

**TEXAS STATE TECHNICAL COLLEGE
COLLEGE OPERATING PROCEDURE**

7.60

CAMPUS:	Marshall	Page 1 of 3
TITLE:	CURRICULUM & INSTRUCTIONAL PROGRAMS COMMITTEE	
OFFICE OF RESPONSIBILITY:	Instructional Services	
APPROVED BY:	Dr. J. Gary Hendricks	
TITLE:	President	Date: September 22, 2005

STATUS: NEW COP

PRACTICE:

TSTC Marshall is committed to meeting or exceeding the Southern Association of Colleges and Schools (SACS) criteria and the Texas Higher Education Coordinating Board (THECB) guidelines relating to establishing, reviewing, monitoring and evaluating its curricula.

DEFINITIONS:

- A. **Approved Curriculum:** A list of courses, credits, and other requirements for completing an instructional plan that has been approved by the Texas Higher Education Coordinating Board.
- B. **Data Collection Techniques:** Methodologies of verifying department competencies. Methods include: Task Inventories, DACUM (Developing A Curriculum), and advisory committee recommendations.

PERTINENT INFORMATION:

Revision of approved curricula follows the rules and guidelines of the Texas Higher Education Coordinating Board as established by the standards in the Guidelines for Instructional Programs in Workforce Education (GIPWE) which includes ranges for length of program by award type. The general responsibilities of the Curriculum & Instructional Programs Committee are to become familiar with the process by which new curricula are established, reviewed and recommended; to periodically review and ensure that all existing curricula meet SACS Principles of Accreditation and THECB guidelines; to participate in the development and review of academic programs recommended to the governing board; and to contribute to maintaining integrity and accuracy in the manner in which curricula are reflected in the catalog and other publications. Specific responsibilities include but are not limited to the following:

- A. Review existing AAS curricula to ensure that each contains a basic core of general education courses.
- B. Each three year period, review existing syllabi for uniformity of format and to ensure that each contains criterion reference learning objectives and assessment and the competencies set forth in the Secretary's Commission for Achieving Necessary Skills (SCANS) report.
- C. Assist and work with the Coordinator of Curriculum in the institution-wide coordination of programmatic and curriculum changes.
- D. Review and evaluate proposed new curricula and proposed changes in existing curricula to ensure that established procedures are followed, that curricula is compatible with the College Mission , curricula is appropriate to higher education, and meets the ability and preparation of the students admitted.

(There are currently over 70 articulation agreements in place, with schools being added regularly. Articulation agreements are updated every 2 years. This is not an aspect of the CIP Committee.) (This is the "old" quarter system and is redundant with B.)

PROCEDURES:

- A. The President will appoint members to a Curriculum & Instructional Programs Committee. The committee will be a standing committee representing both faculty and administration. It shall be composed of the following:
 - 1. Faculty members not to exceed eight (8);
 - 2. The Coordinator of Curriculum;

3. One Faculty Senate officer;
 4. Ex-officio members shall include a representative from Enrollment Management and the Director of Institutional Effectiveness.
- B. Members shall serve for a period of two years, except for members identified by title.

- C. The Curriculum & Instructional Programs Committee will meet once per semester or as needed. The committee:
1. Will work through the office of the Coordinator of Curriculum.
 2. Will forward its recommendations to the Vice President of Student Learning.
 3. Will be monitored and its progress evaluated by the Vice President of Student Learning.