

Curriculum Revision Process

Each academic year, South Texas College's instructional leaders have the opportunity to review and revise the curriculum of their academic and workforce programs for the upcoming catalog year. Any changes to curricular or program requirements must go through the appropriate approval processes before they are included within the College Catalog and other curricular-related applications.

Advisory Committee (*Workforce Education Programs Only*)

An ongoing function of the Advisory Committee is to help in the *evaluation* of the goals and objectives of the curriculum. As industry standards change, the Advisory Committee assesses the changes and communicates with their industry peers to provide revision recommendations to South Texas College. These revisions may relate to curriculum and/or competencies in alignment with local workforce and labor market needs. The Advisory Committee reviews suggested revisions by the Program Chair and approves the final revisions. The Committee's recommendations are vital to *improving* the program and increasing student success in a changing environment, which is why the role of the Advisory Committee is held to a high standard by South Texas College.

Department/Program Chair and Dean

The Department/Program Chair completes a [Revision Request Form](#). The Chair must review the proposed revisions to ensure compliance with the THECB and SACSCOC. The Revision Request must include supporting documentation such as a revised curriculum outline, revised course descriptions, revised prerequisites, revised lecture-lab hours, etc. The revised curriculum outline must include a semester-by-semester recommended course sequence. For new additions to the Core Curriculum, departments must follow the established procedures for **Core Curriculum Course Proposals**. Chairs should contact the Office of Curriculum, Planning & Compliance for further information and allow for 1-2 months to complete the documentation required.

Division Curriculum Committee

The Chair submits the Revision Request to the Division Curriculum Committee for approval. Once approved, the Division Curriculum Committee Chairperson will submit the Revision Request to the Office of Curriculum, Planning & Compliance. The following documentation must be included: the Revision Request form (with all required signatures) with attached supporting documentation, Advisory Committee minutes (Workforce Education Programs only) *and* Division Curriculum committee minutes. Revision Request forms that are incomplete or lacking any of the required documentation **will not** move forward for processing until complete.

After verifying that all necessary documentation is present, the Office of Curriculum, Planning & Compliance will log *minor* revisions, which are kept on file for inclusion in the next catalog.

Minor Revisions Include:

- Change in course sequencing
- Change in course title, pre-requisite/co-requisite, contact hours and/or catalog description for non-Core Curriculum courses
- Course addition/deletion to the institution's inventory
- Unique Need, Local Needs, or Special Topics course requests
- Changes to application requirements for selective programs

College-Wide Curriculum Committee

The Office of Curriculum, Planning & Compliance will place *major* revisions on the agenda for the next College-Wide Curriculum Committee meeting for final review and approval. Since the College-Wide

Curriculum Committee is considered the official record of faculty involvement, the Committee will review and vote on *major* revisions to ensure compliance with THECB and SACSCOC requirements.

Major Revisions Include:

(Require Division Curriculum Committee and College-Wide Curriculum Committee approval)

- Any change that affects another program or department outside of the Division from which the program originates
- Addition of a new degree or non-degree credential^{1**}
- Addition/Revision of development education courses
- Award title change
- The addition, reduction or any change that affects the Core Curriculum course listing
- SACSCOC Substantive Change Policy Items such as but not limited to:
 - The reduction or addition of 25% or more of course credits in Field of Study or Program/Degree **and** results in an increase or decrease of time to completion by more than one term. **
 - Closure of a Field of Study or deactivation of an existing program**
 - Closure of a program at a location (on-campus or off-campus instructional site, such as a Dual Enrollment High School site)² **

All major/minor revisions are implemented at the beginning of the subsequent fall semester. For items subject to SACSCOC approval, implementation is dependent on securing approval from SACSCOC. **All Revision Request Forms must be submitted to the Curriculum, Planning & Compliance Department by November 15th for implementation the following fall semester and for inclusion in the next catalog. Revisions should not be implemented during the spring semester, as this would affect the integrity of the college catalog.**

Changes to Application Requirements for Selective Programs

Students are admitted to South Texas College through the provisions of *FB – Admissions*. General admission to the College does not imply admission to all programs of the College. South Texas College offers Selective Programs with application requirements which are included in the South Texas College Catalog. Changes to the application requirements for selective programs at South Texas College are reviewed and approved by the program's Advisory Committee (if applicable), the Division Curriculum Committee, Academic Council, and by the Admissions Policy Review Committee. Changes are effective the following academic year and will be published in the College Catalog.

Submission to the THECB

If the appropriate College committees vote to approve the revisions, the Curriculum, Planning & Compliance Department will prepare all of the necessary revision forms and submit the revision(s) to the THECB in accordance with Texas Administrative Code rules.

SACSCOC Notification**

By February 1st of each academic year, the Director of Curriculum, Planning & Compliance will communicate to the SACSCOC Liaison the list of items for which a Letter of Notification will need to be sent to the Southern Association of Colleges and Schools, Commission on Colleges. These items include, but may not be limited to, the following:

¹This includes Certificates, Occupational Skills Awards, Institutional Credentials leading to Licensure or Certification (ICLC) and Third-Party Credentials as defined by the Texas Administrative Code, Chapter 2, Subchapter L, §2.262.

² Informational non-voting item

- Addition of a new program with 25-49% new content. (Note, programs with 50-100% new content are subject to substantive change and require pre-approval via submission prospectus)
- The reduction or addition of 25% or more of course credits in Field of Study or Program/Degree **and** results in an increase or decrease of time to completion by more than one term.
- Closure of a Field of Study or deactivation of an existing program
- Closure of a program at a site (on-campus or off-campus instructional site, such as a Dual Enrollment High School site)

A program, a program delivery method, or a program offering at a specific site (on-campus or off-campus) that is scheduled for closure may require a teach-out plan. Please see the **Program Closure** section for additional guidance.

Department of Education (DOE)

By June 1st, newly approved certificate or revisions to any certificates offered at South Texas College will need to be reported to the Department of Education for financial aid eligibility. Revisions include, but are not limited to:

- Award Title Changes
- Change in Major Code
- Change in CIP Code
- Change in Credits/Contact Hours
- Change in program time to completion

Notifications are submitted annually to the Department of Student Financial Services.