

# Academic Operating Procedure 5



## Curricular Process

November 16, 2021

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### Statement

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All changes to the undergraduate and graduate curricula at Texas A&M University-Kingsville must be reviewed by the appropriate program/department; college curriculum committee; the college dean; the University Curriculum Committee (UCC), General Education Committee (Gen Ed), or Graduate Council (GC); and the Provost/Vice President for Academic Affairs. This procedure outlines the peer review and approval process for curricular additions, revisions, and deletions, as well as the responsibilities of involved parties. Guidelines are provided for assigning credit and level to coursework.

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### Procedures and Responsibilities

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The University shall be guided by policies, rules, and procedures of Texas A&M University-Kingsville (Texas A&M-Kingsville), the Texas A&M University System (TAMUS), the Texas Higher Education Coordinating Board (THECB), the Southern Association of Colleges and Schools (SACSCOC) and other accrediting bodies (where applicable), and the U.S. Department of Education.

#### 1. COMMON REPORTING REQUIREMENTS AND TIMELINES

1.1. Proposals for new programs or changes to existing programs must include all required Texas A&M-Kingsville forms. If external notification or approval is required, relevant required forms must also be submitted (e.g., TAMUS Board of Regents Agenda Item for new degree program, THECB proposal or notification form, etc.) through the Office of Academic Affairs.

1.1.1. Undergraduate and General Education curriculum submission forms and resources are available from the Academic Affairs website. Graduate curriculum forms and resources are available from the College of Graduate Studies website.

1.1.2. If the proposal packet is incomplete, it will be returned to the initiating department by the College Curriculum Committee.

- 1.2. The internal Full Review Process typically takes a minimum of six months, beginning with the initiating unit and ending with institutional approval. The Editorial Change Process and the Minor Change Process may have a shortened timeline.
- 1.3. The timeline for proposals requiring TAMUS notification or approval varies according to whether or not the item requires Board of Regents approval. Items requiring Board of Regents approval are subject to the Board's meeting calendar.
- 1.4. The timing of the THECB notification or approval varies depending on the nature of the proposal and its requirements.

## 2. FULL REVIEW PROCESS

- 2.1. Proposals requiring the Full Review Process include but are not limited to:
    - 2.1.1. New degree programs
    - 2.1.2. New certificate programs (transcripted and non-transcripted)
    - 2.1.3. New courses
    - 2.1.4. New minors
    - 2.1.5. Undergraduate concentrations within an existing degree program
    - 2.1.6. Program deletion (degree, minor, certificate program)
    - 2.1.7. Degree, minor, or certificate name change
    - 2.1.8. Semester Credit Hour (SCH) change for degree, minor, or certificate programs
    - 2.1.9. Change to degree, minor, or certificate program requirements with or without a change in SCH
    - 2.1.10. Non-Editorial Change to existing courses, such as course description, title, prerequisites, level, SCH, contact hours (lecture/lab/other), course number, and prefix
    - 2.1.11. Course deletion/inactivation
  - 2.2. Following submission to the workflow process, the proposal will follow the routing to include the appropriate department(s); college(s); the UCC, Gen Ed, or GC, as appropriate; Provost and Executive Vice President for Academic Affairs; and President, if required. If the proposal involves more than one department and/or college, the proposal will route to each department and/or college.
  - 2.3. At each step of the routing, the proposal may be approved to move to the next step or returned to a prior level for further action.
3. Following institutional approval, the Office of Academic Affairs coordinates submission of required documents to TAMUS; TAMUS Board of Regents; THECB; SACSCOC; and the U.S. Department of Education, as required.

#### 4. EDITORIAL CHANGE PROCESS

- 4.1. Editorial Changes are submitted to the Office of Academic Affairs by the requesting academic department or college for review and are implemented without further review or vote by UCC, Gen Ed, or GC, as appropriate. If there is a question whether the proposal is for an Editorial Change, the determination will be made by the Office of Academic Affairs.

#### 5. MINOR CHANGE PROCESS

- 5.1. Minor Changes are submitted to the Office of Academic Affairs by the requesting academic department or college for review before routing to the Provost and Vice President for institutional approval and submission of documents to TAMUS; TAMUS Board of Regents; THECB; SACSCOC; and the U.S. Department of Education, as required. If there is a question whether the proposal is for a Minor Change, the determination will be made by the Office of Academic Affairs.

#### 6. RESPONSIBILITIES

- 6.1. Department Chairs and Program Coordinators, who are responsible for program coordination, as well as curriculum development and review, are responsible for:
  - 6.1.1. Using content area expertise and/or consultation with peer institutions to determine the quality, quantity, rigor, and assessment of the course content as well as the level and amount of credit awarded;
  - 6.1.2. Ensuring that level assigned to each course is in vertical alignment with the sequencing of courses in a program's curriculum, particularly with regard to course objectives and content;
  - 6.1.3. Preparing proposals using current forms and guidelines;
  - 6.1.4. Consulting with and seeking acquiescence from other Texas A&M-Kingsville units whose programs may be implicated in the proposed program;
  - 6.1.5. Monitoring proposed programs for quality and compliance, including adherence to "good practice" statements from TAMUS, the THECB, and SACSCOC, where relevant;
  - 6.1.6. Ensuring curriculum is appropriate and related to the institution's mission;

- 6.1.7. Announcing or advertising a program only after it has received final approval, including any external approvals required;
  - 6.1.8. Approving proposals in the curriculum workflow system only after assuring that all of the above responsibilities have been met;
  - 6.1.9. In cooperation with the Office of Distance Learning and Instructional Technology and the Office of Academic Affairs, monitor the availability of coursework offered by distance education. When it becomes possible for a student to take 50% or more of the coursework for their degree plan by distance education, the department is responsible for ensuring that the program is approved for distance education.
- 6.2. Academic Deans of Colleges, or their designees, are responsible for:
- 6.2.1. Acknowledging that all responsibilities listed above have been met when approving the proposal in the curriculum workflow system.
  - 6.2.2. Ensuring that college curriculum committees reviewing proposals are knowledgeable about the current processes;
- 6.3. Department, College, and University-level curriculum committees (UCC/Gen Ed/GC) are responsible for, as appropriate:
- 6.3.1. Evaluating proposals within the context of the University's mission and scope;
  - 6.3.2. Ensuring that proposed programs are of high quality and adhere to TAMUS, THECB, and SACSCOC guidelines for good practices, see <https://sacscoc.org/app/uploads/2019/08/PoliciesGuidelinesDefinitions.pdf>
  - 6.3.3. In partnership with the Office of Academic Affairs, communicating clearly to the campus community the requirements for proposals submitted to university-level curriculum committees;
  - 6.3.4. Monitoring proposals to ensure consistency in adhering to the curriculum committee's own principles and requirements, as well as to approved standards such as university syllabus guidelines;
  - 6.3.5. Avoiding unnecessary duplication of programs or conflicts with other existing programs;
  - 6.3.6. Department & College curriculum committees are responsible for:

- 6.3.6.1. Ensuring that student learning outcomes are consistent and appropriately matched to level of proposed courses;
  - 6.3.6.2. Ensuring that the amount and level of credit awarded is appropriate and conforms to established practices in the discipline.
- 6.4. The Office of Academic Affairs, under the supervision of the Provost and Vice President, is responsible for:
- 6.4.1. Communicating information affecting curriculum or approval processes to the appropriate departments;
  - 6.4.2. Reviewing proposals for all standards of quality and excellence listed above for final institutional approval;
  - 6.4.3. Coordinating submission of institutionally approved curricular proposals to TAMUS, TAMUS Board of Regents; THECB, SACSCOC, and the U.S. Department of Education, as required;
  - 6.4.4. Maintaining records and distributing copies of approvals from the TAMUS, THECB, and SACSCOC to appropriate campus offices, including Financial Aid, for the purpose of updating and submitting the Program Participation Agreement to the U.S. Department of Education.

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## **Related Statutes, Policies, or Requirements**

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Code of Federal Regulations Part 600, Subpart A, §600.2

Texas Higher Education Coordinating Board Rules, 19 Tex. Admin. Code § 4.6 Minimum Length of Courses and Limitations on the Amount of Credit that a Student May Earn in a Given Time Period

[https://texreg.sos.state.tx.us/public/readtac\\$ext.TacPage?sl=R&app=9&p\\_dir=&p\\_rloc=&p\\_tloc=&p\\_ploc=&pg=1&p\\_tac=&ti=19&pt=1&ch=4&rl=6](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=1&ch=4&rl=6)

U.S. Department of Education Guidance

[\(GEN-11-06\) Subject: Guidance to Institutions and Accrediting Agencies Regarding a Credit Hour as Defined in the Final Regulations Published on October 29, 2010 | Knowledge Center](#)

Texas A&M University-Kingsville Procedure 11.03.99.K0.01 Credit Hours and Shortened Courses

## Definitions

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“Curricular,” “curriculum,” and “program” refer to academic programs, including courses, minors, degrees, and certificates.

“Editorial Change” is defined as modifications to existing curriculum that do not involve changes to content, prerequisites, or credit hours, such as corrections of spelling, typographical, or factual errors. Examples include but are not limited to:

- Editorial changes to course, minor, or degree or certificate program descriptions; and
- Changes to a course CIP code.

“Minor change” is defined as a change to an existing degree or certificate program that does not alter the academic requirements for the degree or certificate program. Examples of minor changes include but are not limited to:

- Changes to a program’s CIP code;
- Adding delivery of an existing degree or certificate program by distance education (online, hybrid, electronic to group, or off-campus face-to-face); and
- Offering four or more courses in a doctoral program by distance (online, hybrid, electronic to group, or off-campus face-to-face).