Approvers/Committee Members Instructions

For deadlines and resources, please see the [Catalog and Curriculum website](https://www.tamucc.edu/aap/catalog-and-curriculum/).

**Approvers**

For any approving member (example: chair, dean, ccc chair, ucc chair), when a proposal goes to your step you will receive an email that there is a pending change awaiting your review.

Example of email for courses and programs:

```
[CIM Programs] Review Request: NH Curriculum Committee Chair
To: Jenny, ucc
1 We removed extra line breaks from this message.

Start your reply all with: Approved, Resubmitted. Thank you, Thank you for the update.

Jenny:
There are pending program change proposals awaiting your review, including
977: Healthcare Administration, BS.
Please visit: https://campusreporting.tamucc.edu/AAP/catalog?ofid=1721&ogid=8181&opdf=0&pgid=21&cid=45&oid=1721&vid=0&pgid=8181&kbid=0&dbid=0&bgid=1

Please review the changes and provide your feedback.

For questions or information regarding this email, please reply to Jenny.veila@tamucc.edu to contact Jenny Veila.

Thank you,

Jenny Veila
Catalog and Curriculum Coordinator
```

```
[CIM Courses] Review Request: NURS Chair
To: Jenny, ucc
1 We removed extra line breaks from this message.

Start your reply all with: Approved, Thank you for the update, Completed, Feedback

Jenny:

There are pending course change proposals awaiting your review, including NURS 3150: Nursing Issues I.
Please visit: https://campusreporting.tamucc.edu/AAP/catalog?ofid=1721&ogid=8181&opdf=0&pgid=21&cid=45&oid=1721&vid=0&pgid=8181&kbid=0&dbid=0&bgid=1

Please review the changes and provide your feedback.

For questions or information regarding this email, please reply to Jenny.veila@tamucc.edu to contact Jenny Veila.

Thank you,

Jenny Veila
Catalog and Curriculum Coordinator
```
When you receive an email, there will be a link for that proposal. When you click on the link it will take you to the approval page below.

In Your Role: you will see a drop-down menu. Your name will appear at the top of the menu and your roles will appear right after.

After you select your role, your proposals will appear for your review.

When you click on a proposal, the proposal will appear below. You can see what track changes were made.
Please review Change Justification on what changes were made to the proposals. Majority of changes will be in red and green markup. Program changes will also show a blue markup if applicable.

Courses:

Is the course part of an online program?  
Yes

Change Justification  
Adding Pre-requisites as needed to conduct project proposal in this course. Systems and literature review must be successfully complete before taking this course. Adding co-requisite of 6195.

Course Description

Cross-Listed Courses

Course Description  
Development of DNP project proposal. Requires presentation to DNP faculty for approval at the end of the course.

Prerequisites  
Add NURS 6303, NURS 6304

Banner Prerequisites

<table>
<thead>
<tr>
<th>And/Or</th>
<th>Course/Test Code</th>
<th>Min Grade/Score</th>
<th>Academic Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 6303</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>And</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NURS 6304</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Corequisites  
NURS 6195 - DNP Project Seminar
Programs:

**Significant Departure or Expansion of Current Programs or Levels**

<table>
<thead>
<tr>
<th>Substantive Change</th>
<th>Non-Substantive Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Justification</td>
<td>Resequencing to allow for new curriculum plan to be implemented including a new course NURS 6309 and requiring NURS 6395 to be completed during program not as a prequisite. Additionally requiring a co-require for NURS 6304, NURS 6307, NURS 6308 and NURS 6311 of NURS 6395, update Seminar.</td>
</tr>
</tbody>
</table>

• **Apply advanced Expand their area of practice skills to include teaching positions in academic and/or and clinical education and teaching, education.**

<table>
<thead>
<tr>
<th>NURS 6319</th>
<th>DNP Practicum (3)*</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 6309</td>
<td>Integration and Translation of Theory in Practice*</td>
<td>3</td>
</tr>
<tr>
<td>NURS 6331</td>
<td>Advanced Principles for Executive Practice*</td>
<td></td>
</tr>
</tbody>
</table>

When you are done reviewing, you will see the following buttons on the top right side of the proposal.

- If additional edits or changes need to be made, please click on Rollback. You will see all the steps before yours listed in Rollback to:. Please make sure to send it back to the person who submitted the change (originator). They should be the first person listed on that list. Select their name and enter a comment below on why the proposal is being sent back to them. (Note: if there is not a comment listed it will not be sent back.) Once you have entered a comment, please select Rollback. You are done with that proposal until it comes back to your step again.
• If everything looks good in the proposal and no changes need to be made and can be moved to the next step, please click on Approve. After you click on approve it will go to the next step in the workflow. You are done with that proposal and can now review the next proposal if you have any.

If you have any questions, please contact me at jenny.vela@tamucc.edu.
Committee Members

For any committee members (example: ccc member, ucc member, graduate committee member), when a proposal goes to your step you will receive an email that there has been proposed changes to a course or program.

Example of email to courses and programs:

Subject: [CIM Courses] Course Changes: EH Curriculum Committee

Melissa:

There have been proposed changes to the course SPED 5999: Individualized Programs for Students with Exceptionalities: Practicum. You may review these changes by visiting:

https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcatalog-next.tamucc.edu%2FCourseadmin%2FCatalog%3D0%26amp;data=795%7C01%7CJenny_Vela%40tamucc.edu%7C39f1b8c6dc234589c3508db87974a8%7C34cbfa167ae47810ca514eb25556b66%7C0%7C0

No approval is necessary; this is for your review only.

For questions or information regarding this email, please reply to jenny.vela@tamucc.edu to contact Jenny Vela.

Thank you,

Jenny Vela
Catalog and Curriculum Coordinator

Subject: [CIM Programs] Program Changes: EH Curriculum Committee

Melissa:

There have been proposed changes to the program 117: Low-Incidence Disabilities Transcripted, Graduate Certificate. You may review these changes by visiting:

https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcatalog-next.tamucc.edu%2Fprogramadmin%2F2%3D0%26amp;data=05%7C01%7CJenny_Vela%40tamucc.edu%7C825980d9687f847fde8e8088ba8794022a%7C34cbfa167ae47810ca514eb25556b66%7C0%7C0

No approval is necessary; this is for your review only.

For questions or information regarding this email, please reply to jenny.vela@tamucc.edu to contact Jenny Vela.

Thank you,

Jenny Vela
Catalog and Curriculum Coordinator
When you receive an email, there will be a link for that proposal. When you click on the link it will take you to the course inventory or program management pages.

**Course Inventory Management**

Search, edit, add, and inactivate courses. Use an asterisk (*) in the search box as a wild card. For example, MATH* will find everything that starts with "MATH", *MATH* everything that ends with "MATH", and "MATH*" everything that contains "MATH*. The system searches the Course Code, Title, Workflow step and CIM Status. Quick Searches provides a list of predefined search categories to use.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Workflow</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDAD 5363</td>
<td>Public School Law</td>
<td>EH Curriculum Comm... Edited</td>
</tr>
<tr>
<td>EDAD 6363</td>
<td>Public School Law</td>
<td>EH Curriculum Comm... Edited</td>
</tr>
<tr>
<td>EDCI 5361</td>
<td>Educational Assessment</td>
<td>OLS Chair</td>
</tr>
<tr>
<td>EDCI 5362</td>
<td>Theoretical Bases for Curriculum</td>
<td>EH Curriculum Comm... Edited</td>
</tr>
<tr>
<td>EDDL 5335</td>
<td>Dissertation Seminar</td>
<td>EH Curriculum Comm... Edited</td>
</tr>
<tr>
<td>EDUC 4311</td>
<td>Classroom Management</td>
<td>EH Curriculum Comm... Edited</td>
</tr>
</tbody>
</table>

**Program Management**

Search, edit, add, and inactivate programs. Use an asterisk (*) in the search box as a wild card. For example, MATH* will find everything that starts with "MATH", *MATH* everything that ends with "MATH", and "MATH*" everything that contains "MATH*. The system searches the Program Code, Title, Workflow step and CIM Status. Quick Searches provides a list of predefined search categories to use.

<table>
<thead>
<tr>
<th>Number of Program</th>
<th>Program Name</th>
<th>Workflow</th>
</tr>
</thead>
<tbody>
<tr>
<td>55</td>
<td>Educational Diagnostic, Graduate Certificate</td>
<td>EH Curriculum Comm... Edited</td>
</tr>
<tr>
<td>59</td>
<td>Elementary Education, 8S</td>
<td>Edited</td>
</tr>
<tr>
<td>117</td>
<td>Low-Incidence Disabilities Transcribed, Graduate Certificate</td>
<td>EH Curriculum Comm... Edited</td>
</tr>
<tr>
<td>146</td>
<td>Nurse Educator, Post-Masters Certificate</td>
<td>NH Curriculum Comm... Edited</td>
</tr>
<tr>
<td>148</td>
<td>Nursing, DNP</td>
<td>NH Curriculum Comm... Edited</td>
</tr>
<tr>
<td>157</td>
<td>Reading Specialist, Certificate</td>
<td>EH Curriculum Comm... Edited</td>
</tr>
</tbody>
</table>

Please review Change Justification on what changes were made to the proposals. Majority of changes will be in red and green markup. Program changes will also show a blue markup if applicable.
Courses:

**Viewing: EDAD 5363 : Public School Law**

Last edit: 07/07/22 2:24 pm  
Change proposed by: Elsia Lara (elara4)

<table>
<thead>
<tr>
<th>Subject Code</th>
<th>EDAD - Educational Administration</th>
<th>Course Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>EDLD - Dept Educational Leadership</td>
<td></td>
</tr>
<tr>
<td>College</td>
<td>Education &amp; Human Development</td>
<td></td>
</tr>
</tbody>
</table>

| Change Justification | Course description change |

**Course Description**

This course is designed to study supervisory behavior and its related functions. This course is designed to assist current and future faculty, staff, and administrators who have supervisory teaching and learning and the knowledge, skills, and attitude related to an interest in the legal issues in the K-12 public schools. Appropriate climate for instruction: Students who have taken EDAD 5376 may not enroll in EDAD 5376. Knowledge related to the historical and philosophical underpinning of public school law will be acquired. A personal philosophy research paper: Past and current legal issues will be analyzed to determine application possibilities. This course is also designed to provide knowledge regarding legal issues that impact K-12 public school education and to help develop competencies in public school education governance. Basic principles of school law and school board policy will provide information and background necessary to recognize and deal with legal issues as they emerge in public schools.

**SHORT TITLE (UPPERCASE)**

```
Dissertation Seminar Quantitative Research Methods
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**Long Title**

Dissertation Seminar Quantitative Research Methods

Corequisites

**EDUC 4995 - Clinical Teaching**
When you are done reviewing that proposal you can review the next proposal from your list.

The chair of your committee might ask for any feedback on any of the proposals that you have reviewed.

If you have any questions, please contact me at jenny.vela@tamucc.edu.