



COLLEGE of  
FINE ARTS

## Policies and Procedures

### College Curriculum Committee

The principal duty of The College of Fine Arts Curriculum Committee is to advise the Dean on policies affecting the College. Each unit will appoint one full-time faculty member, of any rank, to serve on the committee. The Dean may appoint additional faculty to serve on the committee as needed. The CoFA Associate Dean for Academic Affairs and the Coordinator of Degree Certification will serve on the committee as ex officio members. In general, the College Curriculum Committee reviews and recommends policies and practices pertaining to undergraduate and graduate academic affairs; reviews and acts on all undergraduate and graduate curricula changes (courses and programs) approved and submitted by the departments/schools within the college; and reviews Fine Arts (FAR) core proposals submitted by any program within the University. Recommendations of the College Curriculum Committee will be forwarded to the Undergraduate Council and/or Graduate Council or the TCU CORE Curriculum Committee. The College Curriculum Committee meets monthly during in the fall and spring semesters or as needed.

**Term:** three years

#### Proposal Procedure

Proposals approved by Curriculum Committees of Departments and Schools in the College of Fine Arts are then uploaded to the box.com folder CoFA Curriculum Committee > 2024-2025 > and the appropriate meeting folder date. Proposals are due one week prior to the Curriculum Committee meeting (see deadlines for material submissions below). Proposals must be digitally signed and electronically submitted. Proposal forms that have been printed, physically signed, and scanned as PDF submissions will not be accepted (this is a University Council rule). For new course proposals that require a syllabus, it must be combined into one pdf file with the proposal form. The new [syllabus template and checklist](#) must be used.

Please note: *A new digital workflow will be instituted for spring 2025 submissions. Trainings will be announced this fall semester.*

Each committee member is responsible for reviewing all of the proposals prior to the meeting. Proposals submitted by the materials due date will be considered at the corresponding scheduled Curriculum Committee meeting. Late submissions will be moved to the next meeting.

#### CoFA Curriculum Committee Deadlines and Meeting Dates 8:00-9:20 am (Zoom)

##### Materials Due

Thursday September 5, 2024

Wednesday October 9, 2024

Thursday November 7, 2024

Thursday February 6, 2025

Thursday March 6, 2025

##### Meeting Date

Thursday September 12, 2024

Thursday October 17, 2024

Thursday November 14, 2024

Thursday February 13, 2025

Thursday March 13, 2025

#### Undergraduate Council Meeting Dates 2:30-5:00 pm (RJH Incubator Lab)

##### Materials Due

##### Meeting Date

~~Wednesday September 25, 2024~~ — ~~Friday October 4, 2024~~ **Change 8/16/2024**  
**Wednesday September 13, 2024**      **Friday September 27, 2024** **Change 8/16/2024**

Wednesday October 30, 2024	Friday November 8, 2024
Wednesday November 20, 2024	Friday December 6, 2024
Wednesday January 29, 2025	Friday February 7, 2025
Wednesday February 26, 2025	Friday March 7, 2025
Wednesday March 26, 2025	Friday April 4, 2025

#### Graduate Council Meeting Dates 3:00-5:00 pm

##### *Materials Due*

Friday August 30, 2024  
 Friday October 4, 2024  
 Friday November 1, 2024  
 Friday January 24, 2025  
 Friday February 21, 2025  
 Thursday March 28, 2025

##### *Meeting Date*

Monday September 9, 2024  
 Monday October 14, 2024  
 Monday November 11, 2024  
 Monday February 3, 2025  
 Monday March 3, 2025  
 Monday April 7, 2025

#### University Council Meeting Dates 3:00-5:00 pm

##### *Materials Due*

Tuesday November 5, 2024  
 Tuesday February 18, 2025  
 Tuesday April 15, 2025

##### *Meeting Date*

Tuesday November 12, 2024  
 Tuesday February 25, 2025  
 Tuesday April 22, 2025

#### Proposals from individual units must include:

- **Appropriate course proposal forms** with all relevant information completed in as much detail as possible. *Must be on the most current version of the form.*
- **Proposals to drop a course.** Make sure that all references to the course in the course catalog (i.e. course lists, courses that list it as a prerequisite, etc.) are included in the proposal(s) for removal.
- **Proposals to add a course.** Make sure that the course number you are proposing does not already exist in the catalog with your proposed prefix.
- **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 University policies and resources website link and/or barcode). Note: [TCU's syllabus template](#) should be used for all new course proposals. Use the TCU [Syllabus Template Checklist](#) to ensure all content is included and in the correct order.

#### 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 will be resubmitted to the designated box folder and the Associate Dean for Academic Affairs notified via email. 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 the unit should

consult with the chair/director 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 College Curriculum Committee and Undergraduate or Graduate Council of the status of their proposals 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 must obtain permission to plan and follow the instructions as outlined on the Undergraduate or Graduate Council websites.

[Undergraduate Council Submission Forms](#)

[Graduate Council Submission Forms](#)

### TCU Core Curriculum Approval Process

Please follow the submission process as outlined on the [TCU Core Curriculum](#) website. All submissions should be approved by the Curriculum Committees of Departments and Schools

### 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.

*Quorum of 4 needed for voting.*

#### Current Committee Membership

Janace Bubonia, Chair, Associate Dean for Academic Affairs, *ex officio*

Diana Bueno, Coordinator of Degree Certification, *ex officio*

Penny Maas, Theatre – 2024-2027

James Rodriguez, Music – 2023-2026

Sarah Newton, Dance – 2022 - 2025

Leslie Browning-Samoni, FAME – 2022-2025

Albert Marichal, Design – 2023-2026

Jamin An, Art – 2024-2027