Curriculum Coordinating Committee
TAMU-CC College of Education and Human Development
(Last revised July 1, 2020)

A curriculum review occurs each year as an aspect of publishing the annual University catalog. A committee representative of each COEHD department is appointed to provide a continuous (and regular) review of curricular issues that emerge during the academic year. The committee is responsible for evaluating proposed changes from individual department units in the context of COEHD, University and University system policy and best educational practices for students. The annual curriculum review process is mediated by the Curriculog system. The catalog approval process is initiated by the Associate Dean when the College receives guidelines for the submission of proposed changes from the Provost's office. The Office of Assessment, Accreditation, & Compliance publishes the deadline for catalog changes on their Catalog Deadlines web page.

The curriculum review process is guided by University Procedure 11.10.99.C0.01 (Development of Academic Degree Programs) and University Procedure 11.10.99.C0.03 (Development of Courses and Catalog Revisions).

Generally, a distinction should be made between *substantive and non-substantive* curricular changes. Substantive changes include proposals for a new program or major and deletion of a program or major. *Non substantive* changes include proposals for course content changes, individual course additions and deletions, and changes in course format (i.e., hybrid, online, face-to-face). All curricular changes (both substantive and non-substantive) are initiated by faculty person(s)(originators) from within academic unit requesting change (departments). Proposals for change of multiple—section courses are initiated by the course coordinator after consultation with others teaching the section course. Proposals for changes in major or minor requirements, or the addition or deletion of a major are initiated by the faculty persons who teach in the discipline. All catalog change proposals, regardless of nature, must be reviewed and approved by the respective departmental faculty and indicated in the Curriculog system by a vote of all department faculty. After departmental approval, the Department Chair forwards the proposal to the College Curriculum Coordinating Committee (CCC) for consideration. All proposals routed for CCC review in Curriculog must be accompanied with department chair endorsement, indicating faculty vote results. If the changes are non-substantive, the CCC can forward the changes to the Dean for approval. If the changes are substantive changes, the CCC membership may discuss the proposal and offer feedback and/or request further clarification. Departmental voting representatives of CCC (see below) will determine whether the proposal is routed to the next level of review by the Dean.

When the CCC rejects a proposal, it must be returned to the Department Chair with suggestions for resubmission or with reasons for denial. Proposals denied by the CCC may be appealed to the Dean in writing. Those proposals approved by the Dean that require catalog changes are forwarded to the Provost, who then transmits the proposals to the appropriate University Committee and/Faculty Senate for action. Faculty developing the proposals may be asked to appear or to provide additional information to university-level reviewers. Faculty Senate guidelines provide a detailed process for actions taken by the Senate.

In addition to the routines described above, a comprehensive review of the curriculum occurs in the Curriculum Coordinating Committee.

See links to university Procedures:

University Procedure 11.10.99.C0.01 (Development of Academic Degree Programs)
University Procedure 11.10.99.C0.03 (Development of Courses and Catalog Revisions)
University Procedure 11.03.99.C0.01 (Shortened Courses and Credit Hours)
University Procedure 11.99.99.C0.01 (Academic Minors)

The Overview CCC Functional Operation
Curriculum Coordinating Committee (CCC) review is an in-depth examination of submitted documents as to their accuracy, completeness, integrity, consistency, and cohesiveness and coordination at the college level. The review process is facilitated by the Curriculog system within which processes and approvals are routed through successive phases of review

Approval and Action of CCC agenda items is determined by voting members. Actions approved by the majority of voting members are approved. Action on agenda items may also be tabled or sent back to department for revision. Recommending means either that the proposal is returned to be further developed and resubmitted, or that it is approved or disapproved.

Scope of Responsibility
The CCC is responsible for reviewing, approving and recommending to the dean initiatives concerning curriculum, programs and policies of COEHD, including the addition, revision, alteration, or elimination of existing curricular areas. Program issues may include the structures, content, and procedures of the graduate, undergraduate and certification areas. Any proposed changes in administrative issues in departments and programs, as well as catalog revisions and inclusions that affect above-mentioned areas will be considered by the CCC.

Representation and Election of Members

Members of the CCC include two (2) elected representatives from each of the four academic departments, and may include one or more at-large member appointed by the dean. Each department is recognized by one (1) voting member per proposal. All members should have two (2) years of experience in a tenure-track position at the university level. The Associate Dean, Assistant Dean, and Department Chair are non-voting members. Elected members serve two (2) years. The Associate Dean and Assistant Dean are co-chairs the CCC.

Election of members shall be conducted in the following manner:

1.   Each department within COEHD will elect two eligible voting members on the CCC. As a matter of practice, one elected member is designated as primary. Voting rights are equal for members whether or not they are designated primary. Departmental representation and quorum is based on the presence of one voting member at the meeting. Each meeting will begin with the designation of one eligible voting member per department member. A second eligible voting member will be empowered to engage in discussion as a committee member, but will not be considered a voting member for balloting purposes during this meeting.

2.   Non-voting members to the CCC will include the COEHD department chairs. Department chairs will be encouraged to attend all meetings to provide support, clarification and representation for their respective departments, particularly when decisions affecting their departments are being considered. In addition, guests and other faculty representatives will be allowed an opportunity to provide input into the CCC deliberations as non-voting members. These guests will be excused during deliberation and voting phases of the meeting.

3.   The CCC will be co-chaired by the Associate Dean and Assistant Dean as non-voting members. The Dean may in addition appoint one or more non-voting faculty and staff representatives to the committee for purposes of representing COEHD interdepartmental interests.

Procedure

1.   Faculty members, individually or in groups, may initiate proposed changes to current COEHD curriculum at the program level. These changes include new courses, substitute courses, deleted courses, special topics courses, new programs, altered programs, new degrees, and revised degree plans.

2.   Curricular changes proposed in (a) above are forwarded to the respective department chair. Department chairs are responsible for disseminating proposed change to faculty

in their program area, facilitating a forum to elicit departmental input and documenting the level program level support for the proposed change. Documentation may be in the form of departmental meeting minutes and/or formal vote. Monthly scheduled meetings for CCC discussion of agenda items will be based on the priority of agenda prepared by the chair CCC (COEHD Associate Dean) prior to CCC meeting. Monthly meetings will be deferred if the agenda items reflect only non-substantive changes. In the event of monthly CCC meeting deferral, CCC agenda items will be addressed via Curriculog. Departments will be required to demonstrate and document departmental faculty endorsement of any policy submitted to the CCC.

3. The Department Chair is responsible for submitting all course/program/degree documents in final, complete form to the appropriate Associate/Assistant Dean at least 14 business days before the next monthly scheduled CCC meeting. The Dean's Office will review the proposals, establish an agenda for the meeting and distribute proposals to CCC members' review via Curriculog routing no later than 7 business days before the next scheduled CCC meeting. All proposed curricular actions will be distributed by Curriculog. Curriculum proposal will only be distributed to the CCC by the Assistant/Associate Dean when they are endorsed by Department Chair and include documentation of program level support.

4. The agenda of the CCC is published and distributed to all COEHD faculty by the associate dean prior to each CCC meeting.

5. Faculty members responsible for each curricular change to courses, programs, and/or degrees (including certifications and distance education programs) present their proposal to the CCC at the scheduled meeting and make themselves available to answer any questions/concerns raised by the CCC at that time. Department chairs are encouraged to be present at those meetings to support their faculty members.

6. The CCC members by a majority vote may ask for a closed forum following the presentation of a curricular change to discuss the proposal(s).

7. All CCC minutes will be published and distributed to all faculty members within 5 days following each CCC meeting by the co-chairs an. The minutes will be maintained in designated shared drive folder maintained by the Dean's Office.

Rules

1. The CCC follows Robert's Rules of Order.
2. The CCC will publish a calendar of scheduled meetings for each semester and distribute it to all faculty at the beginning of each semester. This calendar should clearly delineate deadlines for submitting proposals for consideration. HERE need to language virtual vs. F2F meetings

Proposing Curricular Changes and Additions

Additions or changes to programs, certifications, distance education offerings, or courses are initiated at the department level. Programs should seek input from the dean and Academic Affairs office when proposing programs that are likely to require additional financial resources. Department-prepared proposals are presented to the Curriculum Coordinating Committee by the appropriate department chair and or faculty representative from the proposing department.

Prepared proposals must be in sufficient detail and final form as to allow the CCC committee review to make an informed decision about the appropriateness and quality of the proposed action. Policy considerations include the following issues: student admissions, retention, certification, graduation, accreditation, accountability and partnership with other entities. Therefore, the CCC is responsible in part for maintaining quality by insuring cohesiveness and integrity of the College in relation to curriculum issues broadly conceived.

Department Chair-approved proposals for curricular changes or additions to programs, certifications, distance education offerings, or courses are submitted via Curriculog so as to provide review access to subsequent review bodies at the College, University, TAMUS and or State regulatory agencies.

The progression following dean approval is as follows:

1. Originating proposals are voted on at the department level and forwarded by the Department chair on Curriculog for Dean's office review and establishing as an agenda item for CCC review.
2. College Curriculum Committee reviews and approves departmental proposals for additions or changes to the curriculum.
3. The COEHD Dean or delegate reviews and forwards review to Academic Affairs
4. Academic Affairs reviews and forward approved proposals to

5. University Curriculum committee (including graduate and undergraduate representatives from the faculty senate)
6. Subsequent approval by President's Cabinet, TAMUS staff and Regents, THECB, and/or SACSCOC may be required dependent upon recommendation of the Office of Academic Affairs.