

OFFICIAL

Policy and Procedure Statement 2.18
Review Cycle: June 1, ONY
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Reviewer: Director, Curriculum Services

Curriculum Committees
(8 paragraphs)

PURPOSE

1. The University Curriculum Committee and all College Curriculum Committees are committed to maintaining a well-designed, effective process for developing (1) academic courses as outlined in [PPS 2.01](#), Courses: Additions, Changes, and Deletions, (2) academic programs as outlined in [PPS 2.05](#), Academic Programs: Addition, Changes, and Deletions, (3) academic administrative units as outlined in [PPS 2.11](#), Academic Administrative Units, and (4) academic certificates as outlined in PPS 2.22, Academic Certificates. These committees, together with departmental and school curriculum committees, provide the faculty review portion of curricular development at Texas State University. 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 “(r)ecieve and evaluate all curricular requests, including program and course changes, and also new degree program and course proposals.” This charge includes the review of (1) all academic program proposals including certificates; (2) all academic administrative unit proposals such as departments, schools or colleges; (3) and proposals for added and deleted courses and (4) proposed changes to courses affecting more than one college. As directed by the Faculty Senate, the UCC will focus on issues such as the state’s plan for higher education in Texas and the alignment of each program with the university’s strategic plan, goals and initiatives, quality, job market need, budget, 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. The College Curriculum Committees will evaluate proposals for adding, changing, and deleting courses by considering the proposal’s completeness, format, clarity, cost, accuracy of any prerequisites or co-requisites, and effect on other courses within the originating college. Program proposals will be evaluated on the basis of alignment with college strategic plans and the university’s strategic plan, goals and initiatives, quality, job market need, budget, effect on programs in other departments/schools within the college, accuracy and duplication of existing course content. Because the members of the CCC represent every department and school within the college, the CCC members should be fully informed of all college curriculum proposals, and the CCC proposal review is vital to the curriculum process.

MEMBERSHIP

4. The UCC is formed in June by the Faculty Senate with two tenured faculty members appointed from each College and a Librarian/Curator from the University Library as voting members, and two students appointed by the 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 must hold full-time teaching positions and will serve three-year renewable terms. Faculty on the UCC serve concurrently on their CCC (see paragraph 5) and act as consultants between the two committees.
5. Each CCC is elected every fall semester by the departments and schools, and must include the two college representatives serving on the UCC (see paragraph 4). Additionally, department and school representatives are annually elected by the faculty in each department or school to serve on the CCC, typically at their first fall meeting and no later than September 15th each year. CCC faculty members may serve three-year renewable terms. In a few cases, representatives from the department or school may be appointed to the CCC 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. The chair of each 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 as needed to review, evaluate, and approve or deny all curricular proposals for adding and deleting courses and for changes to courses affecting more than one college. Ordinarily, deliberations focus on issues such as need for the new course, 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, 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 policies and procedures 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 as needed to review, evaluate, and approve or deny proposals for added or changed courses by considering issues such as a proposal's completeness, format, clarity, accuracy, cost, and effect on 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 and 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
Provost and Vice President for Academic Affairs

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Last Updated: August 31, 2016
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