

## AGENDA ITEMS

A cluster must submit a proposal for inclusion on the agenda of an AAC meeting by the fourth Monday of each month.

One week prior to a regularly scheduled meeting, staff will distribute an agenda with minutes from the previous meeting with supporting documentation to members of the AAC, the campus presidents, the academic deans, and each campus library/learning center. Additional copies may be obtained by contacting the chair's office. A copy of the agenda page will be distributed to all full-time faculty via electronic mail. A complete copy of each agenda with support documentation will be archived by the Ybor City Campus library.

All proposals voted on by the AAC will be forwarded to the vice president for education and student development, whether approved or not approved. There is a place on the proposal form to indicate "not approved" and to state the reason for this decision. Each proposal must pass by a majority vote after which the AAC chair will forward the completed materials to the vice president for education and student development for approval. **Refer to the academic affairs action flow chart located in the appendices.**

### COLLEGE-WIDE ACADEMIC CURRICULUM CLUSTERS

#### Selection and Role of the Cluster Representatives to the AAC

Full-time faculty members are assigned to at least one curriculum cluster committee related to their discipline or field. The composition of the curriculum cluster committee includes the following disciplines and fields:

##### Cluster 1

English \*, EAP, Journalism, Literature, Mass Communications, Reading\*, Speech

\* Each member of the college preparatory curriculum cluster is also a member of his/her respective discipline cluster.

##### Cluster 2

Art, Dance, Foreign Language, Humanities, Music, Philosophy, Theater Arts

##### Cluster 3

Mathematics\*, Statistics

\* Each member of the college preparatory curriculum cluster is also a member of his/her respective discipline cluster.

##### Cluster 4

Aquaculture, Environmental Horticulture, Environmental Science, Life Science, Physical Science, Veterinary Technology

##### Cluster 5

Anthropology, Early Childhood Management, Education, Psychology, Sociology

##### Cluster 6

History, Political Science

##### Cluster 7

College Preparatory (writing, reading, mathematics, EAP)

Cluster 8  
Nursing

Cluster 9  
Health Sciences, Counseling and Human Services, Physical Education, Sign Language Interpretation

Cluster 10  
Accounting, Business Administration, Economics, Culinary Management, Hospitality and Tourism Management, Industrial Management Technology, Restaurant Management

Cluster 11  
Criminal Justice, Fire Science, Law Enforcement, Legal Assisting, Radio & Television Broadcasting,

Cluster 12  
Architectural Design/Construction, Biomedical Equipment Engineering, Computer Engineering, Computer Sciences, Electronics Engineering, Foundation Studies in Architectural Design, Manufacturing Technology, Office Administration

Cluster 13  
Counseling

Cluster 14  
Librarians

**Note:** A full-time faculty member teaching in more than one discipline is entitled to membership in each respective cluster.

Representatives of odd numbered clusters are elected during odd numbered years; representatives for even numbered clusters are elected during even numbered years.

### **FREQUENCY OF MEETINGS**

College-wide curriculum cluster committees will meet at least twice during each major academic term (see calendar). The cluster chair may call additional meetings.

### **ELECTION OF CLUSTER CHAIR**

Each cluster will elect a chair for one academic year. The election will be held before the end of the spring term of the previous year. The outgoing cluster chair will notify the chair of the AAC of the new cluster chair's name by the end of the spring term of that academic year.

### **ROLE OF DEANS**

In support of the philosophy that deans should play an important role in curriculum development, a dean or director will serve as a non-voting resource person to each cluster.

### **ROLE OF DIRECTORS**

The appropriate director will review the curriculum proposal with the respective division of the college associated with support and implementation. This review will entail the directors/dean of learning resources, student services, and technical and or associate in arts programs. The directors/deans