

CBET Curriculum Committee

Responsibilities and Procedures

Makeup

The CBET curriculum committee is made up of the Department Chairs in the college and one other faculty member from the college. One of the non-chair faculty members will serve as the chair of the CC. Non-chair members will serve a two-year term, then rotate off the committee. *The initial formation of the committee will require one non-chair member to serve for one year so that the committee will usually have one person rotating off and one person joining each year.*

Function

The curriculum committee monitors, evaluates, and updates the curriculum in collaboration with faculty from all disciplines to ensure that it is consistent with the mission, strategy, and outcomes of the college. The committee uses course maps to validate that course-level learning outcomes are linked to college learning outcomes. The committee collaborates with experts in each discipline to determine sequencing of courses with the goal of facilitating student learning and to developing higher level cognitive thinking skills.

The curriculum committee works to ensure that the curriculum promotes and fosters innovation, experiential learning, a lifelong learning mindset, and positive societal impacts.

The curriculum committee evaluates the integration of interdisciplinary and cross-institutional initiatives to advance the practice of the various disciplines taught in the college.

The committee collaborates with the ABET and assurance of learning (AoL) committees to identify and implement actions for continuous improvement in curriculum delivery.

Scope

The curriculum committee reviews and approves proposals affecting the academic programs of the College, including but not limited to course proposals, program changes/revisions, addition and deletion of programs, degree requirements, and general policies with impact on instruction and learning.

Certain curricular decisions are made at the department level. These include course catalog descriptions learning outcomes for courses, prerequisites, delivery modality, textbooks and materials, and other course-specific issues where there is no significant overlap with other courses or programs.

The University Curriculum Committee oversees proposed changes to university curriculum requiring external approval or the approval of more than one college, including the approval of new degrees, programs, and certificates. Any proposed changes that fall into these categories will be forwarded to the University Curriculum Committee for consideration.

Procedures

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Matters that are reviewed or brought before the curriculum committee should normally be accompanied by the Recommendation to CBET Curriculum Committee form (available from the committee chair). The form should be completed by the Department Chair and should include appropriate syllabi or other information to support the request.

The recommendation should note the outcome of department votes and include the date of the recommendation.

Upon consideration by the curriculum committee, the vote by the committee will be recorded on the form, and the form will be forwarded to the Dean of the college for approval, then to the registrar's office and/or the University Curriculum Committee if appropriate.

If the request will result in a change to an existing program or course, the corresponding university form should accompany the request.

College administrative staff are responsible for retaining the records related to curriculum changes in accordance with Texas A&M University-Texarkana and Texas A&M System guidelines.