



TCVPA PROCEDURES: Curriculum Proposals/Curriculog Processes

School Level Process:

Additional checklists may be required for different types of proposals.

- Faculty member develops a new course and syllabus
- Faculty member works with their area head and their unit's associate director to prepare a proposal
- Proposal is reviewed by the appropriate unit level curriculum committee (curriculum committee, and/or undergraduate/graduate committees) and any adjustments necessary are made
- Proposal is reviewed by the unit level full faculty
- Originator (faculty member or associate director) enters and approves the proposal in curriculog
- Once reviewed by all levels, the school director reviews the proposal to send it beyond the school level

General Curriculog steps, differs for some proposal types:

- School level:
 - Step 1: Originator (*school level: faculty member and/or Associate Director*)
 - Step 2: Department Chair (*Director of the School*)
- Post-School/Pre-College:
 - Step 3: Administrative review (*1-2 weeks, goes to Course Inventory, Official Publications, and IRIM*)
- College level:
 - Step 4: College Curriculum Committee
- Post College level:
 - Steps 4a-c: Additional steps for eLearning and/or Graduate proposals:
 - eLearning Council
 - Graduate Council Subcommittee
 - Graduate Council
 - Step 5: Academic Council
 - Step 6: Course Inventory Review
 - Step 7: Institutional Research
 - Step 8: Student Business Services
 - Step 9: Official Publications
 - Step 10: Proposal Completed

School Level Processes:

The originator of all curricular additions/changes include key personnel assigned as part of administrative duties at each unit, such as the Associate Director for Undergraduate Studies and the Associate Director for Graduate



Studies, or the Associate Director assigned to curricular matters. (This person has historically also been the primary presenter at college curriculum meetings: 3 pm the first Monday of the month.)

The originator keeps a checklist of the unit steps (including dates/times) of all necessary internal approvals/endorsements, which can be referred to by the directors when necessary. The checklists may need to include additional areas, when cross-college/inter-college options are being proposed.

The Director/Department Chair approves a proposal after it has completed all internal reviews. No additional unit level signoffs should happen after this point. At this stage the originator should also reach out to the college Academic Dean so that it can be placed on a watch list as soon as it leaves the Director's desk, so they can help track the proposal's movement through the system as it travels from the unit through two levels of administrative review, and so that they may prepare for the college committee.

The director verifies that all attachments are included, and the forms are completed correctly to the best of their knowledge. For new courses in particular, the section regarding resource justification should address whether the teaching of this course requires additional instructors, new or updated credentialing, specialized equipment, space, etc. The academic justifications will be checked for appropriateness to the overall school curriculum. Disapproval at this stage sends it back to the originator, to return to the school processes for revision. Approval at this stage is verification that the director is in support of the proposal, and it moves on to the administrative review for approval from course inventory, official publications, and IRIM, before being sent to the college curriculum committee.

Proposed timeline from unit to college committee:

The college curriculum committee (step 4 in curriculog for new proposals) has a standing schedule for the first Monday of each month. In the cases where the first Monday is also a university holiday, the meeting will be held a week earlier or a week later.

The committee needs a week of review time, meaning proposals need to clear step 3 by 5 pm on the last Monday of each month, in order for the software to enable them as eligible in curriculog's agenda creator.



Because step 3 can take up to 2 weeks, and step 2 may take 1-2 weeks, curriculum proposals from schools should aim for step 1 approvals by the first Monday of the month prior to the month they seek college approval.

General timelines for common proposals:

Proposals for **new and/or changes to existing courses** usually take **about 2-4 months** from launch to implementation. These kinds of proposals require the following approvals:

- Academic Unit
- Academic College
- eLearning Council (if course is online or hybrid)
- Graduate Council (if course is graduate level)
- Academic Council

Proposals for **new and/or changes to core and/or multicultural curriculum courses** usually take **about 6-8 months** from launch to implementation. These kinds of proposals require the following approvals:

- Academic Unit
- Academic College
- eLearning Council (if course is online or hybrid)
- Academic Council
- Texas Higher Education Coordinating Board

Proposals for **new and/or changes to minors, concentrations, and/or tracks** usually take **about 2-4 months** from launch to implementation. These kinds of proposals require the following approvals:

- Academic Unit
- Academic College
- eLearning Council (if program is online or hybrid)
- Graduate Council (if program is graduate level)
- Academic Council (notification only – Council does not vote)

Proposals for **new and/or changes to existing certificates** usually take **about 2-4 months** from launch to implementation. These kinds of proposals require the following approvals:



- Academic Unit
- Academic College
- eLearning Council
- Graduate Council
- Academic Council (notification only – Council does not vote)
- Texas Higher Education Coordinating Board (only if undergrad certificate is 21 or more SCH and grad certificate is 16 or more SCH)

Proposals to **change existing bachelor's and master's degree programs** usually take **about 4-8 months** from launch to implementation. These kinds of proposals require the following approvals:

- Academic Unit
- Academic College
- eLearning Council
- Graduate Council
- Academic Council
- Texas Higher Education Coordinating Board
- Southern Association of Colleges and Schools Commission on Colleges (only if change is to name of degree or increases/decreases SCH by more than 30%)

Proposals to **change existing doctoral degree programs** usually take **about 4-8 months** from launch to implementation. These kinds of proposals require the following approvals:

- Academic Unit
- Academic College
- eLearning Council
- Graduate Council
- Academic Council
- Texas Higher Education Coordinating Board
- Southern Association of Colleges and Schools Commission on Colleges (only if change is to name of degree or increases/decreases SCH by more than 30%)

Proposals for **new bachelor's and master's degree programs** usually take **about 12-18 months** from launch to implementation. These kinds of proposals require the following approvals:



- Academic Unit
- Academic College
- eLearning Council
- Graduate Council
- Academic Council
- TTU's Board of Regents
- Texas Higher Education Coordinating Board
- Southern Association of Colleges and Schools Commission on Colleges

Proposals for **new doctoral degree programs** usually take **about 18-24 months** from launch to implementation. These kinds of proposals require the following approvals:

- Academic Unit
- Academic College
- eLearning Council
- Graduate Council
- Academic Council
- TTU's Board of Regents
- Texas Higher Education Coordinating Board (at this stage, doctoral programs will undergo a site evaluation by external reviewers)
- Southern Association of Colleges and Schools Commission on Colleges

Proposals for **new accelerated degree programs** usually take **about 4-12 months** from launch to implementation.

- Academic Unit
- Academic College
- eLearning Council
- Graduate Council
- Academic Council
- Southern Association of Colleges and Schools Commission on Colleges

Additional considerations:

- New courses of any modality can be proposed and approved at any time
- Changes to existing courses must be approved prior to the first day of advanced registration for the term in which the change should be implemented