

TEXAS STATE TECHNICAL COLLEGE
STATEWIDE OPERATING STANDARD

No. ES 2.15	Page 1 of 4	Effective Date: 2/05/2018
DIVISION:	Educational Services	
SUBJECT:	Curriculum Review and Revision	
AUTHORITY:	Minute Order #34-15	
PROPOSED BY:	Elton E. Stuckly, Jr.	
TITLE:	Executive Vice Chancellor & Chief Operations Officer	Date: 2/05/2018
RECOMMENDED BY:	Elton E. Stuckly, Jr.	
TITLE:	Executive Vice Chancellor & Chief Operations Officer	Date: 2/05/2018
APPROVED BY:	Mike Reeser	
TITLE:	Chancellor	Date: 2/05/2018

STATUS: Approved by Leadership Team 2/05/2018

HISTORICAL STATUS: Revised 11/17/17
Approved by BOR 8/13/2015 MO 34-15
Approved by VCs 07/28/15
Proposed 07/2015

RULE

POLICY: It is the policy of Texas State Technical College (TSTC) to regularly review its program curricula for relevance to the Texas economy, comply with Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requirements, and Texas Higher Education Coordinating Board (THECB) guidelines, and revise curricula when necessary.

PERTIENT INFORMATION

The purpose of this Statewide Operating Standards (SOS) is to ensure that program/award curricula are evaluated on an annual basis as they relate to THECB and SACSCOC notification and/or approval processes. Other related SOS policies, include:

- ES 2.14 Curriculum Committee
- GA 1.23 Strategic Change

The curriculum committee, established in the TSTC Statewide Operating Standard (SOS) ES 2.14 Curriculum Committee, 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 is coherent and compatible with the College mission, relates directly, and is appropriate, to higher education and the ability and preparation of the students admitted, and to the financial and instructional resources of the institution.

DELEGATION OF AUTHORITY

The Executive Vice Chancellor & Chief Operations Officer or designated executive is authorized to establish and maintain policies relating to the programs of study and the review and revision process.

OPERATING PROCEDURES

1. Statewide Department Chair, in consultation with the Statewide Division Director and designated campus academic officer, coordinates with the Curriculum Office for guidelines for proposal submission to the Associate Vice Chancellor for Instructional Operations or designated executive.
 - A. A Curriculum Authorization Form (CAF) will be submitted for existing and new programs, including revisions to current programs and/or No Change proposals. Appendix A.
 - B. The CAF and process documentation, including flowcharts (Appendix B1-B6) outlining the various Action/Intents and the Curriculum Revision Matrix are available on the TSTC Portal, in the Curriculum Department site.
2. A CAF proposal is submitted to the Curriculum Committee.
 - A. Proposals for a new program , which are “substantive” per SOS GA 1.23 Substantive Change, must include the following, as outlined in the current THECB, Guidelines for Instructional Programs in Workforce Education (GIPWE) Manual:
 1. A workforce demand study for the program – an employment demand for graduates.
 2. A feasibility study to include:
 - a. Assurance of adequate funding, 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/ enrollment plan and a description of student base,
 - d. Statement addressing duplication with existing or related programs,
 - e. External Agency Approval, Certification, and/or Accreditation, if applicable.
 - f. Description of industry support, the availability of co-op sites, actual industry donations or commitments or equipment loan arrangements, letters of support, etc.,

- g. Source and reference documentation,
 - h. Minutes of the advisory committee meetings conducted for the planning of the program, and
 - i. Curriculum plan and course descriptions, including identification of any courses currently taught in the TSTC inventory.
 3. All forms completed for THECB approval.
 4. New program applications must be submitted in accordance to the timeline listed on Appendix C.
 5. Letter of Intent to Apply for New Workforce Education Program to the appropriate Higher Education Regional Council (HERC) Chairs and to the appropriate workforce development boards.
 - B. Proposals for major curriculum changes, which are “substantive”, must comply with the SOS GA 1.23, as well as the deadlines defined in Appendix C.
 - C. 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 **or notification of “No Change” for the upcoming academic year.**
 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.
 4. Proposals must be submitted in accordance to the deadlines outlined in Appendix C.
3. The Associate Vice Chancellor for Instructional Operations or designated executive will review and approve the proposal, before advancing the CAF to the Curriculum Committee. The Curriculum Committee reviews proposal as outlined in Appendix B1-B6.
4. The Curriculum Committee makes recommendation to the Associate Vice Chancellor for Instructional Operations or designated executive. 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 a minor program revision is approved, the Associate Vice Chancellor for Instructional Operations or executive designee, directs the Curriculum Office to process approved proposals as required.
6. Proposals requiring review and approval, by the Program Recommendation Committee and the Program Vitality Action Committee, as indicated on the Curriculum Review

Matrix (Appendix D) will be executed, if approved by both committees.

7. If the approved new program or major curriculum revision changes the program's objectives or alters the program outcomes, the Associate Vice Chancellor or designated executive 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, SACSCOC, and other relevant entities.
8. Curriculum revisions will be processed according to the THECB calendar for curriculum submissions.

PERFORMANCE STANDARDS

1. All programs will be reviewed annually for curriculum revisions.