

Curricular decisions at TCU are the province of the faculty. The following policies and procedures are applicable to the TCU Core Curriculum as approved by the faculty and endorsed by Provost, Chancellor, and Board of Trustees in 2004. These should not be taken as applicable to the UCR or any future general education curriculum that might be sanctioned by the faculty.

### **Emendation and Course Information Policy for the TCU Core Curriculum (TCU-CC)**

The Emendation and Course Information Policy for the TCU Core Curriculum is divided into three parts. **Section I** addresses course information and record keeping for courses approved for the TCU-CC. **Sections II and III** address the changing of the policies and procedures associated with the TCU-CC itself. All changes must be reported to the Provost/Vice Chancellor for Academic Affairs, University Council, Coordinator of Core Curriculum, and Director of Assessment.

- I. Changes requiring only that the Coordinator of the Core Curriculum be notified, or given access to information, by the appropriate administrator or course instructor.**
  - A. Changes in policies affecting vetting procedures, record keeping, and assessment procedures within the respective units. (notification)
  - B. Changes in courses approved for the TCU CC
    1. Course title, number, section, or instructor (notification)
    2. Changes in course syllabi that do not affect designated TCU-CC outcomes (access)
- II. Changes that must be approved by the appropriate unit (for HMOVV courses, the HMOVV committee; for HEE courses, the appropriate college; for EC courses, the designated unit), the Coordinator of the Core Curriculum, and the Faculty Senate Executive Committee (FSEC).**
  - A. Changes in format, semantics, or punctuation that serve only to clarify the intent of the TCU-CC Competencies, Learning Outcomes, and Student Action Steps.
  - B. Addition of Student Action steps that serve to represent changing pedagogical practice in the respective fields.

Proposals for changes to the official TCU-CC Competencies, Learning Outcomes, and/or Student Action Steps must be in writing and include the current and proposed wording. Proposals must be approved by the appropriate unit and submitted to the Coordinator of the Core Curriculum and the FSEC by October 1 for consideration. Proposed changes, if approved by all the aforementioned bodies, will be made effective the following academic year.

- III. Changes that must be approved by the committee/person specified (for HMOVV courses, the HMOVV committee; for HEE courses, the appropriate college; for EC courses, the designated unit), the Faculty Senate (including Coordinator of Core Curriculum and FSEC), and the Faculty Assembly\*. Such changes will be forwarded to the Provost/Vice Chancellor of Academic Affairs for implementation.**

\* At the discretion of the Faculty Senate the Faculty Assembly may vote by e-mail ballot or at a called meeting.

- A. Credit hour requirements in any portion of the TCU-CC.
- B. Categories as articulated in the TCU-CC grid
- C. Policies governing the number of areas for which any single course may be vetted or applied to the TCU-CC portion of a degree plan.
- D. Policies governing the number of courses carrying the same prefix (MUSI, ECON, etc...) that may be applied to any of the three main sections of the TCU-CC (HMOVV, HEE, EC)
- E. Substantive changes to the official TCU-CC Competencies, Learning Outcomes, and Student Action Steps.

*Determination of whether proposed changes to any of the TCU-CC competency statements or attendant learning outcomes statements are substantive:*

1. With regard to the HMOVV portion of the curriculum, the HMOVV Committee in consultation with the Faculty Senate Executive Committee (FSEC), or its representative, will determine if a change in wording is substantive.
2. With regard to the HEE portion of the curriculum, the dean of the appropriate college, or their representative, in consultation with the Coordinator of the Core Curriculum and the FSEC, will determine if a change in wording is substantive.
3. With regard to the EC portion of the curriculum, the appropriate designated body in consultation with the Coordinator of the Core Curriculum and FSEC will determine if a change in wording is substantive.

*Procedures for making substantive changes to any of the TCU-CC competency statements or attendant learning outcome:*

1. Any substantive change to the competencies and outcomes in HMOVV portion of the TCU-CC must be approved by the HMOVV committee before being forwarded to the Faculty Senate and the Faculty Assembly for approval. It will then be forwarded to the Provost/Vice Chancellor for Academic Affairs for implementation.
2. Any substantive change to the competencies and outcomes in the HEE portion of the TCU-CC must be approved by the dean of the appropriate college, or their representative, before being forwarded to the Coordinator of the Core Curriculum, the Faculty Senate and the Faculty Assembly for approval. It will then be forwarded to the Provost/Vice Chancellor for Academic Affairs for implementation.
3. Any substantive change to the competencies and outcomes in the EC portion of the TCU-CC must be approved by the appropriate designated body before being forwarded to the Coordinator of the Core Curriculum, the Faculty Senate and the Faculty Assembly for approval. It will then be forwarded to the Provost/Vice Chancellor for Academic Affairs for implementation.

Proposals for changes must be in writing and include clear indication of the current and proposed policies. Proposals must be submitted to the Coordinator of the Core Curriculum and the Executive Committee of the Faculty Senate by October 1 for consideration and potential implementation. Proposed changes, if approved by all the aforementioned bodies, will be made effective the following academic year.