2017-2018 Undergraduate Catalog Revision Instructions

The catalog revision process will be carried out within the CourseLeaf catalog management system. Each department/program will be responsible for making their revisions directly in CourseLeaf from July 25 – November 30, 2016. Representatives from each academic department/program will have access to CourseLeaf to update their catalog information (degrees, minors, certificates, and college or department information). Academic Publications staff will train and assist department representatives in entering revisions.

It will be the responsibility of each College/Department to make sure that all new and revised programs have received ALL required approvals before being entered into CourseLeaf. This includes all new degree programs, new concentrations/specializations added to existing degree programs, title changes for degree programs, new minors, new certificate programs, new University Core courses, etc.

CourseLeaf (http://next.catalog.utsa.edu) login instructions and the catalog revision timeline are available at http://utsa.edu/registrar/catalogsfac.html#catprod.

Revisions in academic programs and courses in the 2017-18 Undergraduate Catalog should anticipate program and course needs over the academic year from fall 2017 through summer 2018. Please be aware that even though the catalog is no longer printed, it is still considered a static document. Once published, no changes may be made until the next annual catalog revision cycle.

Revising Degree Programs and Requirements

1. Course and/or program changes must be executed within the prescribed processes as outlined in the UTSA Curriculum Guide: http://utsa.edu/success/CurriculumGuide.pdf.

2. When revising degree requirements:
   • check that semester credit hours are correct in degree requirements and equal the minimum number of SCH required for the degree, and that the minimum number of SCH required for the degree do not exceed 120 unless prior approval has been obtained.
   • take into account any course changes in other colleges that might affect those requirements.

3. New degree programs, including minors, concentrations, and certificate programs, should not be included in the catalog revision material unless they have proceeded through the entire approval process: college curriculum committee, college Dean, Vice Provost and Dean of University College, Faculty Senate, Provost, President, UT System (if required), and the Coordinating Board (if required).

4. Academic administrators should indicate that cooperative planning has occurred when changes touch upon courses, programs, and/or degree work that are related to more than one College or Department.
Revising/Adding/Deleting Courses

Course changes, additions and deletions are made using the Course Inventory Update Forms (http://utsa.edu/registrar/course_inventory.html). In addition to the forms, changes in course descriptions must be submitted electronically to CatalogEditor@utsa.edu.

1. **Please delete from the catalog courses that are no longer being taught**, especially organized courses such as lectures, seminars or labs that have not been taught for four or more years.

   The inclusion on the inventory and in college catalogs of courses not offered may mislead students about the breadth of learning opportunities at an institution. Any course untaught as an organized class or individual instruction course for four consecutive years will be automatically deleted from the course inventory. -- The Texas Higher Education Coordinating Board Reporting and Procedures Manual for Texas Public Universities.

   A list of courses that have not been taught for four or more years will be sent to each college in September 2016 (after Fall 2016 census date). **Please review this list of courses carefully, as these courses will be removed from the catalog and inventory unless justification to keep courses is provided by the college.** Courses removed from the 2017-18 catalog may be reinstated during the regular catalog update process for the 2018-19 catalog and may be taught beginning Fall 2018.

2. There should be no identical course titles or descriptions for undergraduate and graduate courses.

3. The U.T. System Office of General Counsel requires that descriptions of degree programs and course descriptions in the catalog avoid making promises that may prompt litigation.

   **Wrong:** To provide students with knowledge gained through experiential activities in professional life...

   **Right:** To provide students the opportunity to acquire knowledge gained through experiential activities in professional life...

4. **Adding courses to the University Core Curriculum** or revising existing core courses requires review by the University Core Curriculum Committee prior to being submitted with the catalog revisions. Questions concerning core courses should be directed to the Associate Vice Provost for the Core Curriculum & QEP: http://www.utsa.edu/coreqep/.

Summary of Changes

Each College Dean should be submit a summary of changes to the Vice Provost and Dean of University College by **November 30, 2016**, to help expedite review by the Vice Provost and the University Curriculum Committee of the Faculty Senate and the UTSA Office of Legal Affairs. The summary should include:

- any changes in the description, purpose or nature of a degree program
- major changes in degree requirements, including what was required and what is proposed
- course description changes, new courses, and deleted courses.
Final Campus-wide review

A final review will be available for departments prior to submission of the catalog to the University Curriculum Committee (February 2017). This review is for departments to verify all submitted changes have been included in the catalog but is not for making additional substantive changes.

Review by University Curriculum Committee of the Faculty Senate

After the University Curriculum Committee of the Faculty Senate has reviewed the revised version, the Committee will work directly with responsible parties to complete program and/or course revisions for recommendation to the Faculty Senate. Once approved by the Faculty Senate and any recommendations made by the UTSA Office of Legal Affairs, the catalog will then be submitted to the Provost.

Publication

The 2017-2018 Undergraduate Catalog will be published online in May 2017 – the catalog will not be printed.

For help or questions, contact CatalogEditor@utsa.edu.