



COLLEGE *of*  
FINE ARTS

## Policies and Procedures College Curriculum Committee

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 Departments and Schools are then forwarded to the Associate Dean for Undergraduate Studies ([william.gibbons@tcu.edu](mailto:william.gibbons@tcu.edu)) and to Donna Smolik ([d.smolik@tcu.edu](mailto:d.smolik@tcu.edu)). Multiple proposals originating from the same unit should preferably be sent as a single electronic document. Upon receipt, these proposals will be considered at the next scheduled Curriculum Committee meeting; normally, proposals must be received by the beginning of a month to be reviewed at that month's meeting (e.g., Nov. 1 deadline for the November committee meeting.)

Proposals from individual units must include:

- **A cover letter in TCU format** (see attached sample) listing all included proposals, as appropriate for forwarding to the Undergraduate, Graduate, and/or University Council(s). For simplicity, the cover letter may be sent as a separate file from the proposals.
- **Appropriate course proposal forms** with all relevant information completed in as much detail as possible.
- **Course syllabi** (where appropriate), which must be fully completed and in accordance with TCU standards with regards to course information, grading (and explanation of how grades are determined, including attendance and participation), and course policies (including an up-to-date disabilities statement). Note: TCU's standard syllabus template is available at [www.elearning.tcu.edu/syllabustemplate.doc](http://www.elearning.tcu.edu/syllabustemplate.doc).

Proposals considered by the Curriculum Committee receive one of three responses:

- Proposals needing no revision will be forwarded to the appropriate Council(s).
- Proposals needing minor revisions will be tentatively accepted and returned to the originating Department/School for corrections. Corrected proposals are returned to the Associate Dean and Graduate Office along with a signed paper copy. Minor corrections do not require additional discussion at a Curriculum Committee meeting.
- Proposals needing significant revisions will be returned to the originating

Department/School. The committee member representing that unit should consult with the chair or other faculty regarding necessary changes; the Associate Dean is also available for consultation. Revised proposals will be reconsidered at the next meeting following their return to the Committee.

Originating units will be notified by the Graduate Office of the status of their proposals in a timely fashion after each Curriculum Committee meeting.

**Important deadlines:** Proposals for new courses to be taught in the Spring semester should be submitted by the last week of September in the preceding fall semester. New degree programs or significant degree changes intended to be implemented in a Fall semester should be submitted by Feb. 1 of the preceding spring semester.

### **TCU Core Curriculum Approval**

The College Curriculum Committee is also charged with the evaluation 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 should follow the directions on the Core Curriculum website ([core.tcu.edu](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.

#### Current Committee Membership

William Gibbons, Chair, *ex officio*

Donna Smolik, *ex officio*

Babbette Bohn, Art (2016–2019)

Stuart Cheney, Music (2014–2017)

Dusty Crocker, Graphic Design (2016–2019)

Suki John, Dance (2016–2019)

Penny Maas, Theatre (2015–2018)

Patricia Warrington, IDFM (2016–2019)

## Sample Cover Page

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### Memorandum

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**To:** College of Fine Arts Curriculum Committee  
Undergraduate Council

**From:** The Department of Interior Design and Fashion Merchandising

**Subject:** Curriculum Changes for the Fashion Merchandising Program

**Date:** 2/02/2015

Please find attached proposals for the Fashion Merchandising Program that have been approved by the Department of Interior Design and Fashion Merchandising

#### DEPARTMENT OF INTERIOR DESIGN AND FASHION MERCHANDISING

REQUEST FOR CATALOG CHANGE	PAGE
<u>Change in Program Description and Requirements</u>	2-3
<u>New Course Proposals</u>	
IDFM 20291 MS Excel for Merchandising	4-10
IDFM 30233 History of Modern Dress and Culture	11-18
IDFM 40223 Advanced Topics in Merchandising	19-25
IDFM 40263 Merchandise Planning and Analysis	26-33
<u>Change in Course Number, Title, Description and/or Prerequisites</u>	
IDFM 30003 Honors Tutorial in Design, Merchandising and Textiles	34-35
IDFM 30253 Buying, Planning and Control	36-37
IDFM 30263 Product Development	38-39
IDFM 40203 Appearance and Dress	40-41