University Curriculum Committee Review/Timeline New Curriculum

UCC Review Period

- The University Curriculum Committee (UCC) reviews all submitted new curriculum requests, excluding Micro-Certificates and Certifications, for curriculum quality, compliance, and adequate need.

 See University Curriculum Committee Role document for detail.
- All requested revisions, comments, and/or concerns must be entered into the shared document for all members to access by set deadline.

UCC Voting and Notifications

- •An electronic voting ballot is sent via Qualtrics with a given deadline, this serves as the official vote.
- •A voting summary and notification is sent with the results. Departments/Colleges are sent a notification with the voting summary and shared document attached, and a given a deadline for revisions to be made and submitted to the T:Drive Curriculum folder.

AAC/BOR Review and Approval Degree Programs Only

Banner Implementation

Catalog Degree Program

- Upon UCC approval, a degree program request proceeds to the next Academic Affairs Council (AAC) meeting² for review and approval.
- •Upon AAC/Provost approval, the requested degree program proceeds to the Board of Regents (BOR) meeting for final approval.
- •Upon UCC approval, a certificate request proceeds directly to the next available Board of Regents (BOR) meeting for final approval.
- Upon UCC, approval, a course addition or minor, does not go before the BOR but instead is implemented at the catalog level.

• Upon BOR approval:

A New **Degree Program is** submitted to the THECB for consideration and undergos a 30-day comment period prior to THECB review. **Upon THECB approval**, a New Degree Program³ is added to the Catalog as of the next academic term.

A New Certificate is added to the Catalog as of the next academic term following the BOR meeting.

Upon UCC approval:

A new course addition is added to the course inventory in Banner and available to be taught as an elective.

A new course cannot be used as a required course in a curriuclum plan in the Catalog until the following Catalog Review cycle.

A **new minor** is added to Degree Works and implemented at the Catalog level the month following the curriculum entry point submission (Ex: Submitted Sept. 1st = Catalog addition = Oct.)

Upon APPD approval:

A New Micro-Certificate or Certification is added to Degree Works and implemented at the Catalog level the month following the curriculum entry point submission (Ex: Submitted Sept. 1st = Catalog addition = Oct.)

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¹ Micro-Certificates and Certifications are reviewed internally by the Office of Academic Planning and Program Development.

²AAC Meeting are four time a year in coordination with BOR meetings.

³Changes to degree programs in the Catalog are restricted to once a year.