

# Policy Manual



<b>Title:</b> Course Outlines	<b>Number:</b> 6Hx2-4.30
<b>Legal Authority:</b> Fla. Statutes 1001.64, Fla. St. Bd. of Ed. Admin. Rules 6A-14.060	<b>Page:</b> 1 of 3

## GENERAL STATEMENT

Course outlines help to ensure that students encounter a consistent and rigorous educational experience at Broward College (“College”). Course outlines are essential to the continued enhancement of education at Broward College. <sup>1</sup>Each course at Broward College has its own course outline which includes all pertinent information such as prerequisites, contact hours, learning units, and learning outcomes. Creating, modifying, and terminating course outlines are collaborative processes driven by discipline faculty from across the College. This policy is intended to support and complement procedures established in the Broward College Curriculum Procedure Manual.

## THE POLICY and THE STUDENT

A well-designed syllabus and course will ensure that students participate in a class that is consistent with all aspects of the course outline.

## THE POLICY and THE FACULTY AND STAFF

### Course Originator

All fulltime faculty who are credentialed to teach the course to be created, modified, or terminated must be given the opportunity to volunteer as the course originator. The discipline Associate Deans across the college will collaborate to decide fulltime faculty who may choose to serve as the course originator. A fulltime faculty member can only serve as a course originator on a volunteer basis.

In the event that no credentialed fulltime faculty member can be identified as the course originator, the discipline Associate Deans may select an appropriately credentialed adjunct faculty volunteer. If no fulltime or adjunct faculty member agrees to serve as the course originator, an appropriately credentialed Associate Dean may do so. A course cannot be created, modified, or terminated in the CMS without an appropriately credentialed course originator.

### Course Co-developer(s)

The course originator may select co-developers to assist in the course review and approval process in the CMS. The course originator may select as many co-developers as deemed appropriate, giving priority to those fulltime faculty members credentialed to teach the course.

---

<sup>1</sup> *SACS Principles of Accreditation: Foundation for Quality Enhancement*, 2012: The institution offers degree programs that embody a coherent course of study that is compatible with its stated mission and is based upon fields of study appropriate to higher education (Section 2: Core Requirements 2.7.2); The institution identifies expected outcomes, assesses the extent to which it achieves these outcomes, and provides evidence of improvement based on analysis of the results in each of the following areas: educational programs, to include student learning outcomes (Section 3: Comprehensive Standards 3.3.1 and 3.3.1.1)

*State of Florida Department of Education: Rule 6A-14.060: Accountability Standards:* The standards herein provide a basis for quality improvement and for accountability. Each community college shall: Develop a comprehensive, long-range program plan, including program and service priorities. Statements of expected outcomes shall be published, and facilities shall be used efficiently to achieve such outcomes.

<b>History:</b> Adopted October 27, 2015			
<b>Approved by the Board of Trustees</b>	<b>Date:</b> 10/27/2015	<b>President’s Signature</b> 	<b>Date:</b> 10/27/2015

# Policy Manual



<b>Title:</b> Course Outlines	<b>Number:</b> 6Hx2-4.30
<b>Legal Authority:</b> Fla. Statutes 1001.64, Fla. St. Bd. of Ed. Admin. Rules 6A-14.060	<b>Page:</b> 2 of 3

## Discipline Review

All fulltime faculty in the discipline will be given the opportunity to review the course in the CMS; they may offer comments and state whether they agree or disagree with the course as proposed.

## Originator Review

The course originator must read all comments and feedback offered by the discipline faculty in the CMS; the course originator also may consider input that was offered by discipline faculty outside of the CMS (e.g., face-to-face or phone conversations, email, handwritten notes, etc.). The course that the course originator sends to the discipline Associate Deans for review and commentary must reflect careful and thorough consideration of the feedback given by discipline faculty.

## Dean Review

It is the responsibility of the Deans (both Associate and Academic) to ensure that the policy outlined here is followed.

## Faculty Use of Course Outlines

Outlines are designed to guide and inform faculty of the knowledge and skills that are expected in the course. As course outlines are foundational to Broward College's curriculum, it is vital that faculty play a central role in their development and implementation.<sup>2</sup> All faculty members must be able to access course outlines.

Syllabi are designed and classes are taught in accordance with the information contained in the course outline with discretion given to faculty to cover topics that are relevant and appropriate to the course. Outlines are applicable at all Broward College campuses and centers, and academic departments are responsible for ensuring that all courses are consistent with outlines.

## **IMPLEMENTATION AND OVERSIGHT**

The President has the authority to establish procedures to implement this policy. The College Provost, Senior Vice President for Academic and Student Affairs in conjunction with the appropriate Academic/Instructional Dean is responsible for the implementation and oversight of the policy compliance.

---

<sup>2</sup> "The institution places primarily responsibility for the content, quality, and effectiveness of the curriculum with its faculty"  
(Responsibility for curriculum): 3.4.11: SACS / COC Principles of Accreditation

<b>History:</b> Adopted October 27, 2015			
<b>Approved by the Board of Trustees</b>	<b>Date:</b> 10/27/2015	<b>President's Signature</b> 	<b>Date:</b> 10/27/2015

# Policy Manual



<b>Title:</b> Course Outlines	<b>Number:</b> 6Hx2-4.30
<b>Legal Authority:</b> Fla. Statutes 1001.64, Fla. St. Bd. of Ed. Admin. Rules 6A-14.060	<b>Page:</b> 3 of 3

## VIOLATION OF POLICY

All violations of this policy are to be referred to the College Provost, Senior Vice President for Academic and Student Affairs. Violations of this policy may result in disciplinary action, up to and including termination.

- For non-represented employees, action will be taken pursuant to the terms and conditions of the relevant employment contract, if applicable.
- For full-time faculty, refer to the Collective Bargaining Agreement between the Board of Trustees of Broward College and United Faculty of Florida, Broward College Chapter.

## DEFINITIONS

Course Outline - a summary of the topics covered in a particular course. It is a document that outlines the structure of the course. A course outline includes, among other things, the course description, number, title, topics, course requirements, and learning outcomes

<b>History:</b> Adopted October 27, 2015			
<b>Approved by the Board of Trustees</b>	<b>Date:</b> 10/27/2015	<b>President's Signature</b> 	<b>Date:</b> 10/27/2015