

## **Modification of the University Core Curriculum**

### **Policy and Procedures**

Stability of the University Core Curriculum is generally beneficial to students and faculty of the University. However, the Undergraduate Curriculum Committee realizes that in a dynamic and evolving institution, changes to the Core Curriculum may be advantageous. To facilitate such changes, The Undergraduate Curriculum Committee of the faculty Senate proposes establishment of the policies and procedures for change detailed below.

Changes to the Core Curriculum will include: a) additions of courses to Core component menus, b) deletion of courses from the component menus, c) shifting courses from one component area to another, and, d) modification of existing Core Curriculum courses.

#### **A. Policy**

All Courses in the University Core Curriculum must meet the following criteria:

1. Core components must be transferable as mandated by the Legislature and the Texas Higher Education Coordinating Board (THECB);
2. Core courses must be designed to satisfy the exemplary educational objectives specified for the component area by THECB;
3. All lower-division core courses must be consistent with the "Texas Common Course Numbering System (TCCNS);
4. Core courses must not contain college-level prerequisites that are not part of the Core Curriculum;
5. Core courses must not be restricted to specific majors;
6. Courses should be offered at least once per academic year, preferably during each long semester;
7. More than one faculty member of the department/program should be able to teach the course.

#### **B. Procedure**

Proposals to modify the University Core Curriculum will usually originate in academic departments or programs of study. Such proposals must be approved by appropriate curricula committees (e.g., department or program, and college) and by appropriate Academic Dean(s) before being submitted to the Undergraduate Curriculum Committee (UGCC) and subsequent approvals.

##### A. Additions to the Core

1. Proposals to add courses to the Core Curriculum shall originate with the faculty within the relevant academic area(s) and shall be approved by the regular mechanisms for curriculum change.
2. Proposals to add courses to the Core Curriculum shall include documentation showing that the course(s) clearly meet criteria 1-7 listed above.

3. Proposals shall show how the proposed course(s) meet the state-defined objectives of the appropriate core component as well as current regulations of the THECB.

4. Proposals shall include a copy of the course description as it appears in the current catalog. If a new course is being proposed, a copy of the description to be published is required. If the course has an associated laboratory, a description of the laboratory (catalog copy) is also required. Prerequisites, co-requisites, or any other restrictions to enrollment must be clearly indicated, and compliance with criteria 4 in the policy statement must be demonstrated.

5. Proposals shall include a copy of appropriate syllabi that includes learning outcomes, a copy of the table of contents of text(s), and a copy of laboratory manual(s) currently used or likely to be used in a new course.

6. Proposals shall include information about the student population affected by the course, including enrollment figures (historic or anticipated) and indication of the frequency with which the course has been (or is to be) offered.

7. Proposals shall include documentation showing that appropriate consultation with programs or departments affected by the course has taken place and that faculty in these areas have discussed and approved the proposed change(s).

#### B. Deletions from the Core

1. The proposal to remove a course from the Core Curriculum shall originate either with the faculty of the department offering the course or with considered action of the UGCC acting on behalf of the General Faculty. The proposal shall be approved by the regular mechanism for curricular change.

2. The proposal to remove must provide documentation showing how the course no longer meets the state-defined objectives or providing justification why the course will not be offered; and

3. Documentation showing that appropriate consultation with affected departments/programs has taken place and that faculty in those departments/programs have had the opportunity to present their support or concerns.

4. There must be other approved course or courses, or the deletion proposal must be combined with a course addition proposal, to satisfy the relevant Core Curriculum area.

#### C. Shifting courses within the Core

Departments/programs whose courses are currently in the Core Curriculum, or are added subsequently, may find that a particular course evolves to fit better in a core component other than the one in which the course was originally included. In such cases, the department/program may propose a shift of the course to a different core component. Such a proposal must be approved by the curricula committees (as in additions or deletions), appropriate Academic Dean(s), and submitted to UGCC with justification for both parts of the

proposed action - that is, deletion from one component of the core and addition to the other. Documentation shall include the same information sets required for addition of a new course to the core and for deletion of a course from the core.

#### D. Modification of Existing Core Curriculum Courses

If substantial change (e.g., title, description, level) is proposed for an existing Core Curriculum course, the department/program proposing the change shall request approval following procedures for adding a new course to the Core Curriculum.

#### **C. Action**

Proposals to change the Core Curriculum will be included as agenda items for the next regularly scheduled meeting of UGCC or, with approval by a majority of UGCC voting members, at a special meeting of UGCC. The department Chair or Program Head sponsoring the proposed change should be present to discuss (the proposal and to respond to questions from UGCC members. If the Chair/Head is aware of opposition to the proposal, the Chair/Head will so advise UGCC so that UGCC can notify opponents of the proposal of the meeting wherein it will be considered.

If proposals to modify the Core Curriculum are approved by UGCC, it will so report to the Faculty Senate.

Procedure adopted by UGCC, 2007