OFFICIAL

Policy and Procedure Statement 2.18  Curriculum Committees
Review Cycle: June 1, ONY  (8 paragraphs)
Review Date: 06/01/2011
Reviewer: Director, Curriculum Services

PURPOSE

1. The University Curriculum Committee and all College Curriculum Committees are committed to maintaining a well-designed, effective process for developing academic courses as outlined in, PPS 2.01, Courses: Additions, Changes, and Deletions, academic programs as outlined in PPS 2.05, Academic Programs: Addition, Changes, and Deletions, and academic administrative units as outlined in PPS 2.11, Academic Administrative Units. These Committees, together with departmental curriculum committees, provide the faculty review portion of curricular development at Texas State University-San Marcos. This PPS summarizes the membership of those Committees and the procedures involved in curricular proposals.

2. The University Curriculum Committee (UCC) is charged by the Faculty Senate to review all academic program proposals; all academic administrative unit proposals such as departments, schools or colleges; and proposals for added and deleted courses and proposed changes to courses affecting more than one college. As directed by the Faculty Senate, the UCC will focus on issues such as the alignment of each program with the University Strategic Plan, the University’s Goals and Initiatives, quality, need, budget, and effects on programs in other colleges, accuracy and duplication of existing course content.

3. Using guidelines provided by the UCC and the college faculty, the College Curriculum Committee (CCC) will review all academic program proposals, and course proposals. These Committees will evaluate proposals for added courses by considering the proposal’s completeness, format, clarity, cost, the accuracy of any prerequisites or co-requisites, and effects on other courses within the originating college. Program proposals will be evaluated on the basis of alignment with college strategic plans.

MEMBERSHIP

4. The UCC is formed by the Faculty Senate with two tenured faculty selected from each College as voting members, along with a Librarian/Curator from the University Library as a voting member and two students appointed by the Associated Student Government as voting members. The chair and vice chair of the UCC are appointed by the Faculty Senate. Additionally the University Registrar, the Collection Development Librarian, and the Director of Curriculum Services serve as ex-officio non-voting members. UCC faculty members serve for three-year renewable terms. Faculty on the UCC serve concurrently on the CCC (see paragraph 5) and act as liaisons between the committees.

5. The representatives of the college from the UCC are automatically members of the CCC. Normally, each CCC is formed annually through elections held by each department or school at its first fall meeting. The faculty in each department or school elects one full-time faculty representative to serve on the
CCC or in a few cases representatives from the department or school may be appointed positions as deemed necessary by the chair and dean. Academic centers or institutes that develop curricula and are housed within departments or schools will be represented by faculty in that department or school. Each CCC must include the two faculty members from the college concurrently serving on the UCC (see paragraph 4). The chair of the CCC is elected annually by the voting members of the CCC. The dean of the college may appoint a non-voting student representative to the CCC.

PROCEDURES

6. The UCC meets once or more each year to review, evaluate, and approve or deny all curricular proposals for added and deleted courses, as well as changes to courses affecting more than one college. Ordinarily, deliberations focus on issues such as need for the new course or program, the accuracy of prerequisites, restrictions, and co-requisites for courses outside the originating college, possible duplication of existing course content, and cost. The UCC also reviews all academic program proposals for certificates, minors, majors, degrees, concentrations, etc. and academic administrative units originating within each college. Proposals that do not follow required formats are returned to the originating college. The UCC regularly reviews and proposes modifications to the formats and evaluative procedures of relevant PPSs based on recommendations from its members, members of a CCC, or others representing pertinent academic or administrative units. Routing and approval details are provided in the PPSs listed in paragraph 1 above.

7. Each CCC meets once or more each year to review, evaluate, and approve or deny proposals for added or changed courses by considering issues such as the proposals’ completeness, format, clarity, accuracy, cost, and effects on other courses within the originating college. Each CCC also reviews all academic program proposals for certificates, minors, majors, degrees, concentrations, etc. originating within each college. Each CCC will submit final actions to the college deans for processing, as specified in the relevant PPSs in paragraph 1. In general, the CCC functions as a point of contact for faculty in the departments, schools and programs that provides guidance and advice on curricular issues to all faculty within the college.

CERTIFICATION STATEMENT

8. This PPS has been approved by the reviewer listed below and represents the Division of Academic Affairs policy and procedure from the date of this document until superseded.

Review Cycle: __________________________ Review Date: ____________

Reviewer: ______________________________ Date: ________________

Approved: _____________________________ Date: ________________

Gene Bourgeois
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