College of Arts and Sciences  
Committee for Academic Programs (ASCAP)  
2014-2015  

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

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ASCAP proposals with Chair signatures should be sent by email 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.  

8 September (completed proposals reaching Committee members by 1 September)  
22 September (completed proposals reaching Committee members by 15 September)  
13 October (completed proposals reaching Committee members by 6 October)  
27 October (completed proposals reaching Committee members by 20 October)  
10 November (completed proposals reaching Committee members by 3 November)  
24 November (completed proposals reaching Committee members by 17 November)  
8 December (completed proposals reaching Committee members by 1 December)  
26 January1 (completed proposals reaching Committee members by 19 January)  
9 February2 (completed proposals reaching Committee members by 2 February)  
23 February (completed proposals reaching Committee members by 16 February)  
9 March3 (completed proposals reaching Committee members by 2 March)  
13 April (completed proposals reaching Committee members by 6 April)  
4 May (completed proposals reaching Committee members by 27 April)  

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 2015-2016 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 2015-2016 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 2015-2016 print catalog. Proposals completed after March will not appear in next year’s print catalog.
Submitting Proposals for ASCAP Review

1. Course proposals must be approved by the faculty of the originating department and endorsed by signature of the department Chair before submitting to ASCAP. Every proposal for a course change, course deletion, or new course must be prepared on the official TTU Application for Course Approval form: www.irim.ttu.edu/CourseInvty/NEWCOURSEFORM.pdf.

2. Proposals for new courses 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 student learning outcomes and assessments
   - Academic integrity statement
   - Religious holiday statement
   - ADA statement
   - A schedule of content coverage for the semester by week

3. Chairs should check the accuracy of electronic copies proposal forms and syllabi and send them to Paige.Phillips@ttu.edu at least one week before the scheduled ASCAP meeting at which the proposal hearing is anticipated. The Chair should also email a brief description of each proposal to all of the other A&S Chairs, including the following:
   - 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 state the deletion.

4. Proposals to change the Delivery Modality of existing courses to be offered at a distance must follow procedures outlined in OP 36.01 (www.depts.ttu.edu/opmanual/OP36.01.pdf) using the appropriate application form provided.

5. Resources: The following links should be consulted when preparing proposals.
   - University Operating Policy www.depts.ttu.edu/opmanual/OP36.01.pdf
   - Fee Forms: http://www.depts.ttu.edu/studentbusinessservices/resources/feerequest.php
   - Course Approval Application Form: www.irim.ttu.edu/CourseInvty/NEWCOURSEFORM.pdf
   - TTU Course Procedures & Information www.irim.ttu.edu/CourseInventory.php
   - Form for Distance Learning Courses www.depts.ttu.edu/distancelearning/pdf/pogp_compliance_form.pdf
   - State CIP Codes (THECB): www.txhighereddata.org/Interactive/CIP/
Additional Information

1. **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, old catalogs or Institutional Research at TTU can be helpful resources.

2. **Course Numbers.** 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.

3. **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).

4. **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).

5. **Variable Credit.** Variable credit, usually 1-3 or 1-6, is normally reserved for research, readings, and some special topics courses.

6. **Academic Justification.** Explain, briefly and precisely, why the course is needed. 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.

7. **Resource Justification.** 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 (or new faculty and new resources). Please note if you are deleting old courses to make room for the new courses.

8. **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, 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.

9. 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 Chair and be made part of the original proposal emailed to ASCAP.

10. 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.

11. 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 ASCAP. 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 by 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 from the Provost’s office. 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](http://www.depts.ttu.edu/provost/councilscmtes/ccc/reviewprocedures.php).

**ASCAP Meetings**

1. ASCAP meetings will convene for 1 hour, with an additional 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.

3. The agenda for each ASCAP meeting will be distributed via email the week prior to the meeting date. *The Department Chair or a Chair 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. ASCAP members do not serve as department representatives, nor do they vote on recommendations pertaining to courses from their home units.

4. Minutes of each meeting with ASCAP recommendations for proposals will be distributed to Department Chairs via email following the meeting. 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.

5. *ASCP 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.

6. ASCAP approval is a positive recommendation of the proposal to the next level of consideration. At the appropriate time, 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. *Notifications of final Provost approval are sent to Department Chairs from the Provost’s office.*
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 [www.irim.ttu.edu/CourseInvty/NEWCOURSEFORM.pdf](http://www.irim.ttu.edu/CourseInvty/NEWCOURSEFORM.pdf), one form for each course proposal submitted.

___ 4. Department Chair proof carefully and then sign the proposal form.

___ 5. Email proposal with syllabus to Paige.Phillips@ttu.edu.

___ 6. Send a brief description of each proposal by email to all other A&S Chairs.

___ 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.