

Southwest Texas Junior College
Curriculum Committee Submission Form

Requested by:

Division:

Department:

Submission Date:

Term:

Year:

Subject of Proposal (Please select one of these items below)		
Course Change (Section 1) <input type="checkbox"/> New <input type="checkbox"/> Revision <input type="checkbox"/> Inactivation <input type="checkbox"/> Reactivation	Program Change (Section 2) <input type="checkbox"/> New <input type="checkbox"/> Revision <input type="checkbox"/> Inactivation <input type="checkbox"/> Reactivation	Miscellaneous <input type="checkbox"/> Textbook Change (Section 3) <input type="checkbox"/> Policy – (Section 4) Attach policy proposal <input type="checkbox"/> Site Changes (Section 5) <input type="checkbox"/> Catalog Change – Attach current proposed text memo. <input type="checkbox"/> Other:

1. Course Change			
Rubric (e.g., BIOL)	Course Number	Course Title	CIP / Approval Number
Semester Credit:	Lecture Hours:	Lab Hours:	External Hours:
<input type="checkbox"/> ACGM	<input type="checkbox"/> WECM	<input type="checkbox"/> UNIQUE NEED	
When will this change take effect?	Term:	Year:	
Proposed Course Description			
TSI Requirements:		Prerequisite:	
Co-requisite:			
Fee Amount and Fee Type:			
Which program(s) will course change affect?			
Why is this course change needed? Please provide detailed rationale.			
Is Master Syllabus attached? <input type="checkbox"/> Changes will not be considered until master template is updated.			

Southwest Texas Junior College
Curriculum Committee Submission Form

2. Program Change

Program Title (as it will appear in catalog)																																			
Major Code:	CIP Code /Approval Number:	Type of Program: <input type="checkbox"/> Academic <input type="checkbox"/> Technical <input type="checkbox"/> Workforce Education																																	
When will this new program begin?	Term:	Year:	Site(s) (also complete section 5)																																
Describe program addition / revision:																																			
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;"></th> <th style="width: 25%; text-align: center;"><u>Administrator</u></th> <th style="width: 15%; text-align: center;">Initial</th> <th style="width: 25%; text-align: center;">Date</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/>Needs assessment performed.</td> <td style="text-align: center;">Dean</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td><input type="checkbox"/>There is a need for the program.</td> <td style="text-align: center;">VP of Academic Affairs</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td><input type="checkbox"/>Program coordinator is assigned.</td> <td style="text-align: center;">VP of Academic Affairs</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td><input type="checkbox"/>SACSCOC Substantive changed addressed.</td> <td style="text-align: center;">VP of Academic Affairs</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td><input type="checkbox"/>Approved budget is attached.</td> <td style="text-align: center;">VP of Academic Affairs</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td><input type="checkbox"/>THECB application is attached.</td> <td style="text-align: center;">Dean</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td><input type="checkbox"/>Catalog changes are attached.</td> <td style="text-align: center;">Dean</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> </tbody> </table>					<u>Administrator</u>	Initial	Date	<input type="checkbox"/> Needs assessment performed.	Dean	_____	_____	<input type="checkbox"/> There is a need for the program.	VP of Academic Affairs	_____	_____	<input type="checkbox"/> Program coordinator is assigned.	VP of Academic Affairs	_____	_____	<input type="checkbox"/> SACSCOC Substantive changed addressed.	VP of Academic Affairs	_____	_____	<input type="checkbox"/> Approved budget is attached.	VP of Academic Affairs	_____	_____	<input type="checkbox"/> THECB application is attached.	Dean	_____	_____	<input type="checkbox"/> Catalog changes are attached.	Dean	_____	_____
	<u>Administrator</u>	Initial	Date																																
<input type="checkbox"/> Needs assessment performed.	Dean	_____	_____																																
<input type="checkbox"/> There is a need for the program.	VP of Academic Affairs	_____	_____																																
<input type="checkbox"/> Program coordinator is assigned.	VP of Academic Affairs	_____	_____																																
<input type="checkbox"/> SACSCOC Substantive changed addressed.	VP of Academic Affairs	_____	_____																																
<input type="checkbox"/> Approved budget is attached.	VP of Academic Affairs	_____	_____																																
<input type="checkbox"/> THECB application is attached.	Dean	_____	_____																																
<input type="checkbox"/> Catalog changes are attached.	Dean	_____	_____																																
Comments:																																			

3. Textbook Change

Program Title as it appears in catalog:			
Rubric & Course Number :	Adopted (MM/YY):	Proposed for Fall:	
Title of Current Book:			
Author:	Publisher & Address:	ISBN:	Number of Years this book has been used:
Title of New Book:			
Author:	Publisher & Address:	ISBN:	
Rationale for making change at this time:			

Southwest Texas Junior College
Curriculum Committee Submission Form

4. Policy Change (Please select one of the options below)

<input type="checkbox"/> New	<input type="checkbox"/> Revision	<input type="checkbox"/> Deletion
Policy Title:	Source:	Page Number:
Why is this policy change needed?		
Attached proposed policy change.		

5. Site Change (please select one of the options below)

<input type="checkbox"/> New Site	<input type="checkbox"/> Site Status	<input type="checkbox"/> Site Deletion
Name of site:	Start Date:	
List all courses (e.g., BIOL 2401) or describe change to site:		

_____ Date: _____
Signature of Faculty or Administrator

_____ Date: _____
Division Chair

_____ Date: _____
Dean

_____ Date: _____
Vice President

Curriculum Committee Action: Recommendation: Yes No

Curriculum Committee Chair: _____

Date: _____

President / Cabinet Rep: _____

Date: _____

President (New Program) _____

Date: _____

Attach copy of Board Minutes showing Approval