

Coursedog Curriculum Proposal Workflow

1. Proposer Completes the Appropriate Form and Submits (Note: Proposals that are in development are auto saved and appear under “Drafts” until submitted.)
2. Department Chair Notified and asked to Comment and either Send Back or Approve.
 - a. If the Coursedog system is unable to identify the correct department chair for whatever reason, Coursedog sends the proposal to the AVP/Academic Operations and AVP/Curriculum & Advising to route to the right place.
3. After department chair approval, the proposal takes separate routes:
 - a. New/Revised INQ and IL Courses go to General Education Committee.
 - b. New/Revised HNRS go to General Education Committee with a passthrough notification to HonorsPAG (both groups can work in parallel to review relevant parts of the proposal).
 - c. New/Revised Discipline Courses go to (a) Academic Affairs for comment and review regarding form answers about TCU coverage and available resources and then (b) go to Curriculum Committee.
 - i. For discipline courses that are requesting Global designation, the proposal is also routed to General Education Committee as a passthrough so GEC can independently advise and report on its decision about the Global designation.
 - d. New/Revised Program proposals follow the same flow as (c) except for the global designation option.
4. Once approved by the Curriculum Committee or General Education Committee, the proposal is routed to the Faculty Affairs Committee for vetting and advancement to the next Faculty Meeting (both committees use the Agenda part of Coursedog to easily group proposals into packages).
5. Proposals that the Faculty vote to approve (or those reported to the Faculty as reportable) are marked as such by the AVP for Academic Operations or the Registrar, which triggers passthrough notification to Marketing, Communications, and Enrollment Management and others on campus that help promote or implement changes that are not automated.