02.CUR.01

CURRICULUM REVIEW

(Revised January 29, 1999)
(Revised by the COB Advisory Council, January 5, 2005)
(Approved, COB Faculty, January 10, 2005)
(Reviewed April 2012)
(Revised and Approved by COB Faculty March 9, 2018)

A curriculum review occurs each year as an aspect of publishing the annual University catalog. The process is initiated by the Associate Dean when the College receives guidelines for the submission of proposed changes from the Provost's office. The Office of Assessment, Accreditation, & Compliance's webpage contains the deadline for catalog changes (http://assessment.tamucc.edu/Catalog%20Deadlines.html).

The curriculum review process is guided by University Procedure 11.10.99.C0.01 "Development of New Academic Degree Programs" and University Procedure 11.10.99.C0.03 "Development of New Courses and Catalog Revisions."

Generally, a distinction should be made between substantive and nonsubstantive curriculum changes. Substantive changes include proposals for a new program or major and deletion of a program or major. Nonsubstantive changes include proposals for course content changes, individual course additions and deletions, and changes in course format (i.e., hybrid, online, face-to-face). Both substantive and nonsubstantive curriculum changes are initiated by faculty person(s) responsible for such courses. Proposals for change of multiple—section courses are initiated by the course coordinator after consultation with others teaching the section course. Proposals for changes in major or minor requirements, or the addition or deletion of a major are initiated by the faculty persons who teach in the discipline. All catalog change proposals, regardless of nature, must be reviewed and approved by the respective departmental faculty. After departmental approval, the Department Chair forwards the proposal to the College Curriculum Management Committee (CMC) for consideration. If the changes are nonsubstantive, the CMC forwards the changes to the Dean for approval. If the changes are substantive changes, the CMC will request that the Dean will call a meeting for approval by the college faculty and the Dean.

When the CMC rejects a proposal, it must be returned to the Department Chair with suggestions for resubmission or with reasons for denial. Proposals denied by the CMC may be appealed to the Dean in writing.

Those proposals approved by the Dean that require catalog changes are forwarded to the Provost, who then transmits the proposals to the appropriate University Committee and/Faculty Senate for action. Faculty developing the proposals may be asked to appear or to provide additional information to university-level reviewers. Faculty Senate guidelines provide a detailed process for actions taken by the Senate.

In addition to the routines described above, a comprehensive review of the curriculum occurs in the Curriculum Management Committee. The chair of the Curriculum Management Committee and the Department Chairs are responsible for initiating this comprehensive review.

Shorten Courses: System Policy 11.03, Shortened Courses, requires faculty review of courses that are offered in a format that results in non-standard contact hour arrangements (e.g., internet-based courses, blended courses with fewer than traditional contact hours, study abroad courses offered in compressed formats, and weekend courses offered in compressed formats).

Academic Minors: The introduction of new minor requires the college to request approval for the minor through the appropriate university channels and receive approval before designating the minor.

See University Procedure 11.10.99.C0.01 - Development of Academic Degree Programs.
See University Procedure 11.10.99.C0.03 - Development of New Courses and Catalog Revisions.
See University Procedure 11.03.99.C0.01 - Shortened Courses and Credit Hours.
See University Procedure 11.99.99.C0.01 - Academic Minors.

HTTP://ACADEMICAFFAIRS.TAMUCC.EDU/RULES_PROCEDURES/INDEX.HTML