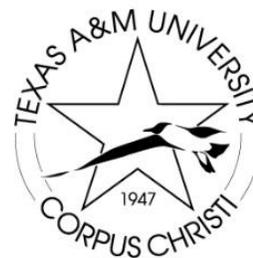# 11.10.99.C0.03 Development of Courses and Catalog Revisions

Approved: September 20, 1999
Revised: September 8, 2017
Revised: February 26, 2018
Next Scheduled Review: February 26, 2023

Procedure Summary

All changes to the undergraduate and graduate catalogs at Texas A&M University-Corpus Christi must be reviewed by the appropriate program/department, college curriculum committee, the college dean, the University Curriculum Committee, the Faculty Senate, and the Provost/Vice President for Academic Affairs. This procedure outlines the approval process for developing new courses and catalog revisions, as well as, the responsibilities of involved parties.

Procedure

1. GENERAL

    A course is considered new when it currently does not exist at the university. New courses and revisions to the existing catalog must follow the process outlined in this procedure.

2. DEVELOPMENT OF NEW COURSES

    2.1.   All new courses, course changes, and course deletions must go through the catalog review process before they may be included in the course inventory.

    2.2.   New courses cannot be submitted or approved outside of the catalog copy. In some cases, courses may be taught under existing special topics headings, but these exceptions should be rare. These courses may be taught under the special topics heading up to three (3) times. After the third time, they must be submitted through the formal approval process with catalog copy.

3. RESPONSIBILITIES IN THE CURRICULUM REVIEW PROCESS

    3.1.   The faculty originators are responsible for:

    3.1.1.   Obtaining initial support with the department chair, college dean, and the Office of the Provost.

3.1.2. Presenting the catalog revisions to the department faculty for a vote.

3.2. Department chairs are responsible for:

3.2.1. Ensuring that proposals are properly prepared and all necessary forms are completed, including attachments (e.g., syllabi, letters of support or votes from affected departments & committees).

3.2.2. Ensuring that all information being entered into the approved university catalog database is correct.

3.2.3. Alerting other department chairs if the curriculum will involve their departments. Supporting documentation from the affected departments must be included in the proposal.

3.2.4. Securing supporting documentation from the Faculty Core Curriculum Committee and including it in the proposal.

3.2.5. Monitoring the proposed catalog revisions for quality and compliance with the standards of the university, the Texas A&M University System (TAMUS), the Texas Higher Education Coordinating Board (THECB), and Southern Association of Colleges and Schools Commission on Colleges (SACSCO).

3.2.6. Documenting the departmental faculty vote.

3.2.7. Routing the complete proposal to the college curriculum committee.

3.3. The college curriculum committees, whose makeup is defined by the college, are responsible for:

3.3.1. Reviewing the materials for quality, integrity, academic rigor, and purpose.

3.3.2. Considering if the changes support the university's mission.

3.3.3. Checking for potential duplication between disciplines within the college.

3.3.4. Reaching out to the faculty originators and the department chairs should anything need clarification.

3.3.5. Routing recommendations to the respective college dean.

3.4. College deans and their designated staff are responsible for

3.4.1. Ensuring that the faculty on curriculum committees are knowledgeable about the process and the standards for catalog revisions.

3.4.2. Working with the departments and programs to ensure that any changes requested by the majority of the college curriculum committee are addressed.

3.4.3. Holding a vote of the college faculty if required by the college's faculty handbook.

3.4.4. Assuming responsibility for the completeness of materials, copy editing, and compliance with THECB policies.

3.4.5. Routing to the Division of Academic Affairs.

3.5. The designated staff in the Division of Academic Affairs are responsible for:

3.5.1. Preparing materials for the University Curriculum Committee.

3.6. The University Curriculum Committee (UCC) will be chaired by the chair of the Faculty Senate's Academic Affairs Committee. Details on the committee membership can be found on the official Committee and Councils webpage. The UCC is responsible for:

3.6.1. Reviewing the materials for quality, integrity, academic rigor, and purpose.

3.6.2. Evaluating catalog revisions to ensure that they support the university's mission.

3.6.3. Avoiding unnecessary duplication of courses and conflicts of interest with other existing courses.

3.6.4. Ensuring that the proposals meet the quality standards set forth by the university, TAMUS, THECB, and SACSCOC.

3.6.5. Routing recommendations to the Faculty Senate.

3.6.6. Holding meetings twice per long semester in different months.

3.7. The Faculty Senate is responsible for:

3.7.1. Reviewing recommendations by the UCC.

3.7.2. Considering the viability of the proposals, including faculty workload.

3.7.3. Voting on the proposal

3.7.4. Routing Faculty Senate actions to the Division of Academic Affairs.

4. INTERNAL REVIEW OF NEW COURSES AND CATALOG REVISIONS

4.1. The originator secures the support of the department chair, dean, and Office of the Provost.

4.2. The appropriate forms must be completed in the approved university catalog database by the originator or their departmental designee (e.g., department chair, department administrative assistant). Requested syllabi should include the course number, the name of the course, a course description, students learning outcomes, major assignments, required readings, grading criteria, and a course schedule.

4.3. According to the SACSOC Resource Manual, curriculum approval will begin at the department or program level and be controlled by the faculty. Therefore, the catalog revision proposal must be reviewed and voted on by departmental faculty first and then forwarded by March 1st to the college's curriculum committee for consideration, whose deadline for recommendations is May 1st.

4.4. The dean's office will work with the originator and the department chair to ensure that any changes requested by the majority of the college committee are made in the approved university catalog database. If the department faculty disagree with the changes requested, an explanation of the disagreement must be noted and forwarded with the proposal by June 1st. If the college's faculty handbook calls for it, an all-college faculty vote must be taken before the dean's recommendation is forwarded.

4.5. Materials will be forwarded to the UCC by August 15th. Prior to the committees' meeting(s), members shall share proposals with their constituencies in order to solicit feedback to bring to the committee meetings. An agenda must be sent to the dean's office at least five (5) business days prior to the meeting. In order to facilitate the necessary discussion, meetings will be conducted in a medium to encourage synchronous interactions (e.g., face-to-face, WebEx, conference call). Anyone in the university community is welcome to attend UCC meetings but will need to be recognized by the chair for speaking privileges. The recommendations of the UCC need to be submitted by Oct. 15th.

4.6. A representative from the Division of Academic Affairs will provide a list of courses under consideration to the Registrar's Office by Nov. 23rd and Veteran's Affairs by Dec. 1st. The Division of Academic Affairs staff will also contact originators and department chairs regarding any changes recommended by the UCC. If there is a difference of opinion regarding changes, then the Division of Academic Affairs will facilitate conversations to collaboratively find solutions. The President has the authority to make a final decision.

4.7. Members of the Faculty Senate's Academic Affairs Committee will present their recommendations regarding catalog revisions to the Faculty Senate at their October

meeting. Voting will take place at the November meeting. Recommendations will be routed to the Division of Academic Affairs by Dec. 1st.

4.8.   The catalog will be published on or around Jan. 15th.

5.   NEW DEGREE PROGRAMS, CERTIFICATES, AND MINORS

5.1.   New Degree Programs and Certificates

While catalog copy for new degree programs and certificates is reviewed as part of the catalog process, the catalog review process is not the formal approval process for these items. All new degree programs and certificates must be approved as described in University Procedures *11.10.99.C0.01, Development of Academic Degree Programs* and *11.10.99.C0.02, Development of Certificate Programs*, respectively. These programs can only be published in the catalog after final approval is received from all governing bodies as required by these procedures.

5.2.   Minors

The process for adding or revising current minors can be found in University Procedure *11.99.99.C0.01, Academic Minors*.

Related Statutes, Policies or Requirements

System Policy *11.10, Academic Program Requests*
University Procedure *11.10.99.C0.01, Development of Academic Degree Programs*
University Procedure *11.10.99.C0.02, Development of Certificate Programs*
University Procedure *11.10.99.C0.04, Distance Education Programs*
University Procedure *11.10.99.C0.05, Substantive Change*
University Procedure *11.99.99.C0.01, Academic Minors*

This procedure supersedes:
- *03.02.02.C2.01, Development of New Courses and Catalog Revisions*

Contact Office

Contact for clarification and interpretation: Provost and Vice President for Academic Affairs
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