

INSTRUCTIONS FOR REVISION OF THE 2010-2012 UNDERGRADUATE CATALOG

Revisions in academic programs and courses in the 2010–2012 Undergraduate Catalog should anticipate program and course needs over the two-year period from August 2010 through August 2012.

Each academic unit will be provided an electronic copy of their portion of the current catalog in Microsoft Word. Procedures are as follows:

1. Changes are to be done directly in the Microsoft Word document. **Do not use track changes**, strikethrough, or underlines.
2. The revised document must be returned electronically as a Microsoft Word document. A Summary of Changes should accompany the revised document.

To assist departments during the revision process, document-compare versions of catalog text can be generated by Academic Publications at any time. Send a copy of the proposed catalog text in Microsoft Word to Johanna Hunziker (johanna.hunziker@utsa.edu) or Bryan Dempsey (bryan.dempsey@utsa.edu). The document-compare version will be prepared and returned by email.

Revising Degree Programs and Requirements

1. To maintain consistency throughout the catalog, all references to tracks, options, specializations, and emphases should be replaced with the terms “**concentrations**” or “**specialized areas of study**.” For more details, refer to the report of the *Provost’s Committee on Course Inventory and Catalog Development* at www.utsa.edu/gov/report.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
 - take into account any course changes in other colleges that might affect those requirements. Academic Publications will provide an electronic document-compare version of each college’s revised text to the other colleges for review.
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 Undergraduate Studies, 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

1. New and revised courses should be arranged by discipline and course number; and each course description section should include:

- ✓ discipline title with the discipline abbreviation just below it
- ✓ course number*
- ✓ title of the course
- ✓ contact hours of scheduled lecture and/or lab per week**
- ✓ semester credit hours
- ✓ prerequisites (if any)
- ✓ course description

For example: AMERICAN STUDIES [course description section title and abbreviation]
(AMS)

3023 Modern American Culture

(3-0) 3 hours credit. Prerequisites: [Check that prerequisite courses are still offered]

Examines major trends in American culture during and after the industrial revolution, with special attention to the consequences of urbanization, suburbanization, industrialization, race relations, popular culture, technology, and secularization.

*For new courses, verify that the course number has not been used in the past (see policy on reuse of course numbers: <http://www.utsa.edu/registrar/crse/CourseNumberReusePolicy.pdf>). Academic Publications can provide available numbers.

**Contact hours (3-0) should be in parentheses. This indicates the number of hours organized courses are scheduled to meet per week. Individual instruction courses (i.e., Independent Study, Internship, Honors Thesis) show only semester credit hours.

2. The UT 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...

3. There should be no identical course titles or descriptions for undergraduate and graduate courses.
4. **Adding courses to the University Core Curriculum** or revising existing core courses must be reviewed by the Core Curriculum Committee (these changes should be submitted to the Committee as early as possible in the revision process). The Committee submits their recommendations to the Vice Provost and Dean of Undergraduate Studies who then submits the Committee's recommendations to the Provost.
5. **Course inventory forms** for the 2010-2011 course inventory will be requested later in process. **DO NOT** send course inventory forms with the catalog copy.

Summary of Changes

When the revised version is submitted by the college Dean, a summary should be included to help expedite review by the Vice Provost and Dean of Undergraduate Studies and the University Curriculum Committee of the Faculty Senate. 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.

University Curriculum Committee of the Faculty Senate Review

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, final revisions are made and the catalog will then be submitted to The University of Texas System by the Provost.

Galley Proof Review

A camera-ready copy will be available for review by departments prior to submission to the printer (spring of 2010). No substantial changes can be made at this time – this includes changes to degree program requirements or adding courses.