

*College of Education & Human Development  
Form B  
Program Action Routing Sheet*

**Initiating Department:** \_\_\_\_\_

**Program:** \_\_\_\_\_

Form B is for the substantive revision or development of teacher certification and undergraduate degree programs. (For revising or creating an individual course, use Form A.) A substantive revision is defined as the revision of an existing program one that involves 12 hours or more of course changes OR the creation of a new program within an existing degree OR the creation of a new degree. The initiating unit must attach all information as outlined for the new or revised plan. These attachments will facilitate the work of the College Academic Policy and Curriculum Committee and other administrative units responsible for reviewing the proposals. Form B must be forwarded with all documentation attached.

**Section I. Type of Program Action** (Check all that apply.)

	Substantive revision of existing degree program
	Substantive revision of existing teacher certification program
	Development of new teacher certification program
	Development of new degree program

**Section II. Routing**

Each approval/review level must sign and date below before forwarding. When additional information is needed before action can be taken, attach a clear explanation and return proposal to the previous level. Once all questions are satisfied, sign and date the form a second time in the appropriate space, indicate action taken, and forward with attached documentation.

Chairperson's Signature	Action	Date
Dept Curriculum Committee	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	
* Dept Chair (Forward to Dean's Office)	<input type="checkbox"/> Approved Dept Faculty <input type="checkbox"/> Disapproved	
* Signature verifies dept faculty decision.		
** COEHD Committee (CAPCC)	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	

**\*\* If approved or disapproved:** Return form to COEHD Office of the Associate Dean. **If tabled:** Return to previous approval level with clear summary of explanation.

*See next page of form for further information.*

## ***THECB Information & Proposal Format Guidelines***

All degree programs in the state of Texas must contain 120 student credit hours (SCHs). If the degree/program exceeds 120 SCHs, special approval must be obtained. All teacher certification programs must contain at least 18 and no more than 24 SCHs of education coursework.

### ***State Definition of “Education Course”***

The course content (not its prefix) is used to determine the classification of an education course. An “education” course is defined as follows:

A course that includes as its primary content education topics such as teaching strategies, models of instruction, curriculum development, assessment, or classroom management is considered an education course.

When a course “blends” academic subject matter and pedagogy, it is the **focus** of the course that determines the classification. If the course content focuses primarily on education topics such as curriculum and teaching, rather than on the academic subject matter, it is classified as an education course. Conversely, if the course content focuses primarily on academic content, it is an academic subject area course.

For all program proposals attach the following:

1. Provide a brief introductory paragraph outlining
  - a. The rationale for the proposal, including any background information that will make the proposed plan more understandable to a non-expert. E.g. Changes in State teacher certification; changes in body of knowledge related to a field of study, supplements to existing degree programs to meet needs of students.
  - b. Any anticipated need for additional facilities, funds &/or faculty.
  - c. Proposed date for implementation
2. In the body of the proposal,
  - a. Provide a summary page of the proposal showing the various disciplinary requirements for degrees by sections. For example for the Teacher Certification in ESL, this template outlines the degree requirements as well as the sections of the proposal to follow.

#### **EXAMPLE:**

	<b>State Requirements</b>	<b>Option A: Reading, Language Arts, Social Studies</b>
<b>CORE</b>	<b>42-48</b>	<b>42</b>
<b>IDS Major</b>	30 academic courses +18 ESL Delivery System	30 18
Additional IDS Requirements		15
Reading Requirement	3 SCHs of Upper Division	
Professional Education	no more than 18 (or 24 if field based)	18
Foreign Language		0-9
Total		123-132

- b. Divide the proposal in terms of
    1. Core Requirements by Domain  
**Note:** It is allowable for (and in fact the THECB encourages) coursework to count as both a core requirement and a major requirement.
    2. Major Requirements
    3. Support Work
    4. Professional Education Courses
    5. Include the total number of SCHs per section & the total SCHs for the whole program.
  
  - c. Indicate in the case of teacher certification programs, how the standards will be addressed within the coursework. For example place the relevant standard(s) in parentheses next to the courses listed.
3. Check the following aspects of your proposal carefully to ensure that:
- a. the number of hours for the program as a whole as well as for individual sections falls within the guidelines provided.
  - b. all prerequisites for courses outlined in the program are incorporated.
  - c. all new or revised courses are marked with an asterisk.
4. Attachments:
- a. In the case of new Teacher Certification programs attach a copy of the standards.
  - b. In the case of revised programs attach a copy of current program.
  - c. For new and substantially revised courses, attach a course description to the proposed plan.
  - d. For new and substantially revised courses, provide documentation (e-mail etc.) of consultation with related departments to ensure that there is no course duplication, either inside or outside the college.
  - e. Attach all relevant catalog copy reflecting proposed changes.

A rationale statement describing the revision which includes reason(s) for the proposed change, any anticipated need for additional facilities, funds &/or faculty, any pertinent documentation, and the proposed date for implementation.

*Program Revisions attach copy of current program with proposed revisions and rationale for change.*

*New Programs attach copy of proposed program with rationale and Form A for all revised or newly developed courses.*

***For a complete explanation of CAPCC's roles and responsibilities, see COEHD Bylaws, Section V, F, 2.***