



# Sam Houston State University

*A Member of The Texas State University System*

## OFFICE OF ACADEMIC AFFAIRS

March 28, 2007

**TO:** Academic Deans and Associate Deans  
**FROM:** Mitchell J. Muehsam  
**SUBJECT:** Curriculum Review

The following is the outline for the curriculum review cycle. The curriculum review cycle provides an opportunity for each college to submit requests for addition or deletion of courses, changes in course prefix, title, and/or number, and additions, deletions, or changes to degree programs.

Please be aware that the University Curriculum Committee will be asked to initially review requests **not associated with new or altered degree programs** to allow them to be presented to the February Board of Regents meeting. Such requests (assuming Board and THECB approval) will be eligible for implementation the fall semester immediately following the Board meeting (fall 2008). The University Curriculum Committee will then review requests affiliated with new or altered degree programs for presentation to the May Board of Regents meetings. These requests (assuming Board and THECB approval) are targeted for implementation in fall 2009.

Following is the timeline for submission of the College and University Curriculum reports.

- College curriculum reports to be completed and submitted to the Provost by September 21, 2007. Please send the college reports through my office.

For requests **not associated with new or altered degree programs**:

- ❖ University Curriculum Committee review of requests to be submitted to the February Board meeting to be completed and written report made to Provost by November 23, 2007.
- ❖ Academic Affairs Council review to be completed by December 14, 2007.
- ❖ Curriculum report to be presented by the Provost to the President for review by December 21, 2007.
- ❖ Curriculum report to be presented to the Board of Regents, The Texas State University System, in February 2008.

For requests **associated with new or altered programs:**

- ❖ University Curriculum Committee review of requests to be submitted to the May Board meeting to be completed and written report made to the Provost by February 22, 2008.
- ❖ Academic Affairs Council review to be completed by March 14, 2008.
- ❖ Curriculum report to be presented by the Provost to the President for review by March 21, 2008.
- ❖ Curriculum report to be presented to the Board of Regents, The Texas State University System, in May 2008.

Should there be conflicts between the final recommendations of the Academic Affairs Council and the reports originally submitted by the deans, these will be resolved individually between the Provost and the appropriate dean. The curriculum report which bears the endorsement of the Provost shall be prepared in proper format and will be presented to the President for inclusion in the President's Report to the Board of Regents, The Texas State University System.

The submission of high quality, correctly formatted College Curriculum Reports is an essential step in an effective curriculum cycle. While each college has a curriculum committee, the dean of each college is ultimately responsible for insuring the accuracy and timeliness of the review. **Requests that are submitted in a fashion significantly inconsistent with the required format specifications will be returned to the college to be resubmitted the following year. Furthermore, submissions requiring substantial revision by the University Curriculum Committee may also be returned to the college to be resubmitted the following year.**

- I. **The Department Curriculum Committee.** The dean will organize a curriculum committee in each department in his or her college. This will differ slightly in the College of Criminal Justice due to organizational differences; however, that area should work in good faith with this requirement. The decision regarding how the chairs and members of such committees are selected resides with the dean.

Each department's committee will report to the appropriate department chair. In fact, it is permissible for the department chair to serve as the committee chair. It is the responsibility of the committee to review the curriculum, to make suggestions for changes in existing curricula, and to present recommendations for new courses and degree programs. The department chair is ultimately responsible for the quality of the department's curriculum report.

- II. **The College Curriculum Committee.** The dean will organize a college-level curriculum committee in his or her college. Again, the decision regarding how the chair and the members are selected resides with the dean. Membership may consist exclusively of chairs or faculty or a combination of the two. Under any circumstance, the committee should serve in an advisory capacity and report to the dean. It is requested that once the intra-college list of courses to be added, deleted, or changed is developed, it be shared with the other deans so that each may be aware as early as possible in the process of what is likely to occur.

The college committee's function should be to review all requests, originating in the departments in the college's administrative area. The committee should ascertain whether the proposed requests are in harmony with the various roles and scopes of the departments in the college, as well as in congruence with the statement of mission of the college itself. It should be a concern of the committee that the requests do not in any way foster an overlapping of offerings among the departments within the college.

It is to be clearly understood that the committee structure, both at the department and college level, is not designed to circumvent or erode the dean's influence upon the curriculum of that particular unit. It is expected that the final curriculum report submitted from each college will indeed be the report bearing the unqualified recommendation of the dean, to include acknowledgement of the College's commitment to meeting the financial obligations associated with the curriculum requests.

- III. **University Curriculum Committee.** The University Curriculum Committee consists of twelve members (9 voting and 3 ex-officio). Of the voting members, eight are appointed by the Provost and Vice President for Academic Affairs from nominations submitted by the academic deans from the list of college curriculum committees. One faculty member is nominated by the University Faculty Senate to chair the committee. A complete committee listing may be found in the on-line Committee Book.

The committee is charged with reviewing for academic integrity the curriculum reports to resolve conflicts to the extent possible. This includes responsibility of carefully reviewing the curriculum submissions to determine if information provided for all requests for new programs and/or courses is complete, to analyze proposed additions and changes in course in the interest of identifying areas of possible overlap or duplication, and to work toward a resolution of potential problems before the matters come up for discussion by the Academic Affairs Council. It is expected that committee member(s) will be knowledgeable of the details of the curriculum submissions from their respective colleges in the interest of responding to most questions, which will arise in committee meetings, without further consultation with your office.

- IV. **Procedures.** College curriculum reports (both electronic and hard copy) are to be submitted to the Office of the Provost and Vice President for Academic Affairs through my office. After a preliminary review, copies of the curriculum submissions will be forwarded to the University Curriculum Committee. This action will signal the committee to begin its work.

**PLEASE USE THE CURRICULUM FORMS LOCATED ON THE ACADEMIC AFFAIRS WEB SITE TO SUBMIT ALL REQUESTS.** To access the forms, visit [www.shsu.edu/~vaf\\_www/](http://www.shsu.edu/~vaf_www/), select "Forms", then "Curriculum Forms." Please be aware that all forms must be submitted in both electronic and hard copy. If you have any difficulty, please contact Somer Smith, extension 4-1009, for assistance.

- **Form A** provides an overview of the curriculum recommendations. A single Form A should be prepared at the level of the dean and should encompass a summary of all changes requested for each department. **Form A** provides a brief justification for the addition or deletion of courses and changes in course prefix, title, and/or number. Please be aware that for each addition of a new course, a **Form B** must also be attached.
- **Form B** is to be used to support each request for a new course and is to be attached directly behind **Form A**. Form B must be completed in its entirety, thus eliminating the need to provide a syllabus.
- **Form C** is to be used to request changes in the baccalaureate core.

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- The **Summary Sheet** will be prepared at the level of dean and will be used throughout the review process to ensure that the recommendations at each review level are properly recorded. The **Summary Sheet** should contain a complete listing of requests (excluding justifications) being submitted by your college. It is understood that all requests forwarded from the dean to the Office of Academic Affairs carry the endorsement of the departmental chair and academic dean.

Thank you for your attention to this very important matter.

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Attachments

pc Dr. James F. Gaertner  
Dr. David Payne  
Dr. Dick Eglsaer  
Ms. Ann Holder  
Chair, Curriculum Committee  
Members of Curriculum Committee