

College of Arts and Sciences
Committee for Academic Programs (ASCAP)
2016-2017

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

Committee Members and Contact Information

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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.

- 12 September** (completed proposals reaching the Committee by 5 September)
- 26 September** (completed proposals reaching the Committee by 19 September)
- 10 October** (completed proposals reaching the Committee by 3 October)
- 24 October** (completed proposals reaching the Committee by 17 October)
- 7 November** (completed proposals reaching the Committee by 31 October)
- 21 November** (completed proposals reaching the Committee by 14 November)
- 5 December** (completed proposals reaching the Committee by 28 November)
- 23 January** (completed proposals reaching the Committee by 16 January)
- 6 February** (completed proposals reaching the Committee by 30 January)
- 20 February** (completed proposals reaching the Committee by 13 February)
- 6 March** (completed proposals reaching the Committee by 27 February)
- 10 April** (completed proposals reaching the Committee by 3 April)
- 8 May** (completed proposals reaching the Committee by 1 May)

Submitting Proposals for ASCAP Review

1. Course Proposals for ASCAP review (*except for Core and Multicultural proposals*) must be submitted electronically through the Curriculog system (<https://ttu.curriculog.com/>).
2. Proposals must be completed and submitted in the system at least *one week before the scheduled ASCAP meeting*. Proposals **must be accompanied by a complete syllabus** 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. 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.

Proposal Form 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. 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 Associate Dean for Academic Programs (David.Roach@ttu.edu; 2-3833) and approved by the Arts and Sciences General Education Review committee (ASGER).

Core Curriculum and Multicultural Proposals

Courses proposed to meet the University Core Curriculum or Multicultural Requirements should first be submitted by Department Chairs to ASCAP.

1. All Core and Multicultural Course proposals must use required forms and procedures found on the Provost's webpage: Core Curriculum Course Review Procedures and Forms (www.depts.ttu.edu/provost/councilscmtes/ccr/reviewprocedures.php).
2. Chairs need to check the completion and accuracy of electronic proposal forms, and email them to Rhonda.Cummings@ttu.edu at least *one week before the scheduled ASCAP meeting*.
3. If Core Course proposals are approved by ASCAP the A&S Dean's office will submit them to the Core Curriculum Committee for review. 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.

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.
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 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.
3. Minutes of each meeting with ASCAP recommendations for proposals will be distributed to Department Chairs via email following the meeting. The Committee Chairperson 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 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.
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. **Notifications of final Provost approval are sent to Department Chairs from the Provost's office.**