CURRICULUM CHANGES

The University Curriculum Committee is a standing committee of the Faculty Senate, which is deemed necessary to ensure that the programs and courses of the curriculum accomplish the mission of the University.

Composition of the University Curriculum Committee includes one representative per academic department or division or free-standing academic unit and the University Registrar. Faculty appointments are made by department chairs (or heads of academic units), who submit their choices through the Provost to the Faculty Senate for concurrence. The Associate Provost chairs the committee as an ex-officio member.

The development of courses and programs begins at the faculty level and follows the process below.

- *Department Chairs* review and approve course syllabi and curriculum changes and make recommendations to the initiator if necessary. Curriculum recommendations include new/revised degree programs or new/revised courses. New or revised course information includes title, course level, description, prerequisite, semester credit hours, syllabi and student learning/program outcomes and justification for adding or modifying the course. New or revised degree programs include an assessment of local and regional demand as well and an analysis of hiring trends both statewide and nationally. Curriculum changes approved by the Department Chair are forwarded to Office of the University Registrar.

- *Office of the University Registrar* reviews documents and ensures that they are following TAMIU guidelines and compatibility with Banner, DegreeWorks, and Online Catalog.

- *College/School Curriculum Committees* reviews and approves requests submitted by the Department Chair and forwards them to the College/School Dean. Upon approval by the dean, curriculum recommendations are forwarded to the University Curriculum Committee. Members of the college/school curriculum committee are appointed by the unit head.

- *The University Curriculum Committee (UCC)* reviews and approves the requests submitted by the College Curriculum Committees as forwarded by the Dean of the College/School. The UCC evaluates the proposed new course/revisions, the appropriateness of the learning outcomes for the level of the course as well as the appropriateness of the credit hours. In evaluating new programs, the UCC assesses the program content, the appropriateness of the curriculum to the program outcomes and the connection to the mission of the University.

- *Office of the Provost* reviews and approves documents to be added to the upcoming catalog once they have been reviewed and approved by UCC.

To submit catalog changes, please follow the instructions below.
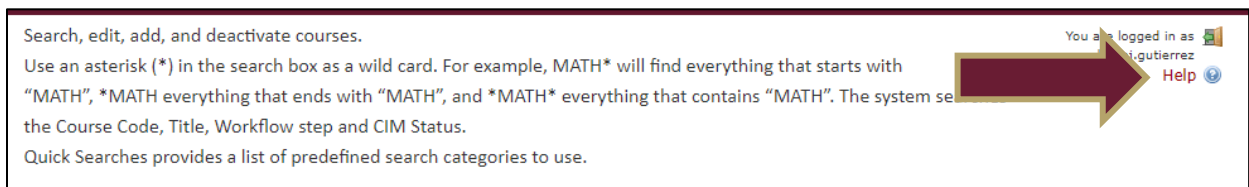
1. **Log in to UCONNECT and click on Click on the Course or Program Changes depending on the type of change necessary.**

2. **Search the class or program where the changes are necessary.**
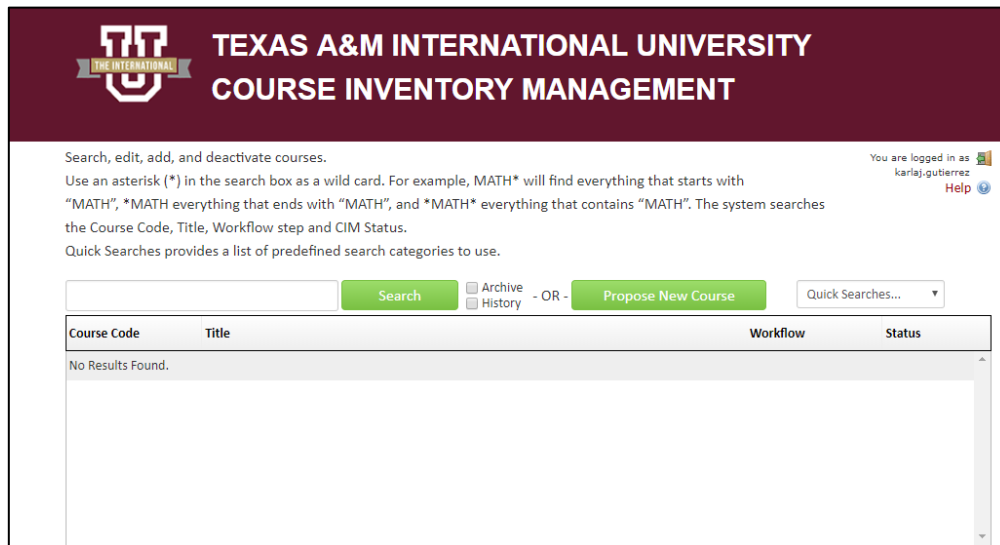
3. **CIM provides an online support center that includes instructions, handouts, and videos for your convenience.**

Please email us at ucc@tamiu.edu with any questions that you might have.