

TEXAS STATE TECHNICAL COLLEGE
STATEWIDE OPERATING STANDARD

No. ES 2.15	Page 1 of 3	Effective Date: 08/13/15
DIVISION:	Educational Services	
SUBJECT:	Curriculum Review and Revision	
AUTHORITY:	Minute Order #34-15	
PROPOSED BY:	<i>Original Signed by Elton E. Stuckly, Jr.</i>	
TITLE:	Vice Chancellor & Chief Operations Officer	Date: 08/13/15
RECOMMENDED BY:	<i>Original Signed by Elton E. Stuckly, Jr.</i>	
TITLE:	Vice Chancellor & Chief Operations Officer	Date: 08/13/15
APPROVED BY:	<i>Original Signed by Mike Reeser</i>	
TITLE:	Chancellor	Date: 08/13/15

STATUS: Approved by BoR 08/13/15 MO #34-15

HISTORICAL STATUS: Approved by VCs 07/28/15
Proposed 07/2015

POLICY

Texas State Technical College will regularly review its program curricula for relevance to the Texas economy, comply with Southern Association of Colleges and Schools Commission on Colleges requirements, and Texas Higher Education Coordinating Board guidelines, and revise curricula when necessary.

PERTINENT INFORMATION

The curriculum committee, as established in Texas State Technical College (TSTC) Statewide Operating Standard ES 2.14, is charged with the responsibility of reviewing, monitoring and evaluating new curricula and proposed changes in existing curricula, including program name changes, to insure that established procedures are followed, and that each new curriculum or curriculum change relates directly, and is appropriate, to the ability and preparation of the students admitted, and to the financial and instructional resources of the institution.

OPERATING PROCEDURES

1. Department Chair, in consultation with the Division Director and designated campus academic officer, coordinates with the Curriculum Office for guidelines for proposal submission to the Associate Vice Chancellor for Student Learning.
2. A formal proposal is submitted to the Curriculum Committee.
 1. Proposals for a new program or for major curriculum changes, which are substantive changes per SOS GA 1.23, must include the following:
 1. A demand study – an employment demand for graduates.
 2. A feasibility study to include:
 - a. Cost analysis, including formula revenue, to start and operate the proposed program-(external funding, faculty needs, operating cost, equipment requirements, space requirements, etc.),
 - b. Description of the impact on instructional division resources,
 - c. Implementation/recruitment plan and a description of student base,
 - d. Statement addressing duplication with existing or related programs,
 - e. Description of industry support, the availability of co-op sites, actual industry donations or commitments or equipment loan arrangements, letters of support, etc.,
 - f. Source and reference documentation, and
 - g. Curriculum plan and course descriptions, including identification of any courses currently taught in the TSTC inventory.
 3. All forms completed for Texas Higher Education Coordinating Board (THECB) approval.
 4. New program applications must be submitted by January 1, for implementation the following Fall semester (i.e., 9 months prior to implementation)
 2. The proposal for a curriculum change that is not substantive in nature, including program name change, should include the following:
 1. Narrative description of the proposed changes
 2. If course changes,
 - a. Identification and course descriptions of modified courses
 - b. Comparative table illustrating all differences between the existing course sequence and the proposed course sequence, including, but not limited to lecture and lab hour allocations, credit hours, and contact hours.
 3. Any relevant supporting information, including similar programs offered at like institutions, advisory committee minutes, or regulatory guidance.

3. The Curriculum Committee reviews proposal: the Associate Vice Chancellor for Student Learning is invited to participate in the review. The Curriculum Committee has three (3) months to perform review and make recommendation to the Associate Vice Chancellor for Student Learning.
4. The Curriculum Committee makes recommendation to the Associate Vice Chancellor for Student Learning. The recommendation will be one of the following:
 - a. Recommend approval as submitted.
 - b. Recommend approval with specified revisions.
 - c. Recommend disapproval of request.
5. If the approved new program or major curriculum revision changes the program's objectives or alters the program outcomes, the Associate Vice Chancellor prepares a Minute Order for the Vice Chancellor for Operation's submission to the Board of Regents. If approved, the program proposal is forwarded to the THECB, Southern Association of Colleges and Schools Commission on Colleges, and other relevant entities.
6. If a minor program revision is approved, the Associate Vice Chancellor for Student Learning directs the Curriculum Office to process approved proposals as required.
7. Curriculum revisions will be processed according to the THECB calendar for curriculum submissions.