Course Management Workflow

Step 1:
A faculty member proposes a new course or edits an existing course and submits the proposal into electronic Curriculum Inventory Management (CIM) system workflow.

Step 2:
Once in workflow, the proposal goes to the Department Curriculum Committee where it is approved by the Department Head and members of the department committee. If approved, the proposal proceeds to the next step of workflow (College Curriculum Committee). If the proposal is denied, then the proposal is rejected and rolled back to the initiator for revision or deletion. If other departments are affected by the change then CourseLeaf generates an FYI email that notifies them of the request.

Step 3:
The item then goes to the College Curriculum Committee which is comprised of the Dean (chair), and several faculty within the college. The College Curriculum Committee assesses the proposal and makes a determination by voting to move an item forward, reject it and roll it back for further edits, or reject it and roll it back for deletion. If approved, the proposal proceeds to the Administrative Curriculum Review Committee.

Step 4:
The Administrative Curriculum Review Committee is comprised of faculty and administrators who have been identified as stakeholders representing areas of: compliance, assessment, off-campus programs, non-traditional and interdisciplinary programs, graduate studies, academic advising, and end-user support. This committee reviews all academic course proposals to ensure Tarleton, Texas A&M University System (TAMUS), Texas Higher Education Coordinating Board (THECB), and Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) standards are met. Grammatical errors and formatting issues are reviewed and corrected when necessary. If compliance issues are identified, the proposal may be rejected and rolled back to the appropriate committee for further edits or deletion.

Step 5:
Items approved by the Administrative Curriculum Review Committee then go to the next step in workflow, depending on the type of course. There are 5 possible pathways for items: Writing Intensive (WI) courses go to the WI Committee, Educator Preparation courses go the Educator Preparation Council, General Education courses go to the General Education and Academic Assessment Committee, undergraduate courses go to the University Curriculum Committee, and graduate courses go to the Graduate Council for further review/approval. If a course is writing intensive, educator preparation, and a part of the general education requirements, the course will continue through workflow and will be reviewed/approved by each committee. If a course is not designated as any of these then the course goes to the University Curriculum Committee (if undergraduate), or to the Graduate Council (if graduate) for review/approval.

Step 6:
The University Curriculum Committee is chaired by the Associate Dean for Undergraduate Studies and consists of two members from each college and a faculty senate representative. Members of the University Curriculum Committee are responsible for examining and evaluating courses and programs of study at the University. The Graduate Council is chaired by the Dean of the College of Graduate Studies

and includes graduate faculty members from each department offering graduate degrees and a graduate student selected by the Graduate Dean. Graduate Council reviews and evaluates the admissions policies and processes, curriculum and program requirements, academic standards, grading policies and practices, academic advising, orientation, faculty qualifications and productivity, library and learning resources, computer and laboratory facilities and other issues relating specifically to graduate education at the University.

Step 7:
Course proposals approved by the University Curriculum Committee or Graduate Council proceed to the Academic Council for review. The Academic Council is chaired by the Provost and Executive Vice President for Academic Affairs, and consists of academic deans, associate/assistant deans, and department heads. The Academic Council considers matters of major importance to the faculty, students, curriculum, and academic standards of the university. This step is the final step of the *academic* workflow process. Once items are reviewed/approved by our Academic Council, they go into the *administrative* workflow process.

Step 8:
The *administrative* workflow process consists of a review by the Office of Curriculum, Assessment, and Faculty Affairs (CAFA). Items are reviewed and prepared by CAFA for further processing into the student information system (Banner).