Committee Members and Contact Information

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ASCAP proposals should be emailed to: Paige.Phillips@ttu.edu.

ASCAP Meeting Dates. ASCAP meetings are typically scheduled every month during the academic year. All meetings will begin promptly at 3:00 p.m. in Holden Hall 129.

- **9 September** (completed proposals reaching Committee members by 2 September)
- **23 September** (completed proposals reaching Committee members by 16 September)
- **14 October** (completed proposals reaching Committee members by 7 October)
- **28 October** (completed proposals reaching Committee members by 21 October)
- **11 November** (completed proposals reaching Committee members by 4 November)
- **25 November** (completed proposals reaching Committee members by 18 November)
- **9 December** (completed proposals reaching Committee members by 2 December)
- **27 January** (completed proposals reaching Committee members by 20 January)
- **10 February** (completed proposals reaching Committee members by 3 February)
- **24 February** (completed proposals reaching Committee members by 17 February)
- **10 March** (completed proposals reaching Committee members by 3 March)
- **14 April** (completed proposals reaching Committee members by 7 April)
- **5 May** (completed proposals reaching Committee members by 28 April)

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1. The last meeting to consider graduate course/program proposals in time to make the March meeting of Graduate Council and the April meeting of Academic Council and final approval for inclusion in the 2014-2015 print catalog. Graduate proposals completed after January are highly unlikely to appear in next year’s print catalog.

2. Last meeting to consider proposals for courses in the Core Curriculum in time to make the March meeting of the General Education Council and the April meeting of Academic Council for inclusion in the 2014-2015 print catalog. Core curriculum proposals completed after February are highly unlikely to appear in next year’s print catalog and will not go into effect until they appear in a subsequent catalog.

3. Last meeting to consider undergraduate course/program proposals in time to make the April meeting of Academic Council and final approval for inclusion in the 2014-2015 print catalog. Proposals completed after March will not appear in next year’s print catalog.
College of Arts and Sciences
Committee for Academic Programs
(ASCAP)

2013-2014

Policies and Procedures for
Submitting Course and Curriculum Additions, Deletions, and Changes

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ASCAP Meetings

A. ASCAP meetings will convene for 90-120 minutes, with the last 45-30 minutes reserved for the Committee’s closed session. Every effort will be made to place proposals on the agenda for a specified meeting date according to the order of their arrival by the due date for that meeting. Proposals in need of mechanical corrections and minor, nonsubstantive revisions usually will be returned to the sending unit prior to placement on an agenda, and will be scheduled according to the due date the corrected versions arrive. **Thus, it is important that every unit follow closely the procedures outlined herein to assure processing of proposals in as timely and efficient a fashion as possible.**

B. The agenda for each ASCAP meeting will be distributed via email the week prior to the meeting date. *The chairperson or a designated faculty member of the proposing unit must represent each proposal at the meeting where the proposal is an agenda item.* Committee will table any proposal for which a faculty representative from the sending unit is not present, and processing of the proposal could be delayed considerably. Minutes of each meeting will be distributed via email by the end of the week following the meeting, at which time units will know the outcome of their proposals as determined by ASCAP. The Committee Chairperson (Associate Dean) will process approved proposals for continuance through the system, and will discuss with department chairs the issues pertaining to proposals requiring substantial revisions or not approved by ASCAP.

C. **ASCAP will accept no more than 10 proposals at a time from the same unit.** Changes to programs involving more than 10 course proposals should be planned in close consultation with Associate Dean David Roach to optimize timing of proposal submissions.

D. ASCAP approval is a positive recommendation of the proposal to the next level of consideration—Academic Council for undergraduate proposals; the Graduate School then Academic Council for graduate proposals. Academic Council considers each proposal reaching that level and makes a recommendation to the Provost. **Final approval of curricular proposals, if granted, comes from the Provost.**

Submitting Proposals for ASCAP Review

1. **General Procedures** (See the following pages for detailed procedures, and the attached Checklist for a summary.)

   o Each proposing unit should complete and email electronic copies of the following forms directly to Paige.Phillips@ttu.edu:
     (a) the Texas Tech University Application for Course Approval form;
     (b) the appropriate course fee form;
     (c) a complete syllabus for proposals of new courses or changes in courses.
These forms can be found at: [http://www.irim.ttu.edu/CourseInventory.php](http://www.irim.ttu.edu/CourseInventory.php) under “Course Approval Forms.”

- Proposals to change the delivery modality of existing courses to be offered at a distance must follow procedures outlined in OP 36.01 ([http://www.depts.ttu.edu/opmanual/OP36.01.pdf](http://www.depts.ttu.edu/opmanual/OP36.01.pdf)) using the appropriate application form provided.
- It is not necessary to send copies of the forms and related documents to other departments, but brief descriptions of your proposal(s) should be sent via email to each chairperson within the college when you send full proposals to members of ASCAP.

2. **Resources:** The following links should be consulted when preparing proposals.
   - University Operating Policy [http://www.depts.ttu.edu/opmanual/OP36.01.pdf](http://www.depts.ttu.edu/opmanual/OP36.01.pdf)
   - Course Approval Application forms [http://www.irim.ttu.edu/CourseInventory.php](http://www.irim.ttu.edu/CourseInventory.php)
   - Quick reference definitions [http://www.irim.ttu.edu/CourseInventory.php](http://www.irim.ttu.edu/CourseInventory.php)
   - Form for Distance Learning Courses [http://www.depts.ttu.edu/distancelearning/pdf/pogp_compliance_form.pdf](http://www.depts.ttu.edu/distancelearning/pdf/pogp_compliance_form.pdf)
   - Summary of University procedures [http://www.irs.ttu.edu/CourseInvty/ShortProcedure.htm](http://www.irs.ttu.edu/CourseInvty/ShortProcedure.htm)
   - State CIP Codes [http://www.txhighereddata.org/Interactive/CIP/](http://www.txhighereddata.org/Interactive/CIP/)

**General Regulations**

1. All course changes, additions, and deletions must be approved by the faculty of the originating department and endorsed by signature of the chairperson before submitting to ASCAP. Incomplete proposals will be returned.

2. Each proposal for a new course or for substantive changes to the content of an existing course must be accompanied by a complete syllabus - tentative or actual - that includes statements of expected learning outcomes and assessments, as well as other common features of syllabi. Proposals lacking syllabi or with syllabi lacking learning outcomes and assessments will be returned to the department.

3. Efforts shall be made at each level to ensure against a proliferation of courses beyond the ability of the department or area to offer such courses.

4. Courses must be reviewed periodically at the department level for currency and appropriateness of content. This includes courses taught via distance learning, whether directly by the department or through the Division of Outreach and Distance Education.

5. The Texas Higher Education Coordinating Board schedule for approving courses provides flexibility so that course proposals can be approved throughout the year. ASCAP encourages early submission of proposals in that approval of courses is also
dependent upon positive consideration by the Graduate Council (for graduate courses only), Academic Council, and the Office of the Provost. The Teacher Education Council and TTU Core Curriculum Committee may also need to review certain course proposals. Earlier submission and consideration of proposals increases the likelihood that additions and changes will be reflected in the next edition of the University Catalog.

**Detailed Procedures**

1. **Application for Course Approval.** Every proposal for a course change, course deletion, or new course must be prepared on the official Application for Course Approval form, which can be accessed, completed, and printed online at: [http://www.irim.ttu.edu/CourseInventory.php](http://www.irim.ttu.edu/CourseInventory.php). This form and accompanying paperwork (e.g., a syllabus) should be prepared as a professional document because a copy of the form eventually reaches the Texas Higher Education Coordinating Board in Austin. **Chairpersons should double-check each proposal for accuracy before signing and sending it to ASCAP.** Whereas some elements of the form must be completed for every proposal, other features should be completed only for the particular proposal being submitted. Following are directions for completing each section of the form. For assistance, consult the Quick Reference for Texas Tech Courses [http://www.irs.ttu.edu/CourseInvty/Reference.htm](http://www.irs.ttu.edu/CourseInvty/Reference.htm).

   **Note:** The following 10 items appearing in the section of the Application for Course Approval labeled ALL must be completed for all proposals.

   - **Department.** Enter the full, official name of the academic unit (e.g., Biological Sciences, not simply Biology; or, History instead of HIST).

   - **THECB Funding Level.** Enter the appropriate number from the charts below.

     **Undergraduate Level:**
     1 - Freshman
     2 - Sophomore
     3 - Junior
     4 - Senior

     **Graduate Level:**
     5 - Master
     6 - Doctoral
     7 - Professional/Law

     *(Note: THECB funding level is not the same as the course number level (ex. 1000, 2000, etc.)*

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![Application Form Screenshot](image.png)
- **Texas CIP Code.** “The Texas CIP codes are used to identify degree and certificate programs, courses, and declared majors on the reports and inventories of the Texas Higher Education Coordinating Board. The first six digits of each code are identical to those in the taxonomy *A Classification of Instructional Programs* published by the National Center for Educational Statistics. The seventh and eighth digits are the Texas suffixes which identify the CIP codes created to identify the diversity of courses and program offerings in Texas.” Select and enter the appropriate code in consultation with the Associate Dean for academic programs (David Roach, 2-3833, David.Roach@ttu.edu). The current inventory of CIP codes is at [http://www.txhighereddata.org/Interactive/CIP/](http://www.txhighereddata.org/Interactive/CIP/).

- **Topics or Multiple Listing.** Check the box if course topics for the proposed course are variable with each offering of the course; i.e., a “topics course.” Such courses usually are repeatable for credit and are normally at the senior or graduate level. Also, check the box if the proposed course is cross-listed with another course in another unit or college (e.g., HIST 3323 cross listed with WS 3323). *Do not complete this item for any proposals other than ones involving variable topics or multiple listings.*

- **Previous Course Number or Prefix.** If the proposal is to change the course number and/or prefix of an existing course, or to reinstate a previously deleted course with a new number or prefix, indicate here the former number and/or prefix. *Do not complete this item for any proposals other than changes to course numbers or prefixes, or for reinstatements of courses previously removed from inventory.*

- **Shortened Title for Class Schedules.** Create an abbreviated title that seems most suitable for publication in the Schedule of Classes. Abbreviations should be intuitive, capturing as much of the essence of the full title as possible, excluding prepositions and conjunctions.

- **Proposed Course Prefix and Number** (upper right-hand boxed area). It is imperative to use the correct course prefix as cited in the *University Catalog* in the section, “Explanation of Course Offerings.”

  o New prefixes, where appropriate, can be obtained from Janessa Walls (2-3658, Janessa.Walls@ttu.edu). Course numbers should reflect the complexity
(e.g., survey, introductory, general, advanced, etc.) of course content relative to other courses within the department.

- The first digit of the course number for undergraduate courses is traditionally associated with the academic year in which students normally take the course (i.e., 1=freshman, 2=sophomore, etc.). The first digit is essentially arbitrary for graduate courses, although some units reserve 5 for master’s courses and 6 for doctoral courses. The second digit indicates the number of semester credit hours the course generates (e.g., MATH 1351 earns 3 credit hours; MATH 1550 earns 5 credit hours). The third and fourth digits are used for sequencing within the department’s inventory as deemed appropriate by the faculty.

- A previous course number cannot be used for a period of 10 years except for reinstatement of the same course. When in doubt about the prior use of a number, examine old catalogs or contact Janessa.Walls@ttu.edu. Repeat these entries in the Prefix and Number boxes, as appropriate for the particular proposal, in the ADD, CHANGE, or DELETION sections of the application form (see sections below).

**Effective Term.** Indicate the first semester (e.g., Spring 2015) when you desire the proposed course or changes to go into effect.

*Note: Items in the following three sections of the Application for Course Approval form should be completed only for the particular kind of proposals indicated. Thus, complete only the ADD section for new courses, complete only the CHANGE section for proposals to change portions of an existing course, and complete only the DELETE section when deleting an existing course.*

**Section to ADD a Course.**

- **Note:** Syllabi. All proposals for new courses and for major changes in content to existing courses must be accompanied by sample course syllabi, including a topical outline and course calendar, and expected learning outcomes and assessments. Formal syllabi for proposed new courses should allow ASCAP members to discern a full sense of learning outcomes and assessments, content, requirements, and grade determination. The university and the college strongly recommend that each syllabus contain a statement that reasonable accommodations will be provided to students with disabilities.

- **Prefix:** Enter here the same prefix as entered in the “Proposed” box in the section above.
- **Number:** Enter here the same number as entered in the “Proposed” box in the section above.
- **Hours:** Enter here the same number as entered in the “Proposed” box in the section above.
Proposed Hours.

- **First box “CHR”** is course credit hours.
- **Second box “LEC”** is contact hours for the lecture, seminar, practicum, independent study, special topics, dissertation, or thesis.
- **Third box “LAB”** is contact hours for a credit lab only.
- **Fourth box “DIS-XCL”** is contact hours for a non-credit discussion, recitation or lab.

Individual study and research courses should state hours as in this example: ENGL 4300 Individual Studies in English (3). Courses that provide variable credit per enrollment should list hours as in this example: ENTX 4300 Undergraduate Research in Environmental Toxicology (V1-3). Repeat these entries in the Hours boxes, as appropriate for the particular proposal, in the ADD, CHANGE, or DELETION sections of the application form.

**Activity Type.** A course can only have ONE primary activity type. Select a secondary activity type if appropriate (e.g. non-credit discussion/recitation/lab).

- **Variable Credit.** State yes or no to indicate whether the course is one for which students can enroll for any number of credit hours within a specified range, usually 1-3 or 1-6. Variable credit is normally reserved for research, readings, and some special topics courses.

- **“May repeat this course?”** Check the appropriate box. If no, skip to Course Title. If yes, complete next item….

- **“Maximum credit hours if repeated.”** Most courses are not repeatable for credit. Those that are usually are special topics, readings, or research courses. If the proposed course is to be repeatable and if you wish to cap the number of credit hours ultimately available to students (that is, you want to limit how many times it can be repeated), enter the total number of attainable credit hours. For example, if
you want to limit students to repeating a 3 credit hour course once, the maximum credit hours will be 6.

**Course Title.** Be succinct. The title should be in English and intelligible to persons outside the field of study. Avoid titles with colons. Any subsequent change in the wording of a title – even the change of a single word – requires formal approval through ASCAP and other committees (see next section).

**Catalog Description.** Be descriptive and informative, but try to limit this statement to 25 words, exclusive of prerequisites or corequisites. Avoid merely rephrasing the course title. (Unlike title changes, subsequent minor changes to course descriptions can be made directly in catalog copy and need not be submitted for ASCAP approval. If in doubt about what constitutes a minor change, contact the Associate Dean.)

**Section to CHANGE a Course**
Check the respective box for each component that is proposed for change. Complete only the remaining components of this section that are directly relevant to the change(s) sought. For example, if the proposal is to change a course number, fill in only the boxes pertaining to the current and proposed numbers; do not complete the components pertaining to course prefix, hours, title, or description. When proposing changes to titles or descriptions, current title and current description should be stated precisely as they appear in the most recent catalog; do not abbreviate or truncate. Proposed titles and proposed descriptions follow the same conventions as proposed titles and descriptions for adding a course (see ADD section above).

**Section for DELETION of a Course**
Enter the course prefix, number, hours, and title precisely as they appear in the most recent catalog. Chairs in the college and ASCAP members should be notified of the deletion just as they are other course proposals. Issues about a deletion can be taken up with the respective chairpersons.
**Justification Section (Academic and Resource)**

*This entry must be completed for every course proposal, whether to add, change, or delete a course.* Explain, briefly and precisely, why the course proposal should be approved. Describe curricular needs, student demand, disciplinary developments, service to other programs, and the like. This should be a compelling statement. Simple expressions such as “needed for students” or “an interest of new faculty” are not convincing and will have to be expanded.

2. **Submitting Proposals.** After securing faculty approval and checking the forms and other documents for accuracy, the chairperson will sign the Application for Course Approval form and email it, along with a syllabus when applicable, directly to Paige.Phillips@ttu.edu. The chair should also email a brief description of each proposal that the department is submitting to all of the other A&S chairpersons. The proposing department need not distribute any other information or material to the other units unless one of the units asks for it (see Challenges and Objections below). The description sent to other chairpersons should present the following information for each proposal:

- Department Name
- Type of Course Proposal: Change, Deletion, or Addition.
- For new course additions, state proposed prefix, number, title, and description.
- For course changes, describe what is to be changed.
- For course deletions, simply so state.
- Give justification as stated on approval form.

*The proposal copies must Paige.Phillips@ttu.edu in the Dean’s Office, in proper form, at least one week prior to the ASCAP meeting at which the proposal hearing is anticipated.*

3. **Fiscal Resources.** Part of the committee’s charge is to ensure against a proliferation of courses beyond the ability of the academic unit to offer them. For each proposal to add a new course to your curriculum, please be prepared to address how the particular course and the overall curriculum will be supported by existing faculty and resources, how it will fit into a rotation to assure students get what they need for timely graduation, and how the deletion of one or more other courses would help balance resources and curriculum.

4. **Challenges and Objections.** If a department chairperson wishes to review and subsequently question a proposal submitted by another department, he/she should contact the chairperson of the proposing unit. If the question cannot be resolved between them, the inquiring chair may present the question in person and/or in writing to ASCAP. Associate Dean David Roach is to be notified of questions, objections, or intentions to challenge.

5. **Cooperative proposals** involving two or more academic units must include a memorandum of understanding to substantiate the cooperative aspects of the course.
This memorandum must be co-signed by the appropriate department chairpersons and be made part of the original proposal copied to all members of ASCAP.

6. **Attendance at Meetings.** Department chairpersons or their designated faculty representatives must be present at the ASCAP meeting when their proposals are on the agenda. Staff members of departments usually have too little academic expertise in the discipline to adequately address ASCAP questions and concerns. ASCAP members do not serve as department representatives, nor do they vote on recommendations pertaining to courses from their home units.

7. **Meeting times and dates** are posted at the top of this document. All ASCAP meetings are held in Holden Hall 129, beginning promptly at 3:00 p.m. on the second and fourth Monday of each month, unless otherwise indicated.

8. **Basic Degree Requirements.** Any course changes or revisions to catalog statements that would affect basic degree requirements for the various degrees within the College of Arts and Sciences must be discussed with the Associate Dean for Academic Programs (David.Roach@ttu.edu; 2-3833) prior to being submitted for insertion in the catalog.

9. **Core Curriculum Requirements.** Courses that departments wish to have included on the list of courses approved for meeting University Core Curriculum Requirements should be submitted to the members of ASCAP, as with any proposal. The following procedures for requesting inclusion of courses in the TTU Core Curriculum inventory went into effect in May, 1999:

   - Proposals must come to the Core Curriculum Committee from the office of the dean of the originating college, with an indication of the dean’s approval. Proposals not bearing the approval of the dean’s office will be returned to the college and proposing unit without action.
   
   - Proposals must be accompanied by a current syllabus and may have additional supporting materials. Proposals not accompanied by a syllabus will be returned to the college and proposing unit without action.
   
   - Proposals recommended by ASCAP for approval by the Dean will be signed off for the college and submitted to the Core Curriculum Committee. The Core Curriculum Committee will take up the proposal at the next meeting for which the course can be included as an agenda item.
   
   - Along with normal course proposal materials submitted to ASCAP, proposers must also include a completed Core Course Approval Form. This form, as well as Core Curriculum Course Review procedures and guidelines, can be found at the following CCC website: http://www.depts.ttu.edu/provost/councilscmtes/ccc/reviewprocedures.php.
Checklist for Submitting to ASCAP
Course and Curriculum Additions, Deletions, and Changes

1. Read carefully the College of Arts and Sciences document, Policies and Procedures for Submitting Course and Curriculum Additions, Deletions, and Changes.

2. Prepare a sample, class-ready syllabus for each proposal to add a new course to the inventory, or to make substantive changes to the elements and description of an existing course.

3. Access, complete, and print out the appropriate Application for Course Approval Form, available at http://www.irim.ttu.edu/CourseInventory.php, one form for each course proposal submitted.

   ___ Complete the entire section of the form labeled ALL, including the items in the upper right-hand box labeled Proposed.

   ___ Complete the section labeled ADD only if a new course is proposed.

   ___ Complete the section labeled CHANGE only if changes to an existing course are proposed; and mark only those elements in this section that pertain to the proposed changes.

   ___ Complete the section labeled DELETE only if deletion of an existing course is proposed.

   ___ Complete for every proposal the JUSTIFICATION section with a succinct statement that substantiates why the proposal is warranted.

4. Chairperson proofread carefully then sign and date the form.

5. Email proposal copies to Paige.Phillips@ttu.edu.

6. Send via email to all other A&S chairs a brief description of each proposal.

7. Read carefully the agendas for upcoming ASCAP meetings to see when your proposals are scheduled. Make sure the department chair or a designated faculty member attends the meeting to present the proposal.