III.A.  CURRICULUM CHANGE AND APPROVAL  
(Revised: July 15, 1995; July 15, 2005)

Program, course, and catalog changes usually originate from faculty in the various teaching areas. On occasion program and course changes are initiated by the Dean, Department Chair, or the other Colleges to meet changing needs. The College of Education generally requests, through the Deans, changes in teacher certification programs.

The progression for changes is as follows:

1. The discipline faculty approve and present in writing the proposed change to the Department Chair.

2. The Department Chair reviews and suggests any advisable changes to the discipline faculty and the Dean.

3. The Dean transmits the proposed change to the Curriculum Committee, as the Curriculum committee is advisory to the Dean.

4. The Curriculum Committee acts on the proposed change(s) and returns its recommendation to the Dean.

5. The Dean places the recommended change on the agenda for faculty action in a faculty meeting.

6. If the change is approved, the Dean then places the recommended change on the agenda for Deans’ Council action if needed, and informs the Speaker of the Faculty Senate as needed. Other colleges are advised of any recommendation affecting their curricula.

7. The Department Chair, Dean, and Associate Vice-President for Academic Planning and Institutional Effectiveness are responsible for seeing that changes are appropriately published and included in catalog revisions. Changes are approved by the Faculty Senate during the catalog approval process.

If at any step above, a negative action is taken, the process is either stopped or reverts once again to the discipline faculty for revision or termination.

Course Proposal Exception:

Course proposals receiving unanimous approval by the Curriculum Committee will be considered automatically approved by the Faculty and placed on the faculty meeting agenda as a point of information. Courses receiving less than unanimous approval by the Curriculum Committee but receiving a majority of support will be recommended to the Faculty with the vote split published in the agenda.
Undergraduate Course Approved for Graduate Credit:

An undergraduate course approved by the Faculty to offer graduate credit will retain that status as long as the course remains current in the College and is taught by the faculty member whose proposal gained approval. Once the approved status has been attained, the course may be taught for graduate credit or not at that instructor's discretion with the approval of the Department Chair. Other faculty members wishing to teach the course for graduate credit must submit individual proposals.
I.B. \textbf{STANDING COMMITTEE STRUCTURE}

(Revised July 1998, per Faculty Meeting, May 1, 1998; Revised October 31, 1998; September 24, 1999; December 3 1999; March 31, 2000; July 1, 2001; May 20, 2002, August 15, 2002; May 13, 2003; March 26, 2004; May 27, 2005, October 2006)

The Standing Committees of the College of Liberal Arts include: the three Faculty Personnel Advisory Committees, the Curriculum Committee, the Faculty Teaching and Scholarly/Creative Activities Committee, and the Post-Tenure Review Committee.

The Chairpersons of the three Faculty Personnel Advisory Committees are elected by the faculty of each departmental unit and serve for a term of one year. The Chairs of the Curriculum and Faculty Teaching and Scholarly/Creative Activities Committee (FTSCA) will have served as Vice-Chairs of the given Committee during the preceding year. Curriculum Committee and FTSCA Vice-Chairs are elected by the committee at the beginning of the Academic Year. A faculty member may not serve as Chairperson of more than one standing committee. The Department Chairs are ineligible to serve on standing committees.

1) Three Faculty Personnel Advisory Committees—1) Visual and Performing Arts, 2) Humanities and English, and 3) Social Sciences and Psychology—have been created to advise the Dean on individual faculty tenure and promotion decisions and on faculty personnel decisions in general. They also provide guidance to tenure-track faculty in their third year of service. Each Faculty Personnel Advisory Committee shall have five full-time tenured faculty members, who are elected by the full-time faculty of their inter-departmental body. An alternate member with the same qualifications is elected each year. In circumstances where the alternate cannot serve, the Associate Dean may serve (by FPAC invitation) as an alternate member of a Faculty Personnel Advisory committee. The Committee:

\begin{itemize}
\item[a)] makes recommendations to the Dean regarding the granting of tenure and promotion as outlined in the A&M-CC Faculty Handbook at \url{<http://www.tamucc.edu>} and in the College of Liberal Arts Policy on Contract Renewal, Promotion, and Tenure.
\item[b)] informs in writing the concerned faculty of its recommendation and the reasons for that recommendation.
\item[c)] suggests to the faculty changes in personnel policy and procedure that are deemed useful, and recommends any necessary changes in them,
\item[d)] reports to the faculty regarding the procedures and criteria used in making personnel recommendations,
\item[e)] completes third year reviews as required by the Promotion policy,
\item[f)] makes recommendations in accordance with the Graduate Faculty policy for Graduate and Provisional Graduate Faculty.
\end{itemize}

The elected Chairs of the Faculty Personnel Advisory Committees have the following special duties:
a) The elected Chairs of the Faculty Personnel Advisory Committees serve as the Liberal Arts Awards Committee. The Award Committee nominates candidates for university-wide awards and nominations, such as the Regents Professorship and the awards of the Faculty Senate. The faculty members nominated by this committee for the university’s Excellence in Teaching, Outstanding Service, and Excellence in Scholarship Awards will be designated the winners of the College’s annual awards for Excellence in Teaching, Outstanding Service, and Excellence in Creative and Scholarly Activity. A College award is also given for Outstanding Academic Advising, and the award winner’s name submitted to the University to be placed in nomination for the National Academic Advising Association Outstanding Advisor Award. The College winners will be given recognition plaques and faculty development money to honor their achievements.

b) The three elected Chairs of the Faculty Personnel Advisory Committees constitute the three elected faculty who serve on the five-member Arts & Humanities Faculty Post-Tenure Review Committee.

c) One of the three FPAC Chairs serves as one of the two College Representatives to the Developmental Leave Committee. (See I.C.4.)

2) The Curriculum Committee is composed of a Chairperson, a Vice-Chair, who becomes Chair the following year, and committee members. The Liberal Arts Dean, Associate Dean, and Department Chairs determine the committee members. The Curriculum Committee:

   a) reviews, approves, and recommends to the faculty plans and curricula for new undergraduate programs,
   
   b) reviews and approves undergraduate courses and topic course proposals and syllabi, subject to referral to the College faculty meeting,
   
   c) reviews, approves and recommends to the college faculty all proposed changes, additions and deletions in discipline curricula or major study requirements,
   
   d) recommends to the faculty on the development of undergraduate degree programs and minor programs of study,
   
   e) undertakes any other matters related to undergraduate and graduate studies, which may be properly assigned by the Dean or the faculty of the college.

The College’s two faculty representatives to the University Library Committee will have the following responsibilities: one representative will serve on the College Curriculum Committee and act as a liaison between the two committees. The other representative will coordinate the purchase by the College of materials for Bell Library. Both University Library Committee representatives will communicate the needs and opinions of the College to the University Library Committee.
3) The Faculty Teaching and Scholarly/Creative Activities Committee (FTSCA) consists of a Chairperson (who serves as one of the two College representatives to the University Research Enhancement Committee), a Vice-Chair (who moves into the role of chair the following year), and other members. FTSCA:

a) seeks out and publicizes opportunities for faculty research,
b) recommends to the faculty any changes in procedures and deadlines in the application for and allocation of college-level faculty research funds within the general University guidelines,
c) recommends to the Dean those who will receive college-level faculty research funds,
d) communicates these recommendations in writing to the concerned faculty,
e) reports to the faculty the procedures, criteria, and deadlines used in making its recommendations,

The committee is also charged to study methods of improving the assessment of teaching and learning, and to encourage the development of teaching and learning through a variety of activities, which include:

a) developing programs related to improving classroom instruction;
b) seeking out, supporting, and publicizing opportunities for faculty development;
c) recommending to the faculty any changes in procedures and deadlines in the application for and allocation of college-level faculty development funds;
d) recommending to the Dean those who will receive college-level faculty development funds;
e) communicating these recommendations in writing to the concerned faculty;
f) reporting to the faculty procedures, criteria, and deadlines used in making its recommendations;
g) holding discussions on teaching (e.g. Teaching Circle Luncheons) each academic year.

4) A Post-Tenure Review Committee established by each college shall review the specified faculty members. The committee shall consist of five individuals; the faculty elects three members and the Dean appoints two other individuals. The respective department chair is not eligible, and all members of the committee must be tenured. Committee members will serve three-year terms. 2004-2005 FPAC Chairs and two representatives chosen by the Dean will serve in a temporary capacity until Fall 2005, when a newly formed committee comprised of the new FPAC Chairs and two appointees of the Dean will act as the three-year standing committee. The term for service on the standing committee extends two years beyond the term of FPAC Chair. The next standing committee will be formed by the FPAC Chairs for 2008-2009 and the Dean’s two appointees. If an
elected member of the standing committee must resign the position on the standing committee after having completed his or her term as FPAC Chair, the FPAC chair of that area (DHUM/ENG; DVPA; DSOC/PSYC) during the year of the member's resignation will serve the remainder of the term. If an FPAC Chair serving on the Post-Tenure Review Committee realizes that his or her workload is too heavy to serve effectively on both committees, an election will be held among the disciplinary faculty concerned to fill the position for the year. This rule will be revisited in 2010-2011. (See II. E. Faculty Reviews for procedures related to Post-Tenure Review.)

5) *Ad Hoc* Committees may be appointed from time to time by the Dean to study designated issues or to perform special tasks as indicated in charges to them.