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Introduction

Given the rapid evolution of necessary knowledge and skills and the need to take into account global, national, state, and local cultures, the Texas Core Curriculum (TCC) must ensure that students will develop the essential knowledge and skills they need to be successful in college, in a career, in their communities, and in life. Therefore, with the assistance of the Undergraduate Education Advisory Committee (UEAC), the Texas Higher Education Coordinating Board (Coordinating Board) approved a 42 semester credit hour (SCH) core curriculum for Texas public institutions of higher education. Each institution’s TCC includes a statement of purpose, six Core Objectives, eight Foundational Component Areas (FCA), and one Component Area Option (CAO).

History

In its January 2009 report to the Coordinating Board, Designing Texas Undergraduate Education in the 21st Century, UEAC suggested that the statewide general education core curriculum be reconsidered. Commissioner Paredes subsequently asked the UEAC to undertake the first revision of the legislatively-mandated 42 semester-credit-hour core curriculum since its approval in July 1998. Dr. Paredes charged the advisory committee to revise the Texas Core Curriculum "to ensure that it reflects current and future demands on student knowledge and skills."

Following a comprehensive review of trends and promising practices in undergraduate core curriculum initiatives nationwide, including curriculum requirements in other states and core curricula at more than one hundred different public and private colleges and universities, UEAC developed recommendations for a revised Texas Core Curriculum centered on increasing student learning and improving student success. The recommendations were presented to the Commissioner and Coordinating Board staff as a second report - Revising the State Core Curriculum: A focus on 21st century competencies.

Coordinating Board staff considered the recommendations of the advisory committee carefully, and in August 2011, proposed revisions to the existing Board rules that reflect many of the UEAC’s recommendations. Further revisions to the proposal were made based on the public comments that were received in August and September 2011. The Coordinating Board approved the rules with one additional amendment during the regular quarterly meeting of the Board on October 27, 2011. The revised core curriculum application was implemented in the fall of 2014.
Elements of the Texas Core Curriculum

The TCC is a 42 Semester Credit Hour (SCH) core curriculum for all undergraduate students in Texas. The elements of the TCC include a statement of purpose, six Core Objectives, eight Foundational Component Areas (FCA), and one Component Area Option (CAO).

Statement of Purpose

Through the Texas Core Curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world, develop principles of personal and social responsibility for living in a diverse world, and advance intellectual and practical skills that are essential for all learning.

Foundational Component Areas and Component Area Option

There are eight Foundational Component Areas (FCA) and one Component Area Option (CAO). The CAO may provide options for students to choose additional courses from the other FCA. Each FCA has a component description as definition, a set number of Semester Credit Hours (SCH) required for completion of a component, and specified core objectives requirements. The number of required SCH is listed in brackets for each of the eight FCA and the CAO:

1. Communication (6 SCH)
2. Mathematics (3 SCH)
3. Life and Physical Sciences (6 SCH)
4. Language, Philosophy and Culture (3 SCH)
5. Creative Arts (3 SCH)
6. American History (6 SCH)
7. Government/Political Science (6 SCH)
8. Social and Behavioral Sciences (3 SCH)
9. Component Area Option (6 SCH)

Core Objectives

Specific Core Objectives are required for each FCA and the CAO. Each course must address a minimum of three Core Objectives:

- **Critical Thinking Skills (CT)** - creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- **Communication Skills (COM)** - effective development, interpretation and expression of ideas through written, oral and visual communication
- **Empirical and Quantitative Skills (EQS)** - manipulation and analysis of numerical data or observable facts resulting in informed conclusions
- **Teamwork (TW)** - ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- **Social Responsibility (SR)** - intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities
- **Personal Responsibility (PR)** - ability to connect choices, actions and consequences to ethical decision-making
Texas Core Curriculum Submission and Approval Process

Coordinating Board rule, Texas Administration Code 4.31 (2), allows each Texas public higher education institution one comprehensive request for change per year. The request should cover all proposed changes to the institution's list of core courses, including addition and deletion of courses, changes to course numbers, course titles, course Semester Credit Hours (SCH), re-assignment of a course from one Foundational Component Area (FCA) to another if appropriate, and other changes, such as placement of overflow hours from four Semester Credit Hour courses or changes to their core curriculum assessment plan.

Annual Change of Texas Core Curriculum Course Listing

The following steps outline the submission and approval process for core curriculum changes:

- Each institution may submit one comprehensive request for change to its list of core curriculum courses per year.
- All requests for change must be made through the online system available through the Core Curriculum Submission Portal.
- In order to support timely submission of such changes, the Coordinating Board will roll over the University Course Inventory to the next inventory year at an earlier date than in years prior to 2015, i.e., on or near February 1 of each year.
- There will be no deadline for submitting the annual change to the core.
- Institutions should allow a review period for the approval process, in order to accommodate a timeline that allows for review and a reply by the institution:
  1. On a date of its choosing the institution submits its change request.
  2. Within one month the Coordinating Board staff will issue an information sheet listing approved and denied changes.
  3. Within one month the institution may respond to the decision.
  4. Within two weeks the Coordinating Board staff will reach closure.

The Coordinating Board will make every effort to work with each institution to clarify core curriculum issues.

The Texas Higher Education Coordinating Board’s Website

The Coordinating Board’s webpage for the Texas Core Curriculum is at http://www.thecb.state.tx.us/TXcorecurriculum.
Access the Portal to the Texas Core Curriculum System

The Texas Core Curriculum (TCC) Submission System is available at the following URL:

https://www1.thecb.state.tx.us/apps/TCC

Accessing the Core Curriculum Submission System requires:

1. A valid Coordinating Board ID (CBID) login and password. A user who has never logged into an application at the Texas Higher Education Coordinating Board, must click the “Sign Up!” link and follow the online instructions to create an account and request access to the TCC application. Instructions to request a CBID account can be found in the Appendix.

2. Permission to access to the Core Curriculum application. A user who currently has a Coordinating Board ID (CBID) but is using the Texas Core Curriculum Submission System for the first time, must request access. Instructions to request access to the TCC Submission System can be found in the Appendix.
The Texas Core Curriculum Submission System

The submission of the Texas Core Curriculum consists of the following steps:

a) Submission of the required Core Curriculum documentation.
   Component I: The Course Selection Process document that describes the institution’s process for ensuring each course aligns with the Foundational Component Area (FCA) definitions and incorporates the required Core Objectives.
   Component II: The Core Objective Assessment Plan that describes:
   A. the process for determining Core Objective attainment, and
   B. the institution’s plan for assessment of each Core Objective.
   Component III: A URL link to specific documentation and/or documents of how the students will demonstrate the Core Objectives, such as syllabi and other relevant material.
   For example, the institution may provide a link to its course information website as required by Texas Education Code chapter 51, Subchapter Z, Section 974 – Internet Access to Course Information.
   Component IV: Selection of Proposed Courses
   A. Submit courses to each of the eight FCA or delete existing courses from each FCA.
   B. Submit courses to the CAO or delete existing courses from the CAO.

b) Review and submittal to the Texas Higher Education Coordinating Board.

NOTE: The Texas Core Curriculum submission process does not have to be completed in one session and Components I through IV may be entered independently from each other. The submitter may complete a portion of the application, log off, and return later to continue. Once a document is loaded it will remain in the system and is associated with the institution’s FICE code. In the Course Selection window, course selections for the selected FCA will be saved as soon as the “Add to core” command button is selected.

Once the submission of Components I and II of the Core Curriculum documentation has received approval, based on the initial fall 2104/spring 2015 submission, the components need not be updated or resubmitted for re-approval.

Once an institution has submitted a core curriculum for a given year, any additional changes require the system to be re-opened for update. The institution would need to send a request to open up the system via email to corecurriculum@thecb.state.tx.us.
Component I – Upload the Course Selection Process Documentation

If the submitter is not currently on the “Core Curriculum Documentation” page, select from the toolbar “Initial Submission → Core Curriculum Documentation.”

Note: If a new document is uploaded, a request for review and approval of the document is sent.

The document can be viewed by locating the “Existing file” link.

To upload a new document, click the command button “Browse,” located beneath Component I. Select a MS Word or PDF document and click the command button “Open,” then click the “Upload” command. A message “Existing file...” will appear, with the new date and time the file was loaded. This process may be repeated, if necessary. Repeating the process will replace the current file, e.g., if the incorrect document was loaded or updates need to be made. The submitter may also click the “Existing file” link to review the submitted document.
Component II.A – Upload the Core Objective Attainment Plan

If the submitter is not currently on the “Core Curriculum Documentation” page, select from the toolbar “Initial Submission → Core Curriculum Documentation.”

Note: If a new document is uploaded, a request for review and approval of the document is sent.

The document can be viewed by locating the “Existing file” link.

To upload a new document, click the command button “Browse,” located beneath Component II.A. Select a MS Word or PDF document and click the command button “Open,” then click the “Upload” command. A message “Existing file…” will appear, with the new date and time the file was loaded. This process may be repeated, if necessary. Repeating the process will replace the current file, e.g., if the incorrect document was loaded or updates need to be made. The submitter may also click the “Existing file” link to review the submitted document.
Component II.B – Upload the Core Objective Assessment Plan

If the submitter is not currently on the “Core Curriculum Documentation” page, select from the toolbar “Initial Submission → Core Curriculum Documentation.”

Note: If a new document is uploaded, a request review and approval of the document is sent.

The document can be viewed by locating the “Existing file” link.

To upload a new document, click the command button “Browse,” located beneath Component II.B. Select a MS Word or PDF document and click the command button “Open,” then click the “Upload” command. A message “Existing file…” will appear, with the new date and time the file was loaded. This process may be repeated, if necessary. Repeating the process will replace the current file, e.g., if the incorrect document was loaded or updates need to be made. The submitter may also click the “Existing file” link to review the submitted document.
Component III – Provide Supporting Syllabi or Other Additional Documentation

If the submitter is not currently on the “Core Curriculum Documentation” page, select from the toolbar “Initial Submission → Core Curriculum Documentation.”

Provide the information through a web link (URL address):

1. In the textbox “Please provide a link to your institutional syllabi or other supporting materials: http://”, complete the URL to the supporting online documentation.
2. Click the “Save” command button.
Provide the information through a MS Word or PDF file:

Click the “Browse” command button located in section Component III. Select the MS Word or PDF document and click the “Open” command button, then click the “Upload” command. A message “Existing file...” will appear, with the new date and time the file was loaded.

This process may be repeated, if necessary. Repeating the process will replace the current file, e.g., if the incorrect document was loaded or updates need to be made. The submitter may also click the “Existing file” link to review the submitted document.

Note: It is a requirement that specific documentation is made available, such as syllabi and other relevant materials, to demonstrate how a course will adhere to the definition of the Foundational Component Areas (FCA) or the Component Area Option (CAO) and how it will address the Core Objectives.

For example, an institution may use its course information website as required by Texas Education Code Chapter 51, Subchapter Z, Section 974, “Internet Access to Course Information” or it may utilize a website developed solely for Core Curriculum documentation.
Component IV.A – Select/Deselect Courses for the Foundational Component Areas

If the submitter is not currently on the "Course Selection" page, select from the toolbar "Initial Submission → Course Selection."

![Diagram showing course selection process](image-url)
To begin the course selection process select the Foundational Core Area (FCA) to assign courses. In the figure below, “020 Mathematics” was selected.

Select a Rubric from the selection list. In the figure below, the rubric “MATH” was selected.

A list of all math courses available to the institution is provided.

**Two-Year Institutions:**
The list of courses offered will be populated with courses from the Academic Course Guide Manual (ACGM) for the selected rubric.

**Four-Year Institutions:**
The list of courses offered for the selected rubric will be populated with the courses reported to the Texas Higher Education Coordinating Board’s course inventory.
The field of courses selected for the core is pre-populated with courses that are currently approved for the institution’s core curriculum.

Note: Once a course is deleted from the list of previously approved core courses, and subsequently added back to the list, a request for review and approval of the course is sent.
Courses that should be selected or deselected for inclusion in the core curriculum, need to be highlighted in the fields for selection of courses offered. Click the right/left arrow command button to move courses from the “Courses offered for selected rubric” window to the “Courses in core curriculum for selected rubric” or vice versa.

Courses can be highlighted one at a time. NOTE: The <Ctrl>-key can be held down to select more than one course at a time. The <Shift>-key can also be used to select a contiguous block of courses.

Click the “Add to core” button to make the changes. Courses selected for the core curriculum are then displayed in the field “Courses in core curriculum”

Note: Universities should declare TCCNS alignment

If a course is reported to the Texas Higher Education Coordinating Board with a course number of the Texas Common Course Numbering System (TCCNS) at http://www.tccns.org/, the number will appear in the “Courses in Core Curriculum for ...” window. If the course has been
reported without an associated TCCNS course number, please enter an equivalent TCCNS number, as appropriate.

### Courses in core curriculum for Mathematics

<table>
<thead>
<tr>
<th>Rubric</th>
<th>Course Number</th>
<th>Course Title</th>
<th>SCH</th>
<th>TCCNS Rubric/Course Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH</td>
<td>118</td>
<td></td>
<td></td>
<td>MATH 2412 Pre-Calculus Math (4 SCH version)</td>
</tr>
<tr>
<td>MATH</td>
<td>2413</td>
<td>CALCULUS</td>
<td>4</td>
<td>Supply TCCNS course number</td>
</tr>
</tbody>
</table>

The “Supply TCCNS course number” selection list will include all courses described in the Academic Course Guide Manual which is available online at [http://www.thecb.state.tx.us/AAR/UndergraduateEd/WorkforceEd/acgm.htm](http://www.thecb.state.tx.us/AAR/UndergraduateEd/WorkforceEd/acgm.htm).

### Account for Overflow Semester Credit Hours

1. Enter the minimum number of Semester Credit Hours (SCH) for the selected Foundational Component Area (FAC), which is necessary to be completed at your institution. Overflow hours are SCH that are part of a course(s) in the FCA, but are in excess of the allowed SCH for the FCA. For example, if the SCH for a course in mathematics is 4 SCH, then one of the SCH must be an overflow hour, because the mathematics FCA allows a maximum of 3 SCH. In that case, and if there is no other option for the student to take a course with 3 SCH, the submitter would enter the number “4” in this field.

2. Declare, by selecting from the pull-down menu, the institution’s accounting of overflow hours. Overflow hours may either count towards the Component Area Option, the students’ degree program, or to either, depending on the situation. Overflow hours counting towards the students’ degree program must not increase the total hours required for the plan.
Component IV.B – Select/Deselect courses for the Component Area Option

If the submitter is not currently on the “Course Selection” page, select from the toolbar “Initial Submission → Component Area Option.”

The Component Area Option (CAO) allows each institution the flexibility to incorporate institutional requirements (e.g. a writing focus or a multicultural studies course) or include specific degree requirements (e.g. calculus II for engineering majors or an additional social and behavioral Science course for liberal arts majors) in the core curriculum.

Courses for the Component Option A

Courses selected in Component Option A must be aligned and associated with the definition and Core Objectives of at least one of the eight Foundational Component Areas (FCA).

A student must be able to select at least 3 SCH hours from the Component Option A.

Courses for the Component Option B

Courses selected in Component Option B must also be aligned and associated with at least one of the eight FCA definitions. However, the institution does not have to identify with which of the eight FCA the course(s) align.

The course(s) must also incorporate three Core Objectives. Two of those must be Communication Skills and Critical Thinking Skills and one is the institution’s choice. The institution does not have to identify the third Core Objective.

A student may not select more then 3 SCH hours from the Component Option B.
The field of courses selected for the core is pre-populated with courses that are currently approved for the institution’s core curriculum.

### What is the minimum number of semester credit hours required in the Component Area Option (not counting overflow hours)?

<table>
<thead>
<tr>
<th>Courses offered under Option A</th>
<th>SCH</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCHR 1315</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>SPCH 1315</td>
<td>3.00</td>
<td></td>
</tr>
</tbody>
</table>

Option B: I affirm that the following courses align with at least one Foundational Component Area and incorporate Communication Skills, Critical Thinking Skills and one other Core Objective.

<table>
<thead>
<tr>
<th>Courses offered under Option B</th>
<th>SCH</th>
<th>Delete course from CAO</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 2200</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td>PHED 1100</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>PHED 1304</td>
<td>3.00</td>
<td></td>
</tr>
</tbody>
</table>

Note: **Once a course is deleted from the list of previously approved core courses, and subsequently added back to the list, a request for review and approval of the course is sent.**

To submit additional courses, the submitter must choose a rubric from the selection list and select Component Option “A” or “B”.

Courses that should be selected or deselected for inclusion in the core curriculum, need to be highlighted in the fields. Click the right/left arrow command button to move courses form the “Courses offered for selected rubric” window to the “Courses in core curriculum for selected rubric” or vice versa.
Courses can be highlighted one at a time. NOTE: The <Ctrl>-key can be held down to select more than one course at a time. The <Shift>-key can also be used to select a contiguous block of courses.

Enter the minimum number of semester credit hours required in the Component Area Option (not counting overflow hours) and click the command button “Add to core.”

If the course was selected for the Component Options “A,” the Category checkbox for the appropriate Foundational Component Area (FCA) must be selected.

If the course was selected for the Component Options “B,” the checkbox must be checked that affirms adherence to FCA definition and that three core objectives are addressed.
**Review and Submittal Process**

If the submitter is not currently on the “Review and Submit” page, select from the toolbar “Initial Submission → Review and Submit.”

The submission page opens.

The Core Curriculum can only be submitted once. Please ensure all documentation has been submitted and that each FCA including the Component Area Option have the correct number of Semester Credit Hours before clicking the SUBMIT command button. Once submitted, you will need to contact the Texas Higher Education Coordinating Board at corecurriculum@thehb.state.tx.us to make further updates.
To submit the Core Curriculum the submitter must review the “Review and Submit” window to ensure all documentation and the proper number of Semester Credit Hours (SCH) are assigned to each FCA. The core curriculum is submitted through the command button “Submit.”

An agreement window will appear:

I assume the responsibility for verifying that graduates of any undergraduate degree awarded by Panola College meet the following core curriculum requirements:
1. The student has successfully completed 42 semester credit hours (SCH).
2. The student has successfully completed the minimum SCH for all nine component areas:
   a. 010 Communication (6 SCH)
   b. 020 Mathematics (3 SCH)
   c. 030 Life and Physical Sciences (6 SCH)
   d. 040 Language, Philosophy and Culture (3 SCH)
   e. 050 Creative Arts (3 SCH)
   f. 060 American History (6 SCH)
   g. 070 Government/Political Science (6 SCH)
   h. 080 Social and Behavioral Sciences (3 SCH)
   i. 090 Component Area Option (6 SCH)
3. The student has successfully completed the American History and Government requirements stated in TEC 51.301 and TEC 51.302.
4. All courses transferred from a Texas public institution have been approved by the Coordinating Board as core curriculum courses.
5. Courses not taken at a Texas public institution and used to fulfill core curriculum requirements have been evaluated and determined to align with the definition and Core Objectives as described in Coordinating Board Rules, Chapter 4, Subchapter B §4.28.

Once an institution has submitted a core curriculum, any additional changes require the system to be re-opened for update. The institution would need to send a request to open up the system via email to corecurriculum@thecb.state.tx.us.

Clicking the command button “I agree” will trigger the submission of the institution’s Core Curriculum to the Texas Higher Education Coordinating Board for review. A confirmation message is displayed upon submission:
The Core Curriculum Report

To review the information submitted for consideration select “Report” from the toolbar.

A report of all selected courses will be created:
Appendix

Register for a Coordinating Board ID (CBID)

1. Click the “Sign Up!” link in the CB ID Login window.
2. Enter your first name.
3 Enter your last name.
4 Enter your institutional affiliation.
   Note: As you begin entering text, list of THECB affiliations matching the entered text will appear. You must select a valid THECB affiliation to register.
5 Complete your physical address
6 Enter your email address.
7 Enter a valid password.
8 Confirm your password.
9 Enter the text in the CAPTCHA box.

10 Click the “I agree to the CBID Account Agreement” checkbox.
11 Select the “Texas Core Curriculum,” checkbox.
12 Click the Register command button.

Your information will be forwarded to THECB personnel for approval. After your request is approved, you will receive an email confirmation stating you have access to the Core Curriculum application.

Request Access to the Texas Core Curriculum Application

1 Select the “Texas Core Curriculum,” checkbox.
2. Click the Register command button.

Your information will be forwarded to THECB personnel for approval. After your request is approved, you will receive an email confirmation stating you have access to the Core Curriculum application.

**Reset the Password (Forgotten Password)**

1. Go to the CB ID Login using the following URL: [https://www1.thecb.state.tx.us/apps/TCC/](https://www1.thecb.state.tx.us/apps/TCC/)
2. Click on the “Forgot your password?” link
3. Enter your email address
4. Select the **reset password** command button
5. You will receive an email with the temporary password. Follow the instructions in section 2.1 to change your temporary password.