

Procedure Manual



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The purpose of this procedure is to provide faculty, administrators, and staff with information and additional details related to Policy 6Hx2-4.30. Further details can also be found in the Curriculum Procedure Manual.

Course Outline Development

The discipline Associate Deans across the college will collaborate to identify full-time faculty who may choose to serve as the Subject Matter Expert (SME) faculty sponsor. A full-time faculty member can only serve as a SME faculty sponsor on a volunteer basis.

The SME faculty sponsor may select faculty co-sponsor(s) to assist in the course outline development process. The SME faculty sponsor may select as many co-sponsors as deemed appropriate, giving priority to those full-time faculty members credentialed to teach the course.

In order to complete course outline development, the SME faculty sponsor and co-sponsor(s) will attend and complete the necessary training in how to use the Curriculum Management System (CMS). The development of a course outline is meant to be a collaborative effort that includes discipline faculty across the college. The SME faculty sponsor is expected to engage with other faculty in the discipline across the college, with the goal of incorporating the best ideas of the discipline area to create a robust and well-developed course. The SME faculty sponsor may select as many co-sponsors as deemed appropriate. All full-time faculty in the discipline will be given the opportunity to review the course as proposed. All faculty members must be able to access course outlines.

As per the 6Hx2-4.30 policy, a Pathway Associate Dean may serve as a course sponsor originator. If that is the case, the College must prove that there are faculty committed and credentialed to teach the course being developed.


A Subject Matter Expert (SME) enters the course outline and associated course information into the CMS, adhering to the guidelines provided in the **Curriculum Procedure Manual**.

As part of the approval process, all full-time faculty in the discipline will be given the opportunity to review the new/revised course in the CMS within the timelines outlined in the Curriculum Procedure Manual. During the review period they may offer comments/revisions and state whether they agree or disagree with the course as proposed.

The SME faculty sponsor must read all comments and feedback offered by the discipline faculty in the CMS during the faculty review period, and respond to the submitting faculty with a resolution or disposition.

Once the faculty review period (per Curriculum Procedure Manual) is over, the course is reviewed by the Associate Deans. It is expected that the discipline Associate Deans will collaborate and discuss the proposed course before the designee elects to approve/disapprove the course in the CMS.

Once a course outline has been approved by the discipline Associate Dean, it will be included on the agenda of a Curriculum Committee meeting to request final approval by the Committee.

Recommending Officer's Signature: <i>Jeffrey Nasse, Ph.D.</i>	Date: 3/14/2023	President's Signature: 	Date: 3/14/2023
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The SME faculty sponsor or program manager is responsible for presenting the course to the Curriculum Committee and adhering to the steps outlined in the Curriculum Procedure Manual to monitor the course through to Curriculum process.

Five Year Course Outline Review

All courses must be reviewed at least once every five years, per Broward College policy 6Hx2-4.30. Curriculum Services will facilitate the creation of a list of courses that must be reviewed during the next academic year. That list will be made available to all the appropriate Pathway Dean(s), who are responsible for completion of the task. Process details can be found in the [Curriculum Procedure Manual](#) in the Five-Year Course Review section.

The following can be found in the CPM:

- Guiding Principles
- Types of Course Proposals
- Approval Process

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