



Core Curriculum Revision submitted to the  
Texas Coordinating Board, Fall 2013

Component I—Core Curriculum Course  
Selection Process

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faculty

## **Component I. Course Selection Process**

The University of Houston-Victoria only began admitting freshman and sophomore students in the fall of 2010, hence the prospect of a new core curriculum was on the horizon as the university prepared its initial core course offerings.. The 2010 core curriculum was formed with an eye toward making the transition to the new core curriculum as seamless as possible. As a consequence, the courses making up the existing core were established so that they could easily become the new core when the curricular revisions take place in the fall of 2014. However, in spite of the fact that existing core courses were going to serve as new core courses, UHV still needed to ensure that revised courses aligned with the new Foundational Component Areas and enabled students to meet the requirements of new Core Objectives.

### **A. Revising Existing Core Courses**

In July 2012, the Provost formed a Core Curriculum Revision Committee. That committee was comprised of nine faculty and one representative from administration. Six faculty came from the school primarily responsible for the core curriculum, Arts and Sciences. The other three faculty represented UHV's three other schools: Business; Education; and Nursing. The final member of the committee came from the Provost's office.

The Provost tasked the Core Curriculum Revision Committee with the following responsibilities: 1) creating new Core Learning Objectives in keeping with the new Coordinating Board guidelines; 2) generating a process by which future core course revisions could be approved; 3) assisting core faculty in assembling revised core courses; and 4) implementing assessment strategies for the new Core Objectives.

In the fall of 2012, the Core Curriculum Revision Committee convened to discuss and create new Core Learning Objectives in Communication, Critical Thinking Skills, Empirical and Quantitative Skills, Teamwork, Social Responsibility and Personal Responsibility.

Following the formation of the new Core Learning Objectives, the committee worked with UHV's assessment specialist to develop a plan for assessing the new core. This plan would assess each Core Objective on a bi-annual basis and ensure that every Foundational Component Area would be assessed over a two year period. At the end of odd academic calendar years, Critical Thinking Skills, Empirical and Quantitative Skills and Social Responsibility would be assessed. At the end of even academic calendar years, Communication Skills, Teamwork and Personal Responsibility would be assessed.

After generating these objectives and an overall assessment plan, the committee created a course-specific plan for faculty to follow to implement and assess the new Core Objectives. Faculty teaching core courses were required to complete a "UHV Core Curriculum Alignment Form" for each core course they taught. This form mandated that faculty submit: 1) course-specific learning objectives tied to that course's Core Objectives; 2) a description of learning activities used to assess course-specific learning objectives; and 3) an assessment

plan outlining how the course-specific objectives were going to be assessed. Along with the Core Curriculum Alignment Form, faculty were also required to submit revised syllabi and a representative sample of the learning activities that would be assessed. This plan was sent to faculty responsible for core courses in January 2013 with an end of March deadline for submission of materials.

In April 2013, each revised core course with its accompanying alignment form, syllabus and supplementary materials, was examined by the Core Curriculum Revision Committee for its alignment with the descriptions of Foundational Component areas and the new required Core Objectives. Any revised courses that failed to meet the standards of the new requirements were returned to faculty for additional revision. These revisions would be due at end of April. Revised courses were subsequently resubmitted for approval and examined by the Revision Committee at the beginning of May. These revised courses were then aggregated in August to become part of the materials ultimately needing to be submitted to the Coordinating Board.

Moving forward, following the completion of the revision process, all future core curricular matters will be addressed by the Core Curriculum Oversight Committee.

## **B. New Core Course Proposals**

The Core Curriculum Revision Committee was also charged with creating a policy by which new core course proposals might be brought forward for institutional approval before being submitted to the Coordinating Board. After discussion, this policy was drafted by the Revision Committee in the spring of 2013 and submitted to the UHV Faculty Senate. It was approved by the Senate on July 26<sup>th</sup>, 2013. The new policy is as follows:

### Core Curriculum Course Proposal Policy (effective Fall 2014)

Any new core course proposal must be consistent with the mission, rules and guidelines established by the Texas Higher Education Coordinating Board ([ch.4.subch.B.rule 4.28-4.31](#)).

All potential changes to UHV's core curriculum must be initially approved by the proposing academic area's/division's and school's curricular change process.

After being approved through the school's curricular change process, the course must be submitted to the Core Curriculum Oversight Committee. Each course submission should provide: 1) a justification for the addition; 2) a statement of feasibility addressing existing resources for offering the course; and 3) an explanation of how the newly proposed course would affect other core courses offered in the proposed course's foundational component area. Any new course proposal must also be submitted with a completed 'UHV Core Course Alignment' form explaining appropriate learning objectives and a plan for assessment. A syllabus and representative assessed learning activities must also be provided as part of the proposal.

The Core Curriculum Oversight Committee will examine the proposal for its alignment with Coordinating Board guidelines. The Committee will approve it or send it back to the proposing school for revision. In order for the course to be approved by the Core Curriculum Oversight Committee, it must be passed by at least 70% of the committee's members.

Once new course proposals have been approved by the Core Curriculum Oversight Committee, they will then be submitted to the Undergraduate Affairs Committee. Any core course proposals approved by UHV will subsequently be sent to the Coordinating Board for final approval.

All core curricular changes for the ensuing academic year must be submitted to the Core Curriculum Oversight Committee by December 1<sup>st</sup>. Any new core course proposal submitted after December 1<sup>st</sup> will need to wait until the following academic year to be approved by the Core Curriculum Oversight Committee.