BROWARD® COLLEGE	**Title: Course Outlines**	**Number:** 6Hx2-4.30
	Legal Authority: *Fla. Statutes 1001.64, Fla. St. Bd. of Ed. Admin. Rules 6A-14.060*	**Page:** Page 1 of 2

GENERALSTATEMENT

Course outlines help to ensure that students encounter a consistent and rigorous educational experience at Broward College. Course outlines are essential to the continued enhancement of education at Broward College.[1] Outlines are applicable to courses taught at all Broward College campuses and centers, and discipline teaching faculty, within a Pathway are responsible for ensuring all courses are consistent with outlines. 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

Syllabi are designed and classes are taught in accordance with the information contained in the course outline, with discretion given to faculty to address topics that are relevant and appropriate to the course through varied modalities. 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

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.[2]

All full-time faculty who are credentialed to teach the course to be created, modified, or terminated must be given the opportunity to volunteer to be a Subject Matter Expert (SME) faculty sponsor in their field. Course proposals should be originated by faculty members who are credentialed to teach the course, and those faculty members should take leadership in spearheading course proposals through the curriculum approval process.

In the event that no credentialed full-time faculty member can be identified as the SME faculty sponsor, the Pathway Associate Deans may select an appropriately credentialed adjunct faculty volunteer to be a SME faculty

---

[1] *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.
[2] "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

History: *Adopted October 27, 2015, revised on March 28, 2023*		
Approved by the Board of Trustees **Date:** 03/28/2023	**President's Signature**	**Date:** 03/28/2023

Policy Manual

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

sponsor. If no full-time or adjunct faculty member agrees to serve as the course a SME faculty sponsor, an appropriately credentialed Associate Dean may do so.

IMPLEMENTATION AND OVERSIGHT

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

Pathway Dean Review

It is the responsibility of the Pathway Dean and Associate Deans to ensure that the policy outlined here is followed.

VIOLATION OF POLICY

All violations of this policy are to be referred to the College Provost & Senior Vice President for Academic 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

Faculty Co-Sponsor - faculty, credentialed to teach the course, who is/are chosen by the SME faculty sponsor to assist in the course review and approval process in the CMS.

Subject Matter Expert (SME) Faculty Sponsor - full-time or adjunct faculty who are credentialed to teach the course to be created, modified, or terminated, who take the lead on course outline development, entering the course outline in the Curriculum Management System (CMS), and who will present the course to the Curriculum Committee.

History: *Adopted October 27, 2015, revised on March 28, 2023*			
Approved by the Board of Trustees	Date: 03/28/2023	President's Signature	Date: 03/28/2023