

Curriculum Committee Submission Guidelines



A curriculum change may be requested by any full-time faculty member and should be based on best practices within the program or discipline, align with THECB and college policies and requirements, and reviewed for need and appropriateness by the Division Chair and appropriate administrator prior to submission to the Curriculum Committee.

All change requests must be complete and include all necessary documents. **An incomplete change request will not be added to the committee agenda and may delay approval of a change for up to 1 academic year.** All changes requested to be effective by Fall of the next year should be approved by the curriculum committee by May. Curriculum Committee meetings are not regularly scheduled during the summer months.

- Locate change forms on the [Current Employees webpage](#).
- Use the checkboxes at the top of the form to identify and indicate all documentation that should be attached to change from.
 - Syllabi are required for new courses or course changes.
 - Course information should be printed from the catalog and ACGM/WECEM.
 - Requested catalog changes may be written on printed catalog pages, or new pages may be typed and clearly marked as “New” and attached to current pages.
 - Requested changes may be written on printed marketing materials or new text may be typed, clearly marked as “New” and attached to current materials.
- Include all necessary change information and a clear explanation of why the change is necessary.
 - Contact the chairperson or VPI administrative assistant for ACGM or WECEM assistance.
 - Contact the committee chair to verify if a change request is eligible for the consent agenda (i.e. the change is required to align with THECB or college policies, ACGM or WECEM updates).
 - Contact the SACSCOC Liaison for substantive change assistance.
 - Attach an additional page if form space is not adequate to explain the need for the change or necessary resources.
- Complete separate change forms if requesting changes to more than one course or program or adding multiple new courses.
- All items under a Course change are required. Contact the chairperson for assistance.
 - Core curriculum changes are only submitted to the THECB in the summer and may only take effect in a Fall semester.
- Changes to multiple awards within a program may be included on a single change request form if the change is the same across each award (i.e. new Level I certificate course also added to the Level II certificate and AAS degree).
- Multiple fee or program requirement changes may be included on a single curriculum change form.
- Present the change request to the Chairperson and appropriate administration for review and signature *prior* to submitting the request to the curriculum committee.

Completed Cognito forms and documentation will be sent to the Exec. Admin.

Assistant to the VPI for administrative review: austin.postuma@cisco.edu