PBSC: LOWER DIVISION WORKFLOW
ACADEMIC APPROVAL PROCESS FOR PROGRAM PROPOSAL – LOWER DIVISION (NEW)
A.S., C.C.C., A.T.D., A.T.C., P.S.A.V.,

STEP ONE - FOR DISCUSSION PURPOSES

CLUSTER/FACULTY

Vice President of Academic Affairs

Provost/Other VP

Dean

Associate Dean

Utilize Academic Services for assistance throughout each step of the entire process.

STEP TWO

FLORIDA DEPARTMENT OF EDUCATION
(Approximate approval time is 6-9 months for New Statewide Degrees/Certificates)

District Board of Trustees' Vote

President's Cabinet's Vote

Curriculum Committee's Vote

Academic Deans' Council's Vote

Academic Deans' Council

Vice President of Academic Affairs

Provost/Other VP

Dean

Associate Dean

OFFICIAL PROPOSAL NOTIFICATION

VPA presents Concept of Development to the Academic Deans' Council and notifies Academic Services of approval via email.

Academic Services submits to FL DOE for CLASSIFICATION of INSTRUCTIONAL PROGRAMS (CIP)

SACS-COC Approval
http://www.sacscoc.org/SubstantiveChange.asp
A new program that is a substantive change requires a SACS-COC prospectus and SACS-COC approval.

Statewide Course Numbering System (SCNS)

Academic Services forwards approved course curriculum to SCNS

VPAA approves and notifies Dean/Associate Dean to Proceed with Step 2

INITIAL PROPOSAL DISCUSSION/NOTIFICATION:
Cluster Chair sends an email notification including discussion documentation, Business Partnership Council recommendations and cluster meeting minutes with votes to the Associate Dean, Dean, Provost or other applicable VP, and the VPAA when proposing a NEW lower division program of study.

Review of proposed new program actions, evaluation of content and impact on the general discipline. Identification of any concerns with software or computer hardware installation. (Find Curriculum forms at http://www.palmbeachstate.edu/curriculum-development/curriculum-forms.aspx)
**PBSC – UPPER DIVISION WORKFLOW**

ACADEMIC APPROVAL PROCESS FOR PROGRAM PROPOSAL – UPPER DIVISION (NEW)

BACHELOR DEGREE PROGRAMS

**FLORIDA DEPARTMENT OF EDUCATION**

**Notice of Intent (NOI)**
Form No. BAAC-01

**DISTRICT BOARD OF TRUSTEES**

**PRESIDENT’S CABINET**

**CURRICULUM COMMITTEE’S VOTE**

**ACADEMIC DEANS’ COUNCILS’ VOTE**

**VICE PRESIDENT OF ACADEMIC AFFAIRS**

**PROVOST/OTHER VP**

**DEAN**

**ASSOCIATE DEAN**

**STEP 1 – NEW PROGRAM FOR DISCUSSION PURPOSES**

**STEP 2 – NEW PROGRAM PROPOSAL**

**FLORIDA DEPARTMENT OF EDUCATION**

**BACCALAUREATE PROPOSAL APPLICATION**
Form No. BAAC-02
(Submit no less than 100 days after the NOI)

**DISTRICT BOARD OF TRUSTEES**

**PRESIDENT’S CABINET**

**NOTE:**
Utilize Academic Services (AS) for assistance throughout each step of the entire process. AS also receives and forwards completed forms sent to FLDOE.

**NOTE:**
Academic Services forwards approved course curriculum to SONS for course prefix/number assignment.

**NOTE:**
After DBOT approval, send Letter of Intent to the FLDOE and begin the development and planning of the program and course.

**NOTE:**
To begin the curriculum review and approval process for program and courses complete the New Program Discussion and Proposal Form.

https://www.palmbeachstate.edu/academicservices/Documents/NewProgramDiscussionandProposalForm-Steps1and2.docx

**BEFORE ADVANCING THROUGH THIS PROCESS, PLEASE:**
Review Florida Department of Education’s (FLDOE) Baccalaureate Proposal Approval Process Flowchart at:

THE Palm Beach State College CURRICULUM PROCESS – Currently under revision

When a cluster, business partnership council, faculty or individual instructor, designs or updates a course outline or creates or updates a program, the curriculum process is the first step of a continuous flow of quality control and information activity. Curriculum proposals are not done in isolation. It can affect far more than one discipline, as seen below. (Please begin reading from bottom).

- **Credentialing**
  Curriculum actions can affect faculty credentialing by altering or initiating teaching assignments.

- **Financial Aid**
  All curriculum actions that affect program totals must be updated and new programs that qualify for Federal Financial Aid coverage must be approved.

- **Palm Beach State Course Dictionary**
  All new/revise course actions approved by SCNS are entered by Academic Services into the Course Dictionary so that courses can be loaded into schedules and the college catalog can be updated.

- **Palm Beach State Degree Audit System**
  All new/revise course and program actions are updated in the Degree Audit System by a Records Specialist so that the most recent advising information is available and reports to the State are accurate.

- **Statewide Course Numbering System (SCNS)-Course Action**
  A statewide discipline committee assigns new course numbers based on content and consensus of what is offered across the State. The State also maintains the official course offering list for Palm Beach State. Academic Services submits revisions and deletions here as well.

- **New Programs in State to Department of Workforce Education**
  If a program is developed that is not offered in Florida, it must be submitted to DWE for a CIP (Classification of Instructional Program) number before it can be added to the Palm Beach State Degree Audit System. This process is initiated by Academic Services and can take six months to a year to complete.

- **VPAA Approval-All Curriculum Actions**
  Curriculum Committee actions are recommendations to VPAA who gives final approval.

- **Curriculum Committee-All Curriculum Actions**
  (Faculty, Administrators and Support Services Representatives from across the College)
  Evaluates impact of new/revise courses/programs on other programs at the College and Student Services. Clarifies needed actions for course input into the Course Dictionary, action in the Degree Audit System and inclusion in the next revised college catalog.

- **Deans’ Council-New Courses and Programs, Deleted Programs**
  (Academic Deans from across the College)
  Reviews the impact new/deleted courses and/or programs will have on College academics, finances, facilities, and personnel.

- **President’s Cabinet – New Programs, Deleted Programs**
  (The President’s Cabinet consists of: the President, VP’s, Provosts, Assistant to the President, General Counsel, CRM, and the Foundation)
  Reviews the impact new/deleted programs will have on College finances, campuses, facilities, and personnel.

- **Required Signature Approval Group-All Curriculum Actions**
  (Associate Dean, Dean, Director of Computing Services, Provost for New Programs)
  Reviews proposed courses and programs, evaluates content and impact on the general discipline and identifies any concerns with software or computer hardware installation. (Curriculum forms at http://www.palmbeachstate.edu/x6741.xml)

- **New, Deleted, or Substantially Changed Programs**
  If a program change does not warrant Palm Beach State Board of Trustees or DWE action, it can go to Degree Audit (DA) for updating. This is submitted to DA by Academic Services.

- **All Other Program Changes**
  If a program change does not warrant Palm Beach State Board of Trustees or DWE action, it can go to Degree Audit (DA) for updating. This is submitted to DA by Academic Services.

- **Palm Beach State Discipline Cluster/Faculty/Business Partnership Council**
  Discusses and recommends courses and/or programs be developed or revised. The discipline cluster, business partnership council, or faculty can make recommendations, but these recommendations must be approved by the cluster to move forward. The curriculum action approvals must be noted in the cluster minutes or email vote.