ACADEMIC
INFORMATION
AND FORMS
(ACADEMIC) CHARGES
DATE: August 18, 2006

TO: <NAME>
Chair, <Academic Discipline> Curriculum Committee

FROM: Richard McCrary
Associate Vice Chancellor
Educational Affairs

SUBJECT: Curriculum Charges for 2006-2007

As you may know, each year at this time we charge the nearly 100 DCCCD 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 curriculum committees to make appropriate decisions.

First, we ask that you, as the chair or the one who will convene a meeting of the curriculum committee, attend a meeting on Wednesday, August 23, 1:30 p.m., Mountain View College, W-171. While this is during the first week back, your Vice President will ensure you are available to attend this meeting. The purpose of the meeting is to better acquaint you with this year's charges and the responsibilities being placed on your committee. Members of your committee are more than welcome to attend this meeting.

Second, if you are new to the DCCCD or newly assigned to serve as an academic curriculum committee chair, we invite you to attend a specially-designed Curriculum Process Orientation on August 23 from 2:00 p.m. until 4:00 p.m., Mountain View College, W-168. This orientation session is designed to provide an in-depth overview of the DCCCD Curriculum Process, the Texas Higher Education Coordinating Board's Lower-Division Academic Course Guide Manual (LDACGM) and the Texas Common Course Numbering System (TCCNS).

As your committee considers any revisions to its courses, you are asked to meet deadlines as shown in the attached copy of the “2006-2007 Curriculum Revision Process Timeline (Academic).” Please note that each committee is being asked to meet for the first time no later than September 8. It is absolutely essential that all academic revision documentation be completed and received in the Office of Curriculum Management no later than September 29. 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 September 29 will be processed at a later date and may not appear in the next print catalog. However, the revisions and/or changes may appear in our official Web catalog after June 1, 2007. All curricula changes must be voted upon by the committee and signed by the Academic VP of the committee chair. If a revision or change impacts more than one college, each College Curriculum Committee affected must review the proposed revision and provide feedback of acceptance and/or recommended changes. There will be additional information distributed during the workshop to assist you with this process.
In a related matter, each committee should review information available on the web to ensure the accuracy of your curriculum. The DCCCD on-line catalog, which includes the degree plans and course descriptions currently offered within our district may be viewed at https://www1.DCCCD.edu/cat0608/cattoc.cfm?loc=0. The Office of Curriculum Management will place the Curriculum Process Guide on their intranet Web site in an effort to better serve and assist you in this process. We invite you to visit the Curriculum Management Web site at http://dsc3.DCCCD.edu/intranet/DCCCD/do/vcea/Curriculum/index.htm at a later date.

If there are questions about any of the above, I urge you to contact Meredithe Greer at ext. 2448 or Richard McCrary at ext. 2410 or by e-mail. I hope to see you at Mountain View on August 23. The Office of Educational Affairs is here to help your committee as it works through the various issues. Attached are (1) the Curriculum Revision Process Timeline for 2006-2007, and (2) Specific Charges to your committee.

sl

cc:

(ACADEMIC)
TIMELINE
### 2006-2007 Curriculum Revision Process Timeline (Academic)

<table>
<thead>
<tr>
<th>Date</th>
<th>Who</th>
<th>Action Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 1, 2006</td>
<td>Academic Curriculum Committee Chair (CCC)</td>
<td>Current Chair will notify CCAVP/DOEA results of committee election for 2006-2007 Committee Chair.</td>
</tr>
<tr>
<td>May 12, 2006</td>
<td>Academic Vice President (AVP)</td>
<td>Sends to DOEA the names of Committee Chairs and college’s representatives on committees.</td>
</tr>
<tr>
<td>August 23, 2006</td>
<td>District Office/Educational Affairs (DOEA)</td>
<td>Meet with faculty, staff, administrators to discuss curriculum issues; review charges and timelines.</td>
</tr>
</tbody>
</table>
| No later than   | Academic Curriculum Committee Chair (CCC)     | Chairs: (1) must convene first curriculum committee meeting by this date  
(2) review Charges  
(3) must let the CCAVP know if their committee will initiate any revisions |
| Sept. 8, 2006    | Academic Curriculum Committee Chair (CCC)     | Send a copy of curriculum committee minutes to District curriculum committee members and CCAVP. Complete all forms for submission to AVCEA and DCCM. |
| Sept. 8, 2006-   | Academic Curriculum Committee Chair (CCC)     | Send a copy of the curriculum committee minutes to their own campus faculty/Division Dean/Academic Dean/AVP.                                  |
| Sept. 29, 2006   | Academic Curriculum Committee (CC) members    |                                                                                                                                               |
| No later than   | Academic Curriculum Committee Chair (CCC)     | Submit detailed summary of Academic Curriculum Revision(s) including minutes and a draft copy of all curriculum forms with proposed revision(s) to AVCEA and DCCM with a copy to CCAVP Division Dean, TechEd, and Academic Dean/Rep. at your college. |
| Sept. 29, 2006-  | Associate Vice Chancellor of Educational Affairs (AVCEA) and District Coordinator of Curriculum Management (DCCM) | Review Academic Curriculum Revision(s) and work with the CCC to resolve any concerns, corrections or changes.  
Prepares a summary of all academic curriculum changes. |
| Oct. 9, 2006     | District Coordinator of Curriculum Management (DCCM) |                                                                                                                                               |
| No later than   | Associate Vice Chancellor of Educational Affairs (AVCEA) and District Coordinator of Curriculum Management (DCCM) | Forward summary of the proposed academic revision(s) to the CCAVP, College Curriculum Committee Chairs, TechEd Deans and Academic Dean/Rep. |
| Oct. 9, 2006     |                                                                                             |                                                                                                                                               |
| No later than   | College Curriculum Committee Chair (CCCC)     | Convenes College Curriculum Committee to review summary of proposed Academic revision(s) and communicates the review, including any concerns, to the college AVP. |
| Oct. 16, 2006    |                                                                                             |                                                                                                                                               |
| No later than   | Impacted Academic Vice President (AVP)        | Sends College Curriculum Committee response to CCAVP.                                                                                         |
| Oct. 23, 2006    |                                                                                             |                                                                                                                                               |
| No later than   | Academic Vice President of Curriculum Chair (CCAVP) | Convey response of impacted college(s) to CCC.                                                                                               |
| Nov. 3, 2006     |                                                                                             |                                                                                                                                               |

(Continued on next page)
## 2006-2007 CURRICULUM REVISION PROCESS TIMELINE (ACADEMIC)

<table>
<thead>
<tr>
<th>DATE</th>
<th>WHO</th>
<th>ACTION REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>No later than Nov. 10, 2006</td>
<td>Academic Curriculum Committee Chair (CCC)</td>
<td>Convene curriculum committee to resolve concerns and convey response to impacted CCAVP and College Curriculum Committee Chair.</td>
</tr>
<tr>
<td>No later than Nov. 17, 2006</td>
<td>College Curriculum Committee Chair (CCCC)</td>
<td>Sends their recommendation and/or approval to the Chair of the Academic Discipline Curriculum Committee. <strong>NOTE:</strong> If the College Curriculum Committee has a concern and/or disapproves the proposed revision, the Chair of the Curriculum Committee for that discipline must convey those concerns via their VP to the CCAVP/CC. The Curriculum Committee Chair must reconvene to address issues or concerns; and convey the response to the CCAVP/CCC via email.</td>
</tr>
<tr>
<td>No later than Nov. 22, 2006</td>
<td>College Curriculum Committee Chair (CCCC)</td>
<td>Convenes College Curriculum Committee to review response from academic curriculum committee and submits response to CCAVP, AVCEA, DCCM.</td>
</tr>
<tr>
<td>No later than Dec. 8, 2006</td>
<td>Academic Curriculum Committee Chair (CCC)</td>
<td>Complete and submit final copy of Academic Curriculum Revision Forms with supporting documentation to Meredithe Greer, DOEA. Any revisions sent after this date may not be included in the next print catalog.</td>
</tr>
<tr>
<td>No later than Feb. 26, 2007</td>
<td>District Office of Educational Affairs (DOEA)</td>
<td>Submit curriculum revisions (unique need applications) to the THECB.</td>
</tr>
<tr>
<td>No later than May 1, 2007</td>
<td>Academic Curriculum Committee (CC)</td>
<td>Elect chair for next year cycle and submit information to Brenda Thomas, DOEA.</td>
</tr>
</tbody>
</table>

### Key
- **CC** Any Academic Curriculum Committee
- **CCC** Any Academic Curriculum Committee Chair
- **CCCC** College Curriculum Committee Chair
- **CCAVP** The Academic Vice President of the campus where the Curriculum Chair is employed
- **DOEA** District Office of Educational Affairs
- **AVCEA** Associate Vice Chancellor of Educational Affairs
- **DCCM** District Coordinator of Curriculum Management
- **Impacted AVP** Any Academic Vice President where the college possesses THECB approval for an academic discipline area being reviewed.
NARRATIVE EXPLANATION
OF
(ACADEMIC)
CURRICULUM REVISION
PROCESS TIMELINE
The DCCCD Curriculum Revision Process begins with the Associate Vice Chancellor of Educational Affairs, working in concert with the Vice Presidents Council, issuing “General” and/or “Specific” charges to Academic Discipline Curriculum Committees. General charges often involve changes to curriculum processes as a result of academic policy changes. Specific charges often involve the necessity to delete or change courses due to a revision of the Lowe-Division Academic Course Guide Manual (LDACGM) issued by the Texas Higher Education Coordinating Board (THECB).

Academic curriculum committee memberships are determined by agreement of a college discipline faculty member to serve as the college representative on the District Discipline Curriculum Committee as communicated through the VPI to the District Office of Educational Affairs (DOEA). The Chair of a district academic discipline curriculum committee (CC) is determined by a vote of the committee. Frequently, committee members will agree to an annual rotation system for chair responsibility.

At the start of the fall semester, the District Office of Educational Affairs (DOEA) sends a hardcopy version of the Curriculum Revision Charges (including the membership list and timelines for the process) to all chairs of the academic discipline curriculum committees. An electronic version is also sent to individual committee members, as well as to all impacted deans and vice presidents.

The staff of the District Office of Educational Affairs (DOEA) holds a curriculum process workshop prior to the beginning of the fall semester. This one-day session is intended to provide an overview of the curriculum revision process for persons new to the DCCCD and/or serving in a new role. Sessions are often designed for new chairs or members as well as for all chairs, academic deans, career and technical deans, and vice presidents to receive updates and information that impacts a year’s curriculum process.

The district discipline curriculum committee chair (or convener) communicates with committee members to establish a meeting schedule, and sets the agenda for the first meeting. At the first meeting, the chair will review the charges (if any), seek input from the committee concerning any needed revisions and establish future meeting times to ensure adherence to the Academic Curriculum Revision Process Timeline. The committee is asked to review its course information in the Web version of the catalog for correctness and accuracy as matched to the last revision and to communicate to the DCCCD Office of Curriculum Management if the information is correct or if there is a discrepancy. All curriculum meetings should be documented with minutes or notes that are distributed by the chair to the chair’s vice president (CCVPI) with copies to the committee members. Committee members are responsible for forwarding the minutes to their respective peer faculty, deans and vice president for discussion and feedback. Many committees have a “liaison” dean assigned to assist the committee, as needed, throughout the process.

If the committee received a general and/or specific charge (or if the committee decided to propose a revision), the chair will be responsible for the processing of the revision (including completion of required forms). The chair will submit a detailed summary of all proposed revisions (both hardcopy and electronic versions) to the District Coordinator of Curriculum Management.

At most colleges, the College Curriculum Committee Chair will convene the committee at the meeting, the college Curriculum Committee and reviews all proposed academic revisions that impact that college and provides electronic written feedback to the vice president indicating approval of each proposed academic revision or recommendations for any needed changes. Since proposed changes or revisions to academic courses have a direct impact on the design of technical degree plans with respect to required and/or elective general education courses, the Academic Discipline Timeline calls for College Curriculum Committees to review proposed academic revisions several weeks earlier than Career and Technical Program reviews. Each impacted vice president will forward his or her college curriculum committee’s response to the respective vice president where the academic district discipline curriculum committee chair resides. The CCVPI will forward the responses from the impacted College Curriculum Committees to the academic district discipline committee chairs residing on his/her campus.

(Continued on next page)
Upon receiving the responses of the College Curriculum Committees, the academic curriculum committee chair will disseminate to the committee any concerns or requests for explanations. The committee will need to agree on any changes to the proposed revision(s) as a result of the collective feedback. If the committee agrees to make changes to the proposed revisions, the chair will submit the corrected revision through his/her vice president for redistribution to the impacted colleges for final approval by the College Curriculum Committee.

Once the proposed revision has been finalized, the chair will submit all documentation (committee minutes verifying the recommended revision, all required forms, and signatures) to his/her vice president. **NOTE: The vice president where the committee chair resides (CCVPI) is responsible for submitting the finalized revision and supporting documents to the DCCCD Office of Curriculum Management with the signed cover Academic Discipline Curriculum Revision Transmittal Memorandum.**

The last responsibility of the academic curriculum committee (prior to completing its work for the curriculum revision cycle) is to elect the chair for the next cycle and the “out-going” chair will communicate the results of the election to his/her vice president and to Brenda Thomas, DCCCD Office of Curriculum Management.
DCCCD APPROVED LIST OF UNIQUE NEED COURSES
UNIQUE NEED COURSES
FOR
DALLAS COUNTY COMMUNITY COLLEGES

This is a complete list of unique need courses that have been submitted to and approved by the Texas Higher Education Coordinating Board for Unique Need approval through August 31, 2008.

* CHER 1470 Beginning Cherokee I
* CHER 1471 Beginning Cherokee II
  CUST 2370 Cultural Studies
  DRAM 2374 Lighting Design
  ENGR 1172 Introduction to Experimental Techniques
  ENGR 2110 Introduction to Digital Systems Laboratory
  ENGR 2300 Applied Linear Algebra
  ENGR 2310 Introduction to Digital Systems
  FARS 1470 Beginning Farsi I
  FARS 1471 Beginning Farsi II
  GOVT 2371 Introduction to Comparative Politics
  HEBR 1470 Beginning Hebrew I
  HEBR 1471 Beginning Hebrew II
  HIND 1470 Beginning Hindi I
  HIND 1471 Beginning Hindi II
  MATH 1370 Business Calculus and Applications II
** SOCI 2372 Communication and Negotiation Skills for Conflict Resolution
** SOCI 2373 Introduction to Mediation
  SWAH 1470 Beginning Swahili I
  SWAH 1471 Beginning Swahili II

NOTE: Courses in italics have been approved only for Richland College.
(ACADEMIC)
RELATED
WEB SITES/URLs
Academic Related Web Sites/URLs

Texas Higher Education Coordinating Board (THECB) - www.thecb.state.tx.us/

From the THECB Homepage, select the Texas Workforce Education link. From the Texas Workforce Education page, select the ACGM link.
Academic Related Web Sites/URLs
(continued)

From the Lower-Division Academic Course Guide Manual page, the Revised Spring 2005 version of the manual may be viewed and printed in PDF or MSWord formats.


From the THECB Homepage [www.thecb.state.tx.us/](http://www.thecb.state.tx.us/), select the Data and Statistics link located near the bottom of the left sidebar navigation. From the Texas Higher Education Data page, select the CBM and FADS Reporting Manuals link.

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**Academic Related Web Sites/URLs**

(continued)

From the Lower-Division Academic Course Guide Manual page, the Revised Spring 2005 version of the manual may be viewed and printed in PDF or MSWord formats.


From the THECB Homepage [www.thecb.state.tx.us/](http://www.thecb.state.tx.us/), select the Data and Statistics link located near the bottom of the left sidebar navigation. From the Texas Higher Education Data page, select the CBM and FADS Reporting Manuals link.

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**Academic Related Web Sites/URLs**

(continued)

From the Lower-Division Academic Course Guide Manual page, the Revised Spring 2005 version of the manual may be viewed and printed in PDF or MSWord formats.


From the THECB Homepage [www.thecb.state.tx.us/](http://www.thecb.state.tx.us/), select the Data and Statistics link located near the bottom of the left sidebar navigation. From the Texas Higher Education Data page, select the CBM and FADS Reporting Manuals link.
To access the Reporting and Procedures Manual for Public Community, Technical, and State Colleges [http://www.txhighereddata.org/ReportingManuals.cfm], locate the CBM and FADS Manuals heading then select the Community, Technical and State Colleges link. The manual may be viewed and printed in PDF or MSWord (DOC) formats. Please also note that there are related Community, Technical and State Colleges links under the following headings:

- Appendices to the CBM Reporting Manual
- Memos to CBM Reporting Officials
Academic Related Web Sites/URLs (continued)

Core Curriculum and Field of Study Curricula -
http://www.thecb.state.tx.us/AAR/UndergraduateEd/fos.cfm

From the THECB Homepage, select the Academic Excellence and Research link. From the Academic Excellence and Research page, select the Academic Affairs and Research link. From the Academic Affairs and Research page, select the Undergraduate Education link. On the Undergraduate Education page, select the Transfer, Core Curriculum and Field of Study Curricula link.
Texas Common Course Numbering System (TCCNS) - http://www.tccns.org/default.asp
On the TCCNS Homepage, scroll towards the bottom of the page (or locate the links in the sidebar navigation) then select the TCCNS Matrix Online link.
Academic Related Web Sites/URLs
(continued)

The 2006-2007 TCCNS Matrix Online is both printable and searchable.

http://www.tccns.org/matrix/index.asp
Commission on Colleges of the Southern Association of Colleges and Schools (SACS) - www.sacscoc.org/
PROCESS FOR REQUESTING ACADEMIC COURSES
DCCCD PROCESS FOR REQUESTING ACADEMIC COURSES

There are two ways in which the DCCCD receives approval to teach general academic courses and/or add new academic courses; both are controlled by the Texas Higher Education Coordinating Board (THECB). Courses may be taught or offered as a (1) regular general academic course or (2) unique need course. The Texas Higher Education Coordinating Board (THECB) periodically publishes the Lower-Division Academic Course Guide Manual (LDACGM), which serves as the generic academic course inventory for all community and technical colleges.

The DCCCD may offer any course in the manual without any paperwork being submitted to the THECB. This type of academic course is referred to as a regular general academic course.

(1) We may teach any course included in the Lower-Division Academic Course Guide Manual (ACGM), called the ACGM, and which can be found at http://www.thecb.state.tx.us/ctc/ip/acgm2k/ACGM_FALL2K5_FINAL.doc. Once you access the online manual, select the appropriate version you wish to review by selected the PDF or Word links. The manual has been revised since its last publication (see Revised Spring 2005 version). As a result, courses have been added and courses have been dropped. We have one year to be in compliance with the new manual. The primary section of the manual reads much like a college catalog, and the "course listings" are in alphabetical order. Please become familiar with the courses in the manual as they relate to your discipline. As you will be referred to this manual repeatedly, you will want to know how to navigate it. 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 Meredith Greer (ext. 2448) to ensure you have the appropriate forms and know how to complete the forms.

(2) Last year, the Texas Higher Education Coordinating Board (THECB) altered its process for approval of Unique Need courses. You will recall, we utilize this method to get courses approved for offering that are not listed in THECB Lower-Division Academic Course Guide Manual. The changes recently adopted by THECB set forth the following new standards, which are more stringent than the previously approved standards. This means the DCCCD must meet these new standards for each course we have approved as Unique Need.

The standards indicate that a course submitted as Unique Need must meet both of the following standards:

1. The course must be acceptable for transfer to two or more Texas and/or regional universities. More on how we accomplish this is provided below. The identification of a direct course substitution 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. 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 agreement. Documentation of such an agreement will need to be submitted with the Unique Need request.

2. The course requested must have college- and university-level rigor. Courses designed to meet a community service, leisure, or a vocational need are inappropriate for Unique Need approval and will not be eligible for state (academic) funding.

The THECB rules go on to state that upper-division courses at community colleges will not be funded by the state and may not be added to the Lower-Division Academic Course Guide Manual. However, if regional universities decline to offer an upper-division course and if that course also meets the two criteria above, a community college may request approval to add the course to its inventory of Unique Need courses and to receive funding as such. The prerequisites of the proposed course must meet both institutions' prerequisites.
Therefore, any course currently approved as Unique Need must meet the above standards. In order to “save” existing courses or get new courses added as Unique Need, the following will be needed:

1. The Curriculum Committee proposing the course MUST identify two Texas or regional universities that they believe have equivalent courses. This may mean the committee members may have to research catalogs and Web sites of universities.
2. The names of these universities and the suggested equivalent course(s) must be submitted with the appropriate paperwork to Meredithe Greer. In turn, Meredithe’s office will work with the Office of Transfer Services and University Relations to secure the required letters from those universities. If the committee is submitting the course as part of a 2+2 or special agreement a college has with a university, then that information must be submitted with the appropriate paperwork.
3. In addition to the appropriate paperwork, the committee must submit a course syllabus, a detailed course outline, the objectives of the course (if not on the syllabus) and a justification statement or paragraph which states why there is a need for the course.
4. Curriculum Committees should NOT submit any paperwork unless they can provide all the above information. Failure to submit this information will merely setback this entire process.

There are two types of Unique Need courses:

(1) **Regular Unique Need**, which are those courses the DCCCD offers but there is not consistent enrollment. A Unique Need course request must/should be submitted or resubmitted to the THECB (when applicable) to be effective Fall through end of Summer. You can identify courses currently approved by this method because the 7th digit in the approval number is “7.”

(2) **Excessive hours**, which are those courses that exceed the maximum hours. You can identify courses currently approved by this method because the 7th digit in the approval number is “8.”
Academic Deans and /or Liaison for Academic Discipline Curriculum Committee works in conjunction with the Academic Curriculum Committee to identify two Texas or Regional (Arkansas, Louisiana, New Mexico, and Oklahoma) universities/four year colleges that the committee believes have equivalent course(s).

Curriculum Committee sends the list of Regional universities/four year colleges and name of contact person to the Transfer Services University Relations Office (TSURO).

TSURO creates letters and sends the request for letters of transferability with THECB Unique Need Letter Form to the universities or colleges.

TSURO receives letter and forms from Universities/Colleges. TSURO copies letter/form, sends original to M. Greer, and a copy to Associate Vice Chancellor of Educational Affairs (AVCEA) or designee.

Curriculum Committee sends the list of Regional universities/four year colleges and name of contact person to the Transfer Services University Relations Office (TSURO).

TSURO creates letters and sends the request for letters of transferability with THECB Unique Need Letter Form to the universities or colleges.

AVCEA or designee reviews/evaluates letters for accuracy; if approved, AVCEA or designee informs M. Greer that the letter is to be included in the Unique Need Application Packet.

If letter is Not-Approved-AVCEA or designee informs M. Greer that the letter cannot be included in the Unique Need Application Packet. AVCEA or designee informs the Curriculum Committee.

If letter is approved by AVCEA or designee; AVCEA or designee informs M. Greer to include letters in the Unique Need packet.

THECB informs DCCCD if Unique Need course(s) are approved.

THECB provides DCCCD with the course(s) approval number(s) for inventory of Unique Needs course(s)

THECB informs DCCCD if Unique Need course(s) are not approved

AVCEA or designee will clarify what was initially sent or to pursue a Unique Need Letter from another university and okay letter(s) sent to THECB.

THECB provides DCCCD with list of Unique Need course(s) that were not approved and request additional information or new letter from different university.

DCCCD decides whether to pursue Unique Need Course approval or to withdraw course application.

If DCCCD decides to seek approval; Re-start the Unique Need Process.

If DCCCD decides not to seek approval, withdraw application; inform THECB and DCCCD curriculum Committee members of this decision.
Texas Higher Education Coordinating Board

University Course Recommendation for Community College Unique Need Course Request

______________________________ is seeking approval from the Texas Higher Education Coordinating Board for permission to offer a new Unique Need course in __________________.

The course would be taught at the lower division level. If the request is approved by Coordinating Board staff, the course would be approved to be offered at this institution only.

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 description, syllabus and course outline. Your recommendation regarding the proposed course will be reviewed by Coordinating Board staff.

Please specifically address the applicability of the proposed course to the degree program or other curriculum requirements at your university.

Name of Recommender: ________________________________________________
Title: ________________________________________________________________
Institution:  ___________________________________________________________

(Check appropriate box)

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

☐ The course will apply toward a degree requirement in a specific degree program/major. Indicate at least one degree program toward which this course would apply at your institution.

☐ The course will be accepted as fulfilling a core curriculum requirement. Indicate the core curriculum component area requirement that the course would satisfy at your institution.

☐ The course will be accepted as general elective credit. Indicate whether this decision will be institution-wide or specific to a particular degree program.

☐ The course will not be accepted at this institution.

Other Comments or Recommendations (please attach a separate sheet if needed):___________________________________________________________

___________________________________________________________

___________________________________________________________

___________________________________________________________

Signature Date

This is only a sample. Please do not complete and disseminate. The Transfer Services and University Relations office will complete and submit this form to the THECB.
(ACADEMIC)
CURRICULUM REVISION
PACKAGE INFORMATION
TO: Meredithe Greer  
District Coordinator, Curriculum Management

FROM: Instructional Vice President at (circle one)  
Brookhaven  Mountain View  
Cedar Valley  North Lake  
Eastfield  Richland  
El Centro

As the Instructional Vice President of the Academic Discipline Curriculum Committee Chairperson for the current curriculum revision cycle, I am transmitting the attached revision documentation. The revision has been approved by the Discipline Curriculum 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 Affairs staff review, this transmittal represents the official submission.

_________________________________________    /   / 
(Signature)            (Date)
(REGULAR)
ACADEMIC COURSE REQUEST

(USE THESE FORMS IF THE COURSE IS LISTED IN THE ACADEMIC COURSE GUIDE MANUAL.)
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.

4. DCCCD Course Prefix, Number and Course Title: Provide the course prefix, number and title of the course.

5. DCCCD Course Description: Provide the course description of the course as it would appear 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 have 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.

Curriculum Chair Signature and Campus VPI of Curriculum Chair Signature

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

If you have questions or need assistance with completing this form, please contact Brenda Thomas at (214) 860-2661, Brenda Welcome at (214) 860-2063, or Meredithe Greer at (214) 860-2448.
## 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):

<table>
<thead>
<tr>
<th>College</th>
<th>FICE Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>BHC</td>
<td>021002</td>
</tr>
<tr>
<td>CVC</td>
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<tr>
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<td>ECC</td>
<td>004453</td>
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<tr>
<td>MVC</td>
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<tr>
<td>NLC</td>
<td>020774</td>
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<tr>
<td>RLC</td>
<td>008504</td>
</tr>
</tbody>
</table>

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 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:** __________

<table>
<thead>
<tr>
<th>Curriculum Chair Signature</th>
<th>College</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<table>
<thead>
<tr>
<th>Campus VPI of Curriculum Chair Signature</th>
<th>College</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

If you have questions or need assistance with completing this form, please contact Brenda Thomas at (214) 860-2661, Brenda Welcome at (214) 860-2063, or Meredith Greer at (214) 860-2448.
(UNIQUE NEED)
ACADEMIC COURSE REQUEST

(USE THESE FORMS IF THE COURSE IS NOT LISTED IN THE ACADEMIC COURSE GUIDE MANUAL.)
Instructions for Requesting a Unique Need Course

General Academic Course Inventory Update

The proposed course does not conform closely enough to one of the courses described in the List of Approved Courses for Public Community and Junior Colleges. The college may request Unique Need approval from the Assistant Commissioner of Academic Affairs & Research.

**Item #1** Name the institution (and campus, if applicable).

**Item #2** Name the official completing this form.

**Item #3** Indicate the academic year and semester the course(s) would first be offered.

**Item #4** Indicate the complete Course Title as it would appear in the institution’s catalog.

**Item #5** Indicate the complete Course Description as it would appear in the institution’s catalog. Indicate the catalog date and page number where this course will appear.

**Item #6** Unique Need courses must meet the criteria identified in Coordinating Board Rule 9.74. Appropriate items should be checked and documentation attached. Justification of need should include information about special student and/or community needs, degree or field to which course would apply, purpose of course, special qualifications of faculty, etc. If the unique course is approved, it will be assigned an approval number for three academic years and for the requesting college only.

**Item #7** Course Data

a. Update Code: Enter A if the course is a new course to be added. D if the course is to be deleted, or C if this a change in an existing course.

b. FICE Code: Enter the FICE Code for the institution

c. Approval Number: If a number has been previously assigned for the course, enter it. If it is an excessive hour request, enter the number of the equivalent course after substituting an “8” in the 7th digit position. Otherwise, leave blank and the number will be assigned by Coordinating Board staff.

d. Subject Prefix: Enter the subject abbreviation for each course as established and used on official transcripts by the institution.

e. Course Number: Enter the course identification number as used by the institution.

f. Semester Credit Hour Value: Enter the maximum number of semester credit hours which may be awarded for each course (e.g. if ART NNNN may be taken for 1, 2, 3, or 4 SCH, enter 4).

g. Course Short Title: Enter the title of each course as established and used on official transcripts by the institution.

h. Contact Hours:
   
   LECTURE: Enter the number of hours per semester in a standard 16-week semester instructors are assigned to be “in contact” (i.e., a structured teaching situation) with students in a lecture situation (e.g., classroom, conference, seminar, individual instruction, independent student). Enter only whole numbers in the space provided.

   LAB: Enter the number of hours per semester instructors are required to spend “in contact” (i.e., a structured teaching situation) with students in a laboratory situation associated with the course. Enter only whole numbers in the space provided.

i. Total Contact Hours: Enter the total number of hours in a standard 16-week semester instructors are assigned to be in contact with students in a lecture and laboratory situation. Enter only whole numbers in the space provided.
Unique Need Course: Request for Approval Form

1. Institution  2. College Official  3. Effective Date

4. Complete Course Title:

5. Course Description:

6. Unique Course Criteria: Unique courses must meet the criteria as identified by CB Rule 9.74
   (Check appropriate criteria.)
   □ a. This is a general academic course that will transfer and count toward the general education or degree program requirements for a degree at two regional universities. *At least two letters documenting transferability are attached.*
   □ b. This course has college level rigor.
   □ c. A course syllabus including course description, detailed course outline, and course objectives is attached.
   □ d. This is not a junior or senior level course.
   □ e. This is not a community service, leisure, or a vocational course.
   □ f. This a vocational transfer course and:
       ___ (1) The course will transfer and fulfill specific program requirements at a regional university.
       ___ (2) The course instructor meets SACS requirements for faculty of transfer courses.
       ___ (3) Appropriate equipment is available.
   □ g. Justification of need is attached.

Date Submitted  Chief Academic Officer

Phone number  Fax number  E-Mail Address

7. Data:

<table>
<thead>
<tr>
<th>a. Update Code</th>
<th>b. FICE Code</th>
<th>c. Approval Number</th>
<th>d. Subject Prefix</th>
<th>e. Course Number</th>
<th>f. SCH</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>g. Course Short Title:</td>
<td></td>
<td>h. Contact Hours</td>
<td>Lecture</td>
<td>Lab</td>
<td>i. Total Contact Hours</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Coordinating Board Official  Date

Return this form to:  Assistant Commissioner, Academic Affairs & Research

THECB Rev. 2/2001
COURSE DESCRIPTION FORM

(USE FOR ALL ACADEMIC COURSES INCLUDING UNIQUE NEED COURSES)
INSTRUCTIONS FOR COURSE DESCRIPTIONS
(Please type as many course descriptions on one form as possible in numerical order, using font style, Helvetica.) Use Arial as an alternative font, if Helvetica is not available. Use as many forms as needed.

**Course Prefix:**
The course prefix should be **CAPITAL LETTERS AND BOLD:** and will contain **four letters** to denote the subject matter area. When citing WECM courses the assigned Prefix must be used.

**Course Number:**
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 WECM 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:**
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**. When citing WECM courses the assigned Course Title must be used exactly as published in the WECM.

**Course Statement:**
The course description should include a reference statement that identifies the course as a Texas Common Course Number, Unique Need Course, WECM Course Number or WECM Local Need Course.

**EXAMPLE:** (The Texas Common Course Number is XXXX XXXX.)
**EXAMPLE:** (This is a Texas Common Course Number.)
**EXAMPLE:** (This is a Unique Need Course.)
**EXAMPLE:** (This is a WECM Course Number.)
**EXAMPLE:** (This is a WECM Local Need Course.)

**Course Prerequisite:**
The prerequisite statement should appear at the beginning of the course description.
**(When referencing the prerequisite, please include the rubric and course number only.)

**Course Description:**
A course description provides the reader with an overall understanding of the content and 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 WECM Course Descriptions the assigned description 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.

If you have questions or need assistance with completing this form, please contact Brenda Thomas at (214) 860-2661, Brenda Welcome at (214) 860-2063, or Meredithe Greer at (214) 860-2448.
ACADEMIC COURSE EXAMPLE:
(This is only an example shown below and does not reflect the actual course description.)

DANC 2247 Jazz III (2)
(This is a Texas Common Course Number.)
Prerequisite: Dance 1248. This course consists of the development of proper performance framing. Complex jazz rhythms, turns, jumps, and intricate elements of choreography are introduced. This course may be repeated for credit. (1 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 5003015226)

CAREER AND TECHNICAL COURSE EXAMPLE:
(This is only an example shown below and does not reflect the actual course description.)

ITSE 2305 Windows Programming (3)
(This is a WECM Course Number.)
Prerequisite: Basic understanding of problem solving and logic structures used with computers obtained in ITSC 2435 or equivalent experiences approved by instructor consent. Introduction to computer programming for windows. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. This course is cross-listed as ITSE 2405. The student may register for either ITSE 2305 or ITSE 2405, but may receive credit for only one of the two. This course may be repeated if topics and learning outcomes vary. (2 Lec., 4 Lab.)

(Please type the description as it should appear in the DCCCD course master and catalog).

If you have questions or need assistance with completing this form, please contact Brenda Thomas at (214) 860-2661, Brenda Welcome at (214) 860-2063, or Meredithe Greer at (214) 860-2448.
COLLEAGUE COURSE MASTER FORMS

(USE FOR ALL ACADEMIC COURSES INCLUDING UNIQUE NEED COURSES)
INSTRUCTIONS FOR COLLEAGUE COURSE MASTER FORM  
(ADD CREDIT COURSES ONLY)  
(Please complete one form for each course to be added to 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 date of 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: Please enter the appropriate course below 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: Short Title is limited to 29 characters (including spaces) in colleague. Title may vary at the SECTION level.

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 manual.

National ID: Please enter the 6-digit cip code. (This is the approval code.)

Local ID: Please enter the 10-digit cip code. (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  
2 = Local Need  
4 = Technical (WECM)  
Z = Credit (Not Funded)

Replaced Course: Please enter the appropriate course that is being 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)
- LAB (Laboratory)
- COOP (Cooperative Work Experience)
- 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 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.

CURRICULUM COMMITTEE REPRESENTATIVE RESPONSE(s):

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

Curriculum Chair Signature and Campus VPI if Curriculum Chair Signature

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

If you have questions or need assistance with completing this form, please contact Brenda Thomas at (214) 860-2661, Brenda Welcome at (214) 860-2063, or Meredithe Greer at (214) 860-2448.
**COLLEAGUE COURSE MASTER FORM (ADD CREDIT COURSES ONLY)**

*(Please complete one form for each course to be added to the DCCCD course master.)*

**Program(s):** *(Please list the program(s) affected by this course.)*

**Depts:** *(Please enter the department code for each college approved to offer this course.)*

**Percent:** 100.00 (default)

**Subject:** *(Please enter the course prefix/subject name.)*

**Course Number:** *(Please enter 4-digit course number.)*

**Effective date:** *(Please place an “X” beside the beginning date.)*

<table>
<thead>
<tr>
<th>Season</th>
<th>Date</th>
<th>Credit Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2007</td>
<td>01/16/07</td>
<td>I – DCCCD College Level</td>
</tr>
<tr>
<td>Summer 2007</td>
<td>06/04/07</td>
<td>ID – DCCCD Developmental</td>
</tr>
<tr>
<td>Fall 2007</td>
<td>08/27/07</td>
<td></td>
</tr>
<tr>
<td>Spring 2008</td>
<td>01/14/08</td>
<td></td>
</tr>
</tbody>
</table>

**Course Levels:** *(Please place an “X” in the appropriate course level.)*

<table>
<thead>
<tr>
<th>Course Level</th>
<th>Freshman</th>
<th>Sophomore</th>
<th>Third Year</th>
<th>Developmental</th>
<th>ESOL</th>
<th>Credit only</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>D</td>
<td>E</td>
<td></td>
</tr>
</tbody>
</table>

**Min/Max Credit hours:** *(Please enter the credit hours.)*

**Academic Level:**

<table>
<thead>
<tr>
<th>Academic Level</th>
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</thead>
</table>

**Grade Scheme:**

<table>
<thead>
<tr>
<th>Grade Scheme</th>
<th>CR-Credit (default)</th>
</tr>
</thead>
</table>

**Short Title:** *(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:** Short Title is limited to 29 characters (including spaces) in colleague. Title may vary at the SECTION level.

**Long Title:** *(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 manual.

**National ID:** *(Please enter the 6-digit cip code.)*

**Local ID:** *(Please enter the 10-digit cip code.)*

**Course Types:** *(Please place an “X” in the appropriate course type.)*

<table>
<thead>
<tr>
<th>Course Type</th>
<th>1 – General Academic</th>
<th>2 – Local Need</th>
<th>4 – Technical (WECM)</th>
<th>Z – Credit (Not Funded)</th>
</tr>
</thead>
</table>

**Replaced Course:** *(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)*

**Status:**

<table>
<thead>
<tr>
<th>Status</th>
<th>Active (default)</th>
</tr>
</thead>
</table>

**Status Date:** *(date entered on course master)*

**Approval Date:**

*If you have questions or need assistance with completing this form, please contact Brenda Thomas at (214) 860-2661, Brenda Welcome at (214) 860-2063, or Meredithe Greer at (214) 860-2448.*
**COLLEAGUE COURSE MASTER FORM (ADD CREDIT COURSES ONLY)**

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

**Subject:** (Please enter the course prefix/subject name.)

**Course Number:** (Please enter 4 digit course number.)

### COURSE OFFERING INFORMATION

<table>
<thead>
<tr>
<th>Instructor Method</th>
<th>Contact Hrs. per Week</th>
<th>Instructor Load (%)</th>
<th>Contact Hours</th>
<th>Contact Measure</th>
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<td></td>
<td>T Term</td>
<td></td>
</tr>
<tr>
<td>LAB Laboratory</td>
<td></td>
<td></td>
<td>T Term</td>
<td></td>
</tr>
<tr>
<td>COOP Cooperative Work Experience</td>
<td></td>
<td></td>
<td>T Term</td>
<td></td>
</tr>
<tr>
<td>CLIN Clinical</td>
<td></td>
<td></td>
<td>T Term</td>
<td></td>
</tr>
<tr>
<td>PRAC Practicum</td>
<td></td>
<td></td>
<td>T Term</td>
<td></td>
</tr>
<tr>
<td>INT Internship</td>
<td></td>
<td></td>
<td>T Term</td>
<td></td>
</tr>
<tr>
<td>PRVT Private Instruction</td>
<td></td>
<td></td>
<td>T Term</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL CONTACT HOURS:** (Please enter the total contact hours for course.)

**Min/Max Contact Hours:** (Please enter the minimum contact hours and maximum contact hours for the course per the WECM manual or the LDACGM manual if applicable.)

<table>
<thead>
<tr>
<th>Minimum</th>
<th>Maximum</th>
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</thead>
</table>

### COURSE BILLING INFORMATION

- **Billing Method (default)**
- **Billing Period Type (default)**
- **Periodic Billing (default)**
- **Credit Hours (Curriculum Management use only)**

**Other Charges (Laboratory Fees):**

<table>
<thead>
<tr>
<th>AR CODE</th>
<th>Amount (Please enter the lab fee amount.)</th>
<th>CR</th>
<th>CALC TYPE (default)</th>
</tr>
</thead>
<tbody>
<tr>
<td>LABFE (not to exceed $24)</td>
<td>FEE NO LONGER APPLICABLE</td>
<td>FIXED</td>
<td></td>
</tr>
<tr>
<td>SPCFE (difference over $24)</td>
<td>FEE NO LONGER APPLICABLE</td>
<td>FIXED</td>
<td></td>
</tr>
</tbody>
</table>

**Curriculum Committee Representative Response(s):** (Please attach a response of approval or disapproval of changes from each college representative; Curriculum Committee Minutes of the meeting that contain committee responses, votes, etc. are acceptable.)

<table>
<thead>
<tr>
<th>Curriculum Chair Signature</th>
<th>College</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Campus VPI of Curriculum Chair Signature</th>
<th>College</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>
INSTRUCTIONS FOR COLLEAGUE COURSE MASTER FORM
(EXPRIE 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 date of semester).

Min/Max Credit Hours: Please enter the number of credit hours for the course.

Short 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: Short Title is limited to 29 characters (including spaces) in colleague. Title may vary at the SECTION level.

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 manual.

National ID: Please enter the 6-digit cip code. (This is the approval code.)

Local ID: Please enter the 10-digit cip code. (This is the approval code; may need to add four additional zeros to the end of the approval code.)

CURRICULUM COMMITTEE REPRESENTATIVE RESPONSE(s):

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

Curriculum Chair Signature and Campus VPI of Curriculum Chair Signature

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

IF you have questions or need assistance with completing this form, please contact Brenda Thomas at (214) 860-2661, Brenda Welcome at (214) 860-2063, or Meredithe Greer at (214) 860-2448.
## COLLEAGUE COURSE MASTER FORM (EXPRIE CREDIT COURSES ONLY)

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

<table>
<thead>
<tr>
<th>Program(s): (Please list the program(s) affected by this course.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Depts: (Please enter the department code for each college approved to offer this course.)</th>
<th>Percent: 100.00 (default)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subject: (Please enter the course prefix/subject name.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Number: (Please enter the 4-digit course number.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expiration date: (Please enter the last day/date course will be offered/taught.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2007 – 05/10/07</td>
</tr>
<tr>
<td>Summer 2007 – 07/03/07</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Short Title: (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.)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Note:</strong> Short Title is limited to 29 characters (including spaces) in colleague. Title must match the WECM manual.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Long Title: (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.)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Note:</strong> Title must match the WECM manual.</td>
</tr>
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<table>
<thead>
<tr>
<th>National ID: (Please enter the 6-digit cip code)</th>
<th>Local ID: (Please enter the 10-digit cip code)</th>
</tr>
</thead>
<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Curriculum Committee Representative Response(s): (Please attach a response of approval or disapproval of changes from each college representative; Curriculum Committee Minutes of the meeting that contain committee responses, votes, etc. are acceptable.)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Curriculum Chair Signature</th>
<th>College</th>
<th>Date</th>
</tr>
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<table>
<thead>
<tr>
<th>Campus VPI of Curriculum Chair Signature</th>
<th>College</th>
<th>Date</th>
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</table>

If you have questions or need assistance with completing this form, please contact Brenda Thomas at (214) 860-2661, Brenda Welcome at (214) 860-2063, or Meredithe Greer at (214) 860-2448.
### Lecture/Lab Chart

#### Lecture Hours

<table>
<thead>
<tr>
<th>Lecture Hours</th>
<th>Instructor Load (%)</th>
<th>Contact Hours</th>
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<td>16</td>
</tr>
<tr>
<td>2</td>
<td>13%</td>
<td>32</td>
</tr>
<tr>
<td>3</td>
<td>20%</td>
<td>48</td>
</tr>
<tr>
<td>4</td>
<td>27%</td>
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<td>33%</td>
<td>80</td>
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<tr>
<td>6</td>
<td>40%</td>
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<tr>
<td>8</td>
<td>53%</td>
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<tr>
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<td>60%</td>
<td>144</td>
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<tr>
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<td>67%</td>
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<tr>
<td>11</td>
<td>73%</td>
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<tr>
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<td>80%</td>
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<tr>
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<tr>
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<td>93%</td>
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<tr>
<td>15</td>
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<tr>
<td>16</td>
<td>107%</td>
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<tr>
<td>17</td>
<td>113%</td>
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<tr>
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<tr>
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#### Lab/Clinical Hours

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<tr>
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