Guidelines For Submitting Proposals To Curriculum Committee For Course And Curriculum Changes

The following guidelines are based on the usages of the Curriculum Committee over a period of many years and on the administrative requirements of the Office of Admissions and Records with respect to catalogs, semester schedules of classes, and student records. They are intended to assist the various academic units to prepare proposals which will present the least amount of unnecessary confusion when considered by the Curriculum Committee.

General Considerations

The purpose of the following guidelines is to make the course offerings of the various departments as clear as possible to the reader. Information which will go in the catalog should be concise, not exhaustive. Any further information which the Curriculum Committee might find useful in acting on a proposal should be included in the Justification, including links to a course syllabus if desired.

Avoid needless duplication. If your students need a particular subject matter, first determine whether that subject matter is offered elsewhere on campus before proposing a course addition.

Professional courtesy requires that any possible conflict with existing courses or programs be resolved before new courses or programs are added. In like manner, if you propose to add or delete courses from your curriculum offered by another department, please consult with that department beforehand. Moreover, if you propose deleting a course required or heavily utilized by another department, please consult with that department beforehand.

Under ordinary circumstances, it is assumed that changes become effective with the new edition of the catalog containing those changes. If another effective date for proposed changes is desired, please so state on the proposal.

The procedures of the Curriculum Committee require that agenda items (other than new programs) be distributed to members at least one week prior to the meeting at which they are to be acted upon. Please submit any proposal as an attachment to an e-mail message to Lorrie (Luegge) McCracken (lmccracken@tntech.edu) in the Office of the Associate Vice President for Academic Affairs at least 10 days prior to the meeting.

Specific Considerations and Examples:

I. The Heading:

Each proposal should begin with a heading containing four items: the address, the provenance of the proposal, the date of the proposal, and the type of material
1. The proposal must be addressed to the Curriculum Committee, not to an individual.

2. The proposal must come from the academic unit with responsibility for the material contained in the proposal, unless the proposal deals with university requirements, in which case it may come from any academic unit affected by those requirements. It may not come from an individual. The academic unit submitting the proposal should be clearly indicated in the heading, e.g., Dr. Jane Doe, Chairperson, Department of XYZ.

3. Each proposal must bear the day, month, and year of submission.

4. Each proposal should indicate in the heading the type(s) of material contained in the proposal, e.g., Curricular Changes, Course Changes, or New Degree Program in XYZ.

II. Course and Curricular Changes:

The ordinary business of the Curriculum Committee consists of requests for course changes and curricular changes. Proposals for new degree programs must follow guidelines set by the Tennessee Board of Regents and Tennessee Higher Education Commission. Please consult the TBR Policy #2:01:01:00 and complete Forms A-010 for any of the following prior to submitting to the Curriculum Committee: New Academic Programs, Units, and Policies and for Modifications of Existing Academic Programs, Units, and Policies. The policy and forms are available on TBR’s website (http://www.tbr.state.tn.us/) and TTU’s Strategic Planning website (http://www.tntech.edu/planning/).

Non-substantive items must be submitted to the committee, but are for information purposes only, not for action. They must be submitted to insure that they are, indeed, non-substantive. When in doubt, include such items in a regular proposal.

Course changes include: the addition of a new course; the deletion of an existing course; changes in an existing course's level, title, credit, or content in a substantive way. Curricular changes include: adding or deleting requirements to the program, shifting courses from one year to another, or altering the emphasis or direction of a program.

Both kinds of changes should follow a four-part format, listing additions (if none, so state), deletions, changes, and finally the justification for the proposed changes.

The following is an example of proposed course additions, deletions, changes, and
justifications.

**Addition:**

1. **FIN 4470-80. Investment Challenge I-II.**  
   Lec. 3. Credit 3.  
   Prerequisites: FIN 3830 and permission of instructor. Advanced portfolio theory through actual management of a real investment portfolio.

   Justification: Investment Challenge has previously been offered as FIN 4990-005 (Special Topics). The special topics course has been offered Fall and Spring semesters since Spring 1999. The course has also been offered one summer session.

   The students in this course manage the TTU TVA Investment Challenge portfolio, a portion of the TVA Nuclear Decommissioning Fund. Investment and portfolio management theory are used to manage an equity portfolio.

   The two course sequence is structured to allow interested students to manage the portfolio for two semesters.

   The addition of FIN 4470-80 will require no additional resources. The course name changes should become effective as soon as is feasible.

   Effective Date: ________________

**Deletion:**

1. **PHYS 3620. Classical Mechanics.**  
   Lec. 3. Credit 3.

   Justification: To provide an additional course in quantum mechanics requires a corresponding cutback somewhere else. The department feels that the current PYS 3610-3620 sequence can be cut back to one semester and still allow the critical topics in classical mechanics to be covered.

   Effective Date: ________________

**Change:**

From: **HIST 4650 (5650) England Before 1603**  
Lec. 3. Credit 3.

To: **HIST 4650 (5650) England to 1688**  
Lec. 3. Credit 3.  
Roman, Anglo-Saxon, and Medieval England; Tudor and Stuart Dynasties.

Justification: The revised chronological division will allow the new instructor of the
course to restructure the second semester to include additional material from the late 20th century and to provide the student with complete coverage of British history.

Effective Date:___________________

In the examples given above, please note the following features:

1. The abbreviation for the discipline is given first, in the form in which it will appear in the semester schedules of classes and on the student's transcript.

2. This is followed by the course number, and where appropriate by the graduate level number in parentheses, followed by a period.

3. Then comes the course title as it will appear in the catalog. Course titles should be limited to 25 spaces if possible in order to avoid possibly confusing abbreviations in the semester schedules and on the student transcript. **A course number used for another course in the same discipline should not be repeated within ten years of the last offering of the previous course with that same number.** Please contact Cari Williams (cwilliams@tnitech.edu) in the Records Office at 3505 to find out if a course number has been used in the last ten years.

4. If desired, the semester during which the course will be offered by be listed after the course title, separated from the title by a dash. This is not necessary.

5. Still on the top line, indication should be made of the number and type of hours involved in the course, e.g., Lec. (lecture), Lab. (laboratory), Sem. (seminar), Ind. (Independent Study), Int. (internship), Pra. (Practicum), Rct. (Recitation), Stt. (Student Teaching), or Stu. (Studio). **Usually, two laboratory hours are considered the equivalent of one lecture or seminar hour for purposes of assigning credit hours. Designating the number of credit hours for a lab varies by department.**

6. On the second line, any prerequisites should be listed, using the disciplinary abbreviation and course number as they appear in the semester schedules of classes, not the course title, e.g., use BIOL 3530, not Animal Physiology.

7. The course description should immediately follow the prerequisite statement. Course descriptions should be limited to 140 spaces. Avoid unnecessary phrases. Complete sentences are not necessary.

8. For deletions, it is not necessary to give complete information. The disciplinary abbreviation, course number, and course title are sufficient.

9. For changes, list first the existing version, then on a separate line(s), the proposed change.
10. Under the sub-heading "Justification" should be included the reasons for proposing the changes desired, and any additional information (including syllabus, who will teach the course, impact on other curricula, etc.) which you believe might be of assistance to the members of the committee in acting upon the proposal. In addition, state how the proposed change(s) relate to the departmental student outcomes goals and the financial impact of these changes. In some cases, it is the tendency to tailor curricula for faculty expertise instead of student outcomes. Please be conscious of this concern as curricular changes are pursued.

11. When curriculum changes involve nine hours or more within the major, minor, concentration or option, with the following information for each item:

   a. Description of curricular changes and how these changes affect the goals of the unit with an implementation schedule

   b. Evidence of need/student interest

   c. Fiscal considerations
      1. Faculty
      2. Instructional facilities
      3. Library resources
      4. Support services

   d. How and when will the program be evaluated with these changes included.

January 1981