

**College of Arts and Sciences**  
**Committee for Academic Programs (ASCAP)**  
**2022-2023**  
**Procedures for Curriculum Changes**

**Committee Members and Contact Information**

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**ASCAP Meeting Dates.** ASCAP are Mondays at 3:00 p.m., throughout the Fall and Spring Semester, on the dates listed below. **We will meet in person, Holden Hall 119A.**

August 29 (completed proposals must reach College Curriculum Committee step via Curriculog by August 22)

September 26 (completed...by September 19)

October 24 (completed... by October 17)

Nov 21 (completed...by November 14)

December 12 (completed...by December 5)

*Spring 2023 meeting dates TBA*

**Submitting Course Proposals for ASCAP Review**

1. Course Proposals for ASCAP review must be submitted electronically through the Curriculog system (<https://ttu.curriculog.com/>). *See the end of this document for information about how to register for Curriculog training, which is delivered via Teams. Training is required for ASCAP committee members, and optional for other faculty/staff.*
2. Proposals in the Curriculog system must reach the Dean's office via Curriculog at least *one week before the scheduled ASCAP meeting*. After proposals are submitted by the department in Curriculog, there are other levels of review they go through *before* they reach the Dean's office (ASCAP). Please be aware of this when you submit your proposals. Proposals **must be accompanied by a complete syllabus** that includes:
  - a. Statements of student learning outcomes and assessments.
  - b. Academic integrity statement.
  - c. Religious Holy Day statement and ADA statement; see examples at [www.depts.ttu.edu/provost/newcore/contents/Sample-Core-Curriculum-syllabus.pdf](http://www.depts.ttu.edu/provost/newcore/contents/Sample-Core-Curriculum-syllabus.pdf).
  - d. A schedule of content coverage for the semester by week.

3. 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](http://www.depts.ttu.edu/opmanual/OP36.01.pdf)) using the appropriate application form.
4. State CIP Codes can be found at: [www.txhighereddata.org/Interactive/CIP/](http://www.txhighereddata.org/Interactive/CIP/)

### Course Proposal 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, the catalog office, 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 for credit. A secondary non-credit activity type can be added (e.g. a non-credit discussion, recitation, or 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, etc. This should be a compelling statement. Simple expressions such as "needed for students" or "an interest of new faculty" will need to be explained.
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 indicate if you are deleting old courses to make room for the new courses.
8. Challenges and Objections. If a Department Chair wishes to review and subsequently question a proposal submitted by another department (internal or external to the College of Arts and Sciences), he/she should notify Stefanie Borst of questions, objections, or intentions to challenge,

and subsequently, contact the Chair of the proposing unit. .

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.
10. General Education Requirements for Arts and Sciences. Any proposed course changes or revisions to catalog statements that would affect College of Arts and Sciences General Education requirements must be submitted to Stefanie.Borst@ttu.edu and approved by the Arts and Sciences General Education Review committee (ASGER).

### **Core Curriculum and Multicultural Proposals**

1. All Core and Multicultural course proposals must be submitted electronically through the Curriculog system (<https://ttu.curriculog.com/>) and must reach the Dean's office (via Curriculog) at least *one week before the scheduled ASCAP meeting*.
2. All Core and Multicultural Course proposals must use required procedures found on the Provost's webpage.
  - a. *General Core Information*: <https://www.depts.ttu.edu/provost/curriculum/core-curriculum/about-core-curriculum.php> .
  - b. *How to Propose a Course*: <https://www.depts.ttu.edu/provost/curriculum/core-curriculum/developing-syllabi.php> .
  - c. *Information for Chairs and Directors*: <https://www.depts.ttu.edu/provost/curriculum/core-curriculum/dept-chairs-school-directors-program-heads.php> .
  - d. *Timeline*: In view of the timeline shared from the Provost's Office, all new Core proposals must be approved by the May ASCAP meeting to be considered at subsequent review levels in the fall before the Provost's Office submits approved proposals to THECB in January.
3. If Core or Multicultural Course proposals are approved by ASCAP, the A&S Dean's office will submit them to the Core Curriculum Committee(s) for review. This review generally takes *place only once per year*, during the Fall Semester The appropriate Core Committee will make the decision about the proposed Core attribute. 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.

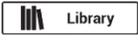
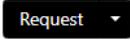
### **Certificate, Program, and Distance Program Proposals**

- Please check Curriculog for requirements and information regarding development of certificate, program, and distance program proposals. You may also contact Associate Dean Stefanie Borst.

### ASCAP Meetings

1. ASCAP will begin with presentations from the departments who have proposals on the agenda. Then we will have the Committee's closed session for further discussion and voting.
2. 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 senior 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. ASCAP members cannot serve as department representatives, nor do they vote on recommendations pertaining to courses from their home units.
3. Minutes of each meeting with ASCAP recommendations for proposals will be distributed to Department Chairs via email following the meeting. The Committee Convener 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.
4. *ASCAP can 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 Stefanie Borst to optimize timing of proposal submissions.
5. ASCAP approval is a positive recommendation of the proposal to the next level of consideration. Final approval of curricular proposals, if granted, comes from the Provost via Academic Council. **Notifications of final approval for course proposals are sent (via Curriculog) from the Office of the Registrar to Department Chairs.**

#### To register for Curriculog training

- Click on the following link <https://ttu.csod.com/samldefault.aspx> (you will use your eraidler credentials to login)
- Click on Library 
- Scroll through the list of trainings and click on Curriculog training
- Click on Request icon 

*\*If you are unable to register, please email [hrs.systems@ttu.edu](mailto:hrs.systems@ttu.edu) for technical assistance!*