Preface Note: The guidelines outlined below are intended to apply to any and all proposals to modify TAMU-CC's existing Core Curriculum program, including, but not limited to, new core curriculum courses, new core Tetrads, triads, or any cluster of core courses, deletion of courses from the core, downsizing or deletion of existing Tetrads, triads or grouped core courses, modification of the University's theme, intellectual skills or philosophical foundation upon which the existing core is anchored, etc.

I. Rationale for this Proposal

An unwritten, informal process for submitting proposed changes to TAMU-CC's Core Curriculum exists and it has served our University reasonably well. It has, however, lacked consistency and uniformity in its application. The guidelines outlined below seek to establish a set of parameters within which proposed changes to the Core Curriculum program will be considered uniformly, consistently and within the time constraints and deadlines imposed by the University calendar, specifically the catalog copy calendar.

II. General Guidelines for Core Curriculum Proposals.

Prior to being considered by the FC3 committee, proposals for modifying TAMU-CC's Core Curriculum must be approved by the sponsoring department(s) and the sponsoring college(s). Approval of proposals at the department(s) and college(s) levels is to be evidenced by the signatures of the appropriate officials on the Core Curriculum Proposal Cover Sheet.

For proposals involving more than one core curriculum course (Tetrads, triads or other grouped courses) signatures of the officials of the department/colleges involved signify that coordination in the planning and development has taken place and that, if approved, such cooperative effort will continue to exist in the implementation, delivery and management of the grouped courses.

Past the departmental/college approval, core curriculum proposals will then be formally submitted to the Chair of the FC3 committee for consideration at an upcoming and regularly scheduled meeting of the Core Curriculum Committee. Faculty directly involved with the preparation of the proposal may be asked to appear before the FC3 Committee and/or to provide additional information.

Core Curriculum proposals must be in alignment with the letter and spirit of Texas A&M University-Corpus Christi's Core Curriculum program that seeks to enhance our students' intellectual skills (reading, writing, speaking, listening, mathematical competency and critical thinking) within the context of the liberal arts and sciences and linked through a common University theme and curriculum perspectives (see TAMU-CC Catalog 2000-2001, pp. 63).
III. Required Documentation in Support of Core Curriculum Proposals As Attachments to the Core Curriculum Proposal Cover Sheet

1. Statement identifying the nature of the proposal (new course, new tetrad/triad etc.)

2. Rationale/justification for the proposal

3. Complete syllabus or syllabi for the course(s) involved including:
   a. Course(s) number(s) and title(s)
   b. Credit hour value(s), (including laboratory, if applicable)
   c. Catalog description of course(s)
   d. Course(s) objectives, including statements of how course(s) seek to enhance the applicable intellectual skills and address the curriculum perspectives and University theme.
   e. Plan to assess the extent to which objectives were met at the conclusion of the course(s)
   f. Method of evaluating students' performance
   g. Outline of topics to be covered by the course(s)

Note: Core Course deletions or downsizing/elimination of Tetrads, triads or grouped courses require, in addition to the cover sheet, only the supporting documentation specified in items 1 and 2 above.

IV. Timetable for Submission of Core Curriculum Proposals

For purposes of new core courses and planned new course linkages, proposals already approved at the department and college levels must be submitted to the Chair of Core Curriculum Committee on or before the first working day of October. This will allow the FC3 Committee Chair to distribute copies of the proposal among FC3 members for consideration at a regularly scheduled meeting of the committee. Proposals approved by FC3 will then be forwarded, by the FC3 Chair, to the Faculty Senate for consideration at their November meeting.

Naturally, core curriculum proposals submitted after the above mentioned deadline will still be considered under the same guidelines by the FC3 committee. If ultimately approved, these proposals will not be implemented in the following academic year.
Date________________

Faculty member(s) initiating proposal________________________________________________
(please initial above your name)

Nature of Proposal (new course, new tetrad/triad, deletion of course, downsizing/termination of
tetrad/triad, etc.)

Rationale/Justification for proposal (Please use additional sheets if necessary)

List of supporting documentation included with proposal (Please use additional sheet if
necessary)
Unless otherwise noted, signatures below imply endorsement of this proposal

Dept. Chair(s)________________________________________ Date____________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

College Dean(s)________________________________________ Date____________________
____________________________________________________________________
____________________________________________________________________

FC3 Committee Chair's signature indicates FC3 approval.

FC3 Committee Chair_________________________________ Date____________________