

Texas Physics Consortium

Curriculum Process

The BS Physics degree of the Texas Physics Consortium (TPC) is not awarded by individual institutions, but is jointly awarded by all members of the TPC as a Joint Venture accredited by the Southern Association of Colleges and Schools (SACS). Thus, all curriculum changes to the Joint BS Physics Degree must be approved by the TPC prior to submission to the individual institution's curriculum process.

Where to Begin

An institution in the Texas Physics Consortium (TPC) wishing to propose a new curriculum item begins by choosing the proper forms, which are available on the TPC website. These forms should be completed and submitted in electronic form to the TPC Chair who will forward the documents to the members of the TPC Curriculum Committee. These forms are outlined below.

Request For New Course – Use this form when formulating a new course or when a previous course has been extensively modified in terms of course name, number, and content such that it would be considered new to the course inventory. In the latter case, the old course must be deleted and new course proposed. All new courses must be accompanied with a master syllabi at the time they are submitted for consideration. Courses without syllabi will not be considered.

Request For Change In Existing Course – This form should be used when there is a minor change in course title and credit hours or a change in description or prerequisites. The “justification for change” should be detailed.

Request For Course Deletion – Use this form when deleting a course.

Request For Revision In Degree Program – A revised degree program form is used for specifying changes to degree requirements or for a new emphasis area. This is a major curriculum step and requires greater scrutiny. Description of any differences between the existing degree program and/or emphasis area should be outlined. The revision should address in detail all other relevant aspects of the proposed change including financial, student demand and

enrollment, resources, impact on other courses and the program including its status with the Texas Higher Education Coordinating Board (THECB).

Memos – For curriculum issues where no appropriate form exists, the item may be submitted in the form of a signed memo from the institution.

Curriculum Committee

1. The Curriculum Committee of the Texas Physics Consortium (TPC) shall be composed of the TPC Chair plus one faculty member from each full member institution who will act as voting members of the committee. A faculty member from each associate member institution may attend the meetings as a non-voting member.
2. The Curriculum Committee will be chaired by the TPC Chair.
3. If a committee member is unable to attend a meeting due to other professional responsibilities, another TPC faculty member from that institution may serve in their place.
4. The committee will meet monthly provided there are curriculum items to consider.
5. The TPC Chair may elect to setup special subcommittees to work on curriculum items as needed.
6. Approval of a curriculum item will require at least 60% of the full committee.
7. Curriculum items approved by the committee will be forwarded by the TPC Chair to the Council of Deans for approval.
8. Those curriculum items approved by the Council of Deans will be submitted by a curriculum committee member from each full member institution to their institution's curriculum approval system for final approval.
9. Any approved course or program will be offered based upon it meeting the enrollment criteria of the TPC's MOU.

Responsibilities

1. The committee is responsible for evaluating the academic integrity/content of all curriculum items and proposed program revisions.
2. The committee is responsible for verifying that all proposals are fiscally sound.

3. The committee is responsible for evaluating all proposals for fit with TPC mission and goals, available TPC resources, faculty and student demand, and impact on existing courses and program including its status with the Texas High Education Coordinating Board (THECB).
4. The committee is responsible for developing and maintaining a repository of master syllabi for all courses in the TPC along with a cross listing of the course number on all TPC campuses.