



COLLEGE of FINE ARTS

Policies and Procedures College Curriculum Committee Revised Fall 2020

The College of Fine Arts Curriculum Committee reviews all new course proposals within the College, changes to existing courses or degree plans, and the Fine Arts portion of the TCU Core. The Committee meets monthly in the fall and spring semesters.

Proposal Procedure

Proposals approved by the faculty of Fine Arts units are sent forward to the Curriculum Committee by the unit chair/director by uploading the packet to Box. Multiple proposals originating from the same unit should be uploaded as a single electronic document (preferably PDF). Proposals should be uploaded at least one week prior to the meeting at which they will be considered.

Proposal packets from individual units must include:

- **Appropriate forms** with all relevant information completed in as much detail as possible.
 - [Undergraduate Council Forms](#)
 - [Graduate Council Forms](#)
 - [University Council Minutes](#)
- **Course syllabi** (where appropriate), which must be fully completed and in accordance with TCU standards. More information about TCU syllabus components is available at <https://cte.tcu.edu/syllabus-templates/>.

Following each Committee meeting, the Box folder will contain a list of questions and necessary updates for each proposal. Units should upload updated versions of the proposal packet to the Box folder as quickly as possible to assure that packets can be forwarded to the relevant committee(s). Although minor updates typically do not require additional discussion from the Curriculum Committee, major changes will be reconsidered at the meeting following their resubmission.

Note on deadlines: Proposals for new courses to be taught in the Spring should be submitted for discussion at the September Curriculum Committee meeting of the previous year. New degree programs or significant degree changes intended to be implemented in a Fall semester should be submitted for consideration at the February meeting of the preceding spring semester.

TCU Core Curriculum Approval

The College of Fine Arts Curriculum Committee also evaluates of any course seeking to fulfill the Fine Arts (FAR) requirement for the TCU Core. These cases are handled in a similar fashion as other proposals, with successful proposals being forwarded to the TCU Core Curriculum Committee (rather than Undergraduate, Graduate, or University Council) upon approval. A newly created course designed to fulfill FAR Core credit requires two proposals: one for the course itself and one for Core designation. Both proposals may be submitted together.

Note: College of Fine Arts courses seeking to fulfill other Core requirements (Historical Traditions, Global Awareness, etc.) do not normally need to be forwarded to the College Curriculum Committee. Faculty should instead follow the directions on the Core Curriculum website: <http://core.tcu.edu>.

Membership

The College Curriculum Committee membership is comprised of one representative from each of the College's units. Members are appointed to three-year terms.

Committee Membership, 2020–2021

William Gibbons, Chair, *ex officio*

Monica Rodriguez, *ex officio*

Unit	Representative	Term Ends
School of Art	Rachel Livedalen	2021
School for Classical & Contemporary Dance	Nina Martin	2022
Department of Design	David Elizalde	2023
Department of Fashion Merchandising	Leslie Browning-Samoni	2022
School of Music	James Rodriguez	2023
Department of Theatre	Ian Loveall	2021