Principles of Accreditation

Compliance Report

Chipola College Compliance Audit Report

SACS Comprehensive Standard 3.4.1

3.4.1 - Academic Program Approval

The institution demonstrates that each educational program for which academic credit is awarded is approved by the faculty and the administration.

Judgment of Compliance

☑ In Compliance

Statement of Rationale for Judgment of Compliance

Each educational program at Chipola College is approved by the faculty and administration as part of a well-established process before it becomes part of the curriculum and is published in the college catalog.

Cooperative Efforts of Faculty and Administration

Following are major steps in the approval and implementation of new educational programs:

- Department faculty and administrators conduct fact-finding to document the need for the training program in the college district.
- Senior administrators on the Executive Council hear reports on the fact-finding phase and discuss the viability of the new program, including the budgetary impact of the proposed program. These discussions often span multiple meetings. For examples of minutes from the last two years when administrators were informed about possible new programs see ([1]; [2]; [3]; [4]).
- Department administrators submit application for approval to state agency (if required). For example, an application was submitted for approval of Chipola's Bachelor of Science in Teacher Education.
- Department-level faculty and administrators collaborate to prepare proposals in accordance with Florida’s Curriculum Frameworks. For links to curriculum frameworks for all of Chipola's educational programs, see [CS 3.3.1] – Institutional Effectiveness. Faculty on the Curriculum and Courses of Study Committee review and approve the new program, course sequence, and syllabi, usually after extensive discussion in multiple meetings. See ([5]) for minutes of the meeting during which the Teacher Education Program curriculum was approved.
- The District Board of Trustees approves all programs annually by approving the college catalog, as illustrated in sample agendas from 2004 ([6]), 2005 ([7]), and 2006 ([8]).
• Administrators implement the new program under the leadership of the Senior Vice President of Instruction and Student Services.
• If new faculty are to be hired, a search committee is appointed from among faculty, staff, and administrators and includes employees representing a cross-section of campus functions, ethnicity, and gender. See (9) for guidelines for the makeup of search committees at Chipola.
• Faculty and administrators on the Catalog/Class Schedule Committee ensure that all new programs and courses are in the catalog and class schedule for the coming year ([10]).
• The Dean of Student Services develops curriculum guides for the new programs during annual updating of Faculty Advising Manuals ([11]).
• The Dean of Student Services orients faculty advisors and counselors to program and course changes during the annual Advising Workshop at the beginning of each fall term. See ([12]) for the agenda documenting the Advising Workshop during the back-to-school activities at the beginning of the 2006-2007 term.

Faculty Involvement in Approval of Educational Programs
Faculty approve educational programs through decisions at the department or program level and as members of the Curriculum and Courses of Study Committee ([13]), on which all voting members are full-time faculty elected by colleagues in academic departments. This committee has been empowered to act officially in making curricular decisions. Department representatives bring feedback from their peers and engage faculty in efforts to initiate new programs or improve existing curriculum.

Shown below are faculty members elected by their departments to serve in 2006-2007. Key academic administrators also serve as resources for faculty but are non-voting members.

2006-07 Curriculum and Courses of Study Committee Membership

Elected Faculty Members (Voting)
James Bailey—Technical Programs/Electronics
Nancy Burns—Business and Computer Science
Richard Hinson—Letters/Communication
Sara Manning—Nursing
Dr. Santine Cuccio—Teacher Education
Janice Holley—Workforce Development
Robert Ivey—Social Science
Dr. Josh Martin—Music/Theatre
Dr. Cherry Ward—Mathematics
Allan Tidwell—Science

Academic Administrators (Non-Voting)
Dr. Sarah Clemmons—Senior Vice President, Instruction and Student Services
Dr. Kitty Myers—Vice President of Baccalaureate Program Development
Dr. Joan Miller—Dean, Student Services
The Curriculum and Courses of Study Committee is an executive committee, which means its recommendations are sent directly to the President. The President reports and discusses recommendations with the Executive Council (vice presidents and deans) and develops plans for implementation.

Eventually, the recommendations are forwarded to the Associate Dean of Development and Planning, who includes strategies in the next year’s Annual Plan ([14]; [15]). Throughout this process, important items are placed on the agendas of monthly faculty meetings. See [CS 3.4.10] – Responsibility for Curriculum for more about how Chipola’s faculty approve and implement educational programs.

**Administrative Involvement in Approval of Educational Programs**

Administrators are involved in the initiation of new educational programs in a variety of ways: (1) Academic administrators (deans or department directors) initiate discussion of potential new educational programs at the department or program level, gather substantial evidence supporting the need for the proposed program, and discuss this evidence with senior administrators during Executive Council meetings ([1]; [2]; [3]; [4]). (2) After the decision has been made to pursue the program, administrators work with department faculty to prepare the appropriate application for approval at the state level, if required. (3) Administrators also prepare appropriate documents and forms for program approval by the Curriculum and Courses of Study Committee. See [CS 3.4.10] – Responsibility for Curriculum for a description of the review process. (4) Key academic administrators also serve as non-voting members of the Curriculum and Courses of Study Committee. Hence they are available for explanation and discussion as faculty consider proposed programs. (5) Once a new program has been approved, administrators are responsible for entering it in the catalog, which is approved annually by the Board of Trustees, preparing the curriculum guides, orienting faculty advisors about the new program, and registering students in the program.

Table 3.4.1-1 illustrates how Chipola’s instructional programs are approved by faculty, administrators, and external agencies.

<table>
<thead>
<tr>
<th>Faculty Approval</th>
<th>Administrative Approval</th>
<th>External Agency Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual faculty members research proposed instructional program</td>
<td>Dept. or Program Director approves</td>
<td>Board of Trustees—annually approves as part of the College Catalog</td>
</tr>
<tr>
<td>Dept. or Program faculty approve</td>
<td>Curriculum &amp; Courses of Study Committee approves</td>
<td>Board of Trustees—annually approves initial application and site visit, as required</td>
</tr>
<tr>
<td>Dept. or Program Director approves</td>
<td>Executive Council reviews</td>
<td>Board of Trustees—annually approves periodic review and/or site visits, as required</td>
</tr>
</tbody>
</table>

For more about faculty and administrative approval of instructional programs, see
CS 3.4.10 – Responsibility for Curriculum and CS 3.7.5 – Faculty Role in Governance.

Documentation:

[1] Executive Council Minutes, October 3, 2006 - Dean Bud Riviere on Masonry Apprentice Program

[2] Executive Council Minutes, January 25, 2006 - Vice President Kitty Myers on Teacher Education Program


[4] Executive Council Minutes, January 7, 2006 - Vice President Kitty Myers on Educator Preparation Institute and Bachelor of Applied Science (BAS) degree


[7] Board Agenda, September 20, 2005


[9] Chipola College IMM #12 - Hiring Procedures

[10] Catalog/Class Schedule Committee Purposes and Tasks


[13] Curriculum and Courses of Study Committee Purposes and Tasks

[14] 2004-2005 Recommendations from the Curriculum and Courses of Study Committee to the President

[15] 2005-2006 Recommendations from the Curriculum and Courses of Study Committee to the President