New programs, program changes, new courses or new degrees are initiated at the department level. They are then presented to the Curriculum Coordinating Committee by the appropriate department chair for approval. If changes or additions are in a program in which state certification is involved approval must also be obtained by the Center for Professional Development of Teachers. The Dean of the College of Education approves the changes or additions and forwards to the Dean of Graduate Education if graduate programs are involved or directly to the Provost office if only undergraduate programs are involved. Upon approval by the Provost office the changes or additions are forwarded to the Faculty Senate. After approval by the Faculty Senate the changes or additions are forwarded to the Presidents office, which forwards them to the Texas A&M University System Board of Regents if Regent’s approval is required or directly to the State Board for Educator Certification and/or the Texas Higher Education Coordinating Board of Regency approval is not required. Upon approval of the State Board for Educator Certification and/or the Texas Higher Education Coordinating Board the changes or additions are implemented. The decision making process terminates with appropriate decision-making body approval.

The COE has two charts related to curricula. One is the College of Education Program Organization Chart that shows the major programs currently existing within departments. The other is the Educational Program and Policy Decision Making Flowchart, which illustrates the movement of proposed changes to existing programs and additions of new programs step-by-step through the required decision-making bodies.

Curriculum Coordinating Committee Policy

Purpose

The Curriculum Coordinating Committee (CCC) of the College of Education (COE) at TAMUCC is responsible for reviewing, approving and recommending to the dean initiatives concerning college curriculum and programs and policies related to curricular issues.

The Overview Function

Review means an in-depth examination of submitted documents as to their accuracy, completeness, integrity, consistency, and cohesiveness and coordination at the college level.

Approving means arriving at a collegial consensus through thorough consideration of issues.
Recommending means that the proposal is either returned to be further developed and resubmitted or it is approved or disapproved.

**Scope of Responsibility**
Curriculum issues include the addition, revision, alteration or elimination of existing areas. Program issues include the structures of the graduate, undergraduate and certification areas. Administrative issues in departments and programs as well as catalog revisions and inclusions that impact above-mentioned areas will be considered by the CCC if referred to that body by the dean, department chairs, or other faculty members who have a concern. Policy considerations include the following issues: student admissions, retention, certification, graduation, accreditation, accountability and partnership with other entities. Therefore, the CCC is responsible in part for maintaining quality by insuring cohesiveness and integrity of the College in relation to curriculum issues broadly conceived.

**Representation and Election of Members**
Election of members shall be conducted in the following manner:

1. All departments within COE will nominate candidates for membership on the CCC.
2. Individual departments within the COE will elect one member with each member serving for two years. The Dean will appoint one at-large member for a total of seven voting members. Additionally, there will be appointed by the dean one representative from the ECDC for a total of eight members. All members except the member representing the ECDC must have 3 years experience in a tenure-track position at the university level.

Department chairs and associate deans are ineligible to serve. A quorum will be considered to be more than 50% of voting members. 61 Revised:8/27/2004

3. The term for all voting members will be two years.
4. Non-voting members to the CCC will include the COE department chairs. Department chairs will be encouraged to attend all meetings to provide support, clarification and representation for their respective departments particularly when decisions affecting their departments are being considered.

5. The CCC will be co-chaired by the Associate Dean for Undergraduate Studies and the Associate Dean for Graduate Studies as non-voting members.

**Procedures**
1. Faculty members, individually or in groups, devise any changes to COE curriculum at the program level. These changes include new courses, substitute courses, deleted courses, special topics courses, new programs, altered programs, new degrees, and altered degrees.
2. Curricular changes proposed in (a) above are forwarded to the respective department chair.
   a. For courses/programs/degrees not undergoing a “substantive” change and for special topics courses, the department chair will approve by signing off and turning in to the Associate Dean for Undergraduate Studies for undergraduate changes and the Associate Dean for Graduate Studies for graduate changes an “Application to offer a Special Course for College Credit” form, along with the
course/program/degree materials.

b. For courses/programs/degrees undergoing a “substantive” change, the department chair will approve by signing off and turning in to the Associate Dean for Undergraduate Studies for undergraduate changes and the Associate Dean for Graduate Studies for graduate changes the appropriate graduate office and Coordinating Board forms along with the course/program/degree materials. “Substantive” changes are those defined by the Coordinating Board as needing Coordinating Board approval before those changes can be implemented.

3. The department chair submits all course/program/degree documents in final, complete form to the appropriate Associate Dean according to the time lines established in (4) below. The department chair is responsible for making twelve copies for distribution.

4. Changes in courses, programs or degrees (new, deleted, and/or modified) must be submitted at least one week before the CCC meeting at which those changes are to be considered.

5. The CCC chairs give the proposals to CCC members within 24 hours of receipt, excluding weekends and holidays.

6. The agenda of the CCC is published and distributed to all COE faculty by the associate deans at least one week prior to each CCC meeting. All CCC meetings are open forums.

62 Revised: 8/27/2004

7. Faculty members responsible for each curricular change to courses, programs, and/or degrees present their proposal to the CCC at the scheduled meeting and make themselves available to answer any questions/concerns raised by the CCC at that time. Department chairs are encouraged to be present at those meetings to support their faculty members.

8. The CCC members by a majority vote may ask for a closed forum following the presentation of a curricular change to discuss the proposal(s).

9. All CCC minutes will be published and distributed to all faculty members within 3 days following each CCC meeting by the co-chairs

Rules
1. The CCC follows Robert’s Rules of Order.
2. The CCC will publish a calendar of scheduled meetings for each semester and distribute it to all faculty at the beginning of each semester. This calendar should clearly delineate deadlines for submitting proposals for consideration.
3. All new faculty will be given information on the CCC upon being hired by TAMU-CC.
4. Any anticipated courses require prior approval by CCC
## Flowchart

**Educational Program and Policy Decision Making**

<table>
<thead>
<tr>
<th>Departments</th>
<th>Curriculum Coordinating Committee</th>
<th>Center for Professional Development of Teachers</th>
<th>Dean</th>
<th>Provost</th>
<th>Faculty Senate</th>
<th>President</th>
<th>Regency</th>
<th>S.D.E.C. and/or Coordinating Board</th>
<th>Implement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval</td>
<td>Feedback</td>
<td>Loop</td>
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**Decision Making Process Terminates with Appropriate Decision Making Body.**