TEXAS TECH UNIVERSITY™

Operating Policy and Procedure

OP 36.01: **Adding, Changing, and Deleting Courses and Changing Method of Delivery**

DATE: August 5, 2008

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to ensure understanding and a standardized approach concerning curriculum changes.

REVIEW: This OP will be reviewed in May of even-numbered years by the dean of Outreach and Distance Education and the senior vice provost with recommended revisions presented to the provost/senior vice president for academic affairs (PSVPAA) by June 15.

POLICY/PROCEDURE

The PSVPAA has been delegated the authority and responsibility for authorizing course additions, changes, and deletions.

Policy

1. The PSVPAA or designee will approve all additions, deletions, and changes (including changes in method of delivery) of courses for Texas Tech University using an established procedure for reviewing and determining approval. The review process will include departmental recommendations, college committees established for course review, the Graduate Council for graduate courses, and the Academic Council.

2. Courses should not be submitted for areas in which degree programs have not been approved except when they accompany degree program requests.

3. Efforts should be made at each level to ensure against proliferating courses beyond the ability of the department to offer such courses regularly. The ratio of faculty to course inventory should be considered.

4. Departments should periodically review courses to ensure appropriateness of content and accuracy of description.

5. Courses not taught for three consecutive years will be brought to the attention of the chair and if not justified, dropped from the course inventory after five years.

6. Course descriptions should not be changed substantively in catalog copy unless changes have been approved through established procedures.

7. Courses should not be taught before they are accepted as part of the course inventory.

Procedure

1. Requests for new courses, deletions, and changes must be initiated on an *Application for Course Approval* form (see Attachment A) available online at www.irim.ttu.edu/CourseInventory.htm.

An approved course section in which 50 percent or more of the contact hours will be delivered electronically must meet the Texas Higher Education Coordinating Board *Principles of Good Practice* and be certified by filing a *Principles of Good Practice/Copyright Compliance Form*, which is available online at http://www.depts.ttu.edu/distancelearning/faculty, prior to delivery. Outreach and Distance Education is responsible for ensuring that the course has been entered into the distance education database before the course is offered.

2. The course description should be brief (usually fewer than 25 words) in indicating the essentials of the course. It is not necessary to submit the *Application for Course Approval* form when the only changes involve the text of the course description and prerequisite changes. That information should be submitted to the Office of Official Publications by memo or e-mail, thus providing a written record. Each department is responsible for inputting prerequisite changes into TechSIS and ensuring that both Official Publications and TechSIS have the same information.

3. Departments originating courses that affect other departments or areas should consult with the units affected before preparing the application. If courses are submitted that appear to involve conflicts or jurisdictional questions between departments or areas, the PSVPAA or her/his representative will ask Academic Council members from the colleges or schools involved to attempt to resolve those questions before the course is considered by the council. Justification and syllabi may be required to provide a basis for these considerations.

4. Course changes are to be received and processed in the deans' offices (and by the Graduate School) to reach the PSVPAA by the following dates:

    a. Annual Report   May 1

    b. Summer Supplemental   July 15

    c. Fall Supplemental   September 15 for even-numbered years
                                    October 15 for odd-numbered years

    d. Spring Supplemental   March 1

5. The following routing is required:

    a. The department initiates a request on an *Application for Course Approval* form that is signed, dated, and forwarded to the academic dean.

    b. The college curriculum committee considers the request and, if it is approved, the form is signed and dated. Forms for undergraduate courses are sent to the Office of Official Publications, and graduate class forms are sent to the Graduate School.

    c. The Graduate School submits the course approval forms to the Graduate Academic Programs Committee two weeks prior to the Graduate Council meeting. After committee approval, the Graduate School abstracts information from each course request and sends that information to ALL graduate advisors at least ten days before the Graduate Council meets to consider the course proposals. Objections to the proposals are requested. After all graduate advisors have had a chance to respond to the course proposals, the roster of course approvals is taken to the Graduate Council for approval. After approval, the dean of the Graduate School signs the course approval forms and forwards the forms to the Office of Official Publications to be issued a log number and entered on the Academic Council meeting agenda.

d. Course approval forms sent to the Office of Official Publications are reviewed and issued a log number. They are then entered on the Academic Council meeting agenda and a digest of the requests is distributed to members prior to the meeting. Action of the council is noted in the minutes of the meeting. If the vote is positive and the PSVPAA approves the request, the form is signed and dated and copies are distributed to the appropriate offices, including the course inventory coordinator. The information is then applied to the course inventories for both the university and the Texas Higher Education Coordinating Board.

e. The course does not become official until it appears in the inventory of the Coordinating Board. Guidelines for deciding when a course becomes effective after approval are provided in Attachment B.

f. Copies of the approved application are provided to the originating department, the originating college, Academic Facilities, and Official Publications. The original copy of the approved application is maintained and filed in the course inventory coordinator's office.

Attachment A: *Application for Course Approval*

Attachment B: *Guidelines for Additions, Deletions, and Changes to the Course Inventory, Core Curriculum, and Multicultural Requirements*

—————————