

Program Management Workflow

Step 1:

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

Step 2:

Once in workflow, the proposal goes to the Department Curriculum Committee where it is assessed 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 the CIM system generates an FYI email that notifies them of the request.

Step 3:

If approved by the Department Curriculum Committee, the proposal proceeds 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 program 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:

Proposals proceed to the next step in workflow which may include a sub-committee or they proceed for University Curriculum Committee/Graduate Council review. The Educator Preparation Council is a sub-committee that assesses educator preparation programs to ensure compliance with Texas Education Agency (TEA) standards. Workflow is automated depending on an educator preparation designation applied to the program. If the program is not designated as an educator preparation program, undergraduate proposals are submitted to the University Curriculum Committee and graduate proposals are submitted to the Graduate Council.

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:

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 first step of the *administrative* workflow process is the Office of Curriculum, Assessment, and Faculty Affairs (CAFA) review. Items are reviewed and prepared by CAFA for further processing into the student information system (Banner) or are forwarded to the next step in workflow. This step of workflow is for items requiring external approval from the Texas A&M University System Board of Regents (TAMUS BOR) and/or the THECB. Items remain pending until the proposal is approved by all external agencies. Items are entered into Banner, if approved, or forwarded to the final step of workflow. Distance education proposals are also considered at this step of workflow and workflow may be adjusted to include Outreach and Off-Campus Programs.

Step 9:

The next step of the *administrative* workflow process is the SACSCOC Internal Review Committee (IRC). This committee is chaired by the Manager of University Catalog and Curriculum and consists of the Institutional Accreditation Liaison (IAL), a representative from Academic Administration, the Director of Institutional Effectiveness, and a representative from the Office of Curriculum, Assessment, and Faculty Affairs. The IRC utilizes a substantive change rubric [x] to determine whether items are a significant departure from existing offerings or may be considered a substantive change. Items requiring SACSCOC notification or approval remain pending until the institution receives a letter from SACSCOC. The IAL approves items that are acknowledged or approved by SACSCOC. Items that do not require SACSCOC notification or approval are documented as internal reviews and filed with the substantive change rubric.

Step 10:

The final step of the *administrative* workflow process is the Banner review. Any items awaiting SACSCOC acknowledgement or approval are processed after an official SACSCOC letter is received. Items requiring a response from SACSCOC are entered into Banner once the IAL approves them.