

TO: Presidents and Chief Instructional Officers of Public Community and Technical Colleges, Chancellors, Presidents, Chief Academic Officers of Public Universities and Health-Related Institutions, and Community and Technical College Liaisons

FROM: MacGregor M. Stephenson

SUBJECT: 2014 Core Curriculum Submission Process

In anticipation of institutions' submission of the 2014 Core Curriculum, I am providing this update on the submission process. Please circulate this memo to all your faculty and administrators who are involved in the development of your institution's 2014 Core Curriculum.

The Coordinating Board staff is creating an online submission portal specifically for institutions to submit their proposed 2014 Core Curriculum. Details and instructions for using this online submission portal will be sent to institutions by early July 2013. All institutions must submit their 2014 Core Curriculum on or before the deadline of November 30, 2013. Upon receipt of the institutions proposed 2014 Core Curriculum, my staff will evaluate each submission and provide feedback, including approval or request for revisions to each institution.

Online Submission of 2014 Core Curriculum

Early Submission: August 1, 2013 – October 31, 2013

The Coordinating Board staff is asking institutions that have completed their 2014 Core Curriculum to submit their documentation beginning August 1, 2013 through October 31, 2013. However, only a limited number may be submitted during this early period.

If you would like to submit your institution's proposed 2014 Core Curriculum during the early submission time period, please email Catherine Parsonault (catherine.parsonault@theqb.state.tx.us). The number of institutions that may submit their documentation early is limited and requests to participate will be on a first-come basis.

Regular Submission: November 1 - 30, 2013

The online submission portal will be open to all institutions beginning November 1 through November 30, 2013. Institutions must submit their core curriculum proposal on or before the close of business **November 30, 2013.**

All 2014 Core Curriculum will be submitted through the Coordinating Board's online portal.

Timeline

Institutions must adhere to the following timeline for submission of the 2014 Core Curriculum:

1. August 1 – October 31, 2013: Early submission period for institutions to submit 2014 Core Curriculum to Coordinating Board for review.
2. November 30, 2013: Deadline for institutions to submit their proposed 2014 Core Curriculum to Coordinating Board for review.

3. September 2013 – February 2014: Coordinating Board staff conduct review of institutions' 2014 Core Curriculum.
4. March 1, 2014: Institutions' approved 2014 Core Curriculum posted and available on the Coordinating Board's new webpage, Texas Core Curriculum Webcenter.

2014 Core Curriculum – Submission Components

Component I. Course Selection Process

- A. Describe the institution's process for ensuring that each course aligns with the Foundational Component Area description and includes the required Core Objectives.

Component II. Core Objective Assessment Plan

The assessment of the Core Curriculum is an evaluation of attainment of the Core Objectives.

- A. Describe the institution's process to determine the appropriate level of attainment of each Core Objective.
- B. Describe the institution's plan for assessment of each Core Objective. Include the following components of the institution's assessment plan:
 - Assessment methods – explain the methodology (institutional portfolios, embedded assessment, etc.), describe the measures (must include at least one direct measure), outline the frequency and timeline of assessment;
 - Criteria/Targets – explain the criteria and targets for the level of attainment of each Core Objective, include references to externally informed benchmarks;
 - Analysis – explain how the results of the assessment will be evaluated; and
 - Actions and Follow-up – explain the process for improving student learning based on the assessment results.

The Coordinating Board encourages institutions to voluntarily participate in a peer review of the assessment of the six Core Objectives. This review may be included with the Core Objective Assessment Plan.

NOTE: *Institutions will continue to provide assessment results to the Coordinating Board on a 10-year cycle aligned with the institutions' Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) reviews.*

Component III. Proposed Courses

All proposed courses must align with the description of at least one Foundational Component Area (FCA) and incorporate the appropriate Core Objectives. The FCA and Core Objective definitions with Core Objective alignment can be found on the [Elements of the Core Curriculum](#) website, on the attached Quick Reference Guide, and in Coordinating Board rules, Chapter 4, Subchapter B, Section 4.28.

- A. Provide the course prefix, number, title, semester credit hours, component area, and Texas Common Course Number (TCCNS) equivalent (www.tccns.org), as applicable.

- B. Provide link(s) to specific documentation of how the students will demonstrate the Core Objectives, such as syllabi and other relevant material. (For example, course information website as required by Texas Education Code Chapter 51, Subchapter Z, Section 974 – *Internet Access to Course Information*.)

NOTES:

- A student must be able to complete an institution's 2014 Core Curriculum in 42 SCH.
- Each course must be listed individually (i.e., an institution may not identify "Any lower-division Anthropology course" as fulfilling a FCA requirement).
- Each course may only be listed in one of the eight foundational component areas. However, any course listed in a FCA may also be listed as an option in the Component Area Option (CAO).
- Unique needs courses available at community and technical colleges will not be considered for inclusion in an institution's 2014 Core Curriculum.

Areas of Special Consideration

Government/Political Science (Universities only)

If GOVT 2305 and GOVT 2306 equivalents are not included as course options in the Government/Political Science FCA, explain how a transfer student who completes either one or the other (GOVT 2305 or GOVT 2306), but not both, can fulfill the statutory requirements (Texas Education Code 51.301).

Explanation of Overflow Semester Credit Hours in a Foundational Component Area (as applicable)

If the minimum semester credit hours (SCH) above those outlined in rules are required or optional for any Foundational Component Area, explain the SCH disbursement in the Component Area Option and/or potential effects on the overall degree requirements.

Additional information about the 2014 Core Curriculum and Frequently Asked Questions can be found on the Coordinating Board's Core Curriculum website:

<http://www.thecb.state.tx.us/corecurriculum2014>.

If you have any questions, please contact my staff, Catherine Parsonault (catherine.parsonault@thecb.state.tx.us) or Lucy Heston (lucy.heston@thecb.state.tx.us).

Also attached: Quick Reference for 2014 Core Curriculum