

**Communication**

The CCC uses the following criteria to determine whether a course should be included in the core:

1. The course should be a 1000- or 2000-level course. (In some situations, the CCC will consider 3000- or 4000-level courses, but such courses must fulfill all other criteria clearly.)
2. The course must be designed for any student to take as part of his or her general university education (as opposed to courses designed primarily for a major or specialization).
3. The course syllabus must contain the exact wording from the University Catalog for the objective of the Core Curriculum the course is intended to satisfy.
4. Cross-listed courses should be submitted together and clearly designated as core course options.
5. The course syllabus must begin with a course purpose statement, which must specify to students that the course fulfills the requirements for a particular core category.
6. Following the course purpose statement must be the competency statement for communication:  
**Students graduating from Texas Tech University should be able to: demonstrate the ability to specify audience and purpose and make appropriate communication choices.**
7. Following the competency statement should be a list of learning outcomes. At least one of the outcomes specified by the CCC for that Core Curriculum category must be included in the list of learning outcomes. The learning outcomes for communication are as follows:
  - 1)*Demonstrate the ability to specify audience and purpose and to make appropriate communication choices.*
  - 2)*Demonstrate the ability to apply appropriate form and content in written, visual, and oral communication..*
  - 3)*Demonstrate the ability to apply basic principles of critical thinking, problem solving and technical proficiency in the development and documentation of exposition and argument.*
8. The learning outcome statements must follow best practices for measurability and include methods of assessment *for each outcome*. Each outcome must be directly paired with one or more assessment methods. A concise introduction to assessment is available on the Office of Planning and Assessment website: [http://www.depts.ttu.edu/opa/resources/docs/Writing\\_Learning\\_Outcomes\\_Handbook3.pdf](http://www.depts.ttu.edu/opa/resources/docs/Writing_Learning_Outcomes_Handbook3.pdf)
9. The learning outcome statements must align with and contribute to the appropriate core category outcome statement.

## CORE CURRICULUM COMMITTEE

## COURSE APPROVAL FORM

**Core Area for which course is submitted:** \_\_\_\_\_

**Approval procedure:** Please attach a general course syllabus or, in the case of multiple sections with different syllabi, a separate syllabus for each section as appropriate.

Course submissions need to be approved at the department and college levels prior to submission to the CCC. Please insure that the appropriate individuals/committees have approved and signed your submission before forwarding the complete form to the CCC. Completed submissions should be directed to Gary Elbow, Chair, Core Curriculum Steering Committee, Office of the Provost, MS 2017.

\_\_\_\_\_  
Course Number

\_\_\_\_\_  
Course Title

\_\_\_\_\_  
Number of sections to be offered per year

\_\_\_\_\_  
Estimated total enrollment per year

Course description from the university catalogue:

Please provide information that addresses each of the following to aid the committee in determining the eligibility of the course for inclusion in the Core Curriculum.

1. How does the course contribute to the goal of undergraduate students acquiring the core competency in written or oral communication?

2. How does the course content and delivery address one of the learning outcomes stated above?

Requestor (Name, Title, Department)

Date

Departmental Approval

Date

College Approval

Date