**Policy 2:01:02:00**

**Exhibit 1**

**INSTRUCTIONS SHEET FOR**

**Revision of Curriculum of Existing Programs**

**TBR Technical Colleges**

**PURPOSE:** To establish a methodology for ensuring academic quality and consistency of program curriculum for each TCAT program.

**DESCRIPTION/PROCESS:** This is an official document initiated, completed, and submitted by the TCAT Curriculum Chair/Co-Chair to the Academic Affairs office documenting recommendations for curriculum revision(s).

Program faculty should meet as a statewide program curriculum committee led by the Curriculum Chair at least once each academic year to review and/or consider revisions to the curriculum. The Chair would compile all proposed revisions from these program curriculum committee meeting(s) and submit along with this completed form to the Office of Academic Affairs.

The Office of Academic Affairs reviews the form, proposed curriculum revisions to certify completion, and then prepares for transmittal to TCAT Presidents.

Upon TCAT President approval, curriculum revisions are transmitted to Vice Chancellor of Academic Affairs for final approval signature.

**Proposed revision format:** ~~Strike~~ through the deleted courses, clock hours, or wording within the curriculum description. Underline new courses, clock hours or edited version of the curriculum description.

The following curriculum components are ***required*** in an Excel Spreadsheet format:

* Program Name
* Trimester
* Course Code
* Short Description
* Long Description
* Clock Hours
* Award
* Total Hours
* Delivery Schools

Please attach the version of the Common Curriculum containing all requested revisions in excel spreadsheet format AND send an email with an electronic copy of the requested revisions.

**Revision of Curriculum of Existing Programs**

**TBR Technical Colleges**

 **(This includes additions, deletions, and changes)**

|  |
| --- |
| Curriculum Chair/Co-Chair for this proposal: Date:  |
| Program name: Click or tap here to enter text. |

**(See below to determine whether this change can go through expedited process)**

**(Please select one of the boxes below)**

[ ]  **Expedited Process includes, but is not limited to:**

* Change impacts two or fewer colleges
* Administrative oversight
* Curriculum change
* Other minor changes

[ ]  **Non- Expedited Process includes, but is not limited to:**

* Changing the required number of clock hours for completion of a program
* Curriculum change (when this impacts another unit outside the college)
* Addition or deletion of program curriculum (course(s), exit point, certificate, diploma, etc.).

**Effective term for requested action:** Term- Year-

***Please see TBR Policy on Technical College Program Review and Approval 2:01:02:00*** <https://policies.tbr.edu/policies/vocational-program-review-and-approval>

**Impact/Justification for the revision:** Click or tap here to enter text.

**Proposed revision format (see instructions):** Click or tap here to enter text.

FROM: (**CURRENT** common curriculum structure (program name, trimester, course code, short description, long description, hours, award, total hours)

TO: (**PROPOSED** program name, trimester, course code, short description, long description, hours, award, total hours

As the Curriculum Chair/Co-Chair, I have solicited input from all faculty members that these curriculum changes affect. Faculty members were informed of all curriculum changes that will be reviewed.

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Curriculum Chair/Co-Chair Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Reviewed by Assistant Vice Chancellor of Academic Affairs Date**

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Approved by Vice Chancellor of Academic Affairs Date**

**THIS completed FORM SHOULD BE SENT FROM CURRICULUM CHAIR TO OFFICE OF ACADEMIC AFFAIRS**

**For Office Use**

Date approved by TCAT Presidents committee:

Date approved by Board of Regents (if needed):