

## FLORIDA BOARD OF EDUCATION

August 29, 2002

**SUBJECT:** Florida Community College at Jacksonville Out-of-District Request

---

### **PROPOSED BOARD ACTION**

For implementation beginning the 2003 Summer Semester, Florida Community College at Jacksonville is seeking initial approval of one out-of-district/international study program.

- The Greece and Turkey Summer 2003 Program

### **BACKGROUND INFORMATION**

Section 240.311, Florida Statutes (F.S.), is a broad statute that defines the powers and duties of the State Board of Community Colleges. These duties were transferred to the Florida Board of Education (FBOE) as a function of the Type II transfer that occurred in SB 1162. Listed within the powers and duties is the responsibility to review and approve all out-of-district instructional courses requested by community colleges. Specifically, subsection (3)(o)2., F.S., states, "The review shall also include all courses offered by a community college outside its district. Courses offered outside the home district which are not approved by the State Board of Community Colleges shall not be counted for funding purposes or to meet enrollment assignments."

---

**Supporting Documentation Included:** Short historical description of this activity, a listing of the program areas that are up for approval and a summary of indemnification policies.

**Facilitators/Presenters:** J. David Armstrong, Jr.

**OUT-OF-DISTRICT PROCEDURES IN THE  
FLORIDA COMMUNITY COLLEGE SYSTEM  
August 29, 2002**

Since 1985, the Florida Community College System has implemented guidelines and procedures pursuant to Section 240.311, Florida Statutes, for institutions to follow with regard to teaching courses outside the colleges' home districts. These procedures were developed for the following reasons:

- To assure that courses taught outside a college's assigned county area were approved by the president in whose district the courses were being taught.
- To assure that courses taught in other states or countries maintained the same academic rigor as courses taught at the local campus.
- To assure that all courses taught outside the district are consistent with the college's mission.
- To assure that the planned out-of-state experience relates to the course objectives.
- To assure that the course is classified correctly in accordance with the Community College Information Classification Structure and that the course is registered in the state's Common Course Numbering System.
- To assure that the number of credits assigned to the course is consistent with the institution's standard load policy.
- To assure that student learning activities will be evaluated.

Historically, as part of this process, all out-of-district requests were approved by the local board of trustees and then were forwarded for approval by the former State Board of Community Colleges. Colleges may seek initial approval for one year or approval for an additional three years. Through Type II transfer, the Florida Board of Education (FBOE) has assumed the responsibilities of the former State Board of Community Colleges (SBCC) and will maintain responsibility for approving these requests until such time as a decision is reached on where appropriate authority should be placed for these transactions. At the final meeting of the SBCC, the Board members delegated approval authority to David Armstrong for this administrative function until the FBOE was functional.

Staff members at the Division of Community Colleges continue to examine the forms as they are received and evaluate the accompanying syllabi and other support materials to assure that courses are of sufficient academic rigor.

## **Out-of-District Requests for Florida Board of Education Approval August 29, 2002**

**Florida Community College at Jacksonville** is requesting approval to offer one international study program.

The Greece and Turkey Summer 2003 Program (May 12 - June 6, 2003)

Locations: Athens, Greek Isles, Rhodes, and Lindos, Greece and Marmaris and Bodrum, Turkey

Included in the program are:

- ARH 1000, Art Appreciation
- ART 2750C Ceramics Handbuilding I
- ART 2755C Ceramics Handbuilding II
- ART 2540C Introduction to Watercolor
- ART 2550C Advanced Watercolor
- ART 2808C Advanced Interdisciplinary Studies
- HUM 2211 The Foundations

Students will be given a first hand look at art artifacts, sculptures and architecture created from 1600 BC. They will have an opportunity to record these experiences through paint, clay and written word.

Florida Community College at Jacksonville has provided the essential documentation stating the indemnification information that the college requires for student travel abroad. Students are required to sign an Indemnification/Hold Harmless Agreement that releases the college from any liability for any claim for injury or loss that the student may suffer arising from or in any way connected with this travel. Students must provide proof of health and accident insurance that must have international coverage. The college provides general liability insurance which will defend students who may inadvertently cause property damage or injury to others while traveling and participating in college sponsored activities as a part of the group. A staff member in risk management at the college monitors the State Department warnings for unsafe travel and makes appropriate recommendations.

Courses are commonly scheduled in regular class sessions prior to departure out of the country with accredited full-time faculty. Additionally, some courses actually meet abroad and are held at various locations depending on the individual program. For example, the Cambridge Program offers their courses on the University of Cambridge Campus. Other programs have their instructors meet with the students daily as they visit historical sites. Methods of instruction include traditional class lecture, discussion, special presentations by experts at the location, and written projects such as journals, research papers, and other written assignments. Individual student progress is monitored constantly while abroad.

All of these courses, which are included in the Florida Community College System course-code classification system and in the Florida Statewide Course Numbering System, are recommended for approval by the Florida Board of Education.