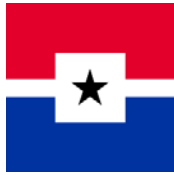


LIBERAL ARTS/ACADEMIC INFORMATION AND FORMS

LIBERAL ARTS/ACADEMIC CHARGES



MEMORANDUM
Office of Educational Policy
Dallas County Community College District

DATE: August 14, 2017

TO: [NAME]
Chair/Co-Chair(s), ALL [Liberal Arts/Academic] Discipline Committee

FROM: Meredith Greer *mg*
District Director, Curriculum Management
Educational Policy/Curriculum Management

SUBJECT: Liberal Arts/Academic Curriculum Charges for 2017-2018

Welcome to a new year! Each year at this time, we charge the nearly 100 DCCCD discipline/curriculum committees with what is expected of them for the academic year. In order to keep our curriculum current, it is necessary that we depend upon content experts such as you to serve on discipline committees to make appropriate decisions. As we continue with the new curriculum process which was implemented last year, we must ensure all committees take into consideration any legislative mandates and/or other changes that may affect community colleges and other higher educational institutions across the state. Your discipline committee may be required to take on additional tasks to ensure your curriculum is in compliance. The liaison dean for your discipline committee will assist and serve as a resource to the committee on instructional and curriculum matters.

All assigned discipline chairs, co-chairs, chair-elects, new faculty, deans, liaison deans, administrators and staff members who may be involved with the curriculum process are asked to review the (1) Liberal Arts/Academic Charges (General and Specific Charges) to the committees; (2) Liberal Arts/Academic Informative Updates; (3) Liberal Arts/Academic Timeline for 2017-2018; (4) Texas Higher Education Coordinating Board's *Lower Division Academic Course Guide Manual (LDACGM)*; (5) Texas Common Course Numbering System (*TCCNS*); (6) Curriculum Process Guide for 2017-2018 and critical information that may impact curriculum.

As in the past, the following curriculum process guidelines continue to apply. It is absolutely essential that all liberal arts/academic recommendations, revisions and documentation be completed and received in the Office of Curriculum Management no later than the published deadlines. This will allow our office time to communicate these changes to the Career and Technical Curriculum Committees and provide them with ample time to incorporate the changes into their curriculum and/or program revision(s). Any revisions submitted after the published deadline date will be processed at a later date and may not appear in the new catalog when it is initially released online. The DCCCD online catalog, which includes the degree plans and course descriptions which are currently offered the the colleges of DCCCD may be viewed at <https://www1.dcccd.edu/catalog/cattoc.cfm?loc=DCCCD&show=9>. All curricula changes must be voted upon by the discipline committee and signed by the Academic Vice President of the committee chair for submission and consideration in accordance with the curriculum process. If a revision or change impacts more than one college, then each College Curriculum Committee affected must review the proposed revision and provide feedback of acceptance and/or recommended changes.

Liberal Arts/Academic Curriculum Charges for 2017-2018

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The Office of Curriculum Management will place the Curriculum Process Guide on their website in an effort to better serve and assist you in this process. We invite you to visit the Curriculum Management website, <https://www.dcccd.edu/emp/ep/Curriculum%20Management/Pages/default.aspx> at a later date.

Please use the attached ***Liberal Arts/Academic Discipline Curriculum Revision Transmittal Memorandum (memorandum must accompany recommendations and any curriculum revisions or changes)*** and ***DCCCD Liberal Arts/Academic Discipline Committee Recommendation Form*** as your liberal arts/academic discipline committee considers any proposed additions, deletions and/or changes in your discipline area. This information will be included in the Academic Summary of Changes for review and/or approval by the College Curriculum Committee and Vice Presidents Council. The liberal arts/academic discipline committee chair is responsible for submitting all forms and supporting documentation regarding the recommendation by the assigned deadline.

If there are questions about any of the above, I urge you to contact Treschell Seymore via telephone at 214-378-1808 or email at tseymore@dcccd.edu. The Office of Educational Policy is here to assist your committee as it works through the various issues. Please find attached the following: (1) General Charges to all liberal arts/academic discipline committees, (2) Specific Charges to liberal arts/academic discipline committees (*if applicable*), (3) Informative Updates and (4) Liberal Arts/Academic Timeline for 2017-2018.

cc: Academic Vice Presidents

Attachments:

- (1) Liberal Arts/Academic - General Charges (*applicable for all disciplines*)
Liberal Arts/Academic - Specific Charges (*applicable for specific disciplines*)
Liberal Arts/Academic - Informative Updates (*applicable for all disciplines*)
Liberal Arts/Academic Discipline Committee – Chair/Co-Chair – Elect Form (*applicable for all disciplines*)
- (2) Liberal Arts/Academic Timeline for 2017-2018 (*applicable for all disciplines*) **[PowerPoint file]**
- (3) Curriculum Process (Effective Fall 2016)

LIBERAL ARTS/ACADEMIC DISCIPLINE COMMITTEE CHARGES (General)

To: Chair, ALL [Liberal Arts/Academic] Discipline Committees

General Charge I: Review *Lower Division Academic Course Guide Manual (Spring 2017 Edition) and Discipline Specific Courses*

As your liberal arts/academic discipline committee considers any proposed additions, deletions and/or changes in your discipline area, please review the Lower Division Academic Course Guide Manual (LDACGM or ACGM) for courses available in your discipline area to ensure the curriculum is in compliance with the manual. Specifically, there are many allowable lecture/lab combinations for liberal arts/academic courses. However, not all possible combinations will be acceptable for each course. Courses that are not in compliance must be revised in accordance with options available and/or allowable in manual. You are asked to review all of the courses in your discipline to ensure courses follow the parameters given in **Table 1. Lecture-Lab Credit/Contact Hour Combination for Academic Courses** on page 264 of the manual (*refer to attached documents and revise courses as needed to meet requirements*). The Texas Higher Education Coordinating Board (THECB) has begun gradually adding student learning outcomes to courses in the manual; and therefore you will see learning outcomes in all forthcoming editions of the ACGM until all learning outcomes have been added for all courses. **Please be advised, a newly revised edition of the manual was released and posted effective Spring 2017. Mandated changes included in the new edition, may require committee action beyond those established dates captured in the curriculum timeline.** You may access the current version (*Spring 2017 Edition*) of the manual if you click on this link, <http://www.thecb.state.tx.us/AAR/UndergraduateEd/WorkforceEd/acgm.htm>.

The *ACGM* serves as the generic academic course inventory for all community and technical colleges in Texas. Courses listed in this manual may be offered and reported for funding without requesting approval from the Coordinating Board. If a college wishes to offer a course not listed in the manual or offer an ACGM course for more credit or contact hours than listed, it must request approval for such a course on a “unique need” basis. There are no provisions in the ACGM for special topics courses. The state will not fund academic courses that are not listed in the *ACGM* or approved and listed on the college’s Academic Unique Need Inventory. **Note:** Reporting of courses that differ significantly in content from the reported course numbers may result in an audit finding. An audit finding can cause an institution to lose some or all of its state reimbursement for any or all courses reported inaccurately to the THECB. If your discipline committee would like to add any new courses that may not be included in the manual, you must follow those guidelines to seek unique need course approval and meet the criteria at the Texas Higher Education Coordinating Board (THECB). It has become increasingly more difficult to secure unique need course approvals and the guidelines or requirements have changed significantly for any future submissions. Unique need courses of this nature may not be an option in the future.

LIBERAL ARTS/ACADEMIC DISCIPLINE COMMITTEE CHARGES
(SPECIFIC)

TO: Rebekah Rios-Harris, Co-Chair
Developmental Reading/Developmental Writing Discipline Committee
Cedar Valley College

Ivan Dole, Co-Chair
Developmental Reading/Developmental Writing Discipline Committee
North Lake College

Members, Developmental Reading/Developmental Writing Discipline Committee
Nelda Contreras (BHC) Heather Jensen (MVC), [DREA/DIRW]
Patrice Johnson (EFC) Mae Spicer (RLC), [DREA]
Monica Stansberry (ECC) Amy Boltrushak (RLC), [DWRI]
Julie Sepulveda (MVC) Deborah Davis (RLC), [DWRI]
Markay Rister (MVC)
Solomon Cross (CVC), *Liaison Dean for Discipline Committee* (2017-2018)

FROM: Academic Vice Presidents

DATE: August 14, 2017

Specific Charge I: COMPLIANCE WITH HOUSE BILL 2223 (HB 2223)

The Texas Higher Education Coordinating Board (THECB) under the directive of the 85th Legislature, House Bill 2223 (HB 2223) mandates *each institution of higher education shall develop and implement for developmental coursework (other than adult basic education or basic academic skills education), developmental education using a corequisite model under which a student concurrently enrolls in a developmental education course and a freshman-level course in the same subject area for each subject area for which the student is referred to developmental coursework.*

Based on recent legislation, it is anticipated the Texas Higher Education Coordinating Board will soon issue a rule change to implement HB 2223. The discipline committee is charged with the following action:

- 1) Establish criteria and recommend a model; and
- 2) Develop a plan of action to launch a corequisite model for developmental education in your discipline area.

In accordance with the implementation timeline stated in the statute, each institution of higher education would be required to ensure that a certain percentage of the institution's students who were enrolled in developmental coursework were in compliance with the bill's requirements as follows:

- Requires corequisite enrollment for all DE students
 - 25% by 2018-2019 Academic Year
 - 50% by 2019-2020 Academic Year
 - 75% by 2020-2021 Academic Year and forward
- **Applies only to students testing into DE Diagnostic or ABE Diagnostic at levels 5/6**
- Exempts BASE and AE

LIBERAL ARTS/ACADEMIC DISCIPLINE COMMITTEE CHARGES
(SPECIFIC)

TO: Russell Simmons, Chair
Mathematics/Developmental Mathematics Discipline Committee

Members, Mathematics/Developmental Mathematics Discipline Committee

Jason Cates (BHC)
Sharon Jackson (BHC)
Shannon Kratzmeyer CVC)
Leticia Escobar (EFC)
Alla Kelman (EFC)
Veronica Villa (ECC)
Tamar Slider (MVC)
Marie Kohrmann (NLC)
Katherine Villarreal (NLC)
Praveena Dhayanithy (RLC)
Jerry Matlock (RLC)
Stephen Jones (MVC), *Liaison Dean for Discipline Committee* (2017-2018)

FROM: Academic Vice Presidents

DATE: August 14, 2017

Specific Charge I: MATH PATHWAYS AND COURSE ALIGNMENT FOR DCCCD COLLEGES

As the seven colleges of the Dallas County Community College District strategically align their efforts with the Texas Higher Education Coordinating Board's 60X30TX goals, Guided Pathways efforts and the DCCCD network model, there is a pressing need to ensure that our colleges' math pathways are equally aligned at all levels of our institutions. The Academic Vice President's Council charges the DCCCD mathematic discipline committee to develop a model during the 2017-18 academic year for implementation Fall 2018.

Recommend three (3) succinct developmental math to college-level math course sequence pathways to assist students with completing college math in their first year:

1. One (1) course sequence pathway with an algebraic option; and
2. Two (2) course sequence pathways with a non-algebraic options that are consistent across our seven colleges. This would include a common and consistent developmental math rubric nomenclature for the two (2) non-algebraic pathways at all seven colleges. These should be based on analysis of data, review of national standards, knowledge of our diverse student population, and in alignment with future guided pathway efforts.

LIBERAL ARTS/ACADEMIC DISCIPLINE COMMITTEE CHARGES
(SPECIFIC)

TO: Russell Simmons, Chair
Mathematics/Developmental Mathematics Discipline Committee

Members, Mathematics/Developmental Mathematics Discipline Committee

Jason Cates (BHC)	Tamar Slider (MVC)
Sharon Jackson (BHC)	Marie Kohrmann (NLC)
Shannon Kratzmeyer (CVC)	Katherine Villarreal (NLC)
Leticia Escobar (EFC)	Praveena Dhayanithy (RLC)
Alla Kelman (EFC)	Jerry Matlock (RLC)
Veronica Villa (ECC)	
Stephen Jones (MVC), <i>Liaison Dean for Discipline Committee</i> (2017-2018)	

FROM: Academic Vice Presidents

DATE: August 14, 2017

Specific Charge II: COMPLIANCE WITH HOUSE BILL 2223 (HB 2223)

The Texas Higher Education Coordinating Board (THECB) under the directive of the 85th Legislature, House Bill 2223 (HB 2223) mandates *each institution of higher education shall develop and implement for developmental coursework (other than adult basic education or basic academic skills education), developmental education using a corequisite model under which a student concurrently enrolls in a developmental education course and a freshman-level course in the same subject area for each subject area for which the student is referred to developmental coursework.*

Based on recent legislation, it is anticipated the Texas Higher Education Coordinating Board will soon issue a rule change to implement HB 2223. The discipline committee is charged with the following action:

- 1) Establish criteria and recommend a model; and
- 2) Develop a plan of action to launch a corequisite model for developmental education in your discipline area.

In accordance with the implementation timeline stated in the statute, each institution of higher education would be required to ensure that a certain percentage of the institution's students who were enrolled in developmental coursework were in compliance with the bill's requirements as follows:

- Requires corequisite enrollment for all DE students
 - 25% by 2018-2019 Academic Year
 - 50% by 2019-2020 Academic Year
 - 75% by 2020-2021 Academic Year and forward
- **Applies only to students testing into DE Diagnostic or ABE Diagnostic at levels 5/6**
- Exempts BASE and AE

LIBERAL ARTS/ACADEMIC DISCIPLINE COMMITTEE
(Informative Update)

To: Chairs/Co-Chair(s), ALL [Liberal Arts/Academic] Discipline Committees

Informative Update I: MINUTES OF THE MEETING

The District Office of Educational Policy/Curriculum Management works diligently to process the curriculum changes that are submitted by the Liberal Arts/Academic Discipline Committees. Our goal is to work with all of the discipline committees to provide assistance and awareness of the DCCCD's curriculum process and the requirements we must meet as stipulated by the Texas Higher Education Coordinating Board (THECB) and Southern Association of Colleges and Schools (SACSCOC). The district discipline committee chair/co-chair (or convener) is asked to establish a meeting schedule, and set the agenda for the first meeting. During the first meeting, the chair/co-chair(s) and members of the committee are asked to review the charges (if any), seek input from the committee concerning any revisions that may be needed to the curriculum and establish future meeting times to ensure adherence to the Liberal Arts/Academic Curriculum Revision Process Timeline. Members of the committee are expected to communicate information to faculty at their respective colleges related to the work of the district discipline committee. All discipline committee meetings are to be documented with minutes or notes that are distributed by the chair to appropriate staff as defined in the timeline. Please use this sample format as a guide for your discipline committee minutes and ensure that you include all of the information below in your minutes. Minutes of the meeting must be taken and should include all of the information below to reflect any changes to the curriculum; and posted on eCampus/Blackboard/portal.

To: Meredith Greer
District Director, Curriculum Management

From: [Name]
Chair/Co-Chair(s), [Liberal Arts/Academic] Discipline Committee

Date:

Subject: [Liberal Arts/Academic] Discipline Committee Minutes for 2017-2018

Members Present/Members Absent (*please include college location/representation and identify the recorder*):

Introductory paragraph:

The [Liberal Arts/Academic] Discipline Committee met on (input date) at (input time and location).

Review Charge(s):

The curriculum charges were reviewed and discussed during the meeting.

Discussion:

Action Items:

- 1.

Informative Update I: MINUTES OF THE MEETING

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Recommendation(s) for courses:

The following recommendations are effective Fall 2019 (*provide semester/term*):

1. Create a new course: ENGL 13XX, English Literature (3 Lec., 0 Lab., 48 contact hrs., 3 credit hours).
2. Expire course: ENGL 13XX, Introduction to English
3. Revise course description(s) for ENGL 13XX, ENGL 13XX
4. Create a new unique need course: ENGL 13XX
5. Revise prerequisite: The prerequisite has been revised to show the following: (provide the complete course description as it should be shown in the catalog).

Other:

Meeting adjourned at (input time).

Attachments: (if applicable, i.e. curriculum forms)

LIBERAL ARTS/ACADEMIC DISCIPLINE COMMITTEE

Forward this information to Lee Bell in the Office of Curriculum Management via an email notification no later than Friday, March 2, 2018 by 5:00 p.m.

To: Chair, ALL [Liberal Arts/Academic] Discipline Committees

General Charge II: CHAIR (CO-CHAIRS) - ELECT

The Liberal Arts/Academic Discipline Committees are charged each year with the selection of a member and/or members who will serve as the *“chair or co-chairs”* of the discipline committee for the next curriculum cycle.

In accordance with the new curriculum process implemented last year, please submit the name(s) of the faculty person and/or discipline committee member(s), who will serve in this role as *chair* or *co-chairs* for the upcoming 2017-2018 academic year; and the next 2018-2019 academic year.

FOR USE BY DISCIPLINE COMMITTEE (CHAIR/CO-CHAIRS) ONLY: COMPLETE THE CHART BELOW AND RETURN			
Liberal Arts/Academic Discipline (Curriculum Area)	Current Chair/Co-Chairs who <u>served</u> beginning August 2017-2018	Chair/Co-Chairs who <u>will serve</u> beginning August 2018-2019	Chair/Co-Chairs-Elect who <u>will serve</u> beginning August 2019-2020
DISCIPLINE AREA:			
COLLEGE LOCATION	NAME	TELEPHONE NUMBER	
BHC			
CVC			
EFC			
ECC			
MVC			
NLC			
RLC			

PROCESS FOR REQUESTING ACADEMIC COURSES

DCCCD PROCESS FOR REQUESTING LIBERAL ARTS/ACADEMIC COURSES

The Texas Higher Education Coordinating Board (THECB) periodically publishes the *Lower-Division Academic Course Guide Manual (LDACGM or ACGM)*, which serves as the official list or inventory of general academic transfer courses that may be offered by public community, state and technical colleges in Texas for state funding. The state will not fund any academic courses that are not listed either in the ACGM or on the college's Academic Unique Need Inventory. Provisions for the approval of general academic courses and state appropriations are also outlined in the *Coordinating Board's Rules and Regulations, Texas Administrative Code (TAC) Title 19, Part 1, Chapter 9, Subchapter D*.

There are two ways in which the DCCCD receives approval for general academic transfer courses. Courses may be taught or offered as a (1) *regular general academic course* or (2) *unique need course*.

- 1) The DCCCD may offer any course listed in the manual without having to submit any paperwork to the THECB. This type of general academic course is referred to as a **regular general academic course**. We may teach any course included in the current version (Spring 2017 Edition) of the Lower-Division Academic Course Guide Manual (LDACGM or ACGM), which can be found at <http://www.thecb.state.tx.us/AAR/UndergraduateEd/WorkforceEd/acgm.htm>. There may have been courses added to and/or dropped from the manual. The "course listings" are in alphabetical order, which makes it easier for you to navigate with ease. Please become familiar with the courses and the content found in the manual as they relate to your academic discipline. Almost every academic course offered by the DCCCD is offered because the course is included within the ACGM. If your committee votes to add a course found within the manual and we are not already using the THECB approval number for that course, you will need to contact the District Office of Curriculum Management (ext. 1808) to ensure you have the appropriate forms and know how to complete the forms.
- 2) The DCCCD may seek approval for a course not available under an ACGM approval number or for one with credit and/or contact hours in excess of the limits prescribed by the ACGM, which must be approved by the Coordinating Board according to the Board's Rules and Regulations. This type of general academic course is referred to as a **unique need course**. Unique need courses are academic courses created by a college to satisfy a unique need and designed to transfer into a baccalaureate program. Using the online submission system, the college must apply to the Coordinating Board for permission to offer the course. The request must be submitted at least *four months* prior to the date of student enrollment. Please review the forms and rules prior to submitting course requests. The application form for each unique need course must be accompanied by at least three unique need course recommendation forms that have been completed by public universities; a statement of need for the course; and a syllabus which includes a course description, detailed course outline, and objectives. Colleges are allowed to receive formula funding for contact hours generated by all current, approved unique need courses. We may teach any course approved and captured on the Academic Unique Need Inventory, which can be found at <http://www.txhighereddata.org/interactive/AUN/>. Once you access the online inventory, choose Dallas County Community College District and select *active courses*, *inactive courses* or *all courses* to view unique need courses that are effective (approved) and/or expired (no longer approved) for the district. When applying for a Unique Need course, we must submit a Texas Higher Education Coordinating Board Unique Need Course Proposal and Texas Higher Education Coordinating Board Evaluation of Unique Need Course

Transferability form with all pertinent information included and/or attached as needed to the application. A copy of this form appears on the THECB website.

The Texas Higher Education Coordinating Board (THECB) redefined its process for approval of Unique Need courses. The changes set forth by the THECB, requires the DCCCD to meet more stringent standards for each course approved as Unique Need. If courses are to be included in an institution's inventory as Unique Need courses, each specific course must meet the standards below as referenced and shown in the current ACGM:

Unique Need Courses

A unique need course is an academic course created by a two-year college to meet a specific lower-division requirement of a baccalaureate degree program **that cannot be met by an existing course** in the ACGM. Unique need courses are approved by Coordinating Board staff for use only by the institution making the application for approval. If a community, state or technical college wishes to offer a course not listed here, or offer an ACGM course with credit and/or contact hours in excess of the limits prescribed by the ACGM, a request for approval must be submitted to the Coordinating Board according to Board rules. When applying for a unique need course, institutions must submit a request for approval and ensure that all information requested is addressed or attached as needed. Unique need forms can be found at the THECB website, <http://www.thecb.state.tx.us/uniqueneed>.

For courses to be included in an institution's inventory as unique need courses, each specific course must meet the following criteria:

- 1.** The course requested must be academic and have college-level rigor. Courses designed to meet a community service, leisure, career/technical, or a vocational need are inappropriate for unique need approval and will not receive state (academic) funding.
- 2.** The course must be a freshman- or sophomore-level at a majority of public universities offering a similar course.
- 3.** The course must be acceptable for transfer to three or more Texas public universities. Forms documenting transferability must be included in the application. The forms must indicate that the course will be applied to degree requirements for a specific major and that no other ACGM course satisfies the requirement. Identification of a direct course substitution and/or equivalent at the receiving institution strengthens the case for a unique need course. **Courses that transfer only as elective credit are not eligible for unique need status. Also, if an alternative existing ACGM course meets the same degree requirement then the proposed course is not eligible for unique need status.** In certain cases, colleges may obtain unique need approval for courses that are documented for transfer to only one Texas university, if the course is part of a 2 + 2 agreement or other special transfer course articulation agreement. The course should still meet the criteria in 1 and 2 above. In such a case, documentation of that agreement must be submitted along with the letter of transferability.

Upper-division courses at community and technical colleges will not be funded by the state and may not be added to the ACGM. In general, community, state and technical colleges are not authorized to offer upper-division courses. [Note: The community colleges authorized by the state to offer bachelor's degrees have their upper-division courses funded separately by the same formula as upper-division instruction at universities.] These community colleges submit a separate unique need proposal to the Coordinating Board to have the upper-division courses added to their unique need inventory. Upper-division courses included in the approved bachelor's degrees at community colleges do not have an expiration date assigned.

DCCCD PROCESS FOR REQUESTING LIBERAL ARTS/ACADEMIC COURSES

Page 3

The procedures for unique need approval are:

1. The application for each unique need course submitted to the Coordinating Board must be accompanied by a proposal that states the need for the course and a syllabus that includes a course description, detailed course outline, and objectives. This proposal must also document that the course is transferable to three public universities, or that it is part of a special transfer agreement.
2. If approved, a unique need course shall be placed on the college's course inventory for three years. Colleges must reapply for approval of unique need courses at the end of every three-year term. Renewal requests must include the enrollments in the course, the frequency with which the course was offered, and transfer rates of students into the specified baccalaureate degree programs during the preceding three years.

LIBERAL ARTS/ACADEMIC CURRICULUM REVISION INFORMATION

**LIBERAL ARTS/ACADEMIC DISCIPLINE
CURRICULUM REVISION TRANSMITTAL MEMORANDUM**
(This form must accompany any curriculum revisions and/or changes.)

**TO: Meredithe Greer
 District Director, Curriculum Management**

FROM: Instructional Vice President at (place an "x" in one)

- | | |
|---------------------------------------|----------------------------------------|
| <input type="checkbox"/> Brookhaven | <input type="checkbox"/> Mountain View |
| <input type="checkbox"/> Cedar Valley | <input type="checkbox"/> North Lake |
| <input type="checkbox"/> Eastfield | <input type="checkbox"/> Richland |
| <input type="checkbox"/> El Centro | |

As the Instructional Vice President of the Liberal Arts/Academic Discipline Committee Chairperson for the current curriculum revision cycle, I am transmitting the attached revision documentation. This document has been reviewed by the Discipline Committee and has been shared with Instructional Vice Presidents at other DCCCD colleges impacted by the proposed revision. Further, I verify that this revision has been reviewed by all impacted DCCCD College Curriculum Committees.

I/we understand that while an unofficial electronic working copy of this revision is required for purposes of District Educational Policy staff review, this transmittal represents the official submission for review and approval by the VP Council.

(Signature)

____/____/____
(Date)

DCCCD LIBERAL ARTS/ACADEMIC DISCIPLINE COMMITTEE RECOMMENDATION FORM

DISCIPLINE COMMITTEE NAME:

DATE:

DISCIPLINE COMMITTEE CHAIR:

COLLEGE:

COURSE (Prefix/Number):

COURSE TITLE:

PHONE EXT:

EFFECTIVE TERM:

INSTRUCTIONS: To complete the form, place an "X" in the box that best describes the changes you are making to the course.

- Add a New Course
- Change a Prerequisite
Add ___ Revise ___ Delete ___
(Check ONE below). Must either match or exceed ACGM requirements.
Required: Hard code in Colleague; stops registration without prerequisite met
Recommended: DO NOT hard code in Colleague; does not stop registration without prerequisite met
- Unique Need Course Request
NOTE: Must complete a THECB application
- Revise Course Title
NOTE: Must use course title as shown in the ACGM
- Revise Course Description
- Revise Course Hours/Configuration
- Revise CIP code (Approval Number)

- Change a Corequisite (Concurrent).
Add ___ Revise ___ Delete ___
(Check ONE below). Must either match or exceed ACGM requirements.
Required: Hard code in Colleague; stops registration without prerequisite met
Recommended: DO NOT hard code in Colleague; does not stop registration without prerequisite met
- Delete a Course

Explanation of Recommendation:

It is the Discipline Committee's responsibility to not only make specific recommendations for change, but also to determine if the changes will have a negative impact on other courses or programs. Please verify by checking the boxes below that you have sent your proposed changes and received feedback as to impact from the following areas:

- | | |
|----------------------------------------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> Academic Advising | <input type="checkbox"/> Online Catalog (B. Welcome) |
| <input type="checkbox"/> Financial Aid | <input type="checkbox"/> Degree Audit (N. Faris) |
| <input type="checkbox"/> Curriculum Management/
Liberal Arts (M. Greer) | <input type="checkbox"/> Workforce/CTE (J. Williams) |

If there is a potential impact, describe the impact, if any, that was determined from this review and how the impact will be addressed.

If you have questions or need assistance with completing this form, please contact Lee Bell at (214) 378-1718

GENERAL ACADEMIC COURSE UPDATE REQUEST

Instructions for General Academic Course Update Request Form

- 1. Colleges Affected:** Identify college(s) affected by placing an "X" beside the appropriate college(s).
- 2. Faculty/Staff Completing Form:** Provide the name, title and extension of the faculty/staff person completing the form.
- 3. Effective Semester/Year:** Identify the semester and year the course is effective by placing the year beside the semester indicated: **Example:** FALL 2017
- 4. DCCCD Course Prefix, Number and Course Title:** Provide the course prefix, number and title of the course.
- 5. DCCCD Current Course Description:** Provide the course description of the course as it *currently* appears in the catalog.

NOTE: The Curriculum Management Office will alter course descriptions to include statements related to (1) cross-listed courses; (2) special topics courses; and/or (3) repeatability once it has been determined the course should be added to the list of exemption categories as defined by the Repeat Committee.

- 6. Course Data:** (*Information for this section is found in the Lower Division Academic Course Guide Manual.*)
 - a. Update Code:** Indicate whether the course is being added, deleted or revised. If the course is being revised, please provide a short summary of the changes/revisions of the course in the designated space.
*Examples: The course number for this course has changed **from** ENGL 13XX **to** ENGL 14XX. The lecture hours for this course has changed **from** 3 lecture hours **to** 4 lecture hours.*
 - b. Approval Number (CIP Code) Assigned:** Provide the approval number (CIP code).
 - c. Contact Hours per Week (Lecture/Lab):** Provide number of contact hours per week.
 - d. Total Semester Contact Hours:** Provide number of total contact hours for the course.
 - e. Semester Credit Hours:** Provide the number of credit hours for the course.

Discipline Chair Signature and Campus VPI of Discipline Chair Signature

The form must include the appropriate signatures of the Chair of the Discipline Committee and the Campus VPI of the Discipline Chair.

If you need assistance with completing this form, please contact Lee Bell at (214) 378-1718.

GENERAL ACADEMIC COURSE UPDATE REQUEST FOR A COURSE FROM THE LIST OF APPROVED COURSES

1. Identify college(s) affected by placing an "X" beside the appropriate college(s):

	BHC	FICE CODE 021002			MVC	FICE CODE 008503
	CVC	FICE CODE 003561			NLC	FICE CODE 020774
	EFC	FICE CODE 008510			RLC	FICE CODE 008504
	ECC	FICE CODE 004453				

2. Faculty/Staff Completing Form: _____

Title: _____ Ext: _____

3. Effective Semester/Year: **Spring** _____ **Fall** _____ **Summer** _____
(Please include the year.)

4. DCCCD Course Prefix and Number _____

DCCCD Course Title _____

5. DCCCD **CURRENT** Course Description:

6. Course Data:

(Information for this section can be found in the Lower Division Academic Course Guide Manual.)

a. Update Code: **Add** _____ **Delete** _____ **Change/Revise*** _____

*Please provide a short summary of the changes/revisions of the course.

b. Approval Number (CIP Code) Assigned: _____

c. Contact Hours Per Week: **Lecture:** _____ **Lab:** _____

d. Total Semester **Contact Hours:** _____ e. Semester **Credit Hours:** _____

Discipline Chair Signature	College	Date
Campus VPI of Discipline Chair Signature	College	Date

UNIQUE NEED ACADEMIC COURSE REQUEST

(USE THESE FORMS IF THE COURSE IS NOT LISTED IN THE ACADEMIC COURSE GUIDE
MANUAL.)

UNIQUE NEED FORMS

NOTE: The Office of Curriculum Management will submit these forms to the THECB.

- (1) **Unique Need Course Proposal Form (See Texas Higher Education Coordinating Board Unique Need Course Proposal)**
- (2) **Evaluation of Unique Need Course Transferability Form (See Texas Higher Education Coordinating Board Evaluation of Unique Need Course Transferability)**
- (3) See [Coordinating Board rules - Chapter 9, Subchapter D, §9.74 Relating to Unique Need Courses](#)

Texas Higher Education Coordinating Board Unique Need Course Proposal

Directions: While completing this form, institutions should refer to Texas Administrative Code (TAC) Title 19, Part 1, Chapter 9, Subchapter D, Section 9.74 relating to unique need courses. A proposed course may be approved as a unique need course if it meets the following definition: An academic course created by a two-year college to meet a specific lower-division requirement of a baccalaureate degree program that cannot be satisfied by an existing course in the Lower-Division Academic Course Guide Manual (ACGM). Appropriate documentation must be attached. If the unique course is approved, it will be assigned an approval number for three academic years for the requesting college only.

This form must be submitted no later than four months prior to the date of first student enrollment: May 1st is the submission deadline for courses that begin in the Fall semester, and September 1st is the deadline for courses beginning in the Spring semester. Applications for renewal of unique need courses must be submitted every three years.

Submit this form and supplementary documents via the Coordinating Board's Document Submission Portal:
<https://www1.thecb.state.tx.us/apps/proposals/>

Information: Contact the Division of Workforce, Academic Affairs and Research at (512) 427-6200 or via email at uniqueneed@thecb.state.tx.us.

Administrative Information

1. **Institution:**

2. **Date Submitted:**

3. **Implementation Date:** Report the first year and semester that students would register for the proposed course.

4. **Contact Person:** Provide contact information for the person who can answer specific questions about the application.

Name:

Title:

E-mail:

Phone:

I. Course Information

A. Course Data

Please provide the following information.

1. Course approval number (if previously assigned):

2. Course title, subject prefix, and course number:

3. Semester credit hours:

4. Contact hours (lecture/lab/lecture & lab combined):

_____ / _____ / _____

5. For renewal of previously approved courses, in addition to the above requirements, please submit the number of students enrolled each year for the previous three years and the number of students who transferred in the last three years to the specific baccalaureate program(s) for which unique need permission was requested.

	Number of students enrolled in the unique need course	Number of students who transferred into the specific baccalaureate program(s) for which unique need was requested
FY 20XX		
FY 20XX		
FY 20XX		

B. Statement of Need

Describe the need for the course and why its objectives cannot be adequately met by existing courses in the ACGM. Include information about the degree program or programs to which the course would apply, and the purpose of the course.

C. Course Syllabus

Provide a sample syllabus for the course that includes a course description, a detailed course content outline, and statement of learning objectives.

II. Statements of Assurances

Complete either A or B as applicable by providing the requested documentation.

A. The course will be acceptable for transfer and apply toward baccalaureate degree requirements that no existing ACGM course can meet at a minimum of three Texas public universities. Include the completed university recommendation forms with this application. The forms are available on the Coordinating Board website.

(or)

B. The course will transfer to only one regional university.

Verify that the proposed course is part of a current, documented articulation agreement between your institution and the university by providing a copy of that agreement, and provide data showing that your students transfer to the university on a yearly basis into a discipline-specific major of which the course is a required component. The articulation agreement must demonstrate that the course is a degree program requirement and not an option or elective.

III. Signature of Chief Academic Officer

I hereby certify that the course will have college-level rigor and is a freshman- or sophomore-level course. I also certify that the course is academic in nature and not a community service, leisure, career/technical, or avocational course.

Signature

Date

Texas Higher Education Coordinating Board Evaluation of Unique Need Course Transferability

A unique need course is an academic course created by a two-year college to meet a specific lower-division requirement of a baccalaureate degree program that cannot be met by an existing course in the Lower-Division Academic Course Guide Manual. As part of the unique need approval process, a proposed course must be reviewed and recommended by academic department chairs or appropriate administrators at Texas public universities that offer a degree program in the discipline area. Please review the attached course syllabus.

This form is to be filled out by the four-year institution accepting the unique need course for transfer credit. Please return this form to the two-year institution that is making the request for the unique need course so that it can be included as part of the complete application to the Coordinating Board.

Information: Contact the Division of Workforce, Academic Affairs and Research at (512) 427-6200 or at uniqueneed@theccb.state.tx.us.

Administrative Information

1. University Accepting the Unique Need Course:

2. Unique Need Course Title and Number:

3. Institution Offering the Unique Need Course:

4. Date Completed:

5. Evaluator Information: Provide contact information for the individual who completed this evaluation.

Signature:

Name:

Title:

E-mail:

Phone:

I. Transfer Information

Check appropriate box (or boxes) and provide the course information.

- The course will be accepted as a transfer equivalent. Indicate your institution's course name and number.

- The course will meet a specific lower-division requirement of a baccalaureate degree program that no other course in the ACGM can meet. Indicate the degree program or programs toward which this course would apply at your institution.

- Neither of the above applies.

II. Other Comments or Recommendations

Please attach a separate sheet if needed.

COORDINATING BOARD RULES-Chapter 9, Subchapter D, §9.74 Relating to Unique Need Courses

Texas Administrative Code

TITLE 19	EDUCATION
PART 1	TEXAS HIGHER EDUCATION COORDINATING BOARD
CHAPTER 9	PROGRAM DEVELOPMENT IN PUBLIC TWO-YEAR COLLEGES
SUBCHAPTER D	TRANSFERABLE ACADEMIC COURSES
RULE §9.74	Unique Need Courses

(a) An academic course may be approved for unique need if it meets the following criteria:

(1) The course must have college-level rigor. A course designed to meet a community service, leisure, career/technical, or avocational need is inappropriate for unique need approval.

(2) The course must be freshman or sophomore level. Upper-division courses shall not be approved for unique need. For purposes of this subchapter, a course may be considered to be lower-division if a majority of the public universities in Texas offering an equivalent course classify it as lower-division in their catalogs.

(3) The course must be acceptable for transfer and apply toward baccalaureate degree requirements at a minimum of three Texas public universities. If a university's degree program requirements could be satisfied by an existing course in the ACGM, then that university cannot count as one of the required three.

(4) An exception may be granted for a unique need course that transfers to a single university if the college documents that its students transfer to that university on a yearly basis into a discipline-specific major of which the course is a required component, and the course is part of a current, documented articulation agreement between the two-year college and the university. The articulation agreement documentation must demonstrate that the course is a degree program requirement and not merely an option or elective.

(b) Procedures for unique need approval.

(1) The application for each unique need course submitted must be accompanied by a statement of need for the course and a syllabus which includes a course description, detailed course outline, and objectives. Except as specified in subsection (a)(4) of this section, the application must be accompanied by documentation from universities that clearly indicate the basis for transferability of the course as a degree program requirement.

(2) Once approved, a unique need course shall be placed on the college inventory for three years. Colleges must reapply for approval of unique need courses every three years.

(3) If an institution is seeking re-approval of a course previously approved for unique need, the institution must submit, in addition to the requirements listed in paragraph (1) of this subsection, the number of students who transferred in the last three years to the specific baccalaureate program(s) for which the unique need permission was requested.

(c) Courses listed in the ACGM but offered for a greater number of contact hours or semester credit hours than specified must be submitted for unique need approval.

(d) Unique need courses which have been offered at public community colleges, public technical colleges, or public state colleges in different geographic regions of the state may be recommended for addition to the ACGM upon request of a sponsoring institution.

(e) Unique need courses may not be included in an institution's core curriculum.

(f) Community Colleges that have been approved by the Board to offer one or more Applied Baccalaureate degree programs may request authorization to offer courses in support of those degrees under the following provisions:

(1) The course must be a degree program requirement of one or more Applied Baccalaureate degree programs approved by the Board for the requesting college.

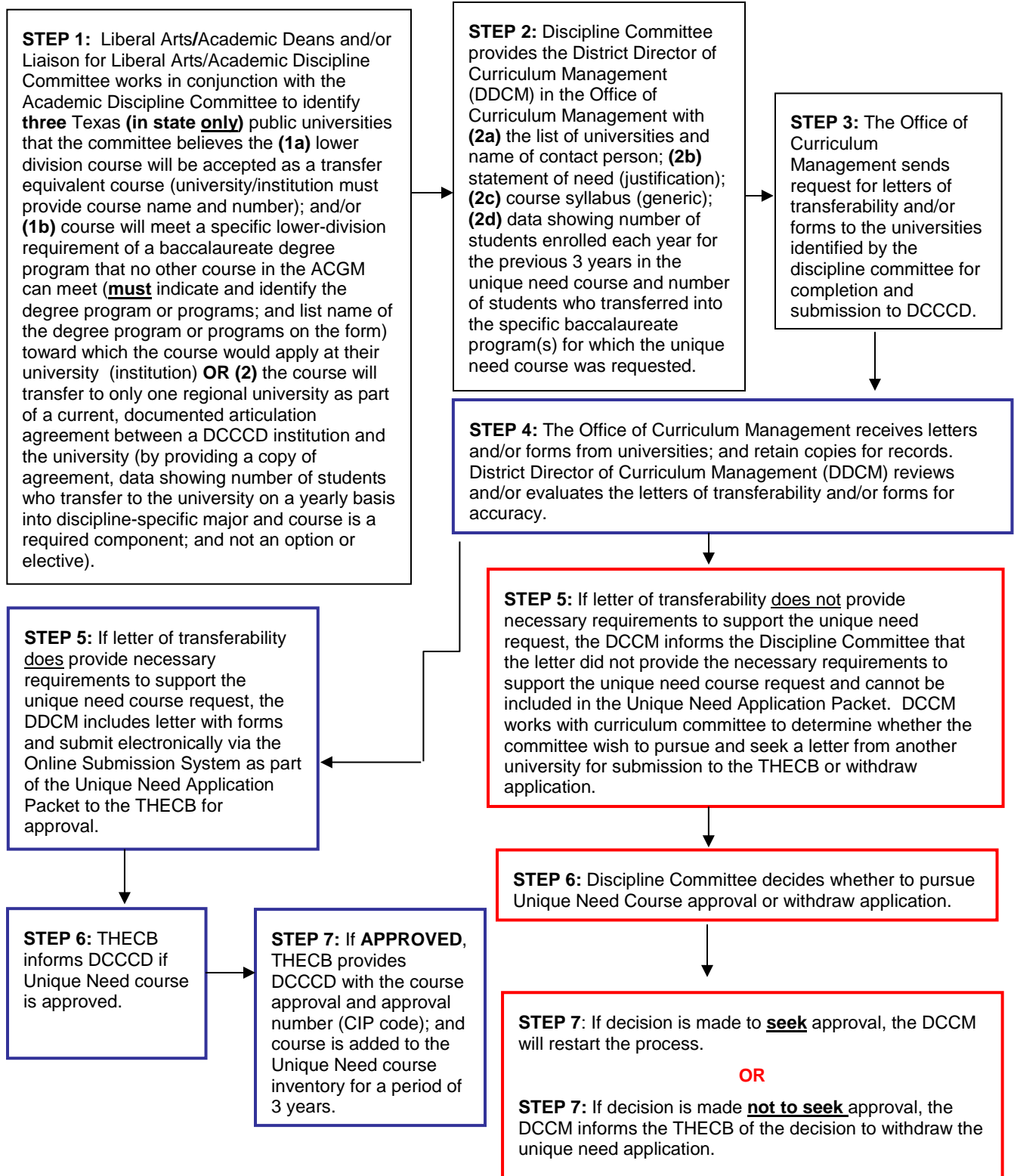
(2) The course must be upper division.

(3) The request must include a completed "Applied Baccalaureate Course Proposal" form and must be submitted on a schedule set by the Board.

(4) Any college approved to offer an Applied Baccalaureate course must notify the Board of any significant changes to the course, including its semester credit hour value, contact hour value, title, or CIP code, prior to offering the revised course to students in order to continue to receive state funding for the course.

Source Note: The provisions of this §9.74 adopted to be effective May 25, 2004, 29 TexReg 5067; amended to be effective November 29, 2011, 36 TexReg 8013; amended to be effective May 26, 2013, 38 TexReg 3342

Unique Need Process Map



COLLEAGUE COURSE MASTER FORMS

(USE FOR ALL ACADEMIC COURSES INCLUDING UNIQUE NEED COURSES)

INSTRUCTIONS FOR COLLEAGUE COURSE MASTER FORM

(ADD/REVISE CREDIT COURSES ONLY)

(Please complete one form for each course to be added/revise/reinstated in the DCCCD course master)

- Program(s):** Please list the career and technical program(s) and/or academic discipline area affected by this course.
- Departments:** Please enter the appropriate department code for each college approved to offer this course. *Please refer to the list of department codes for each college)*
- Percent:** 100.00 *(This field defaults to 100 percent; no input required).*
- Subject:** Please enter the course prefix/subject name.
- Course Number:** Please enter the 4-digit course number.
- Effective date:** Please select one of the following and place an "X" in the appropriate begin date (beginning term/semester).
- Credit Type:** Please select one of the following and place an "X" in the appropriate credit type:
I = DCCCD College Level
ID = DCCCD Developmental
- Min/Max Credit Hours:** Please enter the number of credit hours for the course.
- Course Levels:** Please select one of the following and place an "X" in the appropriate course level:
1 = Freshman 2 = Sophomore 3 = Third Year D = Developmental E = ESOL Credit only
- Academic Level:** CR-Credit *(This field defaults to CR - Credit; no input required)*
- Grade Scheme:** CR - Credit *(This field defaults to CR - Credit; no input required)*
- Short Title:** **Short Title:** *(Please use one character per box and enter the appropriate course title according to the Workforce Education Course Manual or Lower Division Academic Course Guide Manual if applicable or listed in one of these manuals.)*
- Long Title:** Please enter the appropriate course title according to the Workforce Education Course Manual (WECM) or Lower Division Academic Course Guide Manual (LDACGM) if applicable or listed in one of these manuals. **Note: Title for technical courses must match the WECM. Title for academic/liberal arts courses must match the ACGM.**
- National ID:** Please enter the 6-digit cip code for **Career and Technical** courses. *(This is the approval code.)*
Please enter the 10-digit cip code for **Academic** courses. *(This is the approval code.)*
- Local ID:** Please enter the 10-digit cip code for the course. *(This is the approval code; may need to add four additional zeros to the end of the approval code.)*
- Course Types:** Please select one of the following and place an "X" in the appropriate course type.
1 = General Academic (ACGM) **2 = Regular Technical (Local Need)**
4 = Technical (WECM) **Z = Credit (Not Funded)**
- Replaced Course:** Please enter the appropriate course that will be replaced by the new course. These are old or previously taught prefix/course numbers that may be replaced with new courses.
YOU MAY ENTER UP TO SIX COURSES. Enter one prefix/course number per space.
(Example: new course - ENGL 1301; Replaced Course - ENG 101)
- Status:** A - Active *(This field defaults to A - Active; no input required.)*
- Status Date:** Date entered on the Colleague Course Master - **(OFFICE USE ONLY; no input required)**
- Approval Date:** Date entered on the Colleague Course Master - **(OFFICE USE ONLY; no input required)**

COURSE OFFERING INFORMATION

Please refer to the Lecture/Lab Grid for the appropriate instructor load percentages and contact hours.

Instructor Method: Please place an "X" in the appropriate method(s):
 LEC (Lecture) PRAC (Practicum)
 LAB (Laboratory) INT (Internship)
 COOP (Cooperative Work Experience) PRVT (Private Instruction)
 CLIN (Clinical)

Contact Hours per week: Please enter the number of contact hours per week for the course.

Instructor Load (%): Please enter the instructor load percentage for each instructor method selected for the course.

Contact Hours: Please enter the contact hours for each instructor method selected for the course.

Total Contact Hours: Please enter the total contact hours for the course.

Min/Max Contact Hours: Please enter the minimum contact hours and maximum contact hours for the course. **WECM courses must reflect the minimum and maximum contact hour range as shown in the WECM manual. Academic courses must reflect the total contact hours in the minimum and maximum field for the course since there is no minimum and maximum contact hour range designated for academic courses.**

Course Billing Info: **Billing Method** (*This field defaults to T - From Table; no input required.*)
Billing Period Type (*This field defaults to T - Term; no input required.*)
Periodic Billing (*This field defaults to No; no input required*)
Billing Credits - No input or actions required in this field; For Curriculum Management or Workforce Education Use Only

OTHER CHARGES (LABORATORY FEES)

Laboratory fees and special fees are no longer applicable for credit courses; no input or action required in this field.

DISCIPLINE COMMITTEE REPRESENTATIVE RESPONSE(s):

Please attach a response of approval or disapproval of changes from each college representative; Discipline Committee Minutes of the meeting that contains committee responses, votes, etc. are acceptable.

Discipline Chair Signature and Campus VPI if Discipline Chair Signature

The form must include the appropriate signatures of the Chair of the Discipline Committee and the Campus VPI of the Discipline Chair.

If assistance is needed with completing this form for an **ACADEMIC** course, please contact Lee Bell at 214-378-1718.

Please select the appropriate box, if applicable:

- New/Add
 Revised/Change
 Reinstated

COLLEAGUE COURSE MASTER FORM (ADD/REVISE CREDIT COURSES ONLY)																													
<i>(Please complete one form for each course to be added to the DCCCD course master.)</i>																													
Program(s): <i>(Please list the program(s) affected by this course.)</i>																													
Dept.(s): <i>(Please enter the department code for each college approved to offer this course)</i>							Percent:	100.00 <i>(default)</i>																					
Subject: <i>(Please enter the course prefix/subject name.)</i>																													
Course Number: <i>(Please enter 4 digit course numbers.)</i>																													
Effective date: <i>(Please place an "X" beside the beginning date.)</i>					Credit Type: <i>(Please place an "X" in the appropriate credit type.)</i>																								
Spring 2019 – (12/05/18)					I – DCCCD College Level																								
Summer 2019 – (05/01/19)					ID – DCCCD Developmental																								
Fall 2019 – (08/02/19)																													
Spring 2020 – (12/05/19)																													
Min/Max Credit hours: <i>(Please enter the credit hours.)</i>		Course Levels: <i>(Please place an "X" in the appropriate course level.)</i>																											
		Freshman 1	Sophomore 2	Third Year 3	Developmental D	ESOL Credit only E																							
Academic Level:		CR-Credit <i>(default)</i>			Grade Scheme:		CR-Credit <i>(default)</i>																						
Short Title: <i>(Please use one character per box and enter the appropriate course title below according to the Workforce Education Course Manual or Lower Division Academic Course Guide Manual if applicable or listed in one of these manuals.) Note: Short Title is limited to 29 characters (including spaces) in colleague. Title may vary at the SECTION level.</i>																													
<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																													
Long Title: <i>(Please enter the appropriate course title below according to the Workforce Education Course Manual or Lower Division Academic Course Guide Manual if applicable or listed in one of these manuals.) Note: Title must match the WECM or ACGM manual.</i>																													
National ID: <i>(Please enter the 6 digit cip code for technical [WECM] courses.) (Please enter the 10 digit cip code for General Academic [ACGM] courses.)</i>					Local ID: <i>(Please enter the 10 digit cip code for the course.)</i>																								
Course Types: <i>(Please place an "X" in the appropriate course type.)</i>																													
1 – General Academic (ACGM)		2 – Regular Technical (Local Need)			4 – Technical (WECM)		Z – Credit (Not Funded)																						
Replaced Course: <i>(Please enter the appropriate course that is being replaced by the new course. Enter one prefix/course number per space. (Example: New Course – ENGL 1301; Replaced Course – ENG 101.)</i>																													
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Status:	A	Active <i>(default)</i>			Status Date: <i>(date entered on course master)</i>			Approval Date:																					

COLLEAGUE COURSE MASTER FORM (ADD/REVISE CREDIT COURSES ONLY)					
Subject: <i>(Please enter the course prefix/subject name.)</i>					
Course Number: <i>(Please enter 4 digit course numbers.)</i>					
COURSE OFFERING INFORMATION					
<i>(Please refer to the Lecture/Lab Grid for the appropriate instructor load percentages and contact hours.)</i>					
Instructor Method <i>Please place an "X" in the appropriate method(s)</i>		Contact Hrs. per Week	Instructor Load (%)	Contact Hours	Contact Measure
LEC	Lecture				T Term
LAB	Laboratory				T Term
COOP	Cooperative Work Experience				T Term
CLIN	Clinical				T Term
PRAC	Practicum				T Term
INT	Internship				T Term
PRVT	Private Instruction				T Term
TOTAL CONTACT HOURS: <i>(Please enter the total contact hours for course.)</i>					
Min/Max Contact Hours: <i>(Please enter the minimum contact hours and maximum contact hours for the course per the WECM manual or the LDACGM manual if applicable.)</i>				Minimum	Maximum
COURSE BILLING INFORMATION					
Billing Method <i>(default)</i>	Billing Period Type <i>(default)</i>	Periodic Billing <i>(default)</i>	Credit Hours <i>(Curriculum Management or Workforce Education use only)</i>		
T From Table	T Term	No			
Other Charges (Laboratory Fees)					
AR CODE	Amount	CR	CALC TYPE <i>(default)</i>		
LABFE <i>(not to exceed \$24)</i>	FEE NO LONGER APPLICABLE		FIXED		
SPCFE <i>(difference over \$24)</i>	FEE NO LONGER APPLICABLE		FIXED		
Discipline Committee Representative Response(s): <i>(Please attach a response of approval or disapproval of changes from each college representative; Discipline Committee Minutes of the meeting that contain committee responses, votes, etc. are acceptable.)</i>					
Discipline Chair Signature		College	Date		
Campus VPI of Discipline Chair Signature		College	Date		

INSTRUCTIONS FOR COLLEAGUE COURSE MASTER FORM

(EXPIRE/END CREDIT COURSE ONLY)

Please complete one form for each course to be expired / removed from the DCCCD course master.

- Program(s):** Please list the technical program(s) and/or academic discipline area affected by this course.
- Departments:** Please enter the appropriate department code for each college approved to offer this course. *(Please refer to the list of department codes for each college.)*
- Percent:** 100.00 *(This field defaults to 100 percent; no input required.)*
- Subject:** Please enter the course prefix/subject name.
- Course Number:** Please enter the 4-digit course number.
- Expiration date:** Please select one of the following and place an "X" in the appropriate ending date (last term/semester).
- Min/Max Credit Hours:** Please enter the number of credit hours for the course.
- Short Title:** **Short Title:** *(Please use one character per box and enter the appropriate course title according to the Workforce Education Course Manual or Lower Division Academic Course Guide Manual if applicable or listed in one of these manuals)*
- Long Title:** Please enter the appropriate course title according to the Workforce Education Course Manual (WECM) or Lower Division Academic Course Guide Manual (LDACGM) if applicable or listed in one of these manuals. **Note: Title for technical courses must match the WECM. Title for academic/liberal arts courses must match the ACGM.**
- National ID:** Please enter the 6-digit cip code for **Career and Technical** courses. *(This is the approval code.)* Please enter the 10-digit cip code for **Academic** courses. *(This is the approval code.)*
- Local ID:** Please enter the 10-digit cip code for the course. *(This is the approval code; may need to add four additional zeros to the end of the approval code.)*

DISCIPLINE COMMITTEE REPRESENTATIVE RESPONSE(s):

Please attach a response of approval or disapproval of changes from each college representative; Discipline Committee Minutes of the meeting that contains committee responses, votes, etc. are acceptable.

Discipline Chair Signature and Campus VPI of Discipline Chair Signature

The form must include the appropriate signatures of the Chair of the Discipline Committee and the Campus VPI of the Discipline Chair.

If assistance is needed with completing this form for an **ACADEMIC** course, please contact Lee Bell at (214) 378-1718.

COLLEAGUE COURSE MASTER FORM (EXPIRE/END CREDIT COURSES ONLY)						
<i>(Please complete one form for each course to be expired/removed from the DCCCD course master.)</i>						
Program(s): <i>(Please list the program(s) affected by this course.)</i>						
Depts: <i>(Please enter the department code for each college approved to offer this course.)</i>						Percent: 100.00 <i>(default)</i>
Subject: <i>(Please enter the course prefix/subject name.)</i>						
Course Number: <i>(Please enter the 4 digit course number.)</i>						
Expiration date: <i>(Please enter the last term/semester course will be offered/taught.)</i>						
Spring 2019 – (06/07/19)			Fall 2019 – (01/06/20)			
Summer 2019 – (09/02/19)			Spring 2020 – (06/03/20)			
Short Title: <i>(Please use one character per box and enter the appropriate course title below according to the Workforce Education Course Manual or Lower Division Academic Course Guide Manual if applicable or listed in one of these manuals.) Note: Short Title is limited to 29 characters (including spaces) in colleague. Title may vary at the SECTION level.</i>						
Long Title: <i>(Please enter the appropriate course title below according to the Workforce Education Course Manual or Lower Division Academic Course Guide Manual if applicable or listed in one of these manuals.) Note: Title must match the WECM or ACGM manual.</i>						
National ID: <i>(Please enter the 6 digit cip code for Technical [WECM] courses. (Please enter the 10 digit cip code for General Academic [ACGM] courses.)</i>				Local ID: <i>(Please enter the 10 digit cip code for the course.)</i>		
Discipline Committee Representative Response(s): <i>(Please attach a response of approval or disapproval of changes from each college representative; Discipline Committee Minutes of the meeting that contain committee responses, votes, etc. are acceptable.)</i>						
Discipline Chair Signature				College	Date	
Campus VPI of Discipline Chair Signature				College	Date	

If assistance is needed with completing this form for an **ACADEMIC** course, please contact Lee Bell (214) 378-1718.

DCCCD

LECTURE/LAB CHART

NOTE: This chart should be used only to determine the instructor load percentage associated with the credit hours when completing the COLLEAGUE COURSE MASTER FORM (**ADD/REVISE CREDIT COURSES ONLY**) form.

LECTURE/LAB CHART

Lecture Hours

Lecture Hours	Instructor Load (%)	Contact Hours
1	7%	16
2	13%	32
3	20%	48
4	27%	64
5	33%	80
6	40%	96
7	47%	112
8	53%	128
9	60%	144
10	67%	160
11	73%	176
12	80%	192
13	87%	208
14	93%	224
15	100%	240
16	107%	256
17	113%	272
18	120%	288
19	127%	304
20	133%	320

Lab/Clinical Hours

Lab/Clinical Hours	Instructor Load (%)	Contact Hours
1	4%	16
2	9%	32
3	13%	48
4	18%	64
5	22%	80
6	27%	96
7	31%	112
8	36%	128
9	40%	144
10	44%	160
11	49%	176
12	53%	192
13	58%	208
14	62%	224
15	67%	240
16	71%	256
17	76%	272
18	80%	288
19	85%	304
20	89%	320

ACGM

Table 1. Lecture–Lab Credit/Contact Hour Combinations for Academic Courses

Please note that this table shows the many allowable lecture/lab combinations for academic courses, but not all possible combinations will fit with each academic course. For any particular course, be sure to follow the parameters given in the ACGM course entry for the number of credit hours and contact hours.

NOTE: This information is published by the Texas Higher Education Coordinating Board and appears in the *Lower-Division Academic Course Guide Manual (ACGM), Spring 2017 version on page 264.*

Table 1. Lecture–Lab Credit/Contact Hour Combinations for Academic Courses

Semester Credit Hours	Contact Hour Range per Semester	Combinations		
		Lectures per week	Labs per week	Contact hours per semester
1 SCH	16-64	0	2	32
		0	3	48
		0	4	64
		1	0	16
		1	1	32
2 SCH	32-128	0	5	80
		0	6	96
		0	7	112
		0	8	128
		1	2	48
		1	3	64
		1	4	80
		2	0	32
		2	1	48
3 SCH	48-144	1	5	96
		1	6	112
		1	7	128
		1	8	144
		2	2	64
		2	3	80
		2	4	96
		3	0	48
		3	1	64
4 SCH	64-160	1	9	160
		2	5	112
		2	6	128
		2	7	144
		2	8	160
		3	2	80
		3	3	96
		3	4	112
		4	0	64
5 SCH	80-176	4	1	80
		2	9	176
		3	5	128
		3	6	144
		3	7	160
		3	8	176
		4	2	96
		4	3	112
		4	4	128
5	0	80		
5	1	96		

SOURCE: Texas Higher Education Coordinating Board, *Lower-Division Academic Course Guide Manual (Spring 2017 version)*, page 264.

LIBERAL ARTS/ACADEMIC COURSE DESCRIPTION FORM

(USE THIS FORM FOR ALL LIBERAL ARTS/ACADEMIC COURSES INCLUDING UNIQUE NEED COURSES)

INSTRUCTIONS FOR LIBERAL ARTS/ACADEMIC COURSE DESCRIPTION FORM

(Please type as many course descriptions on one form as possible in numerical order, using font style Arial or Helvetica. Use as many forms as needed.)

Course Prefix: (Font size, 10) The course prefix should be **CAPITAL LETTERS AND BOLD**; and will contain **four letters** to denote the subject matter area. When citing Academic courses the assigned Prefix must be used.

Course Number: (Font size, 10) The course number will contain **four digits** and should be in **bold print**:

- * The first digit will be a 1 or 2 representing placement of the course on a Continuum from “Introduction” as a **1** to “Advanced” as a **2**, while some “Intermediate” level courses may be cited as a **1** others may be cited as a **2** depending on the “required prerequisites.”
- * The second digit represents the Semester Credit Hour (SCH) of the course.
- * The third and fourth digits represent the sequential order of the course within the subject content area.

NOTE: When citing Academic courses the assigned Course Number must be used to correspond with the SCH value in relation to the approved range of Contact Hours for the course.

Course Title: (Font size, 10) The course title should be **Title Case AND Bold Print**. Immediately after the title and on the same line, the (SCH) should be shown in parenthesis in **bold print**.

Course Identity: If the course description is new, the word **“New”** should appear after the credit hours to the right. If the course description has been revised in any way from the previous course description, the word **“REVISED”** should appear after the credit hours to the right. Highlight the changes. If the course description should be removed from the catalog, the word **“DELETED”** should appear after the credit hours to the right.

Course Type (Font size, 8) The course description should include a reference statement that identifies the course as a Core Curriculum course, Texas Common Course Number or Unique Need Course.

EXAMPLE: (This is a Core Curriculum course selected by the colleges of DCCCD.)

EXAMPLE: (This is a Texas Common Course Number.)

EXAMPLE: (This is a Unique Need Course.)

Prerequisite: (Font size, 10) The prerequisite statement should appear before the corequisite statement. **(When referencing the prerequisite, please include the rubric and course number only.)**

Co requisite Or Concurrent: (Font size, 10) The corequisite or concurrent statements should appear before the course description (when/if applicable) and after the prerequisite.

Course Description: A course description provides the reader with an overall understanding of the content and (Font size, 10) major topics of the course. Sentence structure should employ use of *action verbs* which convey the Learning Outcomes/Competencies. Should include lecture hours and/or laboratory hours. Former course statements will not be included. Therefore, please do not include this statement in the course description. When citing Academic Course Descriptions, the assigned description shown in the ACGM must be used; however, you may add to the description but not take away additional content and topics IF SUCH ADDITIONS are reflected as Learning Outcomes/Competencies in the Course Syllabus.

NOTE: The Curriculum Management Office will alter course descriptions to include statements related to (1) cross-listed courses; (2) special topics courses; and/or (3) repeatability once it has been determined the course should be added to the list of exemption categories as defined by the Repeat Committee.

LIBERAL ARTS/ACADEMIC COURSE DESCRIPTION FORM

(Duplicate this page as needed)

Please include the following: Course prefix and number, title, credit hours, course description, lecture and lab hours, and coordinating board approval number. Your course description should look like the example below. Please show prerequisite if applicable. Please indicate if course is a "NEW" or "REVISED" or "DELETED" course. For the "REVISED" course, please shade the all revised information as shown in the example below.

EXAMPLE:

ENGL 1301 (3 Credit Hours)

REVISED

Offered at BHC, CVC, EFC, ECC, MVC, NLC, RLC

Composition I

This is a Texas Common Course Number. This is a Core Curriculum course selected by the colleges of DCCCD.

Prerequisite Required: College level ready in Reading and Writing.

Course Description: Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis. (3 Lec.)

Coordinating Board Academic Approval Number 2313015112

(Please type the description as it should appear in the online catalog).

If assistance is needed with completing this form for a LIBERAL ARTS/ACADEMIC course, please contact Lee Bell at 214-378-1718.

Areas that are Impacted by Undetected Errors in Curriculum Forms and/or Revisions

