

LIBERAL ARTS/ACADEMIC INFORMATION AND FORMS

LIBERAL ARTS/ACADEMIC CHARGES



MEMORANDUM
Office of Educational Policy
Dallas County Community College District

DATE: August 22, 2016

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

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

SUBJECT: Liberal Arts/Academic Curriculum Charges for 2016-2017

Welcome to a new year! 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 discipline committees to make appropriate decisions. As we prepare for implementation of the new curriculum process and any legislative mandates or other changes, we must ensure all discipline committees take into consideration those changes that will 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 2016-2017; (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 2016-2017 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 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 Discipline 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 currently offered within our system, may be viewed at <https://www1.dcccd.edu/catalog/cattoc.cfm?loc=DCCCD&show=9>. All curricula changes must be voted upon by the committee and signed by the Academic Vice President of the committee chair. 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.

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, <http://www.dcccd.edu/Emp/Departments/EA/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 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 committee chair is responsible for submitting all 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 at ext. 1808 or by e-mail. The Office of Educational Policy is here to assist your committee as it works through the various issues. Attached are (1) General Charges to all liberal arts/academic discipline committees, (2) Specific Charges (if applicable), (3) Informative Updates and (4) Liberal Arts/Academic Timeline for 2016-2017.

cc: Academic Vice Presidents

Attachments:

- (1) Liberal Arts/Academic - General Charges (*applicable for all disciplines*)
- (2) Liberal Arts/Academic - Specific Charges (*applicable for specific disciplines*)
- (3) Liberal Arts/Academic - Informative Updates (*applicable for all disciplines*)
- (4) Liberal Arts/Academic Timeline for 2016-2017 (*applicable for all disciplines*)
- (5) Liberal Arts/Academic Discipline Committee – Chair/Co-Chair – Elect Form (*applicable for all disciplines*)

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 2016 Edition) and Discipline Specific Courses*

As your liberal arts/academic discipline committee considers any proposed additions, deletion 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 based on options available. 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 258 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 2016. 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 2016 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

Forward this information to Lee Bell in the Office of Curriculum Management via an email notification no later than Friday, April 28, 2017 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, 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 (*refer to EXAMPLE below*).

Liberal Arts/Academic Discipline (Curriculum Area)	Current Chair/Co-Chairs who served beginning August 2016-2017	Chair/Co-Chairs who will serve beginning August 2017-2018	Chair/Co-Chairs-Elect who will serve beginning August 2018-2019
Business	Gemmy Allen	Emilio Lopez	TBD
Discipline Area: Business			
COLLEGE LOCATION	NAME	TELEPHONE NUMBER	
NLC	Gemmy Allen	972-273-3072	
BHC	TBD	TBD	
CVC	Diane Minger	972-860-8114	
EFC	Emilio Lopez	972-860-7118	
ECC	Lea Davis	214-860-2202	
MVC	Darrell Thompson	214-860-8663	
RLC	Kevin Wortley	972-238-6027	

**FOR USE BY DISCIPLINE COMMITTEE (CHAIR/CO-CHAIRS) ONLY:
COMPLETE THE CHART BELOW AND RETURN**

Current Chair/Co-Chairs who served beginning August 2016-2017	Chair/Co-Chairs who will serve beginning August 2017-2018	Chair/Co-Chairs-Elect who will serve beginning August 2018-2019
DISCIPLINE AREA:		
COLLEGE LOCATION	NAME	TELEPHONE NUMBER
BHC		
CVC		
EFC		
ECC		
MVC		
NLC		
RLC		

LIBERAL ARTS/ACADEMIC DISCIPLINE COMMITTEE CHARGES (SPECIFIC)

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

Accounting	English	Psychology
Arts	Government	Sociology
Biology	Humanities	Speech
Economics	Mathematics	

Specific Charge I: Fall 2016 - DCCCD/Dallas ISD Collegiate Academies

1. Review your liberal arts discipline courses within the career pathway program(s) leading to Career and Technical Education certificates and Associate of Applied Science degrees in which discipline dual credit courses are incorporated to determine future impact on enrollments and faculty assignments for liberal arts courses. These 4 year plans can be accessed at the DCCCD/Dallas ISD Collegiate Academies web page at <https://www.dcccd.edu>
2. Questions or recommendations about dual credit crosswalks to high school course requirements should be sent no later than 11/1/16 to Anna Mays at amays@dcccd.edu in order that appropriate review can be coordinated with Dallas ISD Collegiate Academies administrators and content specialists.

Context:

Dallas ISD is opening eight new Career and Technical Education (CTE) Collegiate Academies Fall, 2016 across the city. Each school is partnered with a DCCCD college to offer two to three pathways of dual credit courses towards CTE certificates and Associate of Applied Science (AAS) degrees. Each pathway includes a 4-year plan for completion of high school requirements (STEM Endorsement) and an AAS degree. The academies are modeled after the “school within a school” design, with 9th and 10th grade students at the high school location and 11th and 12th grades tentatively at the college location. Students will be provided various college readiness and transition interventions to prepare them for college courses. Fall, 2016 begins with Cohort 1 – approximately 100-125 9th graders at each Academy.

Instructors must be qualified by the College that offers the dual credit course, according to criteria established by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). College courses offered for dual credit include the same content and rigor as courses taught to other college students, utilizing the same faculty credential requirements, curriculum and policies. DCCCD Colleges will select the faculty, who will meet all criteria established for credit instruction in the DCCCD.

AAS degrees will be transferrable to specific BAAS degrees at partner universities. Labor Market Intelligence (LMI) data is provided by DCCCD to demonstrate local market need and employability for each of the pathways. Local industries will also be invited to partner with each academy for career-ready experiences, internships and employment opportunities. Seagoville High School, partnering with Eastfield College has received Early College High School approval and is adopting a new P-Tech Early College High School model in collaboration with A T & T. The other high schools below will apply to the Texas Education Agency (TEA) for Early College High School status 12/16.

DCCCD College	Dallas ISD High School
Brookhaven College	Thomas Jefferson High School
Cedar Valley College	Carter High School
Eastfield College	Seagoville High School
El Centro College	Madison, Pinkston & Roosevelt High Schools
Mountain View College	South Oak Cliff High School
Richland College	Conrad High School

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 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 2016-2017

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

Introductory paragraph:

The [Liberal Arts/Academic Discipline] Curriculum 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 2018 (*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)

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 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, 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 2014, 2nd 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>.
A new online version of the manual is proposed for future use. 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. 1761) 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 taken directly from the current ACGM:

Unique Need Courses

NOTE: Unique need rules and forms changed in 2011. Please review the changes carefully.

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 CB staff for use only by the institution making the application for approval. If a community 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, at: <http://www.thecb.state.tx.us/uniqueeed>.

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 avocational 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 and technical colleges are not authorized to offer upper-division courses. [Note: The community colleges authorized by the state to offer bachelor's degrees in the fields of applied science and applied technology have their upper-division courses funded separately by the same formula as upper-division instruction at universities.]

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. 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 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 Corequisite (Concurrent).

Change a Prerequisite

Add___ Revise___ Delete ___

Add___ Revise___ Delete ___

(Check ONE below). Must either match or exceed ACGM requirements.

(Check ONE below). Must either match or exceed ACGM requirements.

Required: Hard code in Colleague; stops registration without prerequisite met

Required: Hard code in Colleague; stops registration without prerequisite met

Recommended: DO NOT hard code in Colleague; does not stops registration without prerequisite met

Recommended: DO NOT hard code in Colleague; does not stops registration without prerequisite met

Unique Need Course Request

Delete a Course

NOTE: Must complete a THECB application

Explanation of Recommendation:

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)

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:

Academic Advising

Online Catalog (B. Welcome)

Financial Aid

Degree Audit (N. Faris)

Curriculum Management/

Liberal Arts (M. Greer)

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.

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.

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.

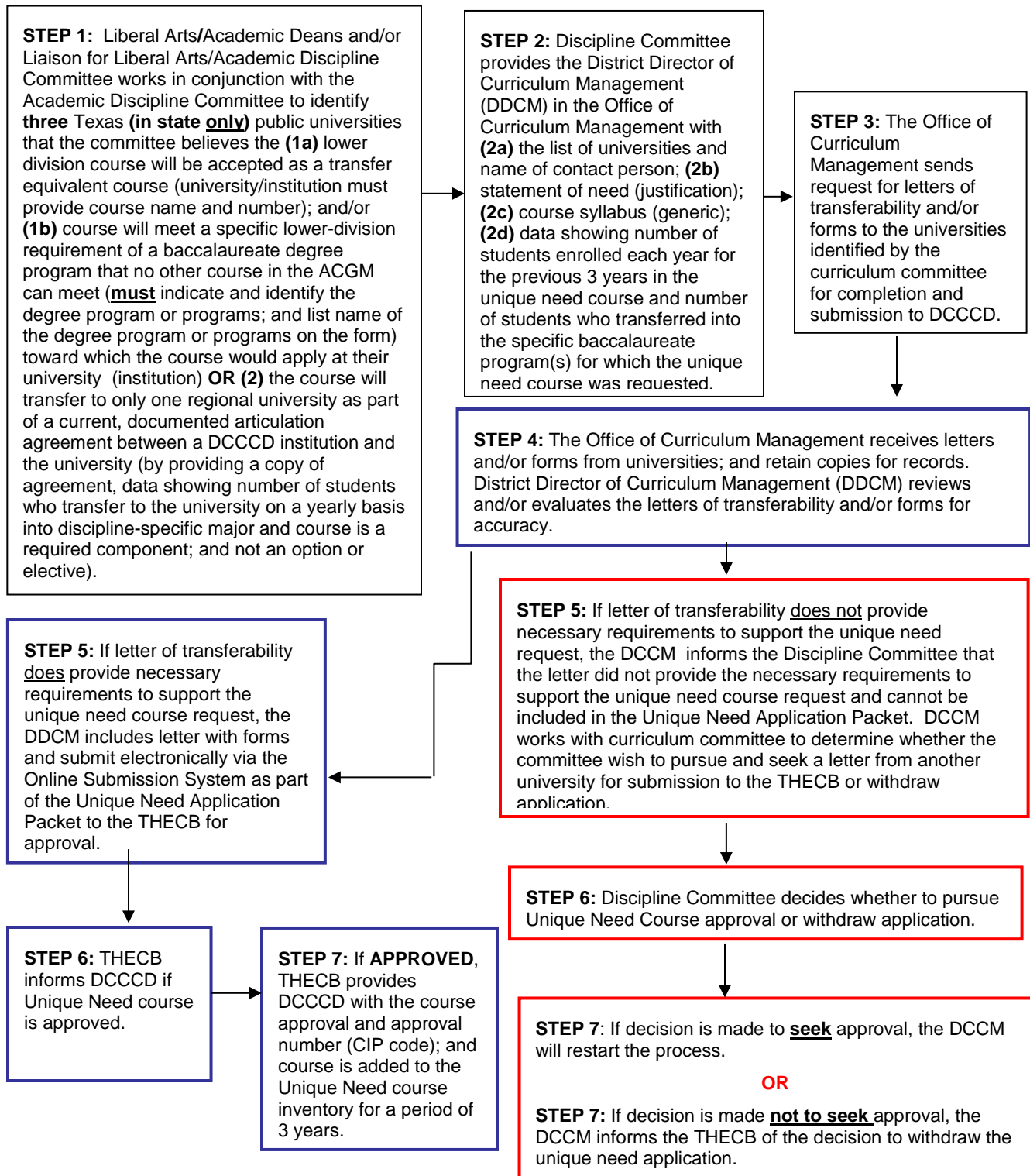
(2) The course must be upper division.

(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 FORM

(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 2018 – (12/06/17)					I – DCCCD College Level					
Summer 2018 – (05/02/18)					ID – DCCCD Developmental					
Fall 2018 – (08/03/18)										
Spring 2019 – (12/06/18)										
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>										
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>										
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 <i>(Please enter the lab fee amount.)</i>			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

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

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 2018 – (06/08/18)			Fall 2018 – (01/07/19)			
Summer 2018 – (09/03/18)			Spring 2019 – (06/05/19)			
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- Appendix A: Lecture/Lab Table

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 2016 version on page 258.

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

SEMESTER CREDIT HOURS	Contact Hour Range per Semester	COMBINATIONS		
		Lecture/ week	Lab/week	Contact/ 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
3 SCH	48-144	2	1	48
		1	5	96
		1	6	112
		1	7	128
		1	8	144
		2	2	64
		2	3	80
		2	4	96
		3	0	48
4 SCH	64-160	3	1	64
		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 2016 version), page 258.

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: 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.
(Font size, 10)

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

- * 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: 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 **bold print**.
(Font size, 10)

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 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.
(Font size, 8)

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

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

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

