



TEXAS WOMAN'S UNIVERSITY™

Curriculum Committee Handbook

Contents

Curriculum Committee Description	1
Membership in University Curriculum Committee	2
Guidelines for University Curriculum Management	3
Instructions for Submitting New or Modified Course Proposals	5
Review Criteria for Course Proposals	6
Course Deactivations and Reactivations	7

Revised September 2018

Curriculum Committee Description

The University Curriculum Committee bases its role on the premise that primary responsibility for curriculum rests with the faculty in each academic component in each college. This permits diversity of programs within the University to meet the varied needs of students. However, the University exists as a unified whole that requires coordination among academic components and schools along with the preservation of integrity of the various components. The University is accountable to the state and the society that it serves and must act to coordinate its curricular offerings.

The University Curriculum Committee is assigned the primary responsibility for coordinating the courses and academic programs of the University. It is composed of faculty members and a representative of the Library nominated by the Faculty Senate Committee Selection Committee and appointed by the Provost and Vice President for Academic Affairs. One undergraduate student nominated by the Vice Provost for Undergraduate Studies and Academic Partnerships and one graduate student nominated by the Dean of the Graduate School may also serve as members. The Provost and Vice President for Academic Affairs, the Executive Vice Provost, the Dean of the Graduate School, the Associate Provost for Undergraduate Studies and Academic Partnerships, the Director of the Office of Teaching and Learning with Technology, the Registrar or designee, Director of Academic Assessment, and a representative of Admissions Processing are ex-officio members. The chair and the vice-chair are elected annually by the Committee from the faculty membership.

The Curriculum Committee has responsibility for the following: 1) approve/disapprove all proposals for modification of courses and addition of courses (deletions are approved by the Executive Vice Provost); 2) advise the President, the Provost and Vice President for Academic Affairs, and appropriate University components concerning the formulation of academic program and curriculum policy; 3) make periodic reviews of curriculum offerings, programs, and program modifications; 4) hear, review, and resolve curricular disputes; and, 5) report on actions taken to the Provost and Vice President for Academic Affairs and to all academic components and, as appropriate, to the Faculty Senate and to the Undergraduate and Graduate Councils.

Course or program proposals may come to the Committee as recommended by the faculty of each component and reviewed by the dean of the requesting component and the Executive Vice Provost. The Committee also may initiate proposals concerning courses and programs, especially as a result of its periodic reviews. In such cases, components involved will be given notice that proposals concerning their courses or programs will be considered.

Membership in University Curriculum Committee

I. Voting Members

- Faculty members - Designated by the Faculty Senate Committee Selection Committee annually
 - Number of members chosen in proportion to numbers of Senators from each college: 50% of the number of Senators. Therefore, if a College has 6 Senators, it will have 3 members on the Curriculum Committee.
 - Member Selection Process: Indicate willingness to serve on Committee Preference Form (March or sooner each year); Chancellor's office sends list of preferences to Faculty Senate; Senate sends designated members to Provost who officially appoints members.
 - Membership Term: 1 year
- Student members - Undergraduate student nominated by Undergraduate Studies; graduate student nominated by Graduate School
- Representatives - Faculty Senate and Library representatives designated by Faculty Senate; Academic Council representative designated by Academic Council

II. Ex-Officio Members (non-voting)

- Provost and Vice President for Academic Affairs
- Executive Vice Provost
- Associate Provost for Undergraduate Studies and Academic Partnerships
- Dean of the Graduate School
- Registrar or designee
- Director of the Office of Teaching and Learning with Technology
- Representative of Admissions Processing
- Director of Academic Assessment

III. Meetings

- October meeting: Orientation
- December meeting: First round of applications for changes in curriculum
- February meeting: Final round of applications for changes in curriculum
- Other meetings: As needed to complete business

Guidelines for University Curriculum Management

1. Coordinating Board Expectations for Curriculum

The University does not offer courses beyond the limits of its authority as expressed in the **Table of Programs**, including planning authority. The Table of Programs is available at <https://www.twu.edu/institutional-research/degree-inventory/>.

Course and program CIP Codes are proposed to the Texas Higher Education Coordinating Board (THECB), which has final authority in assigning them.

The University complies with core curriculum rules and Texas Common Course Numbering System (TCCNS) rules.

2. TWU Expectations for Curriculum

- **Regular updating** of curriculum that is consistent with University mission, programs, and strategic planning.
- **Avoidance of proliferation of courses** by balancing proposed new courses against factors such as faculty teaching load, program needs, or deletion of courses.
- **Clear rationale** for changes, particularly the addition of multiple new courses and program revisions. Explain how curriculum is evaluated and revised in the component.
 - **Consideration of resources** available and needed to teach proposed new courses - individually and as an academic component. This consideration includes the understanding that:
 - a. new courses require faculty prepared to teach them.
 - b. additional courses are usually matched by deletions (or attrition of untaught courses) unless there are new faculty resources available.
- **Careful consideration of possible duplication** across academic components or disciplines and due care to avoid impinging on another component's program authority.
- **Concise course descriptions.**
- **Appropriate content for academic level** - No "Introduction" courses at 3000 or 4000 levels; how upper level courses are "advanced" must be explained.
- **Appropriate number of course credit hours** and contact hours.

3. SACS Expectations for General Curriculum and Its Management.

The group charged with curriculum oversight should:

- Coordinate programmatic and curricular changes.
- Avoid the unwarranted proliferation of course offerings and degree programs.
- Participate in a clearly defined process by which the curriculum is established, reviewed, and evaluated.
- Assure that, in professional programs, an effective relationship exists between curricular content and current practices in the field of specialization.
- Assure that each syllabus includes information about the goals and requirements of each course, the nature of the course content, and the methods of evaluation to be employed.
- Assure that curriculum is directly related and appropriate to the purpose and goals of the institution and the degree program, and to the financial and instructional resources of the institution.
- Facilitate continual revision of curriculum in response to the expectations of accrediting bodies and in response to ongoing assessment of programs and current practices.

4. TWU Expectations of Curriculum Committee Liaisons

- Review proposals from components assigned with careful attention to whether the proposals meet the expectations above.
- Offer to meet with the components assigned and assist them as needed in developing a strong case for their proposals.
- Present a motion of recommendation on the proposals to the Curriculum Committee, outlining the merits of the proposals, and opening the discussion of the proposals.

Instructions for Submitting New or Modified Course Proposals

All proposals to add new courses or modify courses in the TWU course inventory are processed through the TWU Course Inventory Management system (CIM). The CIM system provides an online platform for the submission of materials to the Curriculum Committee. This system integrates our TWU Student Information System with cloud-based web tools to streamline the submission and approval process.

Complete instructions on the CIM system, the Curriculum Committee, and additional support information can be found at: <https://www.twu.edu/oevp/curriculum-committee/>.

Video 1: “Introduction to the TWU Course Inventory Management System (CIM)”

This video provides instructional guidance for the submission of new and modified course proposals through the TWU Course Inventory Management (CIM) system. Please watch this video in its entirety to ensure familiarity with all the features and processes of this online system (19 minutes).

Video 2: “The Administrator Approval Process & CIM”

This supplemental video provides instructional guidance to administrators regarding the approval process for the submission of new and modified course proposals through the TWU Course Inventory Management (CIM) system. Please watch this video in its entirety to ensure familiarity with all the features and processes of the workflow and approval system in CIM (15 minutes). It is recommended that administrators first watch the "Introduction to the TWU Course Inventory Management System" video above, as this supplemental video builds upon the information provided in the introductory video.

To access the CIM system, open up any web browser and navigate to nextcatalog.twu.edu/courseadmin.

Review Criteria for Course Proposals

1. Is the form correctly completed?
2. Is the justification sound?
3. Are there any disciplinary conflicts with courses currently offered?
4. Are revisions minor or do they require a new course proposal?
5. New courses in a series: If courses have the same name, are they named to indicate sequence (with a Roman numeral following course title)?
6. Does course description include an accurate and concise description of course content?
7. Should the course be repeatable for credit? If so, how many times?
8. If the course is one of a series, are the prerequisite courses identified for later courses?

Additional Criteria for New Course Proposals:

1. Are the Student Learning Outcomes appropriate and well-written?
2. Are the Course Assignments appropriate?
3. Is there any potential curriculum overlap? If so, has documentation been attached to the proposal from the leader of any component where potential curriculum overlap may exist indicating their approval or whether they have any objections to the course? Potential curriculum overlap is when a course may seem to affect or be similar to the curriculum of another component. This consultation and documentation is required before the proposed course is reviewed by the University Curriculum Committee.

Course Deactivations and Reactivations

General information:

At TWU, course numbers and information are retained in the data system even if the course is no longer active. Technically, TWU “deactivates” courses rather than deleting the record of the course altogether. This allows reactivation of courses if there is a need to do so.

Deactivations:

1. The TWU Course Inventory Management system provides the ability to propose the deactivation of courses in one of two ways:
 - A. If a course is being deactivated in order to replace or allow for a new course proposal, the proposal for the new course provides a location to note the proposed deactivation. No additional justification is required. The proposed deactivation will be included as part of the course proposal for the approval by the Curriculum Committee.
 - B. If a course is being deactivated because the course will no longer be offered and the deactivation is not related to any other course proposal, the course can be independently deactivated by locating the the course in the CIM search screen and clicking the “Deactivate” button. A justification for the courses deactivation will be required, and the proposed deactivation does not require approval by the University Curriculum Committee.
2. The Texas Higher Education Coordinating Board may delete any courses that have not been taught for 3 or more years from their records. These courses should be deactivated at TWU and should be removed from the catalog. Courses removed by THECB from their records must be re-submitted as new courses to be re-activated.

Reactivations:

1. With a memo of justification from an academic component leader to curriculum@twu.edu, a course may be re-activated provided the course is expected to be taught. The justification must include a statement describing how the reactivation will impact the faculty workload and describe how the academic component will manage said workload.
2. Re-activations must be approved at least 30 days prior to the beginning of registration for the semester in which the course is to be taught. Please note that the ability to re-activate is subject to availability through the THECB and changes in Coordinating Board policy.