

The purpose of this Standard Administrative Procedure is to provide specific guidelines and procedures for the Texas Core approval process. The below formal approval structure for the Core Curriculum must be followed, and additional information or edits may be required at any stage.

1. Each proposal must be completed using the Curriculum Revision/Addition Approval Form (CRAAF) and signed by the Department Chair.
2. Following Department Chair review and approval, the proposal and all supporting documentation, which must include a course syllabus should be submitted to and approved by the academic leadership, which includes the Dean, Instruction; Deputy Chancellor, Instruction and Workforce Initiatives, and Deputy Chancellor, Academic and Student Success.
3. Upon approval by the academic leadership, the proposal will be reviewed by Institutional Effectiveness department and added to the agenda for the next scheduled Curriculum Review Committee (CRC) meeting.
4. Department Chairs or informed departmental representatives must be present at the CRC meeting to present the proposal and address committee questions.
5. All proposals approved by the CRC will be submitted to the Texas Higher Education Coordinating Board (THECB).
6. Once the THECB results are received, a notification will be provided to the appropriate department, academic leadership and CRC members. If a core proposal is denied by THECB, departments, with guidance from the academic leadership, will have an opportunity to appeal.
7. All approved changes to the core curriculum become effective the following academic year after approval. For example, if an institution submits its request to make changes in April 2020, the changes go into effect for the Academic Year beginning fall 2021.

Elements of Core Proposal

Each proposal must include a minimum of three core objectives to include Critical Thinking Skills (CT) and Communication skills (COM).

Core Objectives

- **Critical Thinking Skills (CT)** - creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- **Communication Skills (COM)** - effective development, interpretation and expression of ideas through written, oral and visual communication
- **Empirical and Quantitative Skills (EQS)** - manipulation and analysis of numerical data or observable facts resulting in informed conclusions
- **Teamwork (TW)** - ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- **Social Responsibility(SR)** - intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities
- **Personal Responsibility (PR)** - ability to connect choices, actions and consequences to ethical decision-making