

# **SUL ROSS STATE UNIVERSITY**

*A Member of the Texas State University System*

**SRSU Policy:** Curriculum Development  
**SRSU Policy ID:** FH 4.01  
**Policy Reviewed by:** Executive Vice President and Provost  
**Approval Authority:** President of the University  
**Approval Date:** February 4, 2026  
**Next Review Date:** February 4, 2031

The policy on curriculum development at Sul Ross State University is based on the philosophy that the faculty and administration are responsible for developing sound academic programs that are within the role and scope of the institution and that meet the standards of the institution and the appropriate accrediting bodies. The faculty and administration will be involved in all matters relating to curriculum development. These include additions, deletions, and changes in existing courses and programs; the published schedule of course offerings; the general degree requirements for all academic programs; and assessment of academic programs for accreditation and continuous improvement purposes.

The following procedures should be followed:

- A. Department chairs shall assign faculty members to serve as program coordinators for each academic-degree program. These coordinators are responsible for leading the degree program, and they must be competent and qualified academics (as specified by SACSCOC 6.2.c.). They maintain the program annual reports, including student learning outcomes and assessments, on the software platform. They collaborate with faculty who teach the program courses to collect assessment data for each academic term. They complete annual reports that include assessment results and plans for the use of results in the ensuing academic year. They also participate in the annual peer review. Program coordinators report directly to the department chair, and they are supported by the Office of Institutional Effectiveness.
- B. Each spring semester, faculty members who teach core-curriculum courses shall meet with the department chair to evaluate samples of students' work in designated skill areas and develop an improvement plan for implementation during the ensuing year. The improvement plan will be maintained by the department chair or designee as reported on the software platform annually. (This process supports university compliance with SACSCOC 8.2 b.)
- C. The faculty members of each department may submit curriculum proposals at any time during the calendar year. Each proposal must be approved by the registrar, the department chair, and the appropriate college dean, including the graduate dean for graduate-level programs. When all approvals have been provided, the proposal is submitted to the Curriculum Council for consideration.
- D. Prior to submission, the college dean may consult deans and department chairs of other divisions if a proposal is likely to have some effect on courses or programs in other divisions.
- E. The Curriculum Council will serve as the coordinating body on curriculum matters for the entire institution and will make recommendations to the executive

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vice president and provost.

- F. The executive vice president and provost will present the curriculum recommendations to the president.
- G. The president will act on the recommendations of the executive vice president and provost and submit those which he approves to the vice chancellor for academic affairs or the board of regents, as required, for their consideration.
- H. When the vice chancellor for academic affairs or the board of regents has acted, the results will be communicated by the executive vice president and provost to the college deans, divisions, and departmental chairs. The executive vice president and provost will submit the results as may be required to the Texas Higher Education Coordinating Board.
- I. New programs and substantive changes are forwarded to the Office of Institutional Effectiveness to be submitted to SACSCOC for review.