Curriculum Review, Change and Approval

Program, course, and catalog changes usually originate from faculty in the various programs of the Departments. On occasion, program and course changes are initiated by the Dean, Chair, or the other Colleges to meet changing needs. The College of Education generally requests, through the Dean, changes in teacher certification programs. Oversight for curricula issues resides with the Dean of the College to ensure that the curricula are consistent with the philosophy of the College and the purpose of the University. Curricula origination and review responsibilities reside with the faculty. Each Department handles the process according to its individual practices and standards. SACS, the Texas Higher Education Coordinating Board, professional accrediting bodies and other regulatory agencies dictate elements of the process within the Departments as well. All curricular change proposals, regardless of nature, must be reviewed and approved by the respective Department faculty. Approved curricular changes are forwarded to the College Curriculum Committee, which sends its recommendations to the Associate Dean/Dean and then to the Provost, who transmits the proposals to the University Faculty Senate for action. Faculty developing the proposals may be asked to appear or to provide additional information to the Senate. Faculty Senate guidelines provide a detailed process for actions taken by the Senate. Minor curricula changes are addressed though the annual University Catalog revision process.

Generally, curricula changes that affect catalog copy should be completed early in the Fall semester. Changes to the catalog are due in the Associate Dean’s office in early November. Notification of specific due dates is sent to the Departmental Chairs early in September.