Texas A&M University-Kingsville Undergraduate Curriculum Committee

The Texas A&M University-Kingsville (TAMUK) Undergraduate Curriculum Committee (UCC) is responsible for reviewing all requests pertaining to new academic programs and courses, and modifications to existing academic programs and courses presented by the five undergraduate colleges.

UCC membership

The UCC membership consists of:

1. College curriculum committee (CCC) chair from each academic college (5) – voting members
2. One additional faculty member for each academic college appointed by the President of the Faculty Senate after consultation with the appropriate Dean (5) – voting members
3. An ex officio representative from Academic Advising, the Registrar's Office, the Provost's Office and Catalog Editor (4-6) – non-voting members
4. Committee chair is appointed on an annual basis by the Provost/Vice President for Academic Affairs (1) – non-voting member

Faculty committee members are appointed for two-year terms but can continue to serve for a longer period if serving as college committee chair.

UCC Review Process

The UCC reviews complete and accurate proposals on a first come first serve basis on a weekly schedule during the open review timeline. The following review process applies to all proposals submitted to the UCC:

1. CCC chair representative submits a proposal to the Banner Workflow to the UCC – an accurate submission is forwarded to the Registrar's office.
2. Registrar's office pre-screening – the Registrar's office screens the proposals for technical errors and omissions to ensure compatibility with academic policies and procedures, as well as with the online undergraduate catalog system. Proposals failing to meet this criterion are sent back to the college rep for corrections and to repeat step 1. The college rep is responsible for ensuring a follow-up revised submission on Banner Workflow or withdrawal.
3. The UCC chair shares the proposal with the UCC members for review.
4. UCC review and decision – denial would reject the proposal and close the Workflow; minor edits (as determined by the UCC) may be managed by the college rep communicating with the proposal author/department chair/college dean and reporting back to UCC without making any Workflow impact.
5. UCC chair final review ensures any UCC recommended minor changes/edits are incorporated into the proposal with the agreement of the college rep.

6. Provost office review and decision.
7. Registrar Office final review, approval.
8. Catalog inclusion by the Offices of the Provost and Registrar.

UCC important dates

The UCC reviews proposals during the Fall and Spring semesters for changes that would be implemented during the following Fall and Spring semesters, respectively. Any requests for an expedited review must be approved by Provost's office prior to UCC consideration. The following submission and review dates are followed by the UCC. The CCCs should take these dates as a guide to develop their internal processes and timelines accordingly. The next business day is applicable when a date falls on a holiday.

Fall semester changes:

- UCC Proposal review opens in   Early September
- UCC Proposal submission deadline (priority deadline)   End of October
- UCC Extended deadline * (proposal review contingent upon backlog)   Mid-November
- UCC review complete by   Early December
- Provost review complete by   Mid-December
- Registrar review complete by   End of January

*Proposals submitted in the month of November will be reviewed by the UCC but may not be included in the following academic catalog and thus may be published in the subsequent catalog.

Spring semester changes:

- UCC Proposal review opens in   Early February
- UCC Proposal submission deadline (priority deadline)   Spring Break
- UCC Extended deadline ** (proposal review contingent upon backlog) End of March
- UCC review complete by   End of April
- Provost review complete by   End of May
- Registrar review complete by   End of July

**Proposals submitted in the month of April will be reviewed by the UCC but may not be included in the following academic catalog and thus may be published in the subsequent catalog.

Summer semester changes:

- No reviews or scheduled changes for catalog during the Summer semester.

All proposals are forwarded to the Provost's office within two weeks of final approval by the UCC except proposals that are interrelated or contingent upon other pending proposal(s). Once

approved by the Provost's office, proposals are reviewed by the Registrar's office for final approval before being forwarded to the Undergraduate Catalog manager. All communication and documentation pertaining to the UCC review is done electronically on Workflow (email communication accepted for minor revisions, see step 4 above) except for UCC meetings which are both in person and online.

Guide to College Curriculum Committee review process

The college curriculum committee review process is determined by the academic college which is not overseen by the UCC. The curriculum process may differ slightly from one college to the other depending upon their internal processes. It may be electronic or follow a paper trail.

- Faculty author creates a proposal using the UCC curriculum proposal form and submits the proposal and all necessary documents to the department chair for review.
- Faculty or departmental committee reviews and makes a recommendation to the college curriculum committee.
- College curriculum committee review and decision – a college may seek a review and approval at the college committee at large after this step if desired.
- College Dean review and decision – a college may seek a review and approval by an Associate Dean before the College Dean if desired.
- The CCC chair (UCC rep) submits an approved proposal to the UCC Banner Workflow – UCC review process takes over. After this, the UCC review begins.

All proposals to the UCC must be completed on the UCC proposal form submitted on Banner Workflow and align with the TAMUK Academic Operating Procedure (AOP) 4 Definition of a Semester Credit Hour and AOP 5 Curricular Process, that are listed on the Academic Affairs website.

Helpful links

UCC: https://www.tamuk.edu/academicaffairs/ucc.html

Academic Affairs: https://www.tamuk.edu/academicaffairs/operating-procedures.html

AOP 4: https://www.tamuk.edu/academicaffairs/_files_AA/AOP4-SCH-Final.pdf

AOP 5: https://www.tamuk.edu/academicaffairs/_files_AA/AOP5-Curricular-Process-Final.pdf