Preparation Cycle for 2017-2018 Catalog Changes

**Deadlines will be strictly enforced.**

July 1, 2016    Catalog revision with course forms by Colleges/Departments due to Debbie Linares.

July-August 2016    Review and proofreading by the Division of Academic Affairs.

August 15, 2016    Graduate/Undergraduate Council commences review.

**October 3, 2016**
October 28, 2016    Graduate/Undergraduate Council submits recommendation to Debbie Linares.

**October 5, 2016**

November 2, 2016    Faculty Senate’ Academic Affairs committee present their recommendation at the November FS meeting and Senators vote at January meeting.

December 12, 2016    Preliminary changes submitted to the Registrar’s Office for Veteran’s Affairs notification.

**December 9, 2016**

February 1, 2017    Faculty Senate submits their recommendation to the Division of Academic Affairs.

**December 12, January 13, 2017**
February 2, 2017 – February 21, 2017    Catalog is open for final reading.

**January 17, 20, 2017**

**January 23, 2016**
March 1, 2017    Catalog is published online.

*Please contact Debbie Linares at x2846 to set up trainings or if you need assistance with this process.*

*If you are considering a new program, degree, and/or certificate, please contact Dr. Amy Aldridge Sanford at amy.aldridge.sanford@tamucc.edu immediately.*
GENERAL INFORMATION

Where to Begin

The Office of Academic Affairs has sent your college the electronic files that will serve as the starting point for the 2017-2018 undergraduate and graduate catalogs. These Microsoft Word files contain the current catalog copy. Please use these files, which contain the latest revisions, rather than earlier files that you may have saved. Once you have completed the change process in your college, changes will be entered by individual(s) in your college into Acalog. Please contact Debbie Linares at x2846 to set up trainings or if you need assistance with this process.

The Word copies have been provided to you for your own convenience to use in your college or department revision process. Complete all revisions using the Word copy provided. Do so by using Track Changes in Word.

All of the changes made in colleges and departments must be entered into Acalog before it goes forward to the Undergraduate and Graduate Councils. The catalog will be locked after the July 1st deadline. The only changes and revisions that will be allowed once catalog copy has left the colleges and departments are in the event that an approval body suggests it.

Once your catalog changes have been entered into Acalog please email ELECTRONIC copies of an executive summary of all of the substantive changes made to your portion of the catalog, catalog routing slips, and any course change, addition, or deletion forms.
Instructions for Executive Summaries

Each college and department should provide a separate executive summary (an electronic copy) for the undergraduate and graduate catalog copy to facilitate the review process. The summary should identify the substantive changes and provide an explanation of those changes. For the purposes of review, the following catalog changes are considered to be substantive:

- Addition of a new academic degree program.*
- Addition of a new concentration, tract, or emphasis area of a current major.
- Addition of a new academic minor.
- Addition of a new course.
- Deletion of a course.
- Modifications to an academic degree, a concentration within a major, graduation requirements, or requirements for an academic minor.
- Modifications (other than editorial changes) to the general/non college sections of the catalog.
- Alterations in the course descriptions that impact the degree or graduation requirements of a course’s home program or a program that requires the course as a part of a degree or minor.
- Addition or deletion of a pre-requisite course that impacts the degree or graduation requirements and impacts other programs.

Also, any change that affects another discipline, college, or unit should be considered a substantive change.

For the purposes of its review, the following changes are not considered to be nonsubstantive:

- Editorial changes that do not impact degree or graduation requirements.
- Deletion of an academic degree program.
- Deletion of a concentration, tract, or emphasis area of a current major.
- Deletion of an academic minor.

*Note: Proposed new degree programs must complete an internal and external approval process that is separate from catalog review.
Completing Course Inventory Update Forms

Preparing course inventory update forms is not a part of the catalog revision process, but it is a closely related task. The data on the forms is needed for completing the semester class schedules and for submitting course inventory revisions to the Texas Higher Education Coordinating Board. Communication between faculty and staff who prepare catalog copy and those who prepare course inventory update forms is important for ensuring accuracy and consistency.

Electronic course inventory update forms (templates) are available from the Registrar’s Office and these forms are attached to the email you received your catalog files. Instructions follow:

1) Enter the information electronically on the appropriate form.
   a) For each new course, complete a Course Addition Form. (Use this form if the course does not replace an existing course.)
   b) For each modified course, complete a Course Change Form. Use this form if there are changes in course number, title, description, number of semester credit hours, type of grading (for example, a change from a credit/no credit course to a graded course), course fees, or other characteristics of the course.
   c) List all deleted courses on the Course Deletion Form.

2) Obtain the required signatures.

3) Send an electronic copy to Debbie Linares at deborah.linares2@tamucc.edu. Keep original form for your records.
Course Numbers

The University uses a course numbering system with four-letter prefixes and four-digit numbers. The first number identifies the level of the course (0, 1, 2, 3, 4, 5, 6). The second digit indicates the credit hour value of the course. The final digits are sequence numbers.

Several principles are used in the numbering scheme:

1. In numbering lower-division courses, we follow the guidelines of the Texas Common Course Numbering System (TCCNS). Any course with a common course number equivalent will use the common number. (In cases where our prefix is different, we still use the common numeric.) Common course numbers apply only to lower-division courses.

2. We use sequence numbers "90" through "94" for variable topics courses (4390, for example).

3. The "95" through "99" series is used for independent study courses for individual students (Directed Individual Study, Practica, Research, Thesis, and similar courses).

A new course should be assigned a new number. To avoid confusion, do not select a number used for a different course in the past.

Useful Web Sites

The Texas Higher Education Coordinating Board’s Lower Division Academic Course Guide Manual contains information on common course numbers for lower-division courses. It lists all courses in the Texas Common Course Numbering System and provides brief course descriptions. The fall 2007 version of the manual may be found at the following site:

http://www.thecb.state.tx.us/reports/PDF/1252.PDF

The Texas Common Course Numbering System web site at http://www.tccns.org/ contains the TCCNS course matrix, which identifies the common courses taught by public institutions of higher education throughout Texas.
ROUTING SLIP
UNDERGRADUATE CATALOG
Catalog Proposals and Catalog Changes Submitted by Colleges

Catalog Section(s) ____________________________________________________________________________
__________________________________________________________________________________________

College Submitting Changes ______________________________________________________________________

1. College
   ______ Approved by Department Chairs. (Enter date)
   ______ Approved by college curriculum review processes. (Enter date)
   ______ Approved by Dean (Enter date) Other affected units or disciplines have been notified in writing
       of the proposed changes.

       Signature of Dean______________________________________________________________

2. Undergraduate Council
   ______ Enter date catalog copy was forwarded to Undergraduate Council by Academic Affairs.
   ______ Approved by Undergraduate Council. (Enter date)
   ______ Not approved (Explanation provided)

       Signature of Undergraduate Council Chairperson ________________________________

4. Faculty Senate
   Academic Affairs Committee
   ______ Forwarded to Senate with recommendations for approval, for disapproval, for approval pending
       minor modifications (largely editorial in nature), or other recommendations.

       Signature of chairperson or Faculty Senate Speaker _________________________________

       ______ Forwarded to Provost with recommendations as appropriate. (Minutes included.)

5. Provost
   ______ Returned to unit for modification or as a rejection. (Explanation provided)
   ______ Approved by Provost. (Date entered)

       Signature of Provost ________________________________


ROUTING SLIP
GRADUATE CATALOG
Catalog Proposals and Catalog Changes Submitted by Colleges

Catalog Section(s):  
___________________________________________________________________  
___________________________________________________________________

College Submitting Change(s):  
___________________________________________________________________

1. College:  
_____Approved by Graduate Coordinator. (Enter date) Other affected units or disciplines have been notified in writing of the proposed changes.  
_____Approved by Dean. (Enter date) Other affected units or disciplines have been notified in writing of the proposed changes.  
Signature of Dean/Administrator _______________________________________________________________________________________

2. Graduate Council  
_____Enter date catalog copy was forwarded to Graduate Council by Provost’s Office.  
_____Approved by Graduate Council and Graduate Dean. (Enter date)  
_____Not approved (Explanation provided)  
Signature of Graduate Council chairperson_____________________________________________________________ 

4. Faculty Senate  
Academic Affairs Committee  
_____Forwarded to Senate with recommendations for approval, for disapproval, for approval pending minor modifications (largely editorial in nature), or other recommendations.  
Signature of chairperson or Faculty Senate Speaker _____________________________________________  
_____Forwarded to Provost with recommendations as appropriate. (Minutes included.)  

5. Provost  
_____Returned to unit for modification or as a rejection. (Explanation provided)  
_____Approved by Provost. (Date entered)  
Signature of Provost ___________________________________________________________________________________
REQUEST FOR APPROVAL TO OFFER A MINOR

Minor:
Designated College Offering Minor:

Required Courses:
Course No.  Cr. Hrs.  Title  Prerequisites

Designated Electives:
Course No.  Cr. Hrs.  Title  Prerequisites

Total Hours  (must be at least 18 hours)

Other Requirements:

Grade Point Average Required:
Number of Upper Level Hours Required:

Approval Dates:

<table>
<thead>
<tr>
<th>College Faculty</th>
<th>Date__________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provost's Council</td>
<td>Date__________</td>
</tr>
<tr>
<td>Faculty Senate</td>
<td>Date__________</td>
</tr>
</tbody>
</table>

Signatures:

__________________________________________  Date__________
College Dean Requesting Minor

__________________________________________  Date__________
Provost/V P Academic Affairs

Note: A copy of this completed form should be sent to the Office of Admissions and Records.