

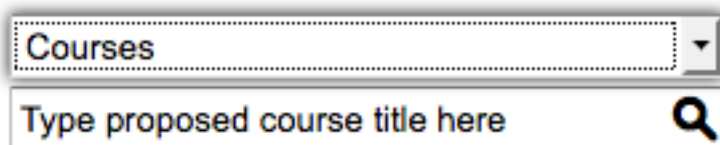
## Recommendations to avoid duplication of courses:

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When proposing a new course, proposers should make every effort to identify, prior to submitting the new course proposal, any existing courses that contain very similar content. Proposers should follow these procedures:

1. Using the COURSE SEARCH feature in the online catalog ([www.catalog.ttu.edu](http://www.catalog.ttu.edu)), proposers should enter the title of the proposed course in the searching field, as illustrated here:

### Catalog Search



The image shows a search interface for an online catalog. At the top, the text 'Catalog Search' is displayed. Below it is a search box with a dropdown menu currently set to 'Courses'. Underneath the dropdown is a text input field with the placeholder text 'Type proposed course title here' and a magnifying glass icon to the right, indicating a search function.

2. If the search generates courses with the same title, the proposer should notify her chairperson or area head and engage in conversations with the departments offering the identified courses.
3. If the search generates courses with *similar* titles, the proposer should research those courses to determine how the content of the proposed course will be distinct from existing courses.
4. If the search generates no courses with identical or similar titles, the proposer should repeat the search process using key content area terms that might also flag existing courses with similar content.

Proposers should make every effort to identify and address potential duplication of course content *prior to* launching a new course proposal. Proposers who identify potential duplication, subsequently confer with another department offering a similar course, and obtain support from that department to proceed with the proposed course should upload a letter of support from that department when launching the new course proposal in Curriculog.

Department chairs should approve new course proposals only after confirming that the proposer has made such efforts and, if necessary, reviewing any supporting documentation.

College curriculum committees should identify and hold proposals that contain content or key title words that are generally used in other areas but that do not include letters of support from those areas. Example: the curriculum committee in the College of Arts and Sciences (ASCAP) should inquire whether a proposal for a new course in Dance Anthropology has been vetted with the School of Theatre and Dance in the J.T. and Margaret Talkington College of Visual and Performing Arts should no documentation of such vetting be included in the proposal. If necessary, Associate Deans should schedule meetings to discuss potential duplication of courses prior to courses being reviewed by Academic Council.