I														
Aeronautical Science Technology- Professional Pilot Concentration (A & H) (2197A-2197H) (Disc 5/2018)	AS	I	I														
Biotechnology (2158)	AS							L									
Business Administration and Management (2039A/B/C/R)	AS	I	I														
Business Entrepreneurship (2040)	AS	I															
Computer Information Technology - Internet Services (2122)	AS	I	I			I	I										
Computer Information Technology - Networking Administrator (2123)	AS	I	I			I	I										
Computer Information Technology - Programming (2126)	AS	I	I			I	I										
Crime Scene Technology (2435)	AS	I	I														
Criminal Justice Technology – Law Enforcement Officer Concentration (2606)	AS	I	I														
Criminal Justice Technology – Non-Sworn Concentration (2611)	AS	I	I														
Dental Hygiene (2151)	AS	I															
Diagnostic Medical Sonography (2313)	AS							L									
Early Childhood Education (2358)	AS		I									I					
Electrical Power Technology (2270)	AS							L									
Emergency Management - Homeland Security (2438-A)	AS	I															I
Emergency Management - Emergency Management (2438-B)	AS	I															I
Emergency Medical Services (2449)	AS	I															
Engineering Technology (Alternative Energy/Electronics/Advanced Technology (2550A/B/C)	AS							L	I								
Environmental Science Technology (2216)	AS							L									
Fire Science Technology (2195)	AS	I	I														
Graphic Design Technology (2011)	AS	I	I														
Health Information Technology (2529)	AS	I	I														
Hospitality and Tourism Management (2060)	AS	I															
Human Services (2345)	AS	I	I														
Human Services - Youth Development (2374)	AS	I	I														
Industrial Management Technology (2224)	AS	I	I														
Interior Design Technology (2012)	AS	I	I														
Landscape & Horticulture Management (2191)	AS								I								
Motion Picture Production Technology-Production/Recording Arts/Digital Animation (2282M/R/D)	AS	I	I														
Nursing (2301)	AS	I	I	I							I						
Ophthalmic Medical Technology (2229)	AS							L									
Paralegal(2505)	AS							L	I								
Radiography (2303)	AS							L									
Respiratory Care (2148)	AS							L									

Chart of Programs – 2016-17 ATC/ATD/CCC/EPI

Palm Beach State Title	Award	All courses needed for the award are offered at:															On Line
		Lake Worth			Boca Raton			Palm Beach Gardens			Belle Glade			Off Site			
		D	E	W	D	E	W	D	E	W	D	E	W	D	E	W	O
Accounting Technology (6110)	CCC		I					I									
Addiction Studies (6392)	CCC	I	I														
Aeronautical Science Technology-Commercial Pilot (A & H) (6164A-6164H) (Disc. 5/2018)	CCC	I															
Alternative Energy Engineering Technology (6272)	CCC							I									
Biotechnology ((6159)	CCC							I									
Banking Specialist-Financial Services (6117)	CCC		I			I											
Business Administration and Management (6111)	CCC	I	I									I					
Business Operations (6481)	CCC	I	I														
Business Specialist (6480)	CCC	I	I														
Career and Technical Educator (4393)	ATC	I	I														
Cisco Certified Entry Network Technician (CCENT) (6542)	CCC	I	I														
Cisco Certified Network Associate-(CCNA) Routing and Switching (6135)	CCC	I	I														
Cisco Certified Network Associate- (CCNA) Security (6540)	CCC	I	I														
Computer Information Security (4139)	CCC	I	I														
Computer Information Systems - Information Management (6136)	CCC	I	I			I	I										
Computer Information Systems - Programming (6137)	CCC	I	I			I	I										
Computer Information Systems - Web Development Specialist (6138)	CCC	I	I			I	I										
Computer Information Technology - Java Programming (6144)	CCC	I	I			I	I										
Computer Information Technology - Mobile Applications (6145)	CCC	I	I			I	I										
Computer Information Technology - Information Security (6541)	CCC	I	I			I	I										
Computer Information Technology- Information Security (4139)	ATC		I														
Computer Information Technology - Information Technology Administration (6142)	CCC	I	I			I	I										
Computer Information Technology - Information Technology Technician (6143)	CCC	I	I			I	I										
Computer Programming Specialist (6141)	CCC	I	I														
Crime Scene Technology (6436)	CCC	I	I														
Diagnostic Medical Sonography (6312)	CCC							I									
Early Childhood Education - Child Care Center Management (6366)	CCC		I														
Early Childhood Education - Infant/Toddler (6367)	CCC		I														
Early Childhood Education - Pre-School (6268)	CCC		I						I			I					
Emergency Management (6437)	CCC	I															I
Emergency Medical Technician (EMT-B) (6446)	CCC	I	I					I	I								
Engineering Technology Support Specialist	CCC							I	I								
Entrepreneurship (6118)	CCC	I															
Environmental Science Technician (6561)	CCC							I	I								
Fire Science - Fire Officer Supervisor (Officer 1) (6622)	CCC	I	I														
Graphic Design Technology - Multimedia Arts (6022)	CCC	I	I														
Graphic Design Technology - Web Design (6023)	CCC	I	I														
Hazardous Materials Specialist (6560)	CCC							I	I								
Health Information Management - Medical Coder/Biller (6528)	CCC	I	I														
Health Informatics Specialist (6531)	CCC	I															
Hospitality and Tourism Management - Food Service Management (6115)	CCC	I															
Hospitality and Tourism Management - Hospitality (6116)	CCC	I															
Human Services - Addiction Studies (2391)	CCC	I	I														

Palm Beach State Title	Award	All courses needed for the award are offered at:															On Line
		Lake Worth			Boca Raton			Palm Beach Gardens			Belle Glade			Off Site			
		D	E	W	D	E	W	D	E	W	D	E	W	D	E	W	O
Human Services - Human Services (6361)	CCC	I	I														
Human Services - Youth Development (6387)	CCC	I	I														
Landscape and Horticultural Professional I (6220)	CCC							I									
Landscape and Horticultural Professional II (6221)	CCC							I									
Landscape and Horticulture Specialist (6219)	CCC							I									
Marketing (6113)	CCC	I															
Medical Information Coder/Biller (6528)	CCC	I	I														
Medical Transcription (B530)	ATD	I	I														
Motion Picture Production Technology-Digital Animation (6288)	CCC	I															
Motion Picture Production Technology-Post Production Technology (6019)	CCC	I															
Motion Picture Production Technology-Recording Arts (6289)	CCC	I															
Paramedic (6450)	CCC	I	I														
Radiography - Computed Tomography (CT) (4321)	ATC									I							
Radiography - Magnetic Resonance Imaging (MRI) (4322)	ATC									I							
Rapid Prototyping Specialist	CCC							I	I								
Certification of Professional Preparation Project Management (C810)	CP	I	I														I
Educator Preparation Institute (EPI) (F225)	EPI		I	I							I	I					

Chart of Programs – 2016-17 PSAV

Palm Beach State Title	Award	All courses needed for the award are offered at:															On Line	Program Starts		
		Lake Worth			Boca Raton			Palm Beach Gardens			Belle Glade			Off Site						
		D	E	W	D	E	W	D	E	W	D	E	W	D	E	W	O	Fall	Spr	Sum
Apprenticeship Programs (5170/5257-Electrical, 5266-HVAC) (Off-site)	PSAV		I															I	I	I
Automotive Service Technology 1 (5463)	PSAV	I	I															I	I	
Automotive Service Technology 2 (5458)	PSAV	I	I															I	I	
Auxiliary Law Enforcement Officer (5602)	PSAV	I	I																	
Caring for Children Birth to 3 Years (5390)	PSAV	I	I		I	I		I	I		I	I								
Family Child Care Certification (30 hour) (5363)	PSAV	I	I		I	I		I	I		I	I								
Introductory Training Certification Birth to 5 Years (40 hour) (5348)	PSAV		I	I	I	I			I	I		I	I					I	I	I
Heating, Ventilation, Air Conditioning, and Refrigeration (5267)	PSAV	I																I	I	
Cosmetology (5357) (BG-off-site)	PSAV	I	I								I									
Criminal Justice - Corrections Officer (5601)	PSAV										I							I	I	I
Criminal Justice - Law Enforcement Officer (5600)	PSAV	I	I																	
Crossover LE Officer to Corrections Officer (5614)	PSAV										I									
Crossover Corrections Officer to LE Officer (5613)	PSAV	I	I																	
Dental Assisting (5155)	PSAV	I																	I	
Diesel Technology 1 (5468)	PSAV	I									I							I	I	
Diesel Technology 2 (5467)	PSAV	I									I							I	I	
Early Childhood Professional Certificate (5364)	PSAV	I	I		I	I					I	I								
Facials Specialty (5355)	PSAV	I	I								I							I	I	I
Facilities Maintenance (5248)	PSAV	I	I																	
Firefighter (5043)	PSAV	I	I															I	I	I
Heavy Equipment Mechanics (5456)	PSAV										I									

Palm Beach State Title	Award	Lake Worth			Boca Raton			Palm Beach Gardens			Belle Glade			Off Site			On Line	Program Starts		
		D	E	W	D	E	W	D	E	W	D	E	W	D	E	W	O	Fall	Spr	Sum
Insurance Claims Adjuster (5498)	PSAV	I	I																	
Life, Health and Variable Annuities Agent (5470)	PSAV		I			I			I								I	I	I	
Machining Technology (5459)	PSAV	I	I															I	I	
Massage Therapy (5232)	PSAV				I	I												I	I	I
Medical Assisting (5236)	PSAV	I	I															I		
Nails Technician (5356)	PSAV	I	I								I							I	I	I
Patient Care Assistant (5233)	PSAV	I	I															I	I	I
Practical Nursing (5234)	PSAV	I									I							I	I	
Property and Casualty General Lines Agent (5469)	PSAV	I	I						I								I	I	I	
Public Safety Telecommunications (5455)	PSAV	I																		
Real Estate Sales Associate (5499)	PSAV		I						I			I					I	I	I	I
Residential and Commercial Electrician (5246)	PSAV	I																		
School Age Professional Certificate (5373)	PSAV	I	I		I	I					I	I								
Security and Automation Systems Technician (5249)	PSAV	I	I																	
Surgical Technology (5235)	PSAV	I																	I	I
Welding Technology (5460) (Belle Glade off-site)	PSAV	I	I									I						I	I	

Enacted in Section G July 2004 from existing policy; reviewed July 2005; July 2006; July 2007; July 2008; July 2009; July 2010; July 2011; July 2013; July 2014; July 2015; August 2016

Class Audit Policy

A student may be admitted to certain courses on an audit basis with the completed request form submitted prior to the deadline as published in the Palm Beach State catalog. Audit requests will not be processed after the add/drop period ends. Classes designated as audit during add/drop do not count as attempts. Students auditing a course must attend class, but they are not required to take tests and examinations. No audit students may change their schedule to seek credit in any course in which they are enrolled. Prerequisites, tuition and all special fees apply.

Courses taken for the third or fourth attempt or for high school dual enrollment/early admission may not be audited. Students are not permitted to audit college preparatory courses, courses under a selected admission program, or vocational credit or noncredit courses. A student may not audit a course in which he or she received a grade of C higher. An instructor may withdraw an audit student (XW) for non-attendance.

Enacted July 2006; reviewed June 2010

Class Size Guidelines/Suggested Week Guidelines

Guidelines for Scheduling Credit/Prep Course Offerings
2016-2017

Class size is set by the college administration with exceptions approved by Academic Deans' Council and VPAA. The college administration may change the class size.

Scheduling Goals:
1. Develop a schedule that is based on student need.
2. Maintain an average class size of 25.
3. Reflect on schedule the approved program and discipline wheels.
4. Achieve a fulltime to part-time faculty ratio of 55/45%.
5. Schedule classes in appropriate sized room based on assigned class size.

Minimum Class Size/Suggested Week Guidelines by Course or Prefix

Prefix	Prefix Description SCNS/Course Title	Class Size			Suggested Weeks	
		Lecture	Lab	Computer	Weeks Fall/Spring	Weeks Summer
BAS Degrees	All BAS Supervision & Management and Information Management Courses	36	NA	NA	8/16	8
BS Degree	Nursing	36	NA	NA	8/16	8
ACG	Accounting: General	36	NA	NA	16	12
ACO	Accounting: Occupational/Technical	36	NA	NA	8	6
AMH	American History	36	NA	NA	8	6
AOM	Sugar Technology	36	NA	NA	8	6
AML	American Literature	36	NA	NA	8	6
ANT	Anthropology	36	NA	NA	8	6
APA	Applied Accounting	36	NA	NA	8	6
ARC	Architecture	18	18	NA	16	12
ARH	Art History	36	NA	NA	8	6
ART	Art	16	NA	NA	8	6
ART	Art (studio classes)	16	NA	NA	16	12
ASC	Aviation Science: General	24	NA	NA	8	6
AST	Astronomy	36	24	NA	8	6
ATF	Aviation Technology: Flight	NA	15	NA	8	6
ATT	Aviation Technology: Theory	NA	15	NA	8	6
AVM	Aviation Management	NA	15	NA	8	6
BCN	Building Construction	36	NA	NA	8	6
BCT	Building Construction Trades	36	NA	NA	8	6
BOT	Botany	36	24	NA	8	6
BSC	Biological Sciences	36	24	NA	8	6
BUL	Business Law	36	NA	NA	8	6
CCJ	Criminology and Criminal Justice	36	NA	NA	8	6
CEN	Computer Software Engineering	NA	NA	24	8	6
CET	Computer Engineering Technology	NA	NA	24	8	6
CGS	Computer General Studies	NA	NA	24	8	6
CHD	Home Economics: Child Development	36	NA	NA	8	6
CHM	Chemistry	36	24	NA	8	6

Prefix	Prefix Description SCNS/Course Title	Class Size			Suggested Weeks	
		Lecture	Lab	Computer	Weeks Fall/Spring	Weeks Summer
CIS	Computer Science and Info Systems	NA	NA	24	8	6
CJB	College Level Application - CJ	36	20	NA	8	6
CJC	Corrections	36	NA	NA	8	6
CJE	Law Enforcement	36	NA	NA	8	6
CJL	Law & Process	36	NA	NA	8	6
CJT	Criminal Justice Technologies	36	NA	NA	8	6
CLP	Clinical Psychology	36	NA	NA	8	6
CNT	Computer Science	NA	NA	24	8	6
COP	Computer Programming	NA	NA	24	8	6
CPO	Comparative Politics	36	NA	NA	8	6
CRW	Creative Writing	28	NA	NA	8	6
DEH	Dental Hygiene	24	NA	NA	16	6
DEP	Developmental Psychology	36	NA	NA	8	6
DES1020	Dental Anatomy	45	NA	NA	8	6
DES1100	Dental Materials	45	NA	NA	8	6
DES1600	Office Emergencies	45	NA	NA	8	6
DES1800	Introduction to Clinical Procedures	45	NA	NA	8	6
DES1840	Preventive Dentistry	45	NA	NA	16	6
DES2502	Office Management	45	NA	NA	8	6
DES1100L	Dental Materials	NA	20	NA	8	6
DES1200	Dental Radiology	45	NA	NA	8	6
DES1200L	Dental Radiology Lab	NA	10	NA	8	6
DES 1800L	Introduction to Clinical Procedures	45	NA	NA	8	6
DES1800L	Introduction to Clinical Procedures Lab	NA	40	NA	8	6
DES1830	Expanded Functions Lecture	45	NA	NA	8	6
DES1830L	Expanded Functions Lab	NA	20	NA	8	6
EAP	English For Academic Purposes	27	NA	NA	16	12
ECO	Economics	36	NA	NA	8	6
ECS	Economics	36	NA	NA	8	6
EDF	Educational Foundations and Policy	36	NA	NA	8	6
EDG	Education: General	36	NA	NA	8	6
EDG1314	Education Practicum I	7	NA	NA	8	6
EDG1315	Education Practicum II	7	NA	NA	8	6
EDP	Educational Psychology	36	NA	NA	8	6
EEC	Education: Early Childhood	36	NA	NA	16	12
EET	Electronic Engineering Technology	36	20	NA	8	6
EGN	Engineering: General	NA	NA	24	8	6
EGS	Engineering: Support	32	20	NA	8	6
EME	Education: Technology & Media	NA	NA	24	8	6
EMS(lecture)	Emergency Medical Services	30	NA	NA	8	6
EMS1119L	EMT Lab	NA	30	NA	8	6
EMS1431	EMT--Basic Hospital and Field Experience	24	NA	NA	8	6
EMS2664	Paramedic Hospital Field Combination Intern I	24	NA	NA	8	6
EMS2665	Paramedic Clinical II	24	NA	NA	8	6
EMS2659	Paramedic Field Internship	24	NA	NA	8	6
ENC	English Composition	28	NA	NA	16	12
ENC	Developmental English Courses and English Reading Combo	27	NA	NA	16	12
ENL	English Literature	36	NA	NA	8	6
ENT	Entrepreneurship	36	NA	NA	8	6
EPI	Educational Prep Institute	36	NA	NA	8	6
ESC	Earth Science	36	NA	NA	8	6
EST	Electronic Specialty Technology	18	NA	NA	8	6

Prefix	Prefix Description SCNS/Course Title	Class Size			Suggested Weeks	
		Lecture	Lab	Computer	Weeks Fall/Spring	Weeks Summer
ETC	Building Construction	36	NA	NA	8	6
ETD	Engineering Technology: Drafting	NA	NA	24	8	6
ETG	Engineering Technology: General	18	NA	NA	8	6
ETS	Electrical Power Technology	36	NA	NA	8	6
ETI	Engineering Technology: Industrial	NA	NA	20	8	6
EVR	Environmental Studies	36	NA	NA	8	6
EVS	Environmental Science	36	NA	NA	8	6
FFP	Fire Fighting & Protection	36	NA	NA	8	6
FIL	Film (Motion Picture)	36	16	NA	8	6
FIN	Finance	36	NA	NA	8	6
FOS	Food Science	36	NA	NA	8	6
FRE	French Language	28	NA	NA	16	12
FSS	Food Service Systems	30	20	NA	8	6
GCO	Golf Course Operations	36	NA	NA	8	6
GEA	Geography	36	NA	NA	8	6
GEB	General Business	36	NA	NA	8	6
GER	German Language	28	NA	NA	16	12
GEY	Gerontology	36	NA	NA	8	6
GLY	Geology	36	NA	NA	8	6
GRA	Graphic Arts	NA	NA	15	8	6
HFT	Hospitality Management	30	20	NA	8	6
HLP	Health/Leisure/Physical Education	36	NA	NA	8	6
HSC(lecture)	Health Sciences	36	NA	NA	8	6
HSC2100	Health Concepts and Strategies	36	NA	NA	8	6
HUN	Human Nutrition	36	NA	NA	8	6
HUS	Human Services	36	20	NA	8	6
IDH	Interdisciplinary: Honors	15	NA	NA	8	6
IDS	Interdisciplinary Studies	36	NA	NA	8	6
IND	Interior Design	20	NA	NA	8	6
INR	International Relations	36	NA	NA	8	6
IPM	Integrated Pest Management	36	NA	NA	8	6
JOU	Journalism	26	NA	NA	8	6
LDE	Landscape	36	NA	NA	8	6
LIS	Library and Information Systems	NA	NA	24	8	6
LIT	Literature	36	NA	NA	8	6
MAC	Mathematics-Calculus and Pre-calculus	36	NA	NA	16	12
MAN	Management	36	NA	NA	8	6
MAP	Mathematics Applied	36	NA	NA	16	12
MAR	Marketing	36	NA	NA	8	6
MAS	Mathematics - Algebraic Structures	36	NA	NA	8	6
MAT1033	Mathematics	32	NA	NA	8	6
MAT	Developmental Math Courses	27	NA	NA	16	12
MCB	Microbiology	36	24	NA	8	6
MGF	Mathematics - General and Finite	36	NA	NA	8	6
MKA	Marketing Applications	36	NA	NA	8	6
MMC	Mass Media Communication	36	NA	NA	8	6
MNA	Management: Applied	36	NA	NA	8	6
MTB	Mathematics - Technical and Business	36	NA	NA	8	6
MTG	Mathematics - Topology and Geometry	36	NA	NA	8	6
MUH	Music: History/Musicology	36	NA	NA	8	6
MUC	Music: Composition	14	NA	NA	8	6
MUL	Music Literature	36	NA	NA	8	6
MUM	Music: Commercial/Man./Administration	14	NA	NA	8	6

Prefix	Prefix Description SCNS/Course Title	Class Size			Suggested Weeks	
		Lecture	Lab	Computer	Weeks Fall/Spring	Weeks Summer
MUM1030L	Commercial Music Performance	12	NA	NA	8	6
MUM1622L	Sound Reinforcement and Fundamentals Laboratory	NA	10	NA	8	6
MUM2604L	Multi-Track Mix-down Techniques	NA	10	NA	8	6
MUN	Music Ensembles	6-30	NA	NA	8	6
MUT	Music: Theory	14-36	NA	NA	8	6
MVB	Applied Music: Brasses	1-8	NA	NA	8	6
MVK	Applied Music: Keyboard	16	NA	NA	8	6
MVP	Applied Music: Percussion	1-6	NA	NA	8	6
MVS	Applied Music: Strings	10	NA	NA	8	6
MVV	Applied Music: Voice	20	NA	NA	8	6
MVW	Applied Music: Woodwinds	1-6	NA	NA	8	6
NUR1022L	Nursing I Skills Lab	NA	10	NA	16	6
NUR1023	Nursing I	30	NA	NA	16	6
NUR1023L	Nursing I Clinical	NA	8	NA	16	6
NUR1090	Critical Thinking In Nursing	15	NA	NA	16	6
NUR1141	Introduction to Pharmacotherapeutics	36	NA	NA	16	6
NUR1213	Nursing II	30	NA	NA	16	6
NUR1213L	Nursing 2 Clinical	NA	8	NA	16	6
NUR1214L	Nursing II Skills Lab	NA	10	NA	16	6
NUR2000L	Introduction to Professional Nursing	NA	12	NA	16	6
NUR2140	Pharmacology For Nursing	36	NA	NA	16	6
NUR2215	Nursing III	30	NA	NA	16	6
NUR2261L	Nursing III Clinical	NA	8	NA	16	6
NUR2712	Nursing IV	30	NA	NA	16	6
NUR2943L	Clinical Preceptorship	NA	100	NA	16	6
NUR (ATC)	Nursing, Generic Undergraduate	12	NA	NA	16	6
OCE	General Oceanography	36	24	NA	8	6
OPT	Ophthalmic Medical Technology	15	15	NA	8	6
ORH	Ornamental Horticulture	36	NA	NA	8	6
ORI	Oral Interpretation	36	NA	NA	8	6
OST	Office Systems Technology	NA	NA	24	8	6
PCB	Process Biology (Cell/Molecular/ Ecology/Genetics/Physiology)	36	NA	NA	8	6
PEO	Physical Education Activities (Professional)-Object Centered, Land	36	NA	NA	8	6
PGY	Photography	16	NA	NA	8	6
PGY2801C	Digital Photography I	24	NA	NA	8	6
PGY2802C	Digital Photography II	24	NA	NA	8	6
PHI	Philosophy	36	NA	NA	8	6
PHY	Physics	36	24	NA	8	6
PLA	Paralegal/ /Legal Administration	36	NA	NA	16	12
PLA2209	Court Systems: Procedure and Pleadings I	20	NA	NA	8	6
PLA2229	Court Systems: Procedure and Pleadings II	20	NA	NA	8	6
PLS	Plant Science	36	NA	NA	8	6
PMA	Pest Management	36	NA	NA	8	6
POS	Political Science	36	NA	NA	8	6
PSC	Physical Sciences	36	NA	NA	8	6
PSY	Psychology	36	NA	NA	8	6
REA	Developmental Reading Course	27	NA	NA	16	12
REL	Religion	36	NA	NA	8	6
RET	Respiratory Care	25	25	NA	8	6
RTE	Radiologic Technology	40	20	NA	8	6
RTE (ATC)	Radiologic Technology	15	NA	NA	8	6

Prefix	Prefix Description SCNS/Course Title	Class Size			Suggested Weeks	
		Lecture	Lab	Computer	Weeks Fall/Spring	Weeks Summer
RTV	Radio-Television	36	NA	NA	8	6
SBM	Small Business Mgmt: Occupational/Technical Variable Paced	36	NA	NA	8	6
SLS	Student Life Skills (Learning)	28	NA	NA	8	6
SLS2261	Leadership Development	25	NA	NA	8	6
SON	Sonography	15	15	NA	8	6
SOP	Social Psychology	36	NA	NA	8	6
SOS	Soil Science	36	NA	NA	8	6
SOW	Social Work	36	NA	NA	8	6
SPC	Speech Communication	28	NA	NA	8	6
SPN	Spanish Language	28	NA	NA	16	12
STA	Statistics	36	NA	NA	16	12
SUR	Surveying & Related Areas	36	20	NA	8	6
SYG	Sociology, General	36	NA	NA	8	6
TAX	Taxation	36	NA	NA	8	6
THE	Theatre Studies and General Resources	36	NA	NA	8	6
TPA	Theatre Production and Administration	15	NA	NA	8	6
TPP	Theatre Performance and Performance Training	15	NA	NA	8	6
VEC	Landscape & Horticulture	36	NA	NA	8	6
WOH	World History	36	NA	NA	8	6
ZOO	Zoology	36	24	NA	8	6
Computer Based Instruction			Set by number of stations/software licenses available in room. Size based on one student per station. Please note all computer science classes held online must be set at 36 students.			
Lab Based Instruction (All Disciplines)			For courses with co-requisite labs, number of seats offered in lecture must match number of seats offered in labs.			
Online Courses			Same as the guidelines stated for each course. Please note all computer science classes held online must be set at 36 students.			
Honors College			Minimum - 6 enrolled - Maximum - 15 seats			

Cluster Guidelines

1. The Cluster is comprised of disciplines and/or programs. Each cluster has a liaison, who is an associate dean or director.

2. Programs or a discipline(s) may choose to meet more frequently. If a program or a discipline meets outside of the four required meetings during the academic year, minutes must be taken and distributed via email to the Academic Minutes Distribution list.

3. Any cluster member may place an item on the agenda for discussion and/or voting. The cluster chair does not have the right to refuse an agenda item from a cluster member.

4. An item is approved if the majority of cluster members present approve the agenda item.

5. **The Cluster Liaison is responsible for:**
   A. Collaborating with the Cluster Chair to ensure that at least the four required meetings are scheduled.
   B. Holding a group meeting with all the programs and disciplines under that cluster.
   C. Ensuring that minutes are taken, including addressing any district issues set forth by the VPAA, and distributed to the Academic Minutes Distribution list.
   D. Identifying which program/clusters actually meet in addition to the main cluster meeting. If discipline or programs meet in addition to the main cluster meeting, minutes must also be taken and distributed.
   E. Clusters are recommending bodies. Recommendations by the cluster are made to the cluster liaison, who then sends them to Deans Council following established policy and procedure.
   F. Supporting approved and established college policies and procedures.

6. **Minutes Guidelines:**
   A. The Cluster Chair is responsible for naming a scribe and ensuring that minutes are submitted.
   B. Minutes should be prepared and distributed no more than one week after a cluster meeting is held.
   C. Minutes should be prepared using the standard minutes template located at www.palmbeachstate.edu/academicservices/documents/MinutesTemplate.doc Minutes must address any identified district issues set forth by the VPAA.
   D. Any cluster recommendations should be in writing and sent to the VPAA in addition to being in the cluster minutes.
   E. Any curriculum changes (new courses, revised courses, etc.) must be initiated through the established curriculum process (www.palmbeachstate.edu/Curriculum-Development)

Enacted July 2004; revised July 2008; reviewed July 2010; revised July 2014; revised July 2015

Conversion of Noncredit to Credit

Palm Beach State College recognizes the State of Florida's statewide articulation agreements for

1. PSAV to AS Degree
2. Industry Certification to AS Degree

Credits are granted through the Prior Learning Assessment process (www.palmbeachstate.edu/Prior-Learning). Please see the state webpage at www.fldoe.org/academics/Statewide-Career-and Technical-Education-Articulation-Agreements for more detail on program specifics.

Enacted July 2010

PALM BEACH STATE
COLLEGE

<u>Course Outlines Database</u>

All Palm Beach State College course outlines are stored electronically in a database system. These course outlines include the following fields:

- Full course title
- Course description
- Credit hours, Clock hours, Lecture hours, Lab hours, Clinical hours (as each apply to the course)
- Funding Category and Transfer Status
- General Education Status
- Gordon Rule Status
- Pre-requisite courses
- Co-requisites courses
- Materials/equipment required by the student
- Number of times course can be taken
- Course effective term/outline creation term/course revision term
- Special Fees/Course Fee Revision Date
- General Education Learning Outcomes Supported
- Course Learning Outcomes
- Methods of Assessment

Course outlines are updated through the curriculum process as described under curriculum development procedures.

All course outlines are located at www.palmbeachstate.edu/academicservices/Curriculum-and-Programs/Course-Outlines.

Enacted July 2009; reviewed July 2010, revised July 2016

Credit Hour Definition

Policy

Palm Beach State College has policies and procedures for determining credit hours to be awarded for courses. These policies and procedures are reflective of commonly accepted practices in higher education and are compliant with SACSCOC policy and State of Florida policy. Florida Administrative Code policy 6A-10.033, first published in 2005 and most recently updated in 2013, defines credit hours for various course types, and forms the basis for the College's definitions and policy.

Definition

Palm Beach State College operates on a semester basis. Credit is a unit of measure assigned to courses or course equivalent learning. Credit is awarded if the learning activity it represents is part of, or preparatory for, an organized and specified program leading to a postsecondary certificate or degree. Credit is a device which indicates to the learner, to educational institutions, to employers, and to others how much of the program the learner has completed. The credit awarded may be independent of where the learning occurs. If a learning activity does not meet these requirements, credit shall not be awarded.

All credits are based on Carnegie Units, where 50 minutes of instruction is the accepted metric, which complies with federal government regulations (34 CFR 600.2): *A period of time consisting of- (1) A 50- to 60-minute class, lecture, or recitation in a 60-minute period; (2) A 50- to 60-minute faculty-supervised laboratory, shop training or internship in a 60-minute period; or (3) Sixty minutes of preparation in a correspondence course.*

Types of Credit at Palm Beach State College

Type	Definition	
College Credit	College credit is the type of credit assigned by Palm Beach State College institutions to courses or course equivalent learning that is part of an organized and specified program leading to a baccalaureate, associate degree, certificate, or Applied Technology Diploma pursuant to the stipulations in subsections 6A-14.030(5)-(8), FAC. One (1) college credit is based on the learning expected from the equivalent of fifteen (15) fifty-minute periods of classroom instruction; with credits for such activities as laboratory instruction, internships, and clinical experience determined by the institution based on the proportion of direct instruction to the laboratory exercise, internship hours, or clinical practice hours. Lower division college credit is assigned to college credit courses offered to freshmen and sophomores (1000 and 2000 level courses) and upper division college credit. Upper division college credit is assigned to college credit courses offered to juniors and seniors (3000 and 4000 level courses).	
	Lecture Instruction – Fifteen hours of instruction for 15 weeks	1 Credit
	Lab Instruction – Thirty to sixty hours of instruction for 15 weeks	1 Credit
	Clinical Instruction – Forty-five to one hundred twenty eight hours for 15 weeks (program specific)	1 Credit

Type	Definition
Clock Hour	A clock hour is the unit assigned to courses or course equivalent learning that is part of an organized and specified program leading to a Career and Technical Certificate (PSAV) or Applied Technology Diploma pursuant to the stipulations in subsections 6A-14.030(6), (9), FAC. It applies to postsecondary adult career courses as defined in Section 1004.02(26), F.S. One (1) clock hour is based on the learning expected from the equivalent of thirty (30) hours of instruction.
Developmental Credit	Developmental credit is the type of credit assigned by Palm Beach State College to courses that provide degree seeking students who wish to enroll in college credit courses with additional academic preparation determined to be needed pursuant to Rule 6A-10.0315, FAC. One (1) developmental credit is based on the learning expected from the equivalent of fifteen (15) fifty-minute periods of classroom instruction. Developmental courses provide competency-based instruction to develop college entry competencies in the communication and computation skills described in Rule 6A-10.0319, F.A.C.
Institutional Credit	Institutional credit. Institutional credit is postsecondary credit that is a) competency based or b) based on the learning expected from the equivalent of fifteen (15) fifty-minute periods of classroom instruction. Institutional credit is not guaranteed to automatically transfer. Competency based awarding of credit is based on established State of Florida awarding of credit from clock hour to credit hour courses.
Continuing Education and Avocational Courses	No college credit is awarded for these courses.

Courses offered in Alternative Formats and Settings

Courses offered in alternative formats in various learning modalities (hybrid courses, online courses, independent study, cooperative education, practicums, internships, and externships) meet the same learning outcomes as classroom courses. Courses taught in high schools through the dual enrollment program use the same course outline and learning outcomes, per Florida Administrative Code 6A-14.064, College Credit Dual Enrollment.

Program Credit Hour Length Determination

Program lengths are set by the State of Florida for all degree and certificate programs.

Program	Credits/Hours	Florida Statute and Administrative Code
Bachelor of Applied Science	120	FS 1007.25(8) FAC 6A-14.030(1)
Bachelor of Science	120	FS 1007.25(8) FAC 6A-14.030(1)
Associate in Arts	60	FS 1007.25(7) FAC 6A-14.030(2)
Associate in Science	Varies	FAC 6A-14.030(3) FAC 6A-10.024(5)(a)
College Credit Certificate	Less than 60 credit hours	FAC 6A-14.030(3)
Career and Technical Certificate (PSAV)	Clock Hours	FAC 6A-14.030(9)
Applied Technology Diploma	Less than 60 credit hours	FAC 6A-14.030(6)

Program	Credits/Hours	Florida Statute and Administrative Code
Advanced Technical Certificate	Less than 60 credit hours	FAC 6A-14.030(7)
Certificate of Professional Preparation	Less than 60 credit hours	FAC 6A-14.030(8)

All established program lengths are found at: http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/curriculum-frameworks/index.stml

Procedure for Adherence to the Guidelines
All courses recommended for approval by the College's Curriculum Committee are approved by the VPAA. All changes made to a course's credit or clock hours are proposed to the Curriculum Committee. All approved courses are sent the Statewide Course Numbering System for prefix and number assignment.

Scheduling Classes
The College's Student Information System PantherNet has programmed routines to make sure a class's loaded hours are in compliance with the guidelines as stated in this policy.

Enacted July 2014; reviewed July 2015; reviewed July 2016

District Board of Trustees Policies

www.palmbeachstate.edu/boardoftrustees/district-board-of-trustees-policies

TITLE - Curriculum Control
NUMBER - 6Hx-18-2.01
LEGAL AUTHORITY 1001.61 FS, 1001.64 FS, 1001.65 FS
DATE ADOPTED/AMENDED Readopted 2/27/75; Amended 7/26/79, 12/13/90, 8/11/99, 6/20/00; 4/8/08
Policy:
The Vice President of Academic Affairs and a committee appointed by the President or designee shall review, monitor, and/or approve:

1. Curriculum studies
2. Curriculum proposals
3. Course and program reviews
4. New programs and courses
5. Deletions of courses and programs
6. Prerequisites, co-requisites, and course credit and clock hours.

Curriculum Committee actions are subject to the approval of the Vice President of Academic Affairs, the President, the District Board of Trustees, and the Department of Education, as appropriate.

TITLE - General Education Program
NUMBER - 6Hx-18-2.02
LEGAL AUTHORITY 1001.61 FS, 1001.64 FS, 6A-14.030 FAC
DATE ADOPTED/AMENDED - Readopted 2/27/75; Amended 12/13/90, 6/19/01; 4/8/08
Policy:
There shall be a recognizable, common core of subject matter (General Education Program) that expresses the educational philosophy of the College.
1. Bachelor of Applied Science Degree. A minimum of 36 semester hours in General Education shall be completed by a student who earns the Baccalaureate Degree.
2. Associate in Arts Degree. A minimum of thirty-six semester hours in General Education shall be completed by a student who earns the Associate in Arts Degree.
3. Associate in Science Degree. A minimum of fifteen semester hours in General Education shall be completed by a student who earns the Associate in Science Degree.
4. Associate in Applied Science Degree. A minimum of fifteen semester hours in General Education shall be completed by a student who earns the Associate in Applied Science Degree.
5. The semester hours in General Education must be drawn from and must include at least one course from each of the following areas: humanities/fine arts, social behavioral sciences, and natural sciences/mathematics.

TITLE -Cultural and Intellectual Environment
NUMBER - 6Hx-18-2.04
LEGAL AUTHORITY 1001.61 FS, 1001.64 FS
DATE ADOPTED/AMENDED - Readopted 2/27/75; Amended 6/19/01, 4/08/08
Policy:
In keeping with the mission of the College, the cultural mission of Palm Beach State College is to foster and develop the artistic potential of its students, area residents and visitors through traditional and contemporary professional and academic performing and visual arts programs and through the commission of new works.
1. The College shall provide a series of programs by artists, performers, and lecturers and shall also utilize other means available for creating a stimulating cultural and intellectual environment for the students and faculty.

2. The College shall share resources with the community and create partnerships to develop future audience and practitioners, to encourage the development of the imagination and appreciation in its audiences through professional series, education and partnership outreach programs.

TITLE - Instruction
NUMBER - 6Hx-18-2.05
LEGAL AUTHORITY 1001.61 FS, 1001.64 FS
DATE ADOPTED/AMENDED Readopted 2/27/75; Amended 9/18/85, 8/11/99, 6/20/00; 4/8/08
Policy:
Instruction shall be related to the learning outcomes of each course, the capabilities of the students, and the general College standards of quality. The process of instruction shall be organized so that students are provided timely written information including:
1.   The goals and learning outcomes
2.   The requirements of the course
3.   The nature of the course content
4.   The methods and variety of evaluation employed
5.   The materials for the course.

TITLE - Collegewide Course Outline and Syllabus
NUMBER - 6Hx-18-2.051
LEGAL AUTHORITY - 1001.61 FS, 1001.64 FS; 6A-14.024 FAC
DATE ADOPTED/AMENDED - Adopted 6/19/01, Amended 4/8/08

Policy:
For each course, faculty shall develop a course outline following the approved template. All outlines are to be kept on file in the Academic Services Office. All course outlines are approved by the Curriculum Committee and the VPAA per Board Policy 6Hx-18-2.01.

Each faculty member assigned to teach a course shall prepare a course syllabus which provides information in the categories established in the "Course Syllabus Checklist" document available from the office of academic affairs. All course syllabi are to be posted online by the beginning of each term's registration period. The course syllabus shall be made available to each student enrolled in the course. Copies of individual faculty course syllabi shall be maintained in the appropriate department offices.

TITLE - Instructional Program
NUMBER - 6Hx-18-2.06
LEGAL AUTHORITY 1001.61 FS, 1001.64 FS
DATE ADOPTED/AMENDED Readopted 2/27/75; Amended 6/22/75, 9/18/85, 12/13/90, 8/11/99, 6/20/00; 4/8/08
Policy:
The instructional program shall include curricula in the following areas:

1.   College credit
2.   Postsecondary Adult Vocational (PSAV) credit
3.   College Preparatory Institutional credit
4.   Continuing Workforce Education (non-credit)
5.   Avocational (non-credit)

The college relates to a number of commissions, committees, and agencies at the state, regional, and national levels, designed to provide facilities, financial assistance and information which aid the college to continuously assess and improve its program.

TITLE - Administration of the Library Learning Resource Center (LLRC)
NUMBER 6Hx-18-2.07
LEGAL AUTHORITY 1001.61 FS, 1001.64 FS
DATE ADOPTED/AMENDED Readopted 2/27/75; Amended 6/19/01; 4/8/08
Policy:
The Library Learning Resources Center (LLRC)/media centers shall be administered as part of the academic program. The LLRC shall be evaluated regularly and systematically to ensure that it is meeting the needs of faculty and enrolled students, and is supporting the programs and mission of Palm Beach State College.

TITLE - Deletion of Courses from Catalog and Statewide Course Numbering System
NUMBER 6Hx-18-2.08
LEGAL AUTHORITY 1001.61 FS, 1001.64 FS
DATE ADOPTED/AMENDED Adopted 12/13/90; Amended 6/19/01
Policy:
As part of the annual procedure for preparation of the Palm Beach State College Catalog, the course inventory will be reviewed by the Office of Academic Affairs. Courses that have not been taught for five years will be reviewed by the Curriculum Committee and deleted from the Catalog. Notice of deletion will be sent to the Office of the Statewide Course Numbering System. A course not taught for the preceding five years may be continued in the Catalog if it is to be offered during the next five years. The president shall annually submit to the District Board of Trustees certification for the College that it has complied with the law.

TITLE - Textbook Selection
NUMBER 6Hx-18-2.11
LEGAL AUTHORITY - 1001.64 FS, 6A-14.024 FAC
DATE ADOPTED/AMENDED Adopted 6/19/2001; Amended 2/11/2003, 4/8/2008, 3/16/2010
Policy:
1. Each faculty cluster will develop and maintain a textbook selection process, which may include the option by a full-time faculty member to select no textbook. Textbook selection guidelines will include the following items:
2. Texts will be adopted for a minimum of three (3) academic years.
a. All adoptions of texts (new or new edition) become effective in fall term of each academic year.
3. Each cluster will select the textbook that adjuncts will use for each course college-wide.
4. For those sequential courses in which the same textbook is used for more than one term, one textbook will be selected for use college-wide.
5. Faculty that are reassigned classes (i.e. cancellation, overloads) will use the textbook selected by the cluster for that course.

TITLE - Field Trips
NUMBER 6Hx-18-2.12
LEGAL AUTHORITY 1001.61 FS, 1001.64 FS, 6A-14.024 FAC
DATE ADOPTED/AMENDED Adopted 6/19/01, Amended 4/8/08
Policy:
Field trips are valuable learning experiences when an integral part of a course. The following shall apply to field trips:
A.   Possible interference with other courses should be considered when scheduling field trips. Field trips should not be scheduled during the last week of classes of any term.
B.   Students cannot be required to attend a field trip nor can the trip be included in computing grades if the trip is announced to the class after the add-drop period. Allowance should be given when trips are included in computing grades to those students who are unable to attend because of illness, work schedules, family responsibilities, or other obligations.
C.   Only those students enrolled in a class taking a field trip may use College-provided transportation.
D.   Transportation by College-provided vehicles may be paid by the individual department or cost center offering the course. Meal and motel expenses of students on field trips may not be paid by College funds. Other related

expenses, such as convention registration fees, are paid by the individual students attending. Expenses incurred by a group performing an activity at the request of some other area of the College are paid by the requesting area.

E. Students on approved field trips or other official school business or functions should not be marked absent from class. However, they are required to make up work missed while on the trip.

F. Students must complete and sign appropriate permission forms.

G. Faculty and staff are not authorized to transport students in their personal vehicles. If students are to be transported by the College, they must be transported by commercial carriers or by College vehicles.

TITLE - Speakers or Guests
NUMBER 6Hx-18-2.13
LEGAL AUTHORITY 1001.64 FS; 6A-14.024 FAC
DATE ADOPTED/AMENDED Adopted 6/19/01
Policy:
When faculty want to invite persons who are not members of the faculty as guest speakers for classes, prior written approval must be obtained from the president or his/her designee in advance of the proposed appearance date.

TITLE – Online Course Equivalency
NUMBER 6Hx-18-2.14
LEGAL AUTHORITY 1004.0961 FS, 6A-14.0304, 6A-10.024(7)
DATE ADOPTED/AMENDED Adopted 8/8/15
Policy:
Student Responsibility for Initiating the Online Course Equivalency Process
The student is responsible for initiating a process prior to the first term of enrollment to have online courses evaluated for equivalency to a Palm Beach State College. Such courses must be found in a program of study offered by the college.
Process
Student Completes Form
The process is initiated by the student by completing the Online Course Equivalency Form and providing documentation of the equivalency of course learning outcomes between the online course the student took and the Palm Beach State College course for which the student wishes to receive credit. The documentation provided by the student must also provide evidence of mastery of the student learning outcomes and that the faculty who taught the course had equivalent credentials to teach the course as would be required for a Palm Beach State College faculty member. Examples of documentation would include (but not be limited to) examination grades, completed projects, and academic term papers. This form is submitted to the Dean of Curriculum and Educational Technology. For faculty credentials, the student must provide the name of the instructor, their earned degrees and the major, and other professional experience such as work in the industry that would qualify them to teach.
Review by Dean of Curriculum and Educational Technology
Evidence provided by the student will be reviewed by the Dean of Curriculum and Educational Technology to ensure required documentation is attached, the form is complete, the requested course is in the student's intended program of study and the faculty who taught the course had equivalent credentials to a Palm Beach State College faculty member. The Dean will determine if the course meets a general education, a major course or an elective requirement.
Faculty Review
The faculty member who reviews the form and documentation provided by the student will determine if the online course content and learning outcomes are comparable to a course offered at Palm Beach State College, and that the online course meets the quality and accreditation standards intended for a transfer course. The faculty member will also determine if the student has mastered the course learning outcomes by earning the equivalency of a passing grade.
Equivalency Guidelines
The College follows equivalency course guidelines as stated by the American Council on Education in accordance with the Articulation Coordinating Committee as stated in Florida State Board Rule 6A-10.024(7) for awarding credits to students who have participated in accelerated mechanism exam programs. Credit for all exams is awarded based on the recommendation of the State of Florida Articulation Coordinating Committee.
Student Appeal Process

Should the student wish to appeal the decision of the faculty or dean, the student should forward a copy of the application form and all documentation to the Vice President of Academic Affairs. The decision of the Vice President of Academic Affairs is final.

Any credit awarded through this process will be added to the student's transcript and a transcript note will be added noting awarding of credit through an online course.

Dual Enrollment Guidelines

All dual enrollment classes must meet the criteria as specified in **Florida Administrative Code** - www.flrules.org/gateway/Fla-Admin-Code-Rule-6A-14.064.

Each dual enrollment class must complete the **Dual Enrollment Checklist form** and forward a copy of the form no later than the first day of class and a copy of the final exam/grade book used in the class at the end of the term to the VPAA.

Dual Enrollment Reporting Form: www.palmbeachstate.edu/academicservices/Dual-Enrollment-Class-Form

Criteria for Dual Enrollment Classes

Area	Criteria
Student Eligibility	All students must meet eligibility criteria as stated in FLS 1007.271. Only dual enrollment high school students are permitted to enroll in the class.
Faculty Credentials	All faculty teaching dual enrollment courses must meet the credentialing criteria (www.palmbeachstate.edu/academic-management-manual/Faculty-Credentialing-Criteria/Section-B.pdf). All faculty must be provided with a Faculty Handbook.
Course Outline	All faculty teaching dual enrollment courses shall be provided with the Palm Beach State course outline (www.palmbeachstate.edu/boardoftrustees/BoardPolicy/Course-Outline-Number-6Hx-18-2.051.pdf).
Class Loading	The associate dean (or designee) shall be responsible for loading of the class. The class must meet the expected course hours as stated in the course outline. The class cannot be scheduled for more hours or fewer hours than is stated in the course outline for a combination of lecture/lab hours. The class must use the special designator **DE – Dual Enrollment**.
Holidays and Closed Days	Dual enrollment classes shall meet according to the closed days/holidays as observed by the School District calendar.
Course Syllabus	All faculty teaching dual enrollment courses shall use the course syllabus template – (http://www.palmbeachstate.edu/instructionaltechnology/tutorials/Syllabi-Creator-Tool.aspx).The syllabus shall be approved by the associate dean prior to the start of classes.
Textbook	The textbook used by the class shall be the same textbook designated by the faculty for use by adjunct instructors. The associate dean shall provide textbook information to the School District.
Final Exam	Final exams used in the dual enrollment course shall be approved by the associate dean prior to the administration of the exam. Completed and scored exams must be returned to the associate dean and kept for 1 year.
Submission of Grades	All faculty teaching dual enrollment classes shall submit grades electronically, observing grade submission deadlines for the given session and term.

Educational Technology Use

Palm Beach State encourages the use of technology by faculty to enhance teaching and learning. Resources are available for faculty at each campus to learn technology skills for both classroom and e-learning classes. The following resources are available:

E-Learning and Instructional Technology
www.palmbeachstate.edu/E-Learning
The office of Instructional Technology and the E-Learning Department provide training and support for development of online course sites, multimedia course content production, video and audio integration into lesson plans and content delivery, webcasting, offer course development hardware and software workshops and training, and other various instructional technology support for all Palm Beach State locations.

Media Technology & Instructional Services (MTIS)
www.palmbeachstate.edu/Media-Technology
MTIS provides leadership in instructional technology resources and services pursuant to the successful achievement of the College's mission, by providing faculty and students with resources, including electronic media materials for instruction, presentations, and web support, within an atmosphere and environment conducive to learning.

Professional Teaching and Learning Centers
www.palmbeachstate.edu/Professional-Teaching-and-Learning-Centers
The PTLC fosters a community of inquiry by serving as an information and support center, providing an informal setting for sharing ideas, encouraging research on and development of effective teaching techniques and the use of technology; thereby increasing the opportunity for students to succeed.

Enacted July 2009; reviewed July 2010

E-Learning – Faculty Load/E-Pack Policies

Faculty Load

1. E-learning is defined as: Video conferencing and On-line classes which are pure Internet.

2. Blackboard component - The professor is to include in his/her syllabus instructions on the use of Blackboard. Faculty courses are approved to use Blackboard only through certification or an approved mentoring process.

3. Hybrid classes are face-to-face and online instruction. The face-to-face portion taught on campus must be 50% of the class. The online component must meet 50% of the course online, evenly alternating and distributed throughout the semester along with the face-to-face portion. The syllabus and the Blackboard outcome page MUST identify the format and schedule for each class meeting: online or face-to-face. The course schedule must have notes identifying that this is a hybrid class having a 50% online component. As with all courses, the syllabus is to be given to the supervisor (and DL office) prior to registration for compliance review. The ELearning office should be notified of the schedule. Hybrid classes are counted as face-to-face instruction for faculty load purpose.

4. For the purposes of faculty load, based on a full-time faculty load of 90 points for a fall/spring term schedule, a minimum of 45 points must be taught in face-to-face instruction. Anything over 45 points may be by e-learning, subject to approval of the appropriate academic dean. No more than 3 classes (27 points) can be e-learning in any major term.

5. Any exceptions to this policy must be approved by Deans' Council.

E-Pack Policy

Approved June 2007

Policy Goals:

To efficiently provides with media rich e-content digital learning resources tailored to the objectives of specific Palm Beach State courses.

Polices:

1. The use of an E-Pack (or equivalent) for an asynchronous course (purely online) must be approved by the campus Dean of Academic Affairs or their delegate on the campus where the course is scheduled prior to the course being offered.

2. Any E-Pack used must meet Palm Beach State's objectives and standards for the course.

3. E-Packs for asynchronous courses should not constitute the entire content of the course and should be integrated into the course or used as supplemental material.

4. Instructors should be cognizant of any access fees that may be charged by an E-Pack provider and be familiar with the support policies of the provider.

Please see Section N – E-Learning for detailed policies regarding E-Learning.

Enacted May 2006; revised June 2007; revised April 2009; reviewed June 2010; revised July 2013

Email Guidelines for Faculty and Instructors

1. The Palm Beach State email system assures a more consistent and reliable means for faculty/instructors and staff to communicate with students. Palm Beach State email systems and the College's web site are official means of communication with students.
2. For the protection and privacy of the College's students and faculty, all email correspondence between faculty members/instructors and students must be through the Palm Beach State email system. Faculty members/instructors should use the assigned Palm Beach State email account and communicate with students through the Palm Beach State student email system.
3. Palm Beach State assigns all students a College email address when processing their applications. Students will receive information about their Palm Beach State email with their Conditions of Acceptance (COA) letter.
4. Faculty members/instructors may determine how email is used in his/her classes. It is highly recommended that faculty members/instructors clearly articulate to students how email is to be used in class and include email policies in the course syllabus.
5. Students should be encouraged to use and frequently check their Palm Beach State email account as this will be their official means of communication with faculty and administration.
6. Emailing within the College's course management system (CMS), Blackboard, will remain the same. Faculty members/instructors may use Blackboard to communicate to students within the course. When emailing students outside the CMS, faculty members/instructors must use the College email system.
7. Faculty members, instructors and students are able to forward Palm Beach State email to a personal email account, but the College cannot be held responsible if the email does not arrive at a personal email address. Palm Beach State can only guarantee delivery to the Palm Beach State email address.
8. All bulk email messages to students (emails outside the class or CMS) must be approved by a member of the President's Staff prior to being sent.
9. Information about the student email system is located on the web page at: www.palmbeachstate.edu/Student-Updates/Student-Email.
10. The Palm Beach State Email Administrative Procedure can be found at http://intranet.pbcc.edu/HR/Documents/Computer-Use-Agreement.pdf

Enacted July 2008; reviewed July 2010

PALM BEACH STATE
COLLEGE

Faculty Observation and Student Assessment Guidelines

Full-Time Faculty:

Observations

1. Full-time faculty/instructor will be observed a minimum of one time each fall and each spring term. If teaching an online course, at least one of the observations must be in an online course.
2. Observations will be done by the faculty/instructor member's immediate supervisor or dean.
3. Observations will be unannounced.

Student Assessments

1. Student assessments will be conducted for each class every term using the online student assessment system.
2. The statistical summary and student comments will be available to the supervisor, dean and faculty member/instructor for review.
3. The statistical summary will be made available to students.

Adjunct Faculty:

Observations

1. New adjuncts will be observed a minimum of once per term (fall and/or spring) for the first two semesters of employment.
2. All other adjuncts will be observed a minimum of once a year.
3. Observations will be done by the department chair, program manager, director, associate dean and/or dean.
4. Observations will be unannounced.

Student Assessments

1. Student assessments will be conducted in all classes each term.
2. The statistical summary, and student comments will be available to the department chair, program manager, dean, associate dean, and faculty member for review.
3. The statistical summary will be made available to students.

Please see the web page at www.palmbeachstate.edu/IRE/Student-Assessment-of-Courses-and-Faculty for detailed information on the online student assessment system.

Enacted July 2004; revised July 2008; reviewed July 2010, revised July 2013

Faculty Office Hours

Faculty Office Hours Posting – Full-Time Faculty

As part of the Instructor Resource Management (IRM) process and also to meet state statute and rule requirements, Palm Beach State is required to enter full-time faculty office hours in the PantherNet system.

- The instructions on the procedure to enter faculty office hours in the PantherNet system are located in Section E, of the Academic Management Manual located at http://www.palmbeachstate.edu/academicservices/Documents/AMSectionE-2017-18.pdf

- For more information on the state requirements for posting office hours, please see the Florida Administrative Code Rule on faculty availability to students at www.flrules.org/Instructional-Personnel-Availability-To-Students/Fla-Admin-Code-Rule-6A-14.0491.

- All faculty office hours MUST be posted by the end of the first week of classes in each term and updated as assignments change.

- This information MUST also be posted outside the full-time faculty member's door using a template developed and approved at the campus level. See templates at www.palmbeachstate.edu/academic-affairs-policies/Office-Hours-Templates

Enacted July 2004 from existing policy; reviewed July 2010

PALM BEACH STATE
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<u>Final Course Grade Appeal Policy and Process</u>

The evaluation of academic work is the responsibility of the faculty member. The method for assigning the final course grade is established by the faculty member. Per Board Rule 6Hx118-3.191, faculty shall communicate the grading policy of the course to their students in writing via the course syllabus at the beginning of each class. If this policy changes during the term, students should be notified of any changes in writing.

The final course grade appeal is NOT to be used to review the judgment of a faculty member in assessing the quality of the student's work. Grounds for final grade appeals shall be evaluated in terms of the standards established by the faculty member as stated in the syllabus. Criteria for an appeal are:

- An error in the calculation of the grade, **or**
- The assignment of a grade was a substantial departure from the faculty member's previously printed standards in the course syllabus.

Appeal Process

If a student believes his/her final course grade was awarded in error or was a substantial departure from the standards contained in the course syllabus, the student should contact the instructor immediately after receiving the final grade. All informal discussions about final grades must be initiated **within 10 business days beginning with the first day of the following academic semester**. The timeline is very important. If the professor is not available, the student should contact the professor's supervisor. The student should keep copies of the class syllabus and all other work such as exams, quizzes, homework, and in-class assignments. **Document everything. If resolution is not reached, the student may ask for a formal review of the final grade.**

Request for a Formal Review of Final Course Grade

1. A request for a formal review must be submitted in <u>**writing**</u> to the faculty member's associate dean (or equivalent or designee) within 15 business days of the beginning of the academic semester. A written request for a formal review is required and must include:

    a. The specific complaint, clearly stated;
    b. All relevant course information including syllabus, exams, homework and other graded work;
    c. A statement of the resolution that the student is seeking.

2. Within five business days of receipt of the student's appeal, the associate dean (or equivalent or designee) will review the appeal and notify the student, faculty member and dean of academics of his/her decision through the College email.

3. If the student does not agree with the decision in Step 2, he/she may appeal to the chairperson of the Campus Final Course Grade Appeal Committee (contact the Dean of Academic Affairs Office). The appeal must be to the committee chairperson within five business days following the receipt of the associate dean's (or equivalent or designee) decision. Within five business days of the receipt of the student's appeal, the committee chairperson will convene the committee. The committee chairperson will notify all of the hearing by College email. The student, faculty member, and associate dean may appear before the committee. Within five business days of the committee hearing, the chairperson will notify the dean of academics of the committee's written recommendation.

4. Within five business days of receipt of the committee's recommendation, the dean of academics will notify the student, faculty member, associate dean (or equivalent or designee) of her/his decision through the College email. The decision of the dean of academics is FINAL and cannot be appealed.

5. The dean of academics may extend any of the timelines specified above if extenuating circumstances makes this necessary.

    Note: Please refer to www.palmbeachstate.edu/Academic-Affairs/Final-Grade-Appeal website for student final course Grade Appeal Forms.

Campus Final Course Grade Appeal Committee

Who will be on the committee?

The campus academic dean shall select the members for the Campus Final Course Grade Appeals Committee. If a campus has Health Sciences and/or Public Safety programs, the campus academic dean shall also select the members for a Final Course Grade Appeals Committee for each of these program areas.

Unless otherwise required by program accreditation, the committee shall be composed of six persons including two students, three faculty and one administrator. In addition, three alternates will be identified. Faculty, staff and students who are directly involved in the case may not serve on the committee. The academic dean shall select one of the committee members to serve as chairperson.

What role will the chairperson have on the committee?

- Facilitate the hearing process, only voting in case of tie.
- Call the hearing to order and introduce all members present.
- Explain to the student and all participants the manner in which the hearing will be conducted.
- Maintain proper decorum and order.
- Ensure that the student and the faculty have the opportunity to testify and present evidence.
- Ensure that all available relevant evidence is presented and that the recommendation is based upon the appeal criteria, evidence and any testimony given.
- Call a recess at her/his discretion.

What will happen during the hearing?

- Opening remarks will be given by the chairperson.
- The student will present any evidence supporting the appeal.
- Faculty will present their reply.
- At the conclusion of the hearing, the participants will be excused, and in closed session, a recommendation will be rendered by a majority vote.

How will the committee make its recommendation?

The process for determining the outcome of the hearing is called deliberation. This process involves a review of the criteria, evidence and testimony, discussion and a vote. The committee will use the preponderance of evidence standard to determine whether the grade should stand or be changed. The chairperson will ensure that only evidence presented at the hearing itself may be taken into account in reaching a decision and that the committee adheres to the standards of confidentiality. A recommendation will be delivered via College email within five business days to the campus academic dean.

How will the dean of academics notify all of her/his decision?

Within five business days of receipt of the Final Course Grade Appeals Committee's recommendation, the campus academic dean will notify the student, faculty and committee chairperson through College email of her/his decision. The decision of the campus academic dean is **final***.

*The Academic Dean is the President's designee, per Board Policy 6Hx-18-3.34.
Enacted July 2004 in Section G from existing policy; revised July 2010; July 2011; July 2014; July 2015

Foreign Transcript Evaluation Procedure

To be an approved foreign transcript evaluator, the evaluator must belong to the National Association of Credential Evaluation Services (NACES). To see the current membership list, please see the web page at http://www.NACES.org/Members.

Enacted July 2004 in Section G from existing policy; revised July 2008; reviewed July 2010; reviewed July 2013

PALM BEACH STATE
COLLEGE

<u>Gordon Rule Policy Statement</u>

In compliance with Florida State Board of Education Administrative Rule 6A-10.030, the College will accomplish Gordon Rule writing standards through designated courses in communications, humanities and social science. These courses, which require significant writing, were incorporated into the College's 1993 implementation of a writing-across-the-curriculum approach in its degree programs. This statement reaffirms that philosophy and clarifies the specific standards for meeting the requirements of the Gordon Rule.

College-level placement scores and/or other prerequisites (for those students required by statute to be tested and placed) are required for enrollment in all Gordon Rule writing courses. A minimum grade of "C" is required in all Gordon Rule courses.

To support a culture of academic excellence, to maintain consistency and to create comparable levels of rigor in all designated courses, the following are the minimum criteria for Gordon Rule courses:

➢ The standards listed below are considered by the College to be the minimum requirements for college-level writing:

1. The writing has a clearly defined thesis or central idea.
2. The writing includes adequate evidence to support the thesis or idea.
3. The writing reflects the awareness of the conventions of standard written English such as grammar, punctuation, spelling and word usage.
4. The writing uses clear and logical organization.
5. The writing demonstrates the ability to synthesize and apply discipline content at the course-specific level.

➢ All writing assignments must be the students' original, independently produced work.

➢ Designated Gordon Rule courses must require a minimum word count for writing assignments as established by each cluster.

➢ Writing assignments used to fulfill the Gordon Rule requirement are those that include evidence of analysis, comparison, interpretation, or other critical thinking applications. Assignments with such evidence are acceptable.

Following are examples of assignments that typically include the evidence stated above:
o In-class and out of class writing assignments (essays/essay/type tests)
o Critical analyses of course readings, presentations, or discussions
o Research papers
o Creative writings appropriate to the course
o Reports
o Academic journals
o Case Studies
o Portfolios
o Oral history assignments
o Position papers

- o Speech outlines and formal accompanying scripts for oral presentations

Following are examples of assignments that typically do not include the evidence stated above unless the Gordon Rule criteria can be demonstrated:
- o Résumés
- o Note-taking (outside class)
- o Class notes
- o Free-writing or brainstorming
- o Emails, blogs or bulletin board discussions
- o Visual media reports without accompanying full-length script
- o Writings with extensive quotations or paraphrases
- o Personal writings unrelated to course content
- o Homework assignments with responses copied from textbooks or reading materials

➢ Writing assignments must be incorporated into the designated course curriculum and must be computed in the course final grade.

➢ In addition to the grade, faculty will provide students feedback on all Gordon Rule writing assignments.

➢ At least one of the writing assignments must be edited and polished.

The "Gordon Rule"
6A-10.030 Other Assessment Procedures for College-Level Communication and Computation Skills.
(1) In addition to assessments that may be adopted by the State Board of Education or Board of Governors to measure student achievement in college-level communication and computation skills, other assessment requirements shall be met by successful completion of coursework in English and mathematics. For the purposes of this rule, a grade of C or higher shall be considered successful completion.

(2) Prior to receipt of an Associate of Arts degree from a public community college or university or prior to entry into the upper division of a public university or college, a student shall complete successfully the following:

(a) Six (6) semester hours of English coursework and six (6) semester hours of additional coursework in which the student is required to demonstrate college-level writing skills through multiple assignments. Each institution shall designate the courses that fulfill the writing requirements of this section. These course designations shall be submitted to the Statewide Course Numbering System. An institution to which a student transfers shall accept courses so designated by the sending institution as meeting the writing requirements outlined in this section.

(b) Six (6) semester hours of mathematics coursework at the level of college algebra or higher. For the purposes of this rule, applied logic, statistics and other such computation coursework which may not be placed within a mathematics department may be used to fulfill three (3) hours of the six (6) hours required by this section.

(c) Students awarded college credit in English based on their demonstration of writing skills through dual enrollment, advanced placement, or international baccalaureate instruction pursuant to Rule 6A-10.024, F.A.C., and students awarded college credit based on their demonstration of mathematics skills at the level of college algebra or higher through one (1) or more of the acceleration mechanisms in Rule 6A-10.024, F.A.C., shall be considered to have satisfied the requirements in subsection 6A-10.030(2), F.A.C., to the extent of the college credit awarded.

(3) Exemptions and Waivers. Any public community college or university desiring to exempt its students from the requirements of subsection 6A-10.030(2), F.A.C., shall submit an alternative plan to the Department of Education. Upon approval of the plan by the Department, the plan shall be submitted to the State Board of Education or the Board of Governors as appropriate. Upon approval by the State Board of Education or the Board of Governors, said plan shall be deemed effective in lieu of the requirements of subsection 6A-10.030(2), F.A.C.

Specific Authority 1001.02(1), (2)(n) FS. Law Implemented 1001.02 FS., Section 15, Chapter 87-212, Laws of Florida. History–New 1-11-82, Formerly 6A-10.30, Amended 6-8-88, 12-18-05.

Statement updated March 2015 based on faculty input in 2014-2015; approved by Academic Leadership Council 9/17/15

Enacted 1993; revised July 2013, July 2017

Independent Study Definitions and Guidelines

Definition: Independent Study is a delivery mode for courses, listed in the Palm Beach State catalog, needed for a student's progress toward graduation. Typically, the needed course is not offered in the term in which the student wished to graduate, and the student has met all other requirements for graduation

Description: Students arrange independent study courses through a faculty member. A learning contract is developed by the student and faculty member, and approved by the associate dean and or/dean. The faculty member will be compensated and workload assigned per the current Salary Schedule.

Procedure:

If a student needs a course for graduation and a scheduling or other conflict necessitates that the student complete the course through independent study, the student can pursue a learning contract.

The learning contract (www.palmbeachstate.edu/Academic-Services/Documents/Independent-Study-Form.doc) will be completed by the student and signed by the faculty member and submitted to the associate dean and/or dean.

The associate dean/dean will complete the associate dean's/dean portion of the contract: (1) approve or disapprove the course, (2) approve the faculty member's appointment to the independent study, (3) add any other requirements, (4) sign the contract and forward it to the Registrar's Office. (The student can deliver it.)

The Registrar's staff registers the student in the course.

The student pays the course fee(s).

The student has one semester to complete the course, just like any course offered for a semester.

The associate dean/dean will process the faculty payment for the course.

Enacted July 2005; reviewed July 2010

International Course Policies & Procedures

http://www.palmbeachstate.edu/academicservices/Documents/AMSectionJ-2016-17.pdf

Process for Curriculum Approval – Courses offered through International Courses

1. Any credit, PSAV or CCE course may be offered as international travel.
2. At least one semester before the proposed international course is scheduled, the curriculum plan must be submitted to the Dean of Curriculum and Educational Technology using the Curriculum Plan Form.
3. The Dean of Curriculum and Educational Technology will review; if approved, the form is returned to the proposer and the process may move forward as set forth in the International Course manual (see step 6).
4. If not approved, the form will be returned for revision/clarification to the proposer by the Dean of Curriculum and Educational Technology.
5. If a course has not received prior approval by the DBOT to be offered as an international course, the course is then processed through the Curriculum Committee. (www.palmbeachstate.edu/Curriculum-Development) and then presented to the District Board of Trustees for approval by the VPAA.
6. Once the curriculum process has completed and DBOT approved (if applicable), the course is then processed through the International Course Offering procedures as administrated by the Provost of the Boca Raton Campus.

Enacted July 2006; revised July 2009; revised July 2010; revised July 2013; revised July 2016

PALM BEACH STATE
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Lab and Lecture Co-Enrollment Policy for Science Classes

<u>Policy Effective Fall Term 2014-1</u>

In a lecture science course where there is a required co-requisite lab, students may withdraw from the lab class, but stay in the lecture class. (Students may also choose to withdraw from both). Students will not be allowed to withdraw from the lecture and remain enrolled in the lab.

Enacted July 2013

Mid-Term Grading

Palm Beach State College provides an online tool to assist faculty and instructors in the assignment of mid-term grades. This online tool uses the same technology as our online grading system, and provides mid-term grades to students through email. No printing is required, which saves time and resources and also supports the College's commitment to sustainability. Mid-term grading can be accessed from faculty and instructor offices, from the Professional Teaching and Learning Centers, and from home through EmployeeWeb (www.palmbeachstate.edu/employeeweb). If you are not sure how to use the College's online grading system, please see the web page at: www.palmbeachstate.edu/Info/Grade-a-Class

How the Mid-Term Grading Tool Works
Faculty and instructors will have a one week window after mid-term to issue mid-term grades*. (See http://www.palmbeachstate.edu/academicservices/information-and-reference/academic-affairs-policies-and-documents/ for more details). The faculty or instructor will log on to the EmployeeWeb, and the mid-term grading tool will appear under the Faculty/Advisors tab, where end-of-term grading appears. Each class where the faculty or instructor is assigned as a primary instructor will appear. The faculty member or instructor may issue the following grades:

A - Excellent
B - Good
C - Fair
D - Poor but passing
F - Failure
N - No pass
P - Pass
S- Satisfactory
U - Unsatisfactory

Mid-Term Grading Windows for 2016-17

Term	Session 1		Session 2		Session 3		Session 4	
2017-1	8/23/2016	12/19/2016	8/23/2016	10/18/2016	9/19/2016	12/19/2016	10/20/2016	12/19/2016
Grading Tool	Open	Closes	Open	Closes	Open	Closes	Open	Closes
	10/13/2016	10/29/2016	9/12/2016	9/28/2016	10/26/2016	11/11/2016	11/11/2016	11/27/2016
2017-2	1/5/2017	5/8/2017	1/5/2017	2/10/2017	2/6/2017	5/8/2017	3/13/2017	5/8/2017
Grading Tool	Open	Closes	Open	Closes	Open	Closes	Open	Closes
	2/27/2017	3/25/2017	1/25/2017	2/10/2017	3/15/2017	3/31/2017	4/2/2017	4/18/2017
2017-3	5/15/2017	8/8/2017	5/15/2017	6/26/2017	6/27/2017	8/8/2017	NA	NA
Grading Tool	Open	Closes	Open	Closes	Open	Closes	Open	Closes
	6/21/2017	7/3/2017	5/29/2017	6/13/2017	7/10/2017	7/25/2017	NA	NA

*ARTICLE XIV MID-TERM GRADE PROCEDURE (Collective Bargaining Agreement)

Section A: Within one week after the close of the mid-term grading period, mid-term grades will be made available to all students for each class that the teaching bargaining unit member teaches by either written notification or individual conference Agreement between the Board of Trustees of Palm Beach State College and the United Faculty of Palm Beach State College.

Enacted July 2009 from existing policy; revised July 2010; July 2011

PALM BEACH STATE
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<u>Official Communication with Students</u>

New policies and upcoming policy changes will be communicated to students by the following means:

The Official Student Updates Website, located at www.palmbeachstate.edu/StudentUpdates.

Email - Students will be encouraged to use their college-assigned email address. Should they choose not to receive communication via email, they must refer to the Official webpage for information. Please see www.palmbeachstate.edu/Student-Updates/Student-Email for more information on Palm Beach State provided student email.

Enacted July 2007; reviewed July 2010

Online Course Equivalency Process

Palm Beach State College developed this policy for compliance with FS 1004.0961, Rule 6A-14.0403 and 6A-10.024(7). The Board Policy number is 6Hx-18.2.14, under Academic Affairs.

Student Responsibility for Initiating the Online Course Equivalency Process

The student is responsible for initiating a process prior to the first term of enrollment to have online courses evaluated for equivalency to a Palm Beach State College. Such courses must be found in a program of study offered by the college.

Process

Student Completes Form

The process is initiated by the student by completing the Online Course Equivalency Form and providing documentation of the equivalency of course learning outcomes between the online course the student took and the Palm Beach State College course for which the student wishes to receive credit. The documentation provided by the student must also provide evidence of mastery of the student learning outcomes and that the faculty who taught the course had equivalent credentials to teach the course as would be required for a Palm Beach State College faculty member. Examples of documentation would include (but not be limited to) examination grades, completed projects, and academic term papers. This form is submitted to the Dean of Curriculum and Educational Technology. For faculty credentials, the student must provide the name of the instructor, their earned degrees and the major, and other professional experience such as work in the industry that would qualify them to teach.

Review by Dean of Curriculum and Educational Technology

Evidence provided by the student will be reviewed by the Dean of Curriculum and Educational Technology to ensure required documentation is attached, the form is complete, the requested course is in the student's intended program of study and the faculty who taught the course had equivalent credentials to a Palm Beach State College faculty member. The Dean will determine if the course meets a general education, a major course or an elective requirement.

Faculty Review

The faculty member who reviews the form and documentation provided by the student will determine if the online course content and learning outcomes are comparable to a course offered at Palm Beach State College, and that the online course meets the quality and accreditation standards intended for a transfer course. The faculty member will also determine if the student has mastered the course learning outcomes by earning the equivalency of a passing grade.

Equivalency Guidelines

The College follows equivalency course guidelines as stated by the American Council on Education in accordance with the Articulation Coordinating Committee as stated in Florida State Board Rule 6A-10.024(7) for awarding credits to students who have participated in accelerated mechanism exam programs. Credit for all exams is awarded based on the recommendation of the State of Florida Articulation Coordinating Committee.

Student Appeal Process

Should the student wish to appeal the decision of the faculty or dean, the student should forward a copy of the application form and all documentation to the Vice President of Academic Affairs. The decision of the Vice President of Academic Affairs is final.

Any credit awarded through this process will be added to the student's transcript and a transcript note will be added noting awarding of credit through an online course.

Enacted September 2015

Saturday, Sunday and Holiday Class Scheduling

There are differences between the Academic Calendar and the Class Meeting Calendar when referencing whether classes are scheduled on a given weekend or holiday.

The **ACADEMIC CALENDAR** is the official calendar mandated by the State. The format of this calendar is set by the State and does not reflect weekend closings. It shows only Monday through Friday activities and holidays for the college, as well as the number of official class days that the College is required to schedule.

The **CLASS MEETING CALENDAR** is then developed from the Academic Calendar and expanded to include the activities and closings for all days within each term, including weekends.

Both the Academic Calendars and Class Meeting Calendars from the current academic year and forward are located at Palm Beach State Academic Calendar

The following criteria are used to determine the scheduling of classes on weekends:

MONDAY HOLIDAYS

There are no classes scheduled on the Saturday and Sunday preceding the following Monday holidays:

- Martin Luther King Jr. Day
- Memorial Day
- Labor Day

SPRING HOLIDAY

There are no classes scheduled for the Saturday and Sunday after the Spring Holiday, which falls on a Friday.

SPRING BREAK

Spring Break begins on a Monday. There are no classes scheduled on the Saturday and Sunday immediately following Spring Break.

THANKSGIVING BREAK

There are no classes scheduled to begin at 5:00 p.m. or later on the Wednesday prior to Thanksgiving Day. However, any class already in progress at 5:00 p.m. on that Wednesday should be completed. There are no classes scheduled for the Saturday and Sunday immediately following the Thanksgiving break.

INDEPENDENCE DAY AND VETERAN'S DAY

No classes are scheduled on Independence Day (July 4) or Veteran's Day (November 11). The college is closed only on the day of the holiday, regardless of the day of the week these holidays may fall.

JANUARY 2

If January 2 falls on a MONDAY: College will be closed for both faculty and staff on January 2; faculty may or may not return on January 3.

If January 2 falls on a FRIDAY: College will be closed for both faculty and staff on January 2, 3 & 4; faculty may or may not return on January 5.

If January 2 falls on a TUESDAY, WEDNESDAY, or THURSDAY: College will be open for staff on January 2; faculty may or may not return that day

Enacted July 2004 in Section G from existing policy; revised January 2007; reviewed July 2010

Student Training in Technology

POLICY

Student training in the use of technology shall be embedded in every academic program offered by Palm Beach State. Other Palm Beach State departments (Library Learning Resource Centers, Student Learning Centers, Corporate and Continuing Education) shall also support student training in technology through workshops, tutoring and courses. The documented resources can be found at: http://www.palmbeachstate.edu/academicservices/information-and-reference/academic-affairs-policies-and-documents/

PROCEDURE

Each Palm Beach State program shall document student training in the use of technology as part of the program review process. This assessment shall be updated every two years. The training documentation shall consist of the technology hardware and software used in the program and which courses in the program have embedded training in the use of technology. The form can be downloaded from:
www.palmbeachstate.edu/academicservices/Student-Training-and-Use-of-Technology/Technology-Assessment.docx.

Assessment Schedule:

2010 - Complete

2015 – Completed

Assessment of Student Training in Technology Report:

http://www.palmbeachstate.edu/academicservices/Documents/Compiled-TAF-2015-2016.pdf

Enacted July 2009; reviewed July 2010

Syllabus Posting Online

District Board of Trustees policy 6Hx-18-2.051 addresses the course syllabus and the posting of the syllabus. The policy REQUIRES all faculty to post their syllabus **ONLINE** for each course prior to each term's registration period. This syllabus should include all textbook information, which is part of the syllabus template.

The dates that all fulltime and adjunct faculty MUST have their course syllabus posted are as follows:

Term	Post Syllabus by Date
Fall Term 2017-1	April 19, 2016
Spring Term 2017-2	October 4, 2016
Summer Term 2017-3	March 16, 2017
Fall 2018-1	April 18, 2017
Spring 2018-2	October 3, 2017

Information on Syllabus Posting: http://www.palmbeachstate.edu/academicservices/information-and-reference/academic-affairs-policies-and-documents/

Please remember that the faculty member's name MUST be attached to the class for the class to be displayed on the faculty member's faculty home page. If a faculty member's name is added to a class today, it will display the next day on the web as it is refreshed each night.

Enacted July 2008; revised July 2009; reviewed July 2010; revised July 2011; revised July 2014; revised July 2015; revised June 2016

Syllabus Template

Syllabus Information (Through Fall 2016 – 2017-1)

All syllabi must be prepared using a syllabus template that matches the class delivery method (classroom, online, hybrid or component).

The templates are Microsoft Word forms with grey box areas in which you can type information for your class. These forms are password protected, but include several sections that allow you to cut and paste in information in any format you like. The form also contains fields that have **REQUIRED** information you must supply to students, such as grading policies, academic dishonesty policies, attendance and several others as noted on the template.

Syllabi Templates

The syllabi template forms are posted online at http://www.palmbeachstate.edu/academicservices/information-and-reference/academic-affairs-policies-and-documents/ There are three forms: Classroom classes, hybrid classes, component classes, and fully online classes (distance learning).

Posting the Completed Syllabi to Your Faculty Homepage

Once syllabi are completed they must be uploaded to your faculty homepage in PDF. There are many reasons to use PDF format. First, it protects your document from unauthorized editing; second, a student does not have to have Microsoft Word to download the document; third, the document will print more consistently across the hundreds of different printers that exist. For syllabus templates, please see the web page at http://www.palmbeachstate.edu/academicservices/information-and-reference/academic-affairs-policies-and-documents/ .

Syllabus Web Tools (FOR Spring 2017-2 and AFTER)

Starting with the 2017-2 term, all syllabi will be prepared using a **web-based syllabus building system**. The web system will automatically choose the appropriate template based on the class delivery method. The web system automatically builds a syllabus based on the form fields created by the faculty member or instructor. The system will be linked from EmployeeWeb under the Faculty Home Page tools so faculty/instructors can build their homepage and their syllabi from one web location.

For classes with multiple instructors, all persons attached as secondary instructors will automatically have the master syllabus attached to their assignment.

The syllabi must be created and uploaded by or on the first day of registration for a given term.

Syllabi will be stored in a central database for two academic years.

Enacted July 2004 in Section G from existing policy; revised July 2005, July 2006, July 2007, July 2008, July 2009, July 2010; July 2013, July 2015, July 2016

Testing Center Use Guidelines For E-learning Students

1. **Faculty Preparation of Testing Materials**
   A Faculty Test Instruction form is to accompany each test when submitted to a Palm Beach State Test Center. There are two forms: Make-Up Test Instruction Form and E-learning Test Instruction Form. They can be downloaded from the Test Center web site under the link, Faculty Forms.

   They are also available in all Palm Beach State Test Centers and designated locations on each campus.

   Professors are to submit a list of student names testing at a specific test center. This list is to be submitted along with the Faculty and/or E-learning Test Instruction forms. Test Center personnel will follow the Professors directions in accordance with college policies.

   One test copy per student must be submitted to the Test Center.

   Test Center personnel cannot make multiple test copies. The Instructional Support Department on each campus is available to make copies for Professors that need to submit multiple test copies to the Test Center.

   Insert Professors name, course name and page number on each test page, per test, to prevent possible error.

   Insert Professors contact information, phone number, or email, in the event Test Center personnel need to ask a question or resolve an issue.

2. **Administering Tests to Students**

   Students must arrive at the Test Center with enough time to complete the test based on Professor time limit as specified on the Faculty Test Instruction Form.

   The Test Centers cannot pass class materials, projects, homework, or tests from the Professor to the student and vice versa.

   An e-Learning student who misses the test deadline date will need to pay a $5.00 make-up fee, and have permission from the Instructor, to test after the deadline date. The Instructor must contact the test center to extend the test deadline date. Test make-up fee applies when a test deadline date is extended for some students, but not for an entire class.

   Tests should **not** be faxed to the Test Centers, except in an emergency, as they are not always legible. Please contact the Test Center to discuss this option.

   Emailing tests in conventional format is encouraged. Conventional test format include: multiple choice, essay, fill in the blank, true/false. Email process is not to be used for multiple test copies sent to Test Center.

   To be accepted via email, the test and test instruction form should be in MS Word as an attachment.

   Palm Beach State test centers are not responsible for scoring examinations. Scantron/score machines are available in PTLC, or faculty workrooms.

3. **Pilot Testing of New Test Methods**

Pilot testing for a new testing program should be coordinated by the Test Coordinator and the IT Manager on the pilot campus. Any technical issues need to be resolved between the software technical support staff and a Palm Beach State IT Manager, not Test Center staff. If a Professor wishes to implement a new testing software/website, a test pilot needs to be completed at one test center location one semester prior to college wide use.

If a test interruption or technical issue cannot be resolved locally, the test center personnel are not responsible for contacting software/website tech support.

All DL paper/pencil tests for the term should be sent to the Test Center as soon as possible following drop/add period. Tests may also be sent to the Test Center during the semester, at least four to seven days before the start date of a scheduled exam.

Textbook Affordability and Certification Procedures

In accordance with Florida Statute 1004.085 and Fla. Admin Code R. 6A-14.092, the following policies are to be observed:

No employee of Palm Beach State College may demand or receive any payment, loan, subscription, advance, deposit of money, service, or anything of value, present or promised, in exchange for requiring students to purchase a specific textbook for coursework or instruction.

A Palm Beach State College employee may receive:
(a) Sample copies, instructor copies, or instructional materials. These materials may not be sold for any type of compensation if they are specifically marked as free samples not for resale.
(b) Royalties or other compensation from sales of textbooks that include the instructor's own writing or work.
(c) Honoraria for academic peer review of course materials.
(d) Fees associated with activities such as reviewing, critiquing, or preparing support materials for textbooks pursuant to guidelines adopted by the State Board of Education or the Board of Governors.
(e) Training in the use of course materials and learning technologies.

Textbook Adoptions and Posting Information:

New textbooks must be adopted no later than forty-five (45) days prior to the first day of classes to allow sufficient lead time for the bookstore to work with publishers so as to confirm availability of the requested materials and to ensure maximum availability of used books. Where courses are added after this forty-five (45) day deadline, textbooks for such courses shall be adopted as soon as is feasible to ensure sufficient lead time.

Pursuant to Section 1004.085(3), F.S., for those classes added after the thirty (30) day notification deadline, institutions shall post textbook information on their websites immediately as such information becomes available. This shall be accomplished through the faculty/instructor posting of the syllabus online, as required in Board Policy 6Hx-18-2.051.

The textbook information on the syllabus must include the International Standard Book Number (ISBN) for each required textbook or other identifying information, which must include, at a minimum, all of the following: the title, all authors listed, publishers, edition number, copyright date, published date, and other relevant information necessary to identify the specific textbook or textbooks required for each course

Textbook Certification:

Faculty/instructors must attest that:

1. All textbooks and other instructional items ordered will be used, particularly each individual item sold as part of a bundled package
2. The extent to which a new edition differs significantly and substantively from earlier versions, and the value of changing to a new edition.
   The certification of the above two items is accomplished through a web-based form. Please see the webpage at http://www.palmbeachstate.edu/academicservices/information-and-reference/academic-affairs-policies-and-documents/ for information on the web tool and the reporting requirements.

Statute on Textbook Affordability:

1004.085   Textbook affordability.—

(1)   No employee of a Florida College System institution or state university may demand or receive any payment, loan, subscription, advance, deposit of money, service, or anything of value, present or promised, in exchange for requiring students to purchase a specific textbook for coursework or instruction.

(2)   An employee may receive:

(a)   Sample copies, instructor copies, or instructional materials. These materials may not be sold for any type of compensation if they are specifically marked as free samples not for resale.

(b)   Royalties or other compensation from sales of textbooks that include the instructor's own writing or work.

(c)   Honoraria for academic peer review of course materials.

(d)   Fees associated with activities such as reviewing, critiquing, or preparing support materials for textbooks pursuant to guidelines adopted by the State Board of Education or the Board of Governors.

(e)   Training in the use of course materials and learning technologies.

(3)   Florida College Syste

m institutions and state universities shall post on their websites, as early as is feasible, but not less than 30 days prior to the first day of class for each term, a list of each textbook required for each course offered at the institution during the upcoming term. The posted list must include the International Standard Book Number (ISBN) for each required textbook or other identifying information, which must include, at a minimum, all of the following: the title, all authors listed, publishers, edition number, copyright date, published date, and other relevant information necessary to identify the specific textbook or textbooks required for each course. The State Board of Education and the Board of Governors shall include in the policies, procedures, and guidelines adopted under subsection (4) certain limited exceptions to this notification requirement for classes added after the notification deadline.

(4)   The State Board of Education and the Board of Governors each shall adopt policies, procedures, and guidelines for implementation by Florida College System institutions and state universities, respectively, that further efforts to minimize the cost of textbooks for students attending such institutions while maintaining the quality of education and academic freedom. The policies, procedures, and guidelines shall provide for the following:

(a)   That textbook adoptions are made with sufficient lead time to bookstores so as to confirm availability of the requested materials and, where possible, ensure maximum availability of used books.

(b)   That, in the textbook adoption process, the intent to use all items ordered, particularly each individual item sold as part of a bundled package, is confirmed by the course instructor or the academic department offering the course before the adoption is finalized.

(c)   That a course instructor or the academic department offering the course determines, before a textbook is adopted, the extent to which a new edition differs significantly and substantively from earlier versions and the value of changing to a new edition or the extent to which an open-access textbook may exist and be used.

(d)   That the establishment of policies shall address the availability of required textbooks to students otherwise unable to afford the cost, including consideration of the extent to which an open-access textbook may be used.

(e)   That course instructors and academic departments are encouraged to participate in the development, adaptation, and review of open-access textbooks and, in particular, open-access textbooks for high-demand general education courses.

History.—s. 1, ch. 2008-78; s. 4, ch. 2010-155; s. 45, ch. 2011-5.

Enacted January 2010; reviewed July 2010; revised July 2013

Vendor Gifts

Florida Statute 112.3148 (**Reporting and prohibited receipt of gifts by individuals filing full or limited public disclosure of financial interests and by procurement employees**) provides the law on the receiving of gifts.

If a college employee is involved with decision, approval, disapproval or recommendation or preparation of the purchase, request, audit or any other advisory capacity of a vendor you may not accept a gift having a value in excess of $100.

If you do receive such a gift, you have the responsibility to return the gift to the giver or donate to charity. If you donate to a charity, you must document the custodial trail and it must not remain in your custody for longer than need be to transfer to the charity.

If you do not return the gift to the sender or donate to charity, there is a lengthy process involved.

While not intended you may subject yourself and the College the appearance of being bribed by a vendor or giving unfair treatment to someone who has not tendered a gift. This is not the result you want or the College can afford.

The law specifies fines and imprisonment as penalties for violation of the statute.

PALM BEACH STATE
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Web Grading

As part of the duties of teaching a class, each person (faculty member/program instructor/adjunct faculty/contracted faculty, vendor) who is the primary instructor of the class is responsible for entering the final course grades using the Palm Beach State web grading system through the EmployeeWeb system at www.palmbeachstate.edu/EmployeeWeb. For additional assistance with Web Grading please visit: www.palmbeachstate.edu/Class-Roster-and-Grading-Information. The primary instructor of the class is the person who has responsibility for issuing the grades in a timely manner.

Use of Third-Party Online Grading Tools
Palm Beach State College does not support faculty use of third-party web-based grading tools.   Such tools could be a violation of FERPA rules as student records are being stored on a third-party web site. In accordance with College policy, faculty must use grade book software tools provided by the College or record grades in a hard copy grade book. Failure to comply may be a violation of college policy.

The general timelines for submission of final courses grades are as follows:

1. The grading window opens one day after the withdrawal period of the class has expired (e.g. last day for withdrawal is 10/24/05; grading window would open 10/25/05).
2. Generally, the primary instructor has five business days to submit the grades once the last class day has passed as recorded on the PantherNet system. The exception to this is for a class that ends less than five days BEFORE the end of the term – in this case, the last day of the term is the last date to submit grades for the class. For example, the last class day is 12/13 and the term ends 12/16 – since this class ends three days before the end of the term, the grades are due at the end of the term 12/16.
3. The last possible time/date to submit grades would be the last day of a term at 6:00 PM.

Classes taught by Non-Palm Beach State Employees

In the case of classes being taught by non-employees (e.g. contracted instructors, Palm Beach County School District employees, apprenticeship instructors), these instructors are still required to be credentialed through the Palm Beach State established process (http://www.palmbeachstate.edu/academicservices/Documents/AMSectionB_032117.pdf . These persons should be processed using the guidelines posted at http://www.palmbeachstate.edu/academicservices/information-and-reference/faculty-credentialing-tools.aspx to add them to Palm Beach State email, have them credentialed and added to the class.

Late Grade Processing
For classes that miss the deadline for grading, late grades will automatically be issued by the PantherNet system. These grades are very detrimental to students in placing them in classes during the next term, for students transferring and in state reporting of student performance.
It is the responsibility of the associate dean to ensure that all late grades are followed up on as soon as possible with each primary instructor. Once a late grade has been issued, the primary instructor must indicate on a printed class roster the actual grade to be issued. This form must be signed by the dean or associate dean before Student Services will update the PantherNet system with the correct grade.

For details on the process of web grading, please see the web page at
http://www.palmbeachstate.edu/academicservices/information-and-reference/academic-affairs-policies-and-documents/ .

Enacted July 2005; reviewed July 2010; revised July 2011; revised October 2012

Year Round Schedule

The purpose of a college wide year round schedule is to build a schedule of classes that are based on student need for an efficient and successful program completion.

Scheduling Guidelines:

1. The College-wide schedule will be a full three terms: summer, fall, and spring
2. Summer terms is based on student need to complete program in a timely fashion to support the completion agenda
3. All programs, including the AA program, will be on a wheel that will allow students to continue in their program in the summer term.
    a. AS wheels should be developed on a five semester model; six semesters if an evening program
    b. An evening student must be able to complete their program in the evening
    c. If program also has CCCs, there must be a wheel for college credit certificates
    d. Wheels should assure that general education pre and/or co requirements don't conflict with programmatic offerings
4. Building space MUST be fully utilized by spreading course offerings Monday through Friday in fall and spring terms
5. Utilize 7 a.m. on all campuses
6. Utilize afternoons on all campuses
7. Schedule back-to-back courses to enable students to take more than one course
8. Increase 12 week fall and spring offerings
9. Develop five different schedules for all prep students and for first year students
10. Collaborate with all departments when developing the schedule

Enacted July 2013

PALM BEACH STATE
COLLEGE

Accreditation Report/Information

www.palmbeachstate.edu/academicservices/Academic-Affairs/Program-Accreditation-Report

This report is to be filed for each program that has accreditation requirements.

Program Name:	
Accrediting Agency/Address:	Agency: Street Address 1: Street Address 2: City/State/Zip:
Date of Last Accreditation Visit:	
Next Accreditation Visit:	
Period of Accreditation:	Years
Recommendations during last accreditation visit (specify):	
Follow-Up Report – Date, Response to Recommendations:	Date
Year or Mid-Year Reports Date Due Each Year:	
Person responsible for Accreditation:	
Accreditation Yearly Fee:	

Accreditation Steps

1. Send accreditation reports to VPAA **at least four weeks in advance of** sending the report to the accrediting agency.
2. Send accreditation visitation schedule to VPAA prior to the visit and make sure VPAA is invited to the exit interview
3. Send a copy of any recommendations received from the accrediting agency to VPAA; also send a copy of the follow-up report to the VPAA prior to being sent to the agency.
4. Send a copy of all yearly reports sent to accrediting agencies to VPAA.

To see a listing of all Palm Beach State Accredited and Certified programs, please see the web page at www.palmbeachstate.edu/Academic-Services/Program-Accreditation-and-Certification

Enacted July 2004; reviewed July 2010

Articulation Agreement Procedures

Articulation Agreement or Memorandum of Understanding (MOUs) development at Palm Beach State College is generally limited to regionally accredited institutions or those non-regionally accredited institutions that have participated in the Florida Statewide Course Numbering System process of course evaluation. All others are considered on a case to case basis.

The Palm Beach State College process for initiating a transfer agreement is below. This document details the steps involved in creating such agreements, which are excellent to develop so that our students have more transfer options available to them.

Guidelines for Developing Transfer Agreements (Articulation)

The responsibility for transfer (articulation) agreements falls under the Vice President for Academic Affairs (VPAA).

Academic Services supports the development of articulation agreements by facilitating meetings during which Palm Beach State faculty members meet with faculty of other institutions to determine if a transfer agreement would benefit the student by:

1. Preserving student credit;
2. Clearly communicating student requirements;
3. Clearly communicating staff procedures for the articulation agreement.

Process for Initiating an Agreement:

1. Faculty will coordinate with their cluster chair and associate dean liaison to discuss articulation opportunities.
2. Cluster chairs, program directors and/or associate deans communicate with Academic Services about the desire for articulation with a specific institution or group of institutions.
3. Academic Services will:
   a. Verify the existence of agreements that could support the need already at the College
   b. Check state documents (Common Prerequisites, Statewide Articulation Manual, etc.) for related information pertaining to courses and programs and statewide agreements.
   c. Make initial contact with the articulation officer of the other institution.
4. If an agreement is approved for discussion by both institutions, Academic Services will coordinate and schedule a meeting with the cluster chair, associate dean, dean, and faculty, staff, and articulation officer of the other institution when possible. In the case of out-of-state institutions, a conference call or other means of communication will be used to facilitate the process.
5. In the meeting between both institutions, the following topics will be discussed:
   a. Preserving the maximum amount of student credit from one institution to the other.
   b. Clarifying issues relating to curriculum (e.g., course content, pre-requisites, co-requisites) and how they fit into the agreement to the benefit of students. If both institutions offer the same degree level in a discipline (Associate to Associate; Bachelor to Bachelor, etc.) discuss what the advantage is to creating the agreement being discussed.
   c. Stress the fact that articulation will be entered into only to facilitate program graduates progression to the next level of education; Palm Beach State does not support articulation agreements that encourages students to transfer before completing a degree at the College
   d. Discover any and all hidden costs to the student and incorporate them into the narrative of the agreement
   e. Assuring that the articulating institution will provide some type of tracking mechanism so that student performance can be monitored after the student has articulated.
   f. In the case of private institutions, discuss a reasonable tuition reduction be made available for students using the agreement
   g. Also for private institutions, that there discuss a reasonable advantage for students to use the agreement as opposed to public institution programs of the same type

6. After the initial meeting and any needed subsequent meetings requested, an agreement, or memorandum of understanding, will be drafted covering the issues stated above.

    a. The receiving institution puts forward the template that is to be used and the submitting institution has the right to review and alter to the needs of their institution and to the agreement of both parties. If the receiving institutions does not have a standard template for articulation, Palm Beach State can offer samples of agreements/MOU used in the past to the receiving institution.

7. The cluster, associate dean, deans, and VPAA will review the agreement draft. The VPAA will determine if Deans' Council needs to review the agreement as well.

8. The College General Counsel will review the agreement and determine if it meets the legal standard necessary for the College.

9. Transfer agreements must correspond to Palm Beach State programs. If not, agreements cannot be made until program is modified through the curriculum process.

10. Upon Palm Beach State approval, the final draft of the agreement will be sent to the articulating institution for approval. Any revisions proposed by the articulating institution will need to be reviewed as outlined in #7 and #8 above until all revisions and counter revisions have been approved by both parties.

11. When the final revisions are made, the agreement is sent to the College General Counsel to be converted to a PDF document with a label and date stamp of approval.

12. Academic Services will work with the articulating institution to coordinate signing of the agreement by each institution's president and any additional signees request by both parties.

13. Academic Services will file the agreement with the Florida College System, the articulating institution, and Palm Beach State.

14. The agreement will be in effect for 1-2 years with a one year extension followed by a mandatory review and signature process, unless agreed on otherwise by all parties.

15. In some cases, College Relations and Marketing (CRM) will prepare press release showcasing new agreement.

16. Academic Services will update the Transfer Agreement web site with new information.

17. CRM will update any associated program brochures related to the agreement as needed

18. Student Services personnel (Advising) will be notified by Academic Services through email with information on the new agreement.

19. Transfer agreements will be reviewed every 1-2 years for course number and other curriculum changes, and during each program review cycle.

Enacted July 2004 in Section G from existing policy; reviewed July 2010; revised July 2015; revised July 2016

Corporate & Continuing Education/Avocational Course Development

www.palmbeachstate.edu/AcademicServices/documents/CWE-Form.doc

Courses developed in Corporate & Continuing Education/Avocational should follow the procedure outlined below:

1. Course is developed by the program coordinator/manager
2. Using the CCE/Avocational Form, the details of the course are listed, including a course title, description, course objectives and a calculation of any requested special course fees.
3. Form is approved by the Campus Academic Dean and/or Provost for CCE and avocational.
4. The completed and approved form is sent to newcourses@palmbeachstate.edu for loading into the PantherNet course dictionary – allow five business days for processing.

Enacted July 2006; revised July 2008; reviewed July 2010; revised July 2011

Continuing Contract Procedures

Please see Continuing Contract Process for details.

Course Special Fee Procedure

Credit and PSAV Courses

1. All Credit and PSAV courses where a special fee is warranted must complete the Course Special Fee Data Entry form: www.palmbeachstate.edu/Academic-Services/Special-Fee-Assessment-Worksheet-Form. Complete the form and email it for review and approval as directed. The form MUST include a "calculation method" which details the costs associated with charging the special course fee.
2. The completed form is reviewed by the Vice President of Academic Affairs for approval by the District Board of Trustees (DBOT).
3. Each Credit and PSAV course special fee will be reviewed on a three-year schedule, or be adjusted as needed and justified. If adjustment is needed, a new fee form is completed online and submitted to the VPAA for review and the DBOT for approval.
4. Review Cycle: 2012-13, 2015-16, 2018-19

Special fees are categorized as follows:

- Science or health lab/clinical with chemicals, organic or other consumable supplies.
- Nursing or other health science class with specialized tools and supplies required for skills/ competencies.
- Classes taught in computer labs with standard and/or specialized software, toner or supplies.
- Regular classroom course with intermittent instruction/use of computer lab.
- Technical/mechanical lab or studio with specialized tools or equipment.
- Technical/mechanical course with specialized tools, supplies, or other consumable items.
- E-learning course with software or other specialized delivery costs.
- Individual applied lessons in the performing arts.
- Computer networking, electronics or specialized technical class with extraordinary software and/or hardware costs.
- Contracted fee paid by Palm Beach State on student behalf.

CCE and Avocational Courses

Any Special Fees for these types of courses are proposed on the CCE/Avocational Course Dictionary Form and approved by the Campus Academic Dean for CCE/Avocational courses.

All courses with special fees are included in the Fee Schedule which is approved by the District Board of Trustees.

Credentialing Non-Employees

Paper, PantherNet and Online Process

1. Non-employees who are teaching courses for Palm Beach State, and/or who will have access to student records:
   Complete the Student Records tutorial (FERPA) by accessing
   http://www.palmbeachstate.edu/hr/newemptraining.aspx

2. Non-employees who will not be teaching courses for Palm Beach State, and/or who will not have access to student records: Begin with Step two:

3. Non-employees should complete the Computer Use Agreement Form
   (www.palmbeachstate.edu/academicservices/Computer-Use-Agreement) and submit to Department Chair
   (or appropriate supervisor)

4. Department Chair (or appropriate supervisor) should complete the Non-employee Email Account
   Request Form (http://intranet.palmbeachstate.edu/hr/Documents/emailaccountrequest.pdf

5. Department personnel should submit both completed forms to Human Resources. HR will certify completion
   of the forms and load the non-employee into PantherNet (which creates a Palm Beach State email address,
   People Finder entry, and makes them available for PantherNet faculty credentialing).

Approval Process

To ensure maximum efficiency, it is suggested that this process start concurrently with the paper process as listed above.

1. Submit Online Roster documentation (transcripts, etc.) for credentialing approval

All faculty credentialing requests should be submitted to the Academic Deans Council for credit, prep and PSAV; for CCE and avocational the associate dean or dean approves the credential.

Academic Services will process the credential on PantherNet.

2. Once credentialed, the department can add the instructor to the class

Note: All instructors tied to a course can view the class roster, but only the PRIMARY instructor can grade.

Enacted July 2005; reviewed July 2010

PALM BEACH STATE
COLLEGE

<u>Curriculum Development</u>

Academic Services facilitates curriculum development by offering consultations, access to course outlines and development resources, and support of the Palm Beach State College-wide Curriculum Committee activities.

Creating a New Course

Creating a new course involves steps to ensure that the new course is a necessary course for the College's curriculum. There are many reasons new courses are developed - changing degree needs, student interest, or new subject areas.

The first step in the process of creating a new course begins with the cluster and the Business Partnership Council (BPC) per discipline policy. Either a faculty member presents his or her idea to these groups or the cluster or BPC as a whole vote to develop a course. The cluster assigns member(s) to develop the course. If the cluster approves the initial course development, a faculty member is assigned to start the formal college process of course development and approval. This process is called the curriculum review process.

The curriculum review process to develop courses is a two-part process. Once the Course Addition Form is prepared, it is sent to Academic Services along with support documents ((related course and program action forms, course outlines, Cluster and Business Partnership Minutes) electronically (email). <u>The email should copy the cluster chair, associate dean and dean of the faculty developing the course</u>. Then the course and its support documents are reviewed by Deans' Council. Deans' Council examines the curriculum action request to see what impact it will have on the college facilities, personnel and budget. If the Deans' Council approves the course development, the course addition is added to the agenda of the college-wide Curriculum Committee. The Curriculum Committee examines the course in detail related to the Course Dictionary, Degree Audit and impact on other courses and programs. The Curriculum Committee makes a recommendation to the Vice President of Academic Affairs (VPAA) who gives final approval for the curriculum action. Unless an exception is authorized by the VPAA, all curriculum action goes into effect according to the Curriculum Action Timeline on the Curriculum Website following the approval of the VPAA.

<u>Keep in mind that a new course (other than an AA course or a Developmental Ed course) must be included in a program and cannot be created as a stand alone course.</u>

Reactivating a Course

Reactivating an inactive course used to be considered creating a new course, but this consideration has changed. Reactivation is a somewhat simpler action than adding a course, or revising a course, and requires the Course Reactivation Form. Reactivation is used to allow an existing course to be active in the last version that was offered at Palm Beach State. **ANY** changes to a course being reactivated deems it a revised course and a Course Revision Form must be sent through the curriculum process in place of the Course Reactivation form.

Documents Submitted for New Course Action:

- Course Addition Forms
- Course Outline
- Cluster Minutes (Required); BPC Minutes (Optional)
- Program Addition/Revision Form (Except for AA/Dev Ed Courses)
- Program Learning Outcomes (Except for AA/Dev Ed Course)
- Other Course Action Forms (Except for AA/Dev Ed Courses)
- Curriculum Forms - www.palmbeachstate.edu/Curriculum-Development-Forms

Revising a Course

Revising an existing course involves steps to ensure that all areas of the College affected by the revision understand the change and are aware of its ramifications. There are many reasons courses are revised - updating outdated offerings, meeting state-wide discipline committee decisions, and complying with business partnership recommendations.

The first step in the process of revising an existing course begins with the cluster. An individual faculty member or an entire cluster will decide revisions are needed for an existing course. If the cluster approves the idea, a member will be assigned to begin the formal process of course revision and approval. This process is called the Curriculum Review Process.

The curriculum review process to develop courses is a two-part process. Once the Course Revision Form is prepared, it is sent to Academic Services along with support documents (related course and program action forms, course outlines, Cluster and Business Partnership Minutes) electronically (email). The email should copy the cluster chair, associate dean and dean of the faculty revising the course.

The Curriculum Committee examines the proposed revisions to a course to determine impact on the Course Dictionary, Degree Audit and other departments and programs across the college. The Curriculum Committee makes a recommendation to the Vice- President of Academic Affairs (VPAA) who gives final approval for the curriculum action. Unless an exception is authorized by the VPAA, all curriculum action goes into effect according to the Curriculum Action Timeline on the Curriculum Website following the approval of the VPAA.

Keep in mind that a revised course (other than an AA course or a Developmental Ed course) action may included a program action submission as well.

Documents Submitted for Revised Course Action:

- Course Revision Form
- Course Outline
- Cluster Minutes (Required); BPC Minutes (Optional)
- Program Addition/Revision Form (Except for AA/Dev Ed Courses)
- Program Learning Outcomes (Except for AA/Dev Ed Courses)
- Other Course Action Forms (Except for AA/Dev Ed Courses)
- Curriculum Forms - www.palmbeachstate.edu/Curriculum-Development-Forms

Delete an Existing Course

Deleting an existing course involves steps to ensure that all areas of the College affected by this curriculum action are aware of the ramifications of this action. Course deletion is the removal of a course from the Palm Beach State course offerings. There are many reasons courses are deleted - updated or outdated offerings, state-wide discipline committee or accrediting agency requests, and business partnership council recommendations.

Removing a course from one program list which is still included in other program lists is not a course deletion. Rather this is a program revision action.

The first step in the process of deleting an existing course begins with the appropriate cluster. The cluster will review needs assessments, college enrollment records and/or state requirements, and decide on curriculum changes involving the deletion of a course. Once the full cluster approved the deletion, a designated cluster member begins the formal process of course deletion. This process is part of the Curriculum Review Process.

Course deletion requires the Course Deletion Form. Once the form along with needed support documents (program

addition/revision form, cluster and/or BPC minutes, and program learning outcomes) is completed, it is sent to Academic Services along with support documents ((related course and program action forms, course outlines, Cluster and Business Partnership Minutes) electronically (email). <u>The email should copy the cluster chair, associate dean and dean of the faculty deleting the course</u>. The Curriculum Committee examines the proposed course deletion for impact on the Course Dictionary, Degree Audit System and other programs and certificates. If approved, a recommendation is made to the Vice-President of Academic Affairs (VPAA) who gives final approval for the curriculum action. Unless an exception is authorized by the VPAA, all curriculum action goes into effect according to the Curriculum Action Timeline on the [Curriculum Website](#) following the approval of the VPAA.

<u>Keep in mind that a deleted course (other than an AA course or a Developmental Ed course) action may included a program action submission as well.</u>

Documents Submitted for Deleted Course Action:

- Course Deletion Form
- Cluster Minutes (Required); BPC Minutes (Optional)
- Program Addition/Revision Form (Except for AA/Dev Ed Courses)
- Program Learning Outcomes Form (Except for AA/Dev Ed Courses)
- Other Course Action Forms (Except for AA/Dev Ed Courses)
- Curriculum Forms - www.palmbeachstate.edu/Curriculum-Development-Forms

Create a New Program

Adding a new program or program concentration involves steps to ensure that this curriculum action is adequately justified and that all areas of the College affected by the addition are aware of its ramifications. This action will require Deans' Council approval, President's Cabinet approval and Palm Beach State District Board of Trustees approval. There are many reasons new programs/program Concentrations are developed - emerging community training needs, basic student interest or new, state-approved subject areas.

The first step in the process of creating a new program/program concentration begins with the cluster. A faculty member presents his or her idea to the cluster or the cluster as a whole decides that a new program or program concentration is warranted in the discipline. If the cluster approves the idea, a faculty member is assigned to begin the formal process of program development and approval. This process is called the Curriculum Review Process.

The Curriculum Review Process is a multi-part process. For new programs, the hosting campus Provost is included in the signature process. This is accomplished by preparing a New Program Proposal Form and gathering all the signature in writing. Once gathered, this document is scanned into a pdf to capture the signatures and dates for the process. Then a Program/Concentration Addition Form is prepared. This, the signed Program Proposal and the rest of the support documents Services (related course and program action forms, course outlines, Cluster and Business Partnership Minutes) are sent electronically to Academic electronically (email). <u>The email should copy the cluster chair, associate dean, dean of the faculty and the host campus provost creating the program</u>. This full packet will be submitted to the President's Cabinet for approval and Deans' Council for approval by the VPAA.

President's Cabinet and Deans' Council examine this curriculum action to see what impact it will have on the college facilities, personnel, academic resources and budget. If approved, the Program/Concentration Addition action is added to the Palm Beach State Curriculum Committee agenda for consideration.

The Curriculum Committee examines the curriculum action details for impact on the Course Dictionary, Degree Audit and other programs and certificates. If approved, the Curriculum Committee makes a recommendation to the Vice-President of Academic Affairs (VPAA) who gives final approval for the curriculum action.

Once approved by VPAA, the new program/program concentration is submitted to the District Board of Trustees (DBOT) for approval. This process is a two DBOT agenda read and approval process. Unless an exception is authorized by the VPAA, all curriculum action goes into effect and be advertised according to the Curriculum Action Timeline on the Curriculum Website following the approval of the VPAA and the DBOT.

If the cluster is creating a new program or certificate that has never been offered in Florida, once the VPAA approved the program creation, further steps must be taken to seek Department of Education approval to offer this program in the state of Florida. The cluster will work with Academic Services to put together the necessary state forms and approvals.

If a new program constitutes a substantive change to the offerings of the institution, the originator is required to complete a form (http://www.palmbeachstate.edu/sacs/) justifying the change which may lead to additional follow up actions with SACSCOC.

Documents Submitted for New Program/Concentration Action:

- New Program Proposal Form with Signatures (PDF)
- Program/Concentration Addition Form
- Other Course and Program Forms Related to the Addition
- Course Outlines
- Cluster/BPC Minutes
- Create a New Statewide Program (If necessary)
- Substantive Change Form (If necessary)

Program Revision

Revising an existing program involves steps to ensure that all areas of the College affected by the revision understand the changes that will be made and are aware of their ramifications. There are varied reasons programs are revised - updating outdated offerings, meeting state-wide discipline committee decisions, and complying with business partnership recommendations.

The first step in the process of revising an existing program begins with the cluster. The cluster or a designated sub-committee will review needs assessments, College records and/or state requirements and outline program revisions it deems necessary. Once the full cluster approved the changes, a designated cluster member will begins the formal process of program revision and approval. This process is part of the Curriculum Review Process.

Program revision requires a Program/Concentration Revision Form be completed. Once this form and its' support documents (cluster minutes, business partnership minutes, course addition, revision and deletion forms) are gathered, they are submitted to Academic Services electronically (email) The email should copy the cluster chair, associate dean, dean of the faculty revising the program. This packet will be added to the Palm Beach State Curriculum Committee agenda.

The Curriculum Committee examines the proposed revisions to the program to review how they impact on the Course Dictionary, Degree Audit and other programs and certificates. The Curriculum Committee makes a recommendation to the Vice-President of Academic Affairs (VPAA) who gives final approval for the curriculum action. Unless an exception is authorized by the VPAA, all curriculum action goes into effect according to the Curriculum Action Timeline on the Curriculum Website following the approval of the VPAA.

Program Concentration Revision Needing DBOT Approval

In some cases, if the program revision involves deleting a program concentration from the College offerings, this action needs Deans' Council approval to be considered by the Curriculum Committee. And in some cases, this action will need

DBOT approval once VPAA approves the Curriculum Committee approval. Contact Academic Services for clarification if you plan to do this type of action.

Delete an Existing Program or Program Concentration

Deleting an existing program or program concentration involves steps to ensure that this curriculum action is adequately justified and that all areas of the College affected by the deletion are aware of its ramifications. Deletion of an existing program or program concentration will require Deans' Council approval, President's Cabinet approval and Palm Beach State District Board of Trustees approval. There are many reasons programs or program concentrations are deleted - outdated offerings, state-wide discipline committee or accrediting agency decisions, and business partnership council recommendations.

The first step in the process of deleting an existing program or program concentration begins with the cluster. The cluster will review needs assessments, college enrollment records and/or state requirements, and outline program revisions it thinks necessary. Once the full cluster approved the deletion, a designated cluster member will begins the formal process of program or program Concentration deletion. This process is part of the Curriculum Review Process.

For **complete program deletion and program concentration** only a Program Deletion Form is prepared and sent with support documents (Cluster minutes, business partnership council minutes, and related curriculum forms) to Academic Services electronically (email). <u>The email should copy the cluster chair, associate dean, dean of the faculty revising the program</u> full packet is sent to Deans' Council and President's Cabinet for approval.

In the case of a deleted program, Deans' Council examines the justification for the deletion and the impact on the College offerings and resources. If the deletion is approved, the topic of the program deletion is put on the President's Leadership Council agenda for discussion and recommendation to the Palm Beach State Board of Trustees. President's Leadership Council approval of this action initiates the creation of a Board Packet by the VPAA office for presentation to the Board of Trustees. The Palm Beach State DBOT approval is a two agenda reading and approval process. Only after this is the College catalog text is revised for next edition. The Curriculum Committee is notified by the VPAA of the decision of the Board of Trustees as an FYI and the time frame for completion of the deletion of the program is established. The originator of this curriculum action is notified by Academic Services when the Board of Trustees ratifies the program deletion.

Create a New Program at the State Level

New degree programs*, program concentrations or certificates identified through the program review process can be proposed as new programs to the State. The first step is to submit the normal paperwork for creating a new program through the Palm Beach State curriculum process (New Program Proposal Form, Palm Beach State Deans' Council review, President's Cabinet Review Curriculum Committee Review, Vice President Academic Affairs review). If the new program or certificate is approved through the Palm Beach State Curriculum Review Process, the following documents will need to be submitted to the Florida Department of Education Workforce Development office for authorization and inclusion in the state program inventory.

The State Submission documents required:

- **1. Statement of Justification** – This should include a list of the occupations for which the curriculum prepares students, and data on the number of jobs and job openings in the region in the identified occupational titles.
- **2. Curriculum Framework** – This document details the program including major concepts/content, laboratory activities, and intended outcomes. To locate the state curriculum framework for the program or certificate being developed go to www.FLDOE.Org/Workforce/CTE-Curriculum-Frameworks
- **3. Student Performance Standards** – This document details the competencies of the intended outcomes.
- **4. Program Outline** – Course list that will constitute the degree program or certificate.
- **5. Course Outlines** – Course outline for each of the courses in the degree program or certificate.

- **6. New Program Submittal Form** – The Submittal Form will need to be completed.

The entire package is submitted to the Florida Department of Education Workforce Development Office of the Department of Education by Academic Services. Academic Services will work with the cluster creating the program or certificate to facilitate the process and ensure that the package is complete. This process can take from 3 months to a year to complete.

*New is defined as a college credit certificate that does not exist in the state program inventory.

Enacted July 2004 in Section G from existing policy; revised July 2005; reviewed July 2006. July 2007, July 2008, July 2009, July 2010, July 2016

Faculty Credentialing

Step 1 – Potential Instructor formally applies to Palm Beach State

All potential instructors should formally apply to the college to ensure eligibility to work in the United States and submit copies of their transcript through the online application system, PeopleAdmin.

Step 2 - Prepare the Faculty Roster

For Credit, College Preparatory and PSAV Faculty - All faculty who teach Credit, College Preparatory and PSAV courses must have a Dean submit to the Deans' Council a completed online *Faculty Roster* form, listing relevant degrees, coursework, certifications, licenses, and verified work experience (if applicable based on credentialing criteria). **The Dean should carefully review the candidate's credentials to ensure strict compliance with the credentialing guidelines prior to sending the roster for a full Deans' Council and VPAA review.** When reviewing graduate transcripts which include both semester and quarter hours, each graduate course in the discipline should be listed on the online *Faculty Roster* form, with the appropriate placement of graduate semester hours in the credit hour column, using the conversion formula below. For individuals whose graduate transcript shows all quarter hours, there is a minimum of 27 graduate quarter hours is required for credentialing. Conversion of all credit hours should be made to semester hours when both types of credit have been taken. The online system will automatically compute these formulas on the form.

> **Formulae:**   1 quarter hour = .667 semester hour
>
>   1 semester hour=1.5 quarter hours

Example: An individual possesses a Master's degree in the discipline with 15 graduate semester hours in the discipline, and a second transcript from another accredited institution with 5 quarter semester hours:

    5 quarter semester hours x .667   =   3.335 equated semester hours
    15 semester hours+3.335   =   18.335 semester hours.

Additional Notes:

1. Undergraduate classes taken as an undergraduate cannot count towards graduate hours in the discipline.

2. Courses taken that are described as eligible for counting towards a Bachelor's degree or graduate degree may be counted *if* the course is taken after admission into graduate school *and if* it is counted towards the graduate degree in the appropriate discipline.

For CCE and other noncredit Faculty:

All faculty who teach CCE and other noncredit courses (avocational and lifelong learning) must have the appropriate Dean and/or Associate Dean approve the completed online *Faculty Roster* form, which must include information on degrees and any relevant certifications, experience and/or licensures. This online form is submitted directly to Academic Services without a Deans' Council review.

Step 3 – VPAA and Academic Deans Review – An Academic Dean will submit the roster for review through the Online Faculty Credentialing Database (OFCD – see web page at

http://www.palmbeachstate.edu/academicservices/information-and-reference/faculty-credentialing-tools.aspx).   A unanimous "approve" vote must be recorded; if the "approve" vote is not unanimous, the credential must be reviewed

during a regularly scheduled Academic Deans meeting. All applicants with foreign credentials (defined as awarded in a country other than the United States of America or one of its territories) must be evaluated by one of the Palm Beach State approved transcript evaluation and translation services on the following web page: http://www.palmbeachstate.edu/academicservices/information-and-reference/faculty-credentialing-tools.aspx

The VPAA Has Final Approval of Credit/Prep/PSAV Faculty Rosters.

All faculty must meet the stated credentials in this manual. In exceptional cases, faculty not meeting the stated criteria may be considered for appointment using the following guidelines:

Exceptions to stated faculty credentials occur in two cases:

1. The faculty member has outstanding professional experience and demonstrated contributions to the teaching discipline, which may be presented in lieu of formal academic preparation.
2. The faculty member has training in a closely related discipline and the competencies needed to teach the course objectives were covered in the related disciplines.

In these cases, the Dean and/or Associate Dean must provide documentation as to how the faculty member's experience and/or education allows him/her to teach the objectives in the course, using the *Justification and Exception form*, located in the forms section of the manual and on-line at: www.palmbeachstate.edu/Academic-Affairs/Justification-&-Documentation-Exception-to-the-Credentialing-Criteria-Requirements-form. This information must also be copied into the online faculty roster through the OFCD.

Step 4 - Loading Faculty Credentials on the PantherNet System - After the credential has been approved by the VPAA and the Academic Deans for Credit/Preparatory/PSAV, or by a Dean or Associate Dean for CCE/avocational, a copy of the form will be automatically sent to the Academic Services office along with the online voting results. The faculty member will then be loaded onto the PantherNet system by Academic Services (provided that the person has been loaded as an applicant/employee by Human Resources).

Step 5- Official Transcripts sent to Human Resources - The faculty member is responsible for ensuring that official transcripts are sent to Human Resources. If the Human Resources office has not received the adjunct's official transcript in the initial term in which they are teaching, they cannot continue to teach in subsequent terms at Palm Beach State until such time the official transcript is received. This is college policy and must be followed.

Enacted July 2004 in Section G from existing policy; reviewed July 2010

Faculty Hiring Procedures

The following information is the process for full-time faculty, temporary full-time faculty, and full-time PSAV Instructors, including timelines and process steps for committees.

I. POSITION VACANCY FORMS
The following MUST appear on the vacancy form (in addition to all the other boxes which need to be completed):

1. Courses to be taught: Identify all courses that this position will teach

2. Minimum Qualifications: This should be exactly what the Credential Manual states for the discipline or program position to be filled.

Any reference to teaching experience preferred or required, should not be stated (it can be part of the grid for evaluation, but will not be stated in any description, ad, etc.) The statement "Ability to demonstrate the use of technology in the classroom; must be able to use the technology required for the course" MUST appear in this box on all position vacancy forms. If there are other requirements, such as licenses/certifications, that should be part of stated requirements (it should also be in the credential manual).

II. FACULTY TRANSFERS

Faculty transfers will be announced in November and will close in December. Positions will be noted as budget approved or contingent upon budget approval. HR will give the applications for faculty transfer to the applicable Dean. Offers will be made no later than February 1.

III. TIMELINE AND OVERVIEW

Process	Timeline
1. Identification of needed faculty positions	August
2. Position Vacancy Forms filed with Human Resources	September
3. Faculty Transfer announcements	September
4. Faculty positions be posted/advertised	October
5. Close date for faculty positions	November
6. HR application review	December
7. Academic Affairs receives all applications for prescreening in the PeopleAdmin System	December
8. Academic Screening Committees receive applicant pools for screening. Committee membership must be approved by HR. Standard scoring grids available through HR for application, resume and transcripts should be used. The grid can be altered if approved through Human Resources. **The VPAA must review all potential interview candidates using the Faculty Roster Form submitted by the hiring Dean**.	January
9. Final decision on new positions to be filled through budget process	February

Process	Timeline
10. Interviews are scheduled for candidates. Questions must be approved by HR. Telephone interviews can be used as an initial interview process if there are many applicants, but it is not a required step if the number of applicants is small. All applicants should bring a transcript copy to the interview.	January/February

11. Recommendations on recommended applicants for each faculty/PSAV Instructor position (no more than three) forwarded to Deans Council with the following documents:
 The Top Three MUST have:
     a. Completed Faculty Rosters (paper version)
     b. Scanned Transcripts
     c. Strengths/Weaknesses sheet with scores on interview, microteaching and essay
	February/March

12. VPAA makes final recommendation of new faculty to the President, per Board Policy 6Hx-18-5.21. All faculty positions should be complete by May 11, 2012.	February/March
13. Recommendations made to the District Board of Trustees	March/April

Department Checklist for Full-Time Faculty/Instructor Hiring

Before the Term begins
1. Provide any additional information Human Resources may need to process faculty member/instructor.
2. Email faculty member/instructor on accessing Palm Beach State College email.
3. Provide textbooks (preferably sent to the faculty member/instructor's home).
4. Email faculty member/instructor their teaching assignments for the upcoming term
5. Monitor that the faculty member/instructor has created a faculty web page, created and uploaded compliant syllabi, and certified the textbooks they use – Provide link to this web page - http://www.palmbeachstate.edu/academicservices/information-and-reference/academic-affairs-policies-and-documents/faculty-webpage-syllabi.aspx which has web page/syllabi information, and this page: http://www.palmbeachstate.edu/academicservices/information-and-reference/academic-affairs-policies-and-documents/ which has textbook certification information.
6. Assign the faculty member/instructor an office and ensure office has furnishings and is clean.
7. Work with IT on a computer, either using the computer of the faculty member they replaced or securing a new computer (faculty can choose desktop or laptop).
8. Work with IT on a telephone line and phone number for the faculty member.

9. Process paperwork on key requests (door key and desk/cabinet keys).
10. Provide the faculty member with a mailbox in the department office area/workroom.
11. Provide information on obtaining a parking sticker.
12. Request electronic copies of syllabi for the semester
13. Obtain copy of faculty/instructor schedule including office hours, lunch breaks, college business, teaching – total must be 35 hours – enter data into PantherNet and post on faculty door. See templates at http://www.palmbeachstate.edu/academic-affairs-policies-and-documents/Office-Hours-Templates
14. Process IRM (Instructor Resource Management) contracts for all classes – pre and final contracts. Copy of final contract is sent to HR.

During the Term
1. Ensure that faculty/instructors are accessing rosters and checking that all students in class are on the roll.
2. Remind faculty/instructors on mid-term grading procedures.
3. Remind faculty/instructors on student assessment procedures.
4. Remind faculty/instructors to post syllabi for the next term by published deadlines.

As the Term Ends
1. Remind faculty/instructors on grading procedures
2. Check grading reports for "I" and "L" grades - follow-up with faculty/instructor
3. Obtain copy of grade book for filing (should include grades for all assignments) using end-of-term check-out sheet (example) www.palmbeachstate.edu/academicservices/documents/End-of-Term-Checkout

Faculty Meetings

Before classes begin in fall each campus holds the following meetings:

        A. New faculty/instructor meeting

        B. Fulltime faculty and/or adjunct meeting

        C. Department chair meeting (separate or inclusive)

1. Letter/email to all full-time faculty and department chairs informing of semester start-up activities
   a. Welcome back letter with district/campus activities
   b. District links to convocation or a PDF attachment of the summary of pre-fall term faculty/instructor activities along with convocation agenda
   c. Academic calendar
   d. Campus start up dates/events at a glance
   e. Flyer for all faculty meeting
2. Department chairs receive the above along with the following
   a. Extra duty day dates
   b. District training/workshop
   c. Campus meeting

Adjunct Orientation
1. Encourage all faculty to attend adjunct orientation meeting
2. Letter should be sent to all adjuncts inviting them to meeting
3. Agenda items for meeting should include
   a. College and specific campus information
   b. Introductions of campus administration, department chairs, and faculty
   c. Campus and college activities
   d. Academic calendar
   e. Faculty Handbook supplemented with campus handbooks
   f. Key dates for faculty: college closings, exam schedule, grade due dates
   g. Campus maps
   h. Faculty resources on campus
   i. Academic policies
   j. Campus tour
   k. Class roster, grading, attendance, syllabus template
   l. E-mail, keys

Enacted July 2011

PALM BEACH STATE
COLLEGE

Field Observation Procedures for Teacher Education

http://www.palmbeachstate.edu/field-observation/

As a part of the requirements for completing EDF2005 – Introduction to the Teaching Profession (AA), EDG2085 - Introduction to Diversity for Educators (AA), EPI000940 - Field Experience 1 (IC), EPI0945 - Field Experience 2 (IC) and EPI0950 Teaching Methods Practicum (IC) each student is required to complete 15 or 30 hours of field observation for each course.

The purpose of the field observation is to provide meaningful learning experiences for pre-service educators in accordance with state mandated guidelines for teacher preparation. Through the field observation, students should have an opportunity to:

- Observe best practices and techniques for effective classroom management

- Connect theory with practice

- Assist students in career decisions

- Develop personal skills and values

Field Observation Process

Students required to complete field observation for EDF 2005, EDF 2085, EPI0940, EPI0945 and EPI0950 will have a variety of ways to complete this observation. Through a public school, charter school, and private school setting, students may select the venue that works the best for them.

Field Observation in a Palm Beach or Martin County public school follows a strict placement procedure that includes a Level 2 security clearance or Martin County Security Clearance Letter and placement through the Academic Services Office. Charter and private school placements can be arranged by the student through self placement and may have different requirements for security clearance. All field observation placements must be approved by the Palm Beach State course instructor prior to initiation.

THE CODE of ETHICS and THE PRINCIPLES of PROFESSIONAL CONDUCT of THE EDUCATION PROFESSION in FLORIDA is explained in the State Board of Education Rule 6B-1.001. In addition to observing the mandated code, Palm Beach State students are strongly advised to respect the internal rules of the school.

- **Attendance and Punctuality** - Schools, administrators, and teachers run on tight daily schedules, so be mindful of their time. Arrive at the school 10-15 minutes early. Follow the cooperating teacher's directions at all times and do not become a distraction in the classroom. Notify the cooperating teacher if a personal emergency arises. Leave a message if necessary.

- **Appearance** - Follow the school dress code and dress professionally. Avoid revealing and provocative clothing and jewelry; leave sandals, sneakers, shorts, jeans, sleeveless shirts and flashy and facial jewelry at home. Maintain a clean and neat appearance all times. Make a good impression.

- **Conduct** - Demonstrate professional behavior at all times. Avoid negative comments about the college, school staff, students, and/or the cooperating teacher. Please remember that you are there to quietly observe.

- **Confidentiality** - Classroom work with students is always confidential. You may have access to "*privileged information*" which, naturally, should be treated as such. "*Privileged information*" is defined as personal records, grades, test scores, behavior and attitude of students. Keep your observations on a professional level. You must not divulge information to which you may have access.

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Please see the [Field Observation website](#) for details.

Enacted July 2006; revised July 2008, reviewed July 2010; revised July 2013, revised July 2016

PALM BEACH STATE
COLLEGE

Foreign Language Evaluation for Baccalaureate Degree

www.palmbeachstate.edu/Programs/Baccalaureate-Degree/Foreign-Language-Requirements

Baccalaureate students must meet the provision of Florida Statute 1007.262 regarding the statewide foreign language requirement as an exit requirement. Students must have completed two sequential foreign language courses in high school or at the postsecondary level. American Sign Language I and II is an approved sequence per Florida Statute 1007.2615.

Florida Statute 1007.262   Foreign language competence; equivalence determinations.—The Department of Education shall identify the competencies demonstrated by students upon the successful completion of 2 credits of sequential high school foreign language instruction. For the purpose of determining postsecondary equivalence, the department shall develop rules through which community colleges correlate such competencies to the competencies required of students in the colleges' respective courses. Based on this correlation, each community college shall identify the minimum number of postsecondary credits that students must earn in order to demonstrate a level of competence in a foreign language at least equivalent to that of students who have completed 2 credits of such instruction in high school. The department may also specify alternative means by which students can demonstrate equivalent foreign language competence, including means by which a student whose native language is not English may demonstrate proficiency in the native language. A student who demonstrates proficiency in a native language other than English is exempt from a requirement of completing foreign language courses at the secondary or community college level. History.—s. 353, ch. 2002-387; s. 117, ch. 2007-217.
1Note.—Section 21, ch. 2010-70, directs the Division of Statutory Revision to prepare a reviser's bill to substitute the term "Florida College System institution" for the terms "Florida college," "community college," and "junior college" where those terms appear in the Florida K-20 Education Code.

Florida Administrative Code - 6A-10.02412 Foreign Language Competence and Equivalence.
The provisions herein shall be used by Florida College System institutions to determine equivalency, pursuant to Section 1007.262, F.S., between two (2) credits in one (1) foreign language at the secondary level and the equivalent at the postsecondary level.
(1) The competence to be demonstrated by students upon successful completion of two (2) credits of secondary instruction in one
(1) foreign language is:
(a) Modern languages.
1. The ability to understand, with some repetition, simple questions and statements.
2. The ability to read and understand the information presented in a simple paragraph.
3. The ability to pronounce the language well enough to be intelligible to native speakers.
4. The ability to ask and answer questions and maintain a simple conversation in areas of immediate need on very familiar topics.
5. The ability to deal with everyday situations such as greetings, leave-takings, buying food, and asking directions.
6. The ability to write a short paragraph on a familiar topic.
7. The ability to demonstrate limited social competence in the foreign culture by showing comprehension of common rules of etiquette, customs and sensitivities, and a knowledge of contributions to the arts and humanities by the people who speak the target language.
(b) Classical languages.
1. The ability to read and understand materials ranging from low to medium levels of difficulty; that is, adapted text.
2. The ability to give a reasonably accurate account of the contents of the reading material by answering questions, paraphrasing, translating, or summarizing.
3. The ability to demonstrate knowledge of history, culture, and contributions to the arts and humanities of ancient civilizations.
(2) Completion of a postsecondary course at the elementary 2 level in one (1) foreign language or American Sign Language (ASL) shall be considered to produce the competence specified in subsection (1) herein.
(3) Students may demonstrate completion of the competencies specified in subsection (1) herein by other means as determined by the Florida College System institution.
Rulemaking Authority 1001.02(1), 1007.262 FS. Law Implemented 1001.02, 1007.262 FS. History–New 2-23-88, Amended 10-17-89, 11-13-90, 10-4-93, 11-21-05, 6-25-14.

Procedure for Determining Proficiency in a Foreign Language (other than two years of High School Instruction or 1 year of College Instruction in a Foreign Language).

For Students who are proficient in a foreign language through means other than high school or college instruction, the student may choose to show proficiency through a faculty evaluation of a student's native language. The faculty member must be a native speaker of the language to be evaluated.

1. Student downloads the Faculty Evaluation of Students Native Language form at: Faculty Evaluation of Students Native Language form and submits the form to the Bachelor's Degree Office.

2. Bachelor's degree programs office identifies a native speaker of the language. If a native speaker cannot be located among Palm Beach State College Faculty, the student cannot use this procedure.

3. Faculty member assess the student's writing, reading, speaking and listening skills and completes the evaluation form.

4. The faculty member submits the form to the Bachelor's Degree Office.

5. If the faculty member has certified the highest level ability on all four categories on the form, the Bachelor's Degree office will update the student's records that the foreign language requirement has been satisfied and the form will be scanned to the student's electronic file.

General Education Review Procedure

General education is an important process that the college periodically undertakes to review the college's general education philosophy and coursework in both AS and for the AA degree. A committee of faculty and college administrators is convened to act as a steering committee. In this process outlined below, all faculty are involved through cluster participation.

1. The Vice President of Academic Affairs (VPAA) convenes a committee of faculty and college administrators.

2. In the initial meeting, the VPAA gives an overview of the committee's role in the general education review process.

3. The committee helps prepare draft documents of the current Palm Beach State general education philosophy and coursework for cluster review and input.

4. The clusters make recommendations on changes to the general education philosophy and for additional general education courses, or deletions of general education courses. These recommendations are compiled for committee review.

5. Based on cluster input, the committee incorporates these recommendations and prepares draft changes to the general education philosophy and coursework and sends that to the clusters for a second review.

6. The cluster's comments and recommendations to the draft document are compiled by the committee for review.

7. The committee prepares a final recommendation document for submission to the VPAA for final review and approval.

8. The approved changes to the general education philosophy and coursework are communicated to the college community and will take effect the following fall term.

For courses developed in-between the three-year general education review cycle – These courses can be recommended for inclusion in the next scheduled review of general education. They will not be considered for inclusion in general education outside of this process.

General Education Review Schedule:

2011: AA General Education Review, Learning Outcome Review, Philosophy Review
2012: AS General Education Review
2014: AA General Education Review, Learning Outcome Review, Philosophy Review (State requirements for General Education enacted)
2016: AS General Education Review

Enacted July 2004 in Section G from existing policy; revised July 2009, July 2010, July 2011; July 2014

Incomplete Grade Documentation Procedure

The purpose of Incomplete Grade documentation procedure is to provide the associate dean's office with information about how a student is to complete an Incomplete (I) grade.

There have been several situations where a student returned to the college to complete the necessary assignments to complete course requirements in association with the "I" grade. However, in each case, the instructor was not available; the student could not be guided towards successful completion of the required course assignments.

The completed form and accompanying documentation will reside with the faculty member and the associate dean's office. The department chair should also keep a copy for incomplete grades issued by adjunct instructors. The form is not intended for use by the registrar or the dean of student services; it is an internal form within each associate dean's office. It is still the faculty member's responsibility to grade the materials once they are submitted by the student.

The form is not intended for use by the registrar or the dean of student services; it is an internal form within each associate dean's office. It is still the faculty member's responsibility to grade the materials once they are submitted by the student using an official Grade Change form: www.palmbeachstate.edu/Change-of-Grade-Form

The purpose of the form is not to give permission to the faculty member to issue an "I" grade. The associate dean signs the form to assure both faculty and student that s/he is aware of the agreed arrangement, and will support that arrangement in any way needed.

Incomplete Grade Form:

www.palmbeachstate.edu/Academic-Services/Incomplete-Grade-Form

Enacted July 2006; reviewed July 2010

PALM BEACH STATE
COLLEGE

Leave for Commencement Procedure

District Board of Trustees policy 6Hx-18-5.60 states:

The academic procession at Commencement exercises shall be composed of all faculty members on duty. Commencement is a paid duty day, and faculty members are expected to participate unless their absence is specifically authorized by the Vice President of Academic Affairs and approved by the President in advance.

To request leave for Commencement:

1. The Faculty member completes the paper form for requesting leave.
2. If the member is requesting leave for commencement due to a medical condition, such leave is submitted to the supervisor for signature and then to Human Resources for determination if a reasonable accommodation can be made that would facilitate attendance at commencement.
3. If leave is approved by the supervisor, the leave form is them submitted to the VPAA.
4. If approved by the VPAA, the form is submitted to the President for approval.

New Faculty Campus Orientation Procedure

1. The first week of August a letter, with attachments, will be sent from the campus academic dean to each new faculty member welcoming them to the institution and communicating to them their schedule for orientation, convocation, and other campus activities.
2. The following should be included in the welcoming letter:
   a. District links to convocation or a PDF attachment of the summary of pre-fall term faculty/instructor activities along with the Convocation agenda
   b. Link to campus and Lake Worth maps
   c. Campus activities
   d. New faculty campus orientation agenda
   e. Transferring faculty members should be invited (not required to attend) to campus
   f. Campus start-up dates/events at a glance
   g. Flyer for all faculty meeting
3. Either in packet or in campus orientation, provide information regarding
   a. Department chair contact
   b. Direct supervisor contact
   c. Building support personnel contact
   d. Instructional Support contact
   e. Workroom locations
   f. Mail room locations
   g. Academic community list
   h. Quick start guide for Outlook Voice Access
4. Agenda for New faculty campus orientation
   a. Welcome and breakfast
   b. Introductions
   c. Presentation and/or Walking Tour of campus resources
      Facilities, security, MTIS/ISC, student services, PTLC, SLC, LLRC, other
   d. Campus activities

Enacted July 2011

New Program Proposal Procedure

New Programs – Institutional Research & Effectiveness Cycle

On a three-year cycle, the office of Institutional Research & Effectiveness will research and identify new programs to propose as part of the college's Institutional Effectiveness process. Various national and state databases will be used to research new and emerging needs for the College's Service area. A program assessment form (sample located at www.palmbeachstate.edu/Academic-Services/Sample-Assessment) will be produced to assess the current and future job market, costs to start the program and projected FTE. A meeting will be held with campus provosts and deans to assess campus capability of starting the proposed new programs. If the program is approved, it is to be brought through the established curriculum process.

New Programs – Response to Emerging Business and Industry Need

At any time, new programs may be researched in response to an emerging need or other College initiative. The College official guiding such an effort must complete the following form to assess need, cost, and benefit to the College: Palm Beach State College - New Program Proposal Form. The campus approved form is then forwarded to the VPAA for approval through the President's Cabinet.

Enacted July 2007; revised July 2010; revised June 2016

Off-Campus College Activity

When students enrolled in a class are required to participate in or attend an off-campus college activity under control of Palm Beach State College, each student must complete the following forms:

5. Release, Hold Harmless and Indemnification Agreement Release, Hold Harmless and Indemnification Agreement Student Participant
6. Emergency Information & Medical Treatment Form Emergency Information and Medical Treatment Form - Student Activities

Additional safety information is available at: www.palmbeachstate.edu/Safety-and-Risk-Management

Enacted July 2011

Pilot Project Procedures & Guidelines

Pilot projects are defined as projects where changes are proposed that affect changes in curriculum (courses and programs), textbooks and tests for diagnostic purposes.

The Pilot Project Form is to be used for faculty or staff who wish to pilot a project involving changes in curriculum (courses and programs), textbooks and tests for diagnostic purposes.

The pilot projects' expected outcomes should reflect the college's mission and strategic plan (http://www.palmbeachstate.edu/IRE/Strategic-Plan/).

The maximum duration of a pilot project is one academic year, with the opportunity to continue for an additional year if approved by the VPAA.

The person proposing the pilot project submits the completed form to their Academic Dean, to be reviewed by the Deans' Council.

The Deans' Council will make a recommendation on approving/not approving to the Vice President of Academic Affairs.

The VPAA notifies the campus dean on the final decision. The campus dean will notify the person proposing the pilot project as to the approval status.

If approved, the campus academic dean provides oversight of the pilot project.

Enacted July 2006; reviewed July 2010, updated July 2017

Prior Learning Assessment

The complete policies and procedures for prior learning are found in Section I of the Academic Management Manual. The categories of Prior Learning are defined below. The Prior Learning website is located at www.palmbeachstate.edu/Prior-Learning-Assessment

Challenge Exams
Palm Beach State College has identified certain courses within the curriculum as being eligible for earning credit or hours through a challenge examination. If the student achieves a passing score on the examination, credit or hours will be awarded to the student's transcript.

Palm Beach State Course Equivalency
This is a process for granting college credit or clock hours for previously earned PSAV or credit course work towards a PSAV or credit certificate or an AA or AS degree. Also, students who have taken and passes courses in certain PSAV programs at Palm Beach State may apply for granting of credit by following this process.

Prior Learning Portfolio
Palm Beach State College has developed a portfolio-based system of demonstrating that a student has achieved the course objectives for AS and PSAV courses. This process involves a written portfolio which is prepared under the guidance of a program instructor or faculty member.

Career Pathways/Tech Prep Articulation from the School District of Palm Beach County
Palm Beach State College has an agreement with the School District of Palm Beach County to accept certain combinations of course work taken at the high school along with an assessment to qualify for awarding of college credits.

Discipline Related Prior Learning Forms

- **Advanced Placement of Apprenticeship Courses**
  Students enrolled in Palm Beach State apprenticeship programs may be advanced placed into the curriculum by awarding hours for courses in which they been evaluated as meeting the competencies of the course.

- **Health Core Courses for PSAV Programs**
  Each student enrolled in a health credit or PSAV program where HSC0003 or PRN 0022 is required may meet this requirement by documentation of having the course competencies achieved through coursework or work experience.

- **FDLE Corrections Academy or Law Enforcement Academy to Criminal Justice AS Degree**
  Students who have taken classes through a FDLE Law Enforcement Academy and have passed the Florida State Certification Exam will be granted credits toward the Criminal Justice AS degree. The student requesting credit for prior learning credit must complete the prior learning assessment form and present it to the Chair of the Criminal Justice Program for approval. If the application is approved by the Chair, and the Academic Dean, it will be forwarded to the registrar for processing.

- **Dental Assisting to Dental Hygiene**

Students who have earned the Dental Assisting credential and are graduates of an ADA (American Dental Association) accredited dental assisting program will be granted 19 hours of coursework. The student must have passed all dental science courses with a grade of "C" or higher no more than five years prior to the Dental Hygiene application deadline date.

- **Radiologic Technology**
  Students who have earned their ARRT (American Registry of Radiologic Technologists) credential and are graduates of a JRCERT (Joint Review Committee on Education in Radiologic Technology) accredited radiography program have the opportunity be granted 45 hours of coursework towards the AS degree in Radiography.

- **Florida Fire College to Fire Science**
  Students who have taken classes through the FSFC (Florida State Fire College) from a credentialed instructor will be granted the appropriate credit hours for FFP courses that are approved by the Fire Science Director. The student requesting credit for FFP classes taken through the FSFC must complete the prior learning assessment form and present it to the Fire Science Director for approval. If the application is approved by the Director, and the Dean of Public Safety, it will be forwarded to the registrar for processing.

- **EPI Course Equivalency for EPI 0010**
  Students who have successfully taken and documented FOR-PD Reading Competency 2 through the School District of Palm County within the last five (5) years **or** have passed [with a "C" or higher] and documented a course from an accredited college or university with an outline comparable to EPI 0010 within the last five (5) years may qualify for this equivalency. The student must also complete a portfolio. The student requesting the credit for EPI 0010 must complete the prior learning assessment form and present it to the Institute for Teacher Education manager for approval.

For more detail, please see Section I of the Academic Management Manual – Academic Management Manual-Prior Learning Assessment-Section I

Program Assessment

1. Program Learning Outcomes Assessment - Please see Section L in the Academic Management Manual:
   Academic Management Manual - Learning Outcomes Assessment Workbook - Section L

2. General Education Assessment - Please see Section L in the Academic Management Manual:
   Academic Management Manual - Learning Outcomes Assessment Workbook - Section L

3. Program Health Indicators - Please see Section K - Program Review in the Academic Management Manual:
   Academic Management Manual - Program Review - Section K

Enacted July 2004 in Section G from existing policy; revised July 2008, July 2009; reviewed July 2010

Program Termination Procedure

1. If a campus deems that a program should be terminated, the campus shall submit in writing to the Vice President of Academic Affairs (VPAA) a completed program termination form (Palm Beach State College - Academic Affairs - Program Termination Form) along with the SACSCOC Substantive Change Assessment Form (Palm Beach State College - Academic Affairs - Substantive Change Form). The Program Termination Form must include: Name of program, rationale for termination, names and titles of affected faculty and staff and plan for their termination, equipment and classroom space disposition, names of students in the program and a teach-out plan for these students.

2. If the VPAA approves the termination request, it will be taken to the President's Cabinet for recommendation. If the President's Cabinet recommends approval, the request shall be moved to the President for final approval. If not, then it will be sent back to the campus with comments.

3. Upon the President's approval, the curriculum committee is copied on the program termination and the teach-out plan is presented to the curriculum committee as a "for your information" item.

4. Each student is notified in writing of the program termination and given a "teach-out" plan and timeline for program completion.

5. The VPAA Office will file required paperwork with appropriate college and accreditation bodies to include the District Board of Trustees and the Southern Association of Colleges and Schools.

6. A college-wide email is distributed announcing program termination.

7. A final report is prepared by the campus and submitted to the VPAA Office when the last students have completed the program.

Enacted July 2004 in Section G from existing policy; revised July 2008; reviewed July 2010

Program Transfer Procedure

The following are guidelines for the transfer of programs and/or disciplines between Palm Beach State campuses. This procedure must be started at least one year in advance of the proposed move. Prior to a recommendation for program transfer, a meeting should be held between the original and receiving campus leadership. Items to discuss and resolve are:

1)   Rationale for transferring program. The rationale should be clear and documented for ease of sharing with the receiving campus. History of program, its enrollment, completers and other data should be shared.
   - **Space**
     a. Necessary size and numbers of classrooms
     b. Lab requirements, wet and dry
     c. Computer requirements (hardware and software), entire lab or supplemental (will computer equipment be moved, or need to be requested in the budget process at the new location)
     d. Storage, especially for special materials and equipment (inside and outside of classroom)
     e. Office space for faculty and support staff
     f. Support services in SLC, library, media services or other areas.
   - **Curriculum Issues**
     a. Status of program, pending curriculum changes
     b. Number of majors
     c. Completion rates
     d. Library resource needs (already in place, to be moved or need to be requested in the budget cycle at the new location)
     e. Relationship to other academic programs
     f. SACSCOC Substantive Change Implications (see http://www.palmbeachstate.edu/academicaffairs/spd-page.aspx).
   - **Budget**
     a. Plan for changes in budget, personnel.
     b. Discussion of any need for new budgets or separation of current budgets.
     c. Are any Fund-2 or grants associated with the transferred program?

After above discussion, recommendation to transfer program/discipline is referred to the Academic Deans' Council; recommendation from Deans' Council to President's Cabinet; VPAA recommends to President. In addition, SACSCOC will have to be notified and a substantive change application prepared and filed.

2)   If a recommendation has been approved by the President, the following guidelines should be followed:

   - **Course Management**
     a. Who will hire adjuncts, load sections, and do adjuncts (PAFs); for which terms?
     b. Confirmation of the course wheel
     c. Is the program free standing, i.e. AS, or located within an existing department?
     d. Plan for transfer of credentialing rosters, transcripts and personnel files from one associate dean's office to another.
     e. Facility classification and usage notification to facilities
     f. Sections reallocation
     g. Who is responsible for deliverable/accountability during transfer?

   - **Communication of above information by original and receiving campus leadership:**
     a. To VPAA, Academic Leadership Council, Provosts
     b. To students
     c. To Business Partnership Council, community, related business interests
     d. To College Relations and Marketing
     e. Computer Resources, LLRC, Media Services
     f. To Payroll, Purchasing, Business areas

Enacted July 2006; revised July 2007, July 2008, July 2009, July 2010

PALM BEACH STATE
COLLEGE

Release Time Procedure & Guidelines

1. Department Chair release time - see current Collective Bargaining Agreement (Collective Bargaining Agreement July 1, 2014-June 30, 2017)

2. The Academic Deans' Council **may** assign release time per academic year for each of the following areas:

    a. Professional Teaching and Learning Center
    b. Music auditions & productions
    c. Theatre production
    d. Program/Regional accreditation
    e   Grant activities (if provided through grant)
    f. Presidential and/or Academic Affairs initiatives
    g. Service-Learning

3. Release time will be available college-wide for curriculum development of <u>new</u> courses and programs.

4. It is the responsibility of the institution to assign a full load to a faculty member. Release time should not be used to complete the teaching load.

5. All release time requests are submitted to the Academic Deans' Council for review and action.

6. Release time is approved by the President upon recommendation from the Vice President of Academic Affairs.

Enacted July 2004 in Section G from existing policies; revised July 2008; reviewed July 2010, revised 2012

PALM BEACH STATE
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Request for Advancement in Rank

The forms below will help guide the process for advancement in rank for bargaining unit full-time faculty members.

Request for Advancement in Rank - Coursework or degree in-field - Form to request advancement in rank using courses or a degree that is within the faculty member's assigned area of specialization:
www.palmbeachstate.edu/academicservices/Academic-Rank-Form-(in-field)

Request for Advancement in Rank - Coursework or degree outside the area of specialization - Form to request advancement in rank using courses or a degree that is outside of the faculty member's assigned area of specialization:
www.palmbeachstate.edu/academicservices/Academic-Rank-Form-(out-of-field)

Sabbatical Leave Guidelines & Timeline

The guidelines for Sabbatical Leave are found in the current Collecting Bargaining Unit Agreement (Collective Bargaining Agreement July 1, 2014-June 30, 2017). Sabbaticals are granted dependent upon available budget.

Timeline:

- **1st week of October** - Announcement is made by email to all faculty by the Vice President of Academic Affairs (VPAA) that applications for Sabbatical Leave for the following academic year are due by December 1.

- **December 1** - Sabbatical Leave applications are due to VPAA.

- **1st week of December** - Applications are sent to the Sabbatical Leave Committee for review and ranking.

- **2nd week of December** - Sabbatical Leave Committee returns their ranking of the applications and the VPAA's office prepares a final ranking sheet which is used to determine the final outcome.

- **1st or 2nd week of January** - Faculty (and their Deans/Provosts) are notified that their names will be placed on the Board agenda for approval of Sabbatical Leave, and they are invited to attend the meeting to be introduced to the Board.

- **February** - Sabbatical Leave Awards are placed on the DBOT agenda for approval. An announcement is made to the college of the recipients of the awards following the Board meeting.

Enacted July 2004 into Section G from existing policy; reviewed July 2010

Staff and Program Development

http://www.palmbeachstate.edu/academicaffairs/spd-page.aspx

Funds for Staff and Program Development (S&PD) for all Academic areas are in the budget of the Vice President of Academic Affairs. To request funds for travel or an activity that enhances teaching and learning, full-time faculty and staff in the Academic areas of the college will send proposals to the Vice President of Academic Affairs. An S&PD Committee (comprised of faculty, staff, and administrators) will review the proposals and make recommendations to the Vice President of Academic Affairs.

Please see the following document for complete details: Academic Affairs S&PD Guidelines

S&PD Deadlines: Academic Affairs S&PD Proposal Deadlines (VPAA)

Proposal Form-A: Academic Affairs S&PD Proposal Form-A (Travel & Non-Travel Activities)

Activity Report Form - Academic Affairs S&PD Activity Report Form-D (All Activities)

Enacted July 2004 into Section G from existing policy; revised July 2005, July 2006, July 2007, July 2008, July 2009, July 2010

Substantive Change Policy & Procedure

http://www.palmbeachstate.edu/sacs/

1. **Purpose:** Compliance with SACSCOC-COC policy on substantive change (compliance with 3.12).
2. **Policy:** No employee of Palm Beach State College will implement any change to a **College Program**, **College Campus**, **College Campus Offerings**, **Off-site Location, District Board of Trustees Policy** or **Program Delivery Method** that might create a substantive change without the approval of the **Substantive Change Review Committee.**
3. **Process for Submission:** Faculty and/or staff must submit one of three forms for assessment and/or approval:
   A. **Substantive Change Assessment Form** (Form 1, page G-86). This form must be submitted for each type of change as outlined in the Substantive Change Responsibility Chart. The **Substantive Change Assessment** form will be required of every curriculum action that adds or modifies a program. Submission of the form for other types of changes is the responsibility of the initiator of the proposed change (i.e., relocating a program, new facility, or a new campus). The form is submitted to the **Substantive Change Review Committee**.
   B. **Campus Off-Site Course Approval Web Form -** This web form is submitted for each off-campus site utilized by the campuses. The form is submitted to the Substantive Change Review Committee. The form is located at http://intranet.pbcc.edu/asputilities/FCD/demo/oca/OffCampusApproval.asp.
4. **Process for Review:** The **Substantive Change Assessment Form** and the **Campus Off-Site Course Approval Forms** will be reviewed by the **Substantive Change Review Committee (**consisting of the Vice President for Academic Affairs, the Dean of Curriculum, Planning & Research, the Dean of Baccalaureate Studies, the Director of Institutional Research & Effectiveness and the Manager of Assessment). Forms must be submitted at least 90 days before the term starts. Any further actions required to be filed with the SACSCOC-COC will be coordinated by the Colleges' SACSCOC-COC Liaison.

Substantive Change Responsibility Chart

Type of Change	SACSCOC Procedure	Prior Notification Required	Time Frame for Contacting COC	Prior Approval Required	Documentation	Palm Beach State College Responsibility and Approval
Initiating coursework or programs at a more advanced level than currently approved. **(College Program)**	1	Yes	12 months	Yes	Application for Level Change Due dates: April 15 or October 1	NA – already approved at baccalaureate level
Expanding at current degree level *(significant departure from current programs)[1]* **(College Program)**	1	Yes	6 months	Yes	Prospectus	R: VPAA A: President, DBOT
Initiating a branch campus (see definition of "branch campus" on p. 5 of this document**) (College Campus)**	1	Yes	6 months	Yes	Prospectus	R: VPAA A: President, DBOT
Initiating joint degrees with another institution (see Commission policy "Collaborative Academic Arrangements: Policy and	1	Yes	6 months	Yes	Prospectus	R: VPAA A: President, DBOT

Type of Change	SACSCOC Procedure	Prior Notification Required	Time Frame for Contacting COC	Prior Approval Required	Documentation	Palm Beach State College Responsibility and Approval
Procedures) **(College Program)**						
Initiating a certificate program… (typically for workforce development)						R: VPAA A: President, DBOT
…using existing approved courses	NA	NA	NA	NA	None	
…at a new off-campus site (previously approved program)	1	Yes	Approval required prior to implementation	Yes	Modified prospectus	
…that is a significant departure from previously approved programs[1] **(College Program, Off-Site)**	1	Yes	Approval required prior to implementation	Yes	Modified prospectus	
Initiating off-campus sites (including Early College High School programs offered at the high school) …						R: Provosts A: VPAA
…Student can obtain 50 percent or more credits toward program	1	Yes	6 months	Yes	Prospectus	
…Student can obtain 25-49 percent of credit	2	Yes	Prior to implementation	No	Letter of Notification	
…Student can obtain 24 percent or less **(Off-Site Location)**	NA	NA	NA	NA	None	

Type of Change	SACSCOC Procedure	Prior Notification Required	Time Frame for Contacting COC	Prior Approval Required	Documentation	Palm Beach State College Responsibility and Approval
Expanding program offerings at previously approved off-campus sites						R: Provosts A: VPAA
…Adding programs that are significantly different from current programs	2	Yes	Prior to Implementation	No	Letter of Notification	
…Adding programs that are NOT significantly different from current programs **(College Program)**	NA	NA	NA	NA	NA	
Altering significantly the educational mission of the institution[2] **(DBOT Policy)**	1	Yes	6 months	Yes	Prospectus	R: VPAA A: President, DBOT
Initiating distance learning…						
…Offering 50 percent or more of a program (Once approved, institutions may add programs that are significant departures from the originally approved programs by submitting notification in advance)[1]	1	Yes	6 months	Yes	Prospectus	Already approved at 50% or more R: VPAA A: President, DBOT
…Offering 25-49 percent	2	Yes	Prior to implementation	No	Letter of notification	
…Offering 24 percent or less **(Program Delivery Method)**	NA	NA	NA	NA	None	
Initiating programs/courses offered through contractual agreement or consortium. **(College Program)**	2	Yes	Prior to implementation	No	Letter of Notification	R: VPAA A: President, DBOT

Type of Change	SACSCOC Procedure	Prior Notification Required	Time Frame for Contacting COC	Prior Approval Required	Documentation	Palm Beach State College Responsibility and Approval
Initiating a merger/consolidation with another institution **(DBOT Policy)**	3	Yes	6 months	Yes	Prospectus due dates: April 15 or October 1	R: VPAA A: President, DBOT
Relocating a main or branch campus **(College Campus)**	1	Yes	6 months	Yes	Prospectus	R: VPAA A: President, DBOT
Relocating an off-campus instructional site **(Off-Site Location)**	2	Yes	Prior to implementation	No	Letter of Notification	R: VPAA A: President, DBOT
Changing governance, ownership, control, or legal status of an institution **(DBOT Policy)**	1	Yes	6 months	Yes	Prospectus	R: VPAA A: President, DBOT
Changing from clock hours to credit hours **(College Program)**	1	Yes	6 months	Yes	Prospectus	R: VPAA A: President, DBOT
Altering significantly the length of a program[3] **(College Program)**	1	Yes	6 months	Yes	Prospectus	R: VPAA A: President, DBOT
Initiating degree completion programs **(College Program)**	1	Yes	6 months	Yes	Prospectus	R: VPAA A: President, DBOT
Closing an institution or program: (see Commission policy "Closing a Program or Institution")						R: Provosts A: VPAA, President, DBOT
…closing a program with internal teach-out protocol	2	Yes	Prior to implementation	No	Description of plan	
… closing a program with a teach-out agreement with another institution	1	Yes	6 months	Yes	Copy of teach out agreement	
…closing an institution **(DBOT Policy)**	2	Yes	Prior to implementation	No	Description of plan	

[1] a significant departure in program is one in which the proposed new program has no closely related counterpart among the previously approved programs in the curriculum. To determine if a new program is a "significant departure", it is helpful to ask if the new program requires

- Numbers of new faculty?
- Many new courses?
- New library or other learning resources?
- New equipment or facilities?
- A new resource base?

[2] significant changes in mission are those that lead to a fundamental shift in the nature of the institution, such as an institution that had offered only professional programs deciding to add general education offerings, or a technical college transforming itself into a comprehensive community college.

[3] significant changes in program length are those with noticeable impact on the program's completion time (e.g., increasing a baccalaureate degree from 124 hours to 150 hours).

Sites reported to SACSCOC-COC as 25-49%:
AA Degree:

Site Name and Address	Implementation Date	Degree
Seminole Ridge High School, 4601 Seminole Pratt Whitney Road, Loxahatchee, FL 33470	Fall Term 2006	Associate in Arts
Wellington High School, 2101 Greenview Shores Boulevard, Wellington, FL 33414	Fall Term 1998	Associate in Arts
Palm Beach Central High School, 8499 Forest Hill Boulevard, West Palm Beach, FL 33411	Fall Term 2004	Associate in Arts
Royal Palm Beach High School, 10600 Okeechobee Boulevard, Royal Palm Beach, FL 33411	Fall Term 1999	Associate in Arts
Jupiter High School, 500 North Military Trail Jupiter, FL 33458	Fall Term 2004	Associate in Arts
John I. Leonard High School, 4710 10th Avenue North, Lake Worth, FL 33463	Fall Term 2012	Associate in Arts
Lake Worth Community High School, 1791 Lake Worth Road, Lake Worth, FL 33460	Fall Term 2012	Associate in Arts
Suncoast High School, 1717 Avenue S, Riviera Beach, FL 33404	Fall Term 2012	Associate in Arts

AS Degree:

Site Name and Address	Implementation Date	Degree
Airborne Systems BCT, 3700 Airport Road Suite 203, Boca Raton, FL 33431	Fall Term 2010	Associate in Science –Aeronautical Science
Palm Beach Flight Training, 2633 Lantana Road Suite 42, Lantana, FL 33462	Fall Term 2001	Associate in Science –Aeronautical Science
Sunquest Aviation, 11800 Aviation Boulevard West Palm Beach, FL 33412	Fall Term 2001	Associate in Science –Aeronautical Science
Bethesda Memorial Hospital, 2815 S. Seacrest Boulevard, Boynton Beach, FL 33435	Fall Term 2002	Associate in Science - Nursing
Palms West Hospital, 1301 State Road 80 West Palm Beach, FL 33470	Spring Term 2005	Associate in Science - Nursing
St. Mary's Hospital, 901 45th. Street West Palm Beach, FL 33407	Spring Term 2002	Associate in Science - Nursing

Form 1
Substantive Change Assessment Form

Submitted by: _____
Date: _____
Brief Description of Proposed Change: _____

Does your proposed change….	YES	NO	Time Frame for Contacting SACSCOC-COC	Prior Approval Required by SACSCOC
Initiating coursework or programs at a more advanced level than currently approved	☐	☐	12 months	Yes
Expanding at current degree level *(significant departure from current programs)*[1]	☐	☐	6 months	Yes
Initiating a branch campus (see definition of "branch campus" on p. 5 of this document**)**	☐	☐	6 months	Yes
Initiating joint degrees with another institution (see Commission policy "Collaborative Academic Arrangements: Policy and Procedures)	☐	☐	6 months	Yes
Initiating a certificate program… (typically for workforce development) …using existing approved courses …at a new off-campus site (previously approved program) …that is a significant departure from previously approved programs[1]	☐ ☐ ☐	☐ ☐ ☐	NA Approval required prior to implementation Approval required prior to implementation	NA Yes Yes
Initiating off-campus sites (including Early College High School programs offered at the high school) … …Student can obtain 50 percent or more credits toward program …Student can obtain 25-49 percent of credit …Student can obtain 24 percent or less	☐ ☐ ☐	☐ ☐ ☐	 6 months Prior to implementation NA	 Yes No NA

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Does your proposed change….	YES	NO	Time Frame for Contacting SACSCOC-COC	Prior Approval Required by SACSCOC
Expanding program offerings at previously approved off-campus sites	☐	☐	Prior to Implementation	No
…Adding programs that are significantly different from current programs	☐	☐	NA	NA
…Adding programs that are NOT significantly different from current programs				
Altering significantly the educational mission of the institution[2]	☐	☐	6 months	Yes
Initiating distance learning…	☐	☐		
			6 months	Yes
…Offering 50 percent or more of a program (Once approved, institutions may add programs that are significant departures from the originally approved programs by submitting notification in advance)[1]			Prior to implementation	No
			NA	NA
…Offering 25-49 percent				
…Offering 24 percent or less				
Initiating programs/courses offered through contractual agreement or consortium	☐	☐	Prior to implementation	No
Initiating a merger/consolidation with another institution	☐	☐	6 months	Yes
Relocating a main or branch campus	☐	☐	6 months	Yes
Relocating an off-campus instructional site	☐	☐	Prior to implementation	No
Changing governance, ownership, control, or legal status of an institution	☐	☐	6 months	Yes
Changing from clock hours to credit hours	☐	☐	6 months	Yes
Altering significantly the length of a program[3]	☐	☐	6 months	Yes
Initiating degree completion programs	☐	☐	6 months	Yes
Closing an institution or program: (see Commission policy "Closing a Program or Institution")				
…closing a program with internal teach-out protocol	☐	☐	Prior to implementation	No
	☐	☐	6 months	Yes
	☐	☐		

Does your proposed change….	YES	NO	Time Frame for Contacting SACSCOC-COC	Prior Approval Required by SACSCOC
… closing a program with a teach-out agreement with another institution			Prior to implementation	No
…closing an institution				

Review by Substantive Change Committee:

☐ Approve – Description of actions needed for SACSCOC Compliance _____

☐ Not approved

☐ Returned to submitter for additional explanation: _____

Date of Review: _____

PALM BEACH STATE
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Web Form

PALM BEACH STATE COLLEGE

INTRANET   Palm Beach State Web Site
Welcome Ginger Pedersen   Thursday, August 04, 2011

Intranet Home
Home Page

Off-Campus Approval
Off-Site Approval Form

Campus Off-Site Course Approval Form

Instructions: This form must be submitted to the Vice President of Academic Affairs at least 90 days prior to registration opening for the submission term. One form for each off-campus site must be completed each term.

Campus: ○ Lake Worth   ○ Palm Beach Gardens   ○ Belle Glade   ○ Boca Raton

Term: - Select -   ▼

Off-Campus Site Location
Name: [   ]
Address: [   ]
City: [   ]   State: [   ]   Zip: [   ]

Has this site been reported to SACS?   ○ Yes   ○ No
(please see Academic Management Manual, Section G, Substantive Change, for a list of off-campus sites reported at 25-49%).

Submitted by: [   ]   (Dean)
Approved for Submission by: [   ]   (Provost)

Program:
○ AA (60 Credits)
○ AS/AAS - Degree   Title [   ]   Credits [   ]
○ PSAV Certificate   Title [   ]   Hours [   ]
○ BAS

Check which one applies:
○ Courses will constitute 24% or less of the program
○ Courses will constitute 25% - 49% of the program

Course Number	Credits/Hours
[ ]	[ ]
[ ]	[ ]
[ ]	[ ]
[ ]	[ ]
[ ]	[ ]
[ ]	[ ]
[ ]	[ ]
[ ]	[ ]
[ ]	[ ]
[ ]	[ ]
[ ]	[ ]
[ ]	[ ]

Once courses have been established at a site, different courses cannot be offered across time so that the total would exceed 49% of a degree. Multiple sections of the same course may be offered at the site. Report each course only once.

[Submit]

Enacted July 2007into Section G from existing policy; revised July 2010

PALM BEACH STATE
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Textbook Procedures and Certification

To be in compliance with Fla. Admin. Code R. 6A-14.092, pursuant to Section 1004.085, F.S. (www.flrules.org/gateway/RuleNo.asp?ID=6A-14.092) all faculty and instructors must post textbook information in their syllabi and post such syllabi to the college's website (see http://www.palmbeachstate.edu/academicservices/information-and-reference/academic-affairs-policies-and-documents/faculty-webpage-syllabi.aspx)

The textbook information must include:
The International Standard Book Number (ISBN) for each required textbook or other identifying information, which must include, at a minimum, all of the following: the title, all authors listed, publishers, edition number, copyright date, published date, and other relevant information necessary to identify the specific textbook or textbooks required for each course.

ADDITIONAL SELECTION POLICY

1. Textbook selection follows the Cluster Textbook selection policy. After the initial textbook selection for a new course, textbook selection is in place for three years and then the cluster reviews the textbook for updating. A textbook adoption form and its approval process is only submitted if the course textbook is changed more frequently than the standard 3 year period.

2. E-learning classes may use either the cluster-approved textbook or, with cluster approval, the textbook designated by the publisher of the e-learning class. Textbooks/software packages will be used for three (3) years, unless they become unavailable through the publisher

3. Edition changes are only considered new textbook/software adoptions if they significantly change the course outline.

4. Instructors may request, through their supervisors, supplemental textbooks or materials to use in addition to the required textbook; however requests must include a rationale that describes how materials support district-wide course objectives and benefit the academic program. Unless the supplemental materials for a course will be adopted by the entire cluster for use in each section, materials will not be sold as a set (shrink wrapped) with the textbooks / software. However, if requested by an individual faculty member, supplementary materials can be sold separately.

PROCESS TO INITIATE TEXTBOOK ADOPTION
1. Once a cluster has approved a textbook/software selection or change according to the authorized textbook/software selection guidelines, the cluster chair or designee will initiate the Textbook/Software Adoption process for those textbooks that fall under the standard adoption period. (Textbooks are adopted for a minimum of three years. Those selected in less than three years must follow the approval process below. Those selected at or beyond the three year period will be listed in the Cluster minutes as adopted.

a. Complete the Textbook/Software Adoption form.

b.   Along with the course outline and a copy of the cluster or business partnership minutes approving the textbook/software adoption, send the Textbook/Software Adoption form for (*) signature approval to:

- **Cluster Chair/Department Chair/Program Director**

- **District Director of Telecommunication Networks and Compute Resources**

- **LLRC Director**

- **Associate Dean Liaison to Cluster**

It is recommended that signatures be obtained through the electronic signature procedure.

(*) A copy of the proposed Textbook/Software Adoption form and support documents should be sent to the Curriculum Academic Coordinator in Academic Services. It may be determined at this point that the requested Textbook/Software Adoption will significantly change the course outline case, the changes will need to be approved by the Palm Beach State Curriculum Committee.

c. Once the signatures in "b." are obtained, the Textbook/Software Adoption form and the support documents along with the record of the signatures, are sent to the Vice President of Academic Affairs for approval.

2. On notification of approval of the VPAA, the originator should send out a copy of the Textbook/Software Adoption Form to the Academic Minutes Distribution List and the Palm Beach State Bookstore manager.

3. Once approved, the course outline on the Palm Beach State Course List Website will be updated with the new textbook/software adoption information by the office of Academic Services.

Enacted July 2004 into Section G from existing policy; revised July 2007, July 2008, July 2009, July 2010, July 2016

Web Resources – Class Rosters, Department Chair and Web Grading

Palm Beach State College has developed web-based resources for faculty to access class rosters and grade classes. The class rosters are accessed through the EmployeeWeb system, which can be accessed through www.palmbeachstate.edu/Employee-Web.

Class Rosters – the directions for accessing class rosters are located on-line at:
http://www.palmbeachstate.edu/info/default.aspx

Department Chair Web Page – a collection of Palm Beach State documents and links of interest:
www.palmbeachstate.edu/Academic-Services/Faculty-Information/Dept-Chair-Web-Page

Web Grading – the directions for web grading are located on-line at:
http://www.palmbeachstate.edu/info/

Enacted July 2006; reviewed July 2010