



The College of the Florida Keys Program Revision Proposal Checklist and Routing

Initiator: Catherine Torres

Program Title: CRIMINAL JUSTICE: CORRECTIONAL BASIC RECRUIT TRAINING PROGRAM

Program Number: 600

Effective Date/Term: December 16, 2025 / 202620

*****PLEASE ONLY UPDATE AREAS BELOW THAT YOU ARE REQUESTING TO REVISE*****

A. New Program Title:

B. Credits:

C. Contact Hours: 445

F. Degree Type (check all that apply): B.A.S. B.S. B.S.N. A.A. A.S. A.A.S. C.C.C. C.T.C. A.T.D.

G. Prerequisites:

H. Corequisites:

I. Curriculum changes (Please attach current curriculum and revised curriculum highlighting changes): attached

J. New Program Description [in addition, include a Track Changes document saved in .pdf form of the new version embedded in the old version]:

Correctional Officer Basic Recruit Training (Minimum Standards)

This program is the 445 hours Correctional Basic Recruit Training Program and meets the basic training requirements of the Florida Department of Law Enforcement and the Criminal Justice Standards and Training Commission. Successful completion of these courses is required to take the Florida State Officer Certification Examination for Corrections.

K. New Objectives/Learning Outcomes/Major Topics [in addition, include a Track Changes document saved in .pdf form of the new version embedded in the old version]:

See attached COT Comparison Chart (old/new program) and Course Objectives.

L. Explanation as to why this program revision is necessary (state changes, statute...):

The correctional officer basic recruit training program has been updated with an additional 25 hours to account for changes identified on the most recent job task analysis (JTA) and to add content to communication, decision-making and officer mental health and wellness as required by the Florida Department of Law Enforcement (FDLE) Criminal Justice Standards and Training Commission (CJSTC).

Routing (Please review, sign and date before forwarding)

Date Submitted: 10/07/2025

Initiator name: Catherine Torres

Title: Director, Institute for Public Safety

Is the Initiator the Faculty Subject Matter Expert? Yes No

If "No," Subject Matter Expert's Signature:

Subject Matter Expert(s) Comments/Recommendations (if outside expert, include credentials; if no Subject Matter Expert, explain):

Any additional information not captured above that the initiator would like to submit for consideration:

Initiator's Signature: Catherine Torres

Digitally signed by Catherine Torres
Date: 2025.10.07 16:31:30 -04'00'

Please forward all proposals electronically to the appropriate Academic Dean

Date Received: 10/15/2025

Academic Dean Name: Jack Seubert

Title: Dean, Marine and Applied Sciences

Approve Request as is Approve request with modifications (list in comments) Disapprove Request (list in comments)

Modifications or reason for disapproving request:

Academic Dean's Signature: Jack Seubert

Digitally signed by Jack Seubert
Date: 2025.10.15 11:21:47
-04'00'

Date signed:

Please forward all proposals electronically to the Curriculum Committee (CC) Chairperson

Date Received: 10/15/25

Date reviewed by Committee: 10/22/25

CC Chairperson Name: Dr. Nicole McCoy

Title: Associate Professor

Approve Request as is Approve request with modifications (list in comments) Disapprove Request (list in comments)

Modifications or reason for disapproving request:

Small corrections to the new course proposals associated with this program revision.

CC Chairperson Signature: Nicole McCoy

Digitally signed by Nicole McCoy
Date: 2025.10.24 09:44:19 -04'00'

Date signed:

Please forward all proposals electronically to the Vice President, Academic Affairs

Date Received:

Vice President Name: Dr. Moneeka Munroe

Title: VP, Academic Affairs

Effective term if different than the proposal effective term:

Federal CIP Code:

Information Classification Structure (ICS) Code:

Required SACSCOC notification? Yes No

Approve Request as is Approve request with modifications (list in comments) Disapprove Request (list in comments)

Modifications or reason for disapproving request:

Board of Trustees action taken on program revision:

Date program revision presented to the BOT:

Approved Request as is Approved Request with modifications (list in comments) Disapproved Request (list in comments)

Modification or reason for disapproving request:

Vice President's Signature:

Date:

Please forward all proposals electronically to the Associate Dean

Date Received:

Assoc. Dean's Name: Karla Malsheimer

Title: Associate Dean, Enrollment Management

Date submitted to SCNS:

Date approved by SCNS:

Date entered into Banner:

Initiator/ Dean/ VP notified course revisions are active: Yes No

Assoc. Dean's Signature:

Date signed: