**Blinn College Curriculum Committee**

**Course Proposal and Master Course Syllabus Guidelines**

The Course forms and Master Course Syllabus must be submitted to the Curriculum Committee for approval for all new, revised and deleted changes to the curriculum before they will be included in the published curriculum. Faculty must consult with division leadership to complete these forms for submission.

All forms can be found on the Curriculum Committee webpage:

<http://www.blinn.edu/Faculty%20Information/curriculum.htm>.

**New Course Proposal Form**

The course proposal form must be used for all new courses submitted for review. The completed electronic copy of the New Course Proposal form must include all the elements of the form and attachments as indicated below. The preparer(s) of the New Course Proposal form and the division leadership must proofread all entries for accuracy, spelling, grammar and punctuation. Electronic initials of the preparers and division leadership must be included for submission. In additional the New Course Proposal Form, attach necessary documentation, as applicable.

**Course Change Form**

The course change form must be used for all course changes submitted for review. The completed electronic copy of the Course Change Form must include all the elements of the form and attachments as indicated below. The preparer(s) of the Course Change form and the division leadership must proofread all entries for accuracy, spelling, grammar and punctuation. Electronic initials of the preparers and division leadership must be included for submission. In additional the Course Change Form, attach necessary documentation, as applicable.

**Course Deletion Form**

The course deletion form must be used for all course deletions submitted for review. The completed electronic copy of the course deletion form must include all the elements. The preparer(s) of the Course Deletion form and the division leadership must proofread all entries for accuracy, spelling, grammar and punctuation. Electronic initials of the preparers and division leadership must be included for submission. In additional the Course Deletion Form, attach necessary documentation, as applicable.

**Master Course Syllabus Title Page**

Master Course Syllabus elements can be found on the Curriculum Committee webpage and in the faculty handbook. Faculty should consult with division leadership for completion of the master course syllabus in Concourse for submission. The Master Course Syllabusmust contain all the required elements. The preparer(s) of the Master Course Syllabus and the division leadership must proofread all entries for accuracy, spelling, grammar and punctuation. Electronic initials of the preparers and division leadership must be included on the title page for submission.

**Procedure:**

1. The Course forms, Master Course Syllabus\* and title page, and any additional required forms\*\* must be sent as an email attachment to the Curriculum Committee chair two weeks prior to the next scheduled meeting. Multiple courses for which deletions or identical changes are proposed may be summarized on a single form if desired. Late proposals will not be considered.
2. The Curriculum Committee chair will review the documents for accuracy and completeness. If the documents are not accurate and complete, the Curriculum Committee chair will notify the preparers of the deficiencies.
3. The preparers correct the deficiencies and the documents are resent to the Curriculum Committee chair to be reviewed a second time.
4. The Curriculum Committee chair will notify the preparers when the documents meet all criteria and send a copy electronically to the preparers/division chair.
5. Upon completion of these tasks, the Course forms and Master Course Syllabus (link to Concourse) will be sent electronically to the Curriculum Committee members by the chair for inclusion on the agenda for the next scheduled meeting.
6. The Assistant Academic Dean or Academic Dean must be present at the meeting to explain and defend the proposal or it will be tabled.
7. Signatures of the appropriate Vice President and the Curriculum Committee chair will be obtained by the chair after the Curriculum Committee has approved the documents. The Vice President of Instruction will ensure all curriculum changes are made related to the course.

*\**In order to complete the Master Course syllabus, faculty should consult with division leadership in order for a template to be created in Concourse (created by the Academic Technology department). Once completed and reviewed, the Curriculum Committee members will view the Master Course Syllabus in Concourse.

\*\*See course forms for additional required supporting documentation.

**Additional Resources:**

Texas Common Course Numbering System Matrix (ACGM) [www.tccns.org](http://www.tccns.org)

For a more complete listing of articulation of the course to key universities is needed, contact the institutions listed at the above link or find the information from their individual websites. For complete community college information, go to the Texas Association of Community Colleges (TACC) at <http://www.tacc.org/colleges.html> or the Texas Community College Teachers Association (TCCTA): <http://www.tccta.org/colleges/index.html>

Approval of courses mandated by changes in the Workforce Education Course Manual (WECM) and approved Field of Study Curricula ([www.thecb.state.tx.us](http://www.thecb.state.tx.us/ctc/ip/core11)) is automatic in most cases. All materials, including the Course forms and Master Course Syllabus must be completed and presented to the Curriculum Committee but these changes are merely brought before the Committee as a matter of courtesy and information. However, these proposals must be on file with Technical and Workforce Education office and the course(s) included in the Catalog.

\* <http://www.thecb.state.tx.us/AAR/UndergraduateEd/WorkforceEd/acgm.htm> Search: Unique Need.

Information about Unique Need Courses is found in the ACGM.