

University Curriculum Committee  
Procedures for Submitting Proposals

The University Curriculum Committee reviews and makes recommendations on all proposed new, and substantive changes to existing undergraduate courses and degree programs (HOP Part 1, Section 7.371). Proposed new, and changes to existing graduate courses and degree programs are the responsibility of the University Graduate Council (HOP Part 1, Section 8).

Undergraduate curriculum proposals will normally originate in an academic area or department. These proposals must first be reviewed and approved by the appropriate College or School curriculum committee before being submitted to the UCC (HOP Part 1, Section 7.37132).

The individual submitting a proposal is responsible for its proper preparation. He/she should work closely with his/her area coordinator, department chair, and administrative assistants to ensure that the required guidelines and format are followed. College/School Curriculum Committee Chairs should return inaccurate forms to the department for correction before being approved and submitted to the UCC.

1.0 Categories – The UCC will consider proposals under six categories:

1.1 Changes to Programs

1.2 Addition of Course

1.3 Change of Course (Description, prerequisites, etc.)

1.4 Deletion of Course

1.5 New Undergraduate Degree Program or Minor – New degree programs are a special case and must be submitted according to Texas Higher Education Coordinating Board format, which is available online at <http://www.thecb.state.tx.us/index.cfm?objectid=7C8011B8-96CB-A8B5-1385F71DF128B138&flushcache=1&showdraft=1>

1.6 Exception to 120 Hour Rule

2.0 Sequence of Curricular Process

2.1 Academic Program Areas/Departments – Meet as appropriate to discuss and approve/disapprove proposed changes. Fill out appropriate forms and obtain required signatures. Submit to the Dean's Office to be logged in prior to submission to the College/School Curriculum Committee. Forms are available online at <http://www.utpb.edu/audience/faculty-amp-staff/university-forms>

2.2 College/School Curriculum Committee – Convene to discuss and approve or disapprove proposed changes. The Chair of the College/School Committee signs all approved proposed changes and submits them to the College/School Dean.

- 2.3 College/School Dean – Authorizes all approved proposed changes and forwards them to the VPAA/Provost's Office to be logged in, before being sent to the Chair of the University Curriculum Committee.
- 2.4 Proposals Unconnected to a Department – Rarely, a proposal may have no connection to a program, department, or college/school. Such proposals are submitted to the UCC through the VPAA/Provost's Office. If the UCC determines that the proposal should first be reviewed by a College/School Committee, the proposal will be sent to that committee and proceed via 2.2 and 2.3 above.
- 2.5 The University Curriculum Committee – Convenes to discuss and approve/disapprove all proposed changes. If a course is proposed to meet a general education core requirement, it will be sent to the General Education Oversight Committee for review and approval prior to review by the UCC. The Chair of the UCC forwards all approved changes to the Faculty Senate.
- 2.6 The Faculty Senate – Votes on approval of all recommended changes. The UCC Chair signs all approved changes and sends them to the VPAA/Provost.

### 3.0 Format

#### 3.1 General Guidelines for Changes to Programs

- 3.1.1 Changes in Undergraduate Degree Requirements – Changes in the undergraduate degree requirements should include the wording of the degree requirements in the current catalog, as well as the proposed changes desired in the next catalog. Justification should be included.
- 3.1.2 Statement of Core Curriculum Requirements – If changes are proposed to the core curriculum requirements for a degree, they must be in accordance with UTPB undergraduate general education core curriculum standards.
- 3.1.3 Total Hours Required for the Degree – Check that the total number of hours required for the degree, as well as the number of upper level hours required, are in accordance with UTPB standards. All undergraduate degrees require a minimum of 120 semester credit hours. This is also the maximum number of hours allowed, unless a program has been approved for more hours.
  - 3.1.3.1 - Candidates for a Major Degree in Applied Arts and Sciences must complete a minimum of 42 student credit hours at the upper level.
  - 3.1.3.2 - Candidates in all other degree programs must complete a minimum of 48 student credit hours at the upper level
- 3.1.4 Suggested Course Sequence – Proposals for changes in degree requirements should be accompanied by a suggested course sequence.

3.1.5 **Catalog Text Changes** – Desired changes to catalog text that do not involve a change in degree requirements will be handled at the program and department level rather than the UCC, and will be coordinated by the Assistant/Associate Dean of the respective College/School. In cases involving teacher certification, departmental and School of Education text must align. The Certification Officer and the Assistant Dean of the College of Arts and Sciences will review such catalog material to verify alignment.

### 3.2 Course Additions, Changes, and Deletions

3.2.1 **Forms** – Additions, changes, and deletions to courses must be submitted on the Undergraduate Course Update Forms (sample attached). Forms are available at [http://www.utpb.edu/docs/default-source/utpb-docs/university-forms/courseup\\_ungrad\\_2008.pdf?sfvrsn=6](http://www.utpb.edu/docs/default-source/utpb-docs/university-forms/courseup_ungrad_2008.pdf?sfvrsn=6)

3.2.2 **Course Identification System** – Courses are designated by a combination of letters and numbers. The letters indicate the program that offers the course. The numbers furnish information such as level and credits. See sample course below:

3.2.2.1 BIOL 1306      3 credit hours      (3-0)

3.2.2.2 “BIOL” indicates it is a Biology course.

3.2.2.3 The first digit (1 in the example above) denotes the level of the course: 1 and 2 indicate lower-division courses; 3 and 4 indicate upper-division courses.

3.2.2.4 The second digit (3 in the example) denotes the semester hours credit to be awarded for the course.

3.2.2.5 The third and fourth digits (0 and 6 in the example) distinguish the individual course within a program. Course number 89 is reserved for Selected Topics courses; course numbers 91 through 99 are reserved for individual or small group instruction courses, such as contract study, practicum, internship, seminar, or research.

3.2.2.6 The credit value of the course is given in semester credit hours. Semester credit hours should be established using the Credit Hour policy in the HOP, Part 2, section 1.2. UCC will evaluate semester credit hours using the Credit Hour policy.

3.2.2.7 The first figure in parentheses (3) indicates the clock hours per week in the spring and fall semesters devoted to theory, recitation, lecture, etc. This is entered on the course update form as 3 lecture contact hours.

3.2.2.8 The second figure in parentheses (0) indicates the clock hours per week in the spring and fall semesters devoted to practice, i.e., work done in the laboratory or field. This is entered on the course update form as 0 lab contact hours.

- 3.2.3 **Common Course Number Index** – UT Permian Basin is a participant in the Texas Common Course Numbering System designed to facilitate the transfer of lower-division academic courses between colleges and universities in Texas. A list of the common course numbers may be obtained from the Registrar or the UCC Chair. Please use these numbers where appropriate in adding new lower-division courses.
- 3.2.4 **Addition of Courses** – Proposed addition of any courses should be in accordance with the current catalog format showing number of credit hours. Each proposal should, if possible, be accompanied by supporting materials, such as a draft syllabus or course outline. This will better inform the decisions of the College/School Committee and the UCC.
- 3.2.4.1 Using the current catalog, check whether it is, indeed, a new course and whether it might duplicate the material taught in another course.
- 3.2.4.2 When adding a course that will have a course fee attached, the catalog course description must state that the course has a fee. Please see further information about how to request fees under Section 8.0.
- 3.2.5 **Change in Course Description** – All information must appear on the course update form (the old number, title, hours, credits, and description as well as the new information). With cross-listed courses, a form must be submitted for each course and the description must be identical under all departments.
- 3.2.5.1 For changes in course title, course description, or prerequisites, both the wording as it appears in the current catalog and the wording of the proposed change should be supplied on the form.
- 3.2.5.2 For changes in course numbering, two forms should be submitted. One form will request to delete the old course; the second form will request to add the new course.
- 3.2.6 **Deletion of Courses** – Be sure that all references to the deleted course are also deleted from degree requirements, cross-listed courses, new catalog text, etc.
- 3.2.7 **Course Title** – Two titles are used – the regular course title and the “short title.” The short title will appear in the Schedule of Classes and in the Active Course Inventory. The short title allows 18 letters and spaces. Please carefully consider the short title you enter onto the update form.
- 3.2.7.1 The word “Education” should not appear in course titles unless offered through or jointly with the School of Education.

4.0 Stylistic Guidelines – Carefully check the wording and format of all curricular proposals for clarity.

4.1 Course Prerequisites – When prerequisites for a course are required, state them in a clear, concise manner.

4.1.1 Departmental Permission – Avoid requiring the permission of the instructor if the decision is really a departmental one, e.g., “Prerequisite: departmental permission.”

4.1.2 Additional Prerequisites – Include all prerequisites required, e.g., “Prerequisites: junior status and departmental permission.”

4.1.3 Other Courses as Prerequisites – Include all courses that are prerequisites for a course, e.g., “Prerequisite: BIOL 4340”, “Prerequisites: ENGL 1301 or 1302 or departmental permission.”

4.1.4 Two or More Courses as Prerequisites – Check listings for clarity.

Unclear: “Prerequisites: PSYC 1311, 1315, or 3300, and 2441.”

Clear: “Prerequisites: PSYC 2441 and PSYC 1311 or 1315 or 3300.”

Clear: “Prerequisites: PSYC 2441; PSYC 1311 or 1315 or 3300.”

4.1.5 Cross-Referenced Prerequisites – Check cross-referenced course listings for clarity.

Unclear: “Prerequisites: CHLD 3352 or permission of instructor (note: CHLD 3352 replaces PSYC 4341.)”

Clear: “Prerequisites: CHLD 3352 or PSYC 4341 or permission of instructor.”

4.2 Courses Which May Be Repeated for Credit – Avoid statements that include a date or course content changes.

Unclear: “Course may be repeated if course content changes.”

Unclear: “... for 1995, (course content)...”

Clear: “May be repeated for credit with departmental permission.”

4.3 New Course Which Replaces Another Course – Include a statement that will disallow a student from receiving credit for the same course more than once, e.g., “Replaces (course). Credit cannot be given for both (this course) and (former course).”

4.4 Course Renumbering – Include a statement that will disallow a student from receiving credit for the same course more than once, e.g., “Formerly listed as (course). Credit cannot be given for both (this course) and (former course).”

4.5 Cross-Listed Courses – Include a statement that the course is cross-listed, e.g., “Cross-listed with PSYC 4345.” Suggest also including a statement that will explicitly disallow a student from receiving credit for the same course more than once, e.g., “Cross-listed with PSYC 4345. Credit cannot be given for both CHLD 4314 and PSYC 4345.”

- 4.6 Justifications for Curricular Changes – Avoid giving circular arguments, i.e., the same reason for both the elimination and the addition of a course.

## 5.0 Recommended Timeline

- 5.1 The process should begin at the program and/or departmental level no less than six (6) weeks before a scheduled Faculty Senate meeting. The department chairs and College/School Curriculum chairs should work together with the UCC chair to ensure that the process begins and proceeds in a timely manner, so as to avoid an undue number of last minute requests.
  - 5.1.1 (6 weeks before scheduled Faculty Senate meeting) Department Chairs and Area Coordinators query all departmental/area faculty members for any proposed changes.
  - 5.1.2 (1 week later) Department Chair reviews proposals and routes them to the Dean's Office to be logged in and forwarded to the College/School Committee.
  - 5.1.3 (1 week later) College/School Committee reviews proposals. Approved proposals routed first to the Dean, then to the VPAA/Provost's Office, and from there to the UCC Chair.
  - 5.1.4 (2 weeks later) UCC reviews proposals.
  - 5.1.5 (2 weeks later) Faculty Senate reviews UCC recommendations.

## 6.0 Suggestions for Area Coordinators and Department Chairs

- 6.1 Do a thorough review of catalog material at the start of each academic year (or, ideally, at the start of each semester) to catch inconsistencies, items that are out of date, and possible changes to be recommended.
- 6.2 Keep a running list of things arising during the semester, which need to be addressed in the following curriculum review cycle.
- 6.3 Carefully edit all forms. This will avoid delays and possible postponement of requests.
- 6.4 Stay informed by querying your College/School committee representative about the status of your proposals.

## 7.0 Suggestions for College/School Curriculum Chairs

- 7.1 Remind departmental chairs and area coordinators early in the semester of important dates and recommend that they start the process early.
- 7.2 Develop a system by which departments/programs inform you in a timely and effective manner of all changes to go before the College/School Committee.

- 7.3 Ensure that any necessary editing and correction of errors, inconsistencies, and/or duplications is done before the proposal proceeds further.
- 7.4 Work closely with the Chair of the UCC to pass along proposed changes and/or find answers to curriculum questions.

#### 8.0 Course Fees

- 8.1 Attaching a course fee is a separate process from the Curriculum Process. Fees are requested once each year in November.
- 8.2 Course fees are to be reflected on the update form (not the amount, just that there is a fee).
- 8.3 Only those course fees requested by a department in the Fee Request Process in the fall will have fees attached for the next fall. Therefore, new courses proposed and approved during the academic year will not be eligible to receive fees the following fall, unless these courses are approved no later than the November meeting of the Faculty Senate, and the fee requests are submitted in the fall. For example, a course approved in January 2009 will not be eligible to receive fees until the Fall 2010 semester.
- 8.4 Renumbering a course with fee attached will cause the fee to “fall off” the course. The fee is attached to the course number, not the course name. Any fee for a renumbered course will need to be reinstated by your department through the Fee Request Process in the fall, in order to be attached again by the following fall.