

# **Curriculum Processes & Procedures**

## **For Program Reviews, Modifications, & Approvals**

### **NEW & MODIFIED Undergraduate and Graduate Degree Programs and Majors**

Recommended approval by Department Curriculum Committee

Recommended approval by Department Chair

Recommended approval by College Leadership

Recommended approval by College Curriculum Committee or Council

Recommended approval by appropriate College Dean

Recommended approval by University Undergraduate Council or Graduate Council

Recommended approval by Council of Deans

Approved by Provost/VPAA

Approved by University President

Approved by Board of Regents

Approved by Texas Higher Education Coordinating Board, the Texas Education Agency, the State Board for Educator Certificate, the Southern Association of Colleges and Schools or other appropriate outside agencies

Inserted into the General Bulletin or Graduate Bulletin after complete approval by all above entities

### **NEW & MODIFIED Undergraduate and Graduate Minors and Concentrations**

Recommended approval by Department Curriculum Committee

Recommended approval by Department Chair

Recommended approval by College Leadership

Recommended approval by College Curriculum Committee or Council

Recommended approval by appropriate College Dean

Recommended approval by University Graduate or Undergraduate Council

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All NEW undergraduate and graduate degree programs must follow the Texas Higher Education Coordinating Board Policies and Procedures Manual and be submitted on either the Format for Nonsubstantive or Substantive Degree Program Requests  
(<http://www.thecb.state.tx.us/UHRI/polprod/dp.asp>)

The Steen Library needs to know at a minimum the nature of the new program and the content of any new courses to be offered, so the contact needs to be made after much of the proposal text has been developed but well enough in advance of presentation to the campus-wide reviewing body, at a minimum, about 60 days.

### **DELETION Undergraduate and Graduate Degree Programs and Majors**

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### **NEW & MODIFIED Undergraduate and Graduate Courses**

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## **Program Review**

The Office of the Provost announces the programs to be reviewed one year prior to the completion date of the self-study along with its recommendations and implementation plan.

The program representative(s), program administrator, dean and Institutional Research establish a schedule for completion of the review within the university's timeline for review.

For accredited programs, the provost, in consultation with the college dean and the program administrator, will determine whether the accreditation review process covers the essential elements of academic program review.

The program representative conducts the self-study and then prepares recommendations and a suggested implementation plan along with the budgetary/resource issues identified in the self-study.

The college reviews the self-study, requesting additional materials as needed, and makes recommendations. A copy of the self-study and implementation plan is forwarded to the Office of the Provost for distribution to the Program Review Committee of the Undergraduate Council.

The Program Review Committee reviews the self-study, recommendations, and implementation plan of the program and makes recommendations.

The program representative(s), the program administrator, the college dean and the provost meet to discuss recommendations.

The program administrator, in collaboration with the dean, submits to the provost a final implementation plan that identifies resource needs consistent with the recommendations of Review Committee, the college mission and strategic plan, and academic plan of the university.

A copy of the self-study, recommendations, and action plan is submitted to Institutional Research and Office of the Provost.

The Provost's Office submits a year-end report to the Board of Regents on program reviews completed that year.

Academic Affairs Planning Committee and the individual college build the program review recommendations into planning for the coming year(s).