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: Stacey Silverman

SUBJECT: Core Curriculum Submission System Information

DATE: July 25, 2013

In anticipation of institutions' submission of the 2014 Core Curriculum, the information in this memo will provide a general overview of the submission process. Please circulate this information to all faculty and administrators involved in the development of your institution's 2014 Core Curriculum.

A. **Timeline**: The Core Curriculum System will go live on August 1, 2013 and early submission will run through October 31, 2013. The regular submission period is November 1 through 30. An official Coordinating Board response will be sent to institutions by February 28, 2014.

   1. Institutions that requested early submission (August 1, 2013 – October 31, 2013) will receive approval confirmation within two months of submission. The following schedule applies to institutions that requested early submission.

      a. August submission: Midwestern State University, San Jacinto College, Southwest Texas Junior College, Texas Tech University, Tyler Junior College, University of Houston University of Texas at San Antonio, and West Texas A&M University.
      b. September submission: Alamo Colleges, Cisco College, El Paso Community College, and Texas A&M International.
      c. October submission: Collin College, Kilgore College, and South Texas College.

   2. All other institutions must submit proposed core curriculum November 1 through 30. All institutions will receive an official notification from the Coordinating Board related to the core curriculum by February 28, 2014.

B. **Accessing the Core Curriculum System**: A Coordinating Board ID (CBID) is required to access the online system. If access to other secure THECB applications has been achieved in the past, your institution's CBID login and password already exists. The CBID user will be able register for the Core Curriculum application at any time. Institutions that requested early submission may submit the components beginning August 1, 2013. If your institution requires access for additional users, registration for a new account will need to be completed on or after August 1, 2013: https://www1.thecb.state.tx.us/cbid/

C. **Components I, II, and III:** See screen shots below.

   1. Component I requires uploading the Course Selection Process document (PDF or Word). This document should describe the process for ensuring that each course aligns with the Foundational Component Area description and contains the required Core Objectives.

Component I. Course Selection Process

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

Please upload Course Selection Process document: (pdf or word) Browse... Upload

2. Component II requires uploading the Course Assessment Plan document (PDF or Word). This document describes the plan for assessment of each of the six Core Objectives. The institution must provide link(s) for documentation of student demonstration of the Core Objectives. For courses not included on the institutional website, an area to upload a searchable document (PDF or Word) is available.

Component II. Course Assessment Plan

A. Describe the institution's plan for assessment of each Core Objective. The assessment of the Core Curriculum is an evaluation of attainment of the Core Objectives.

- 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.

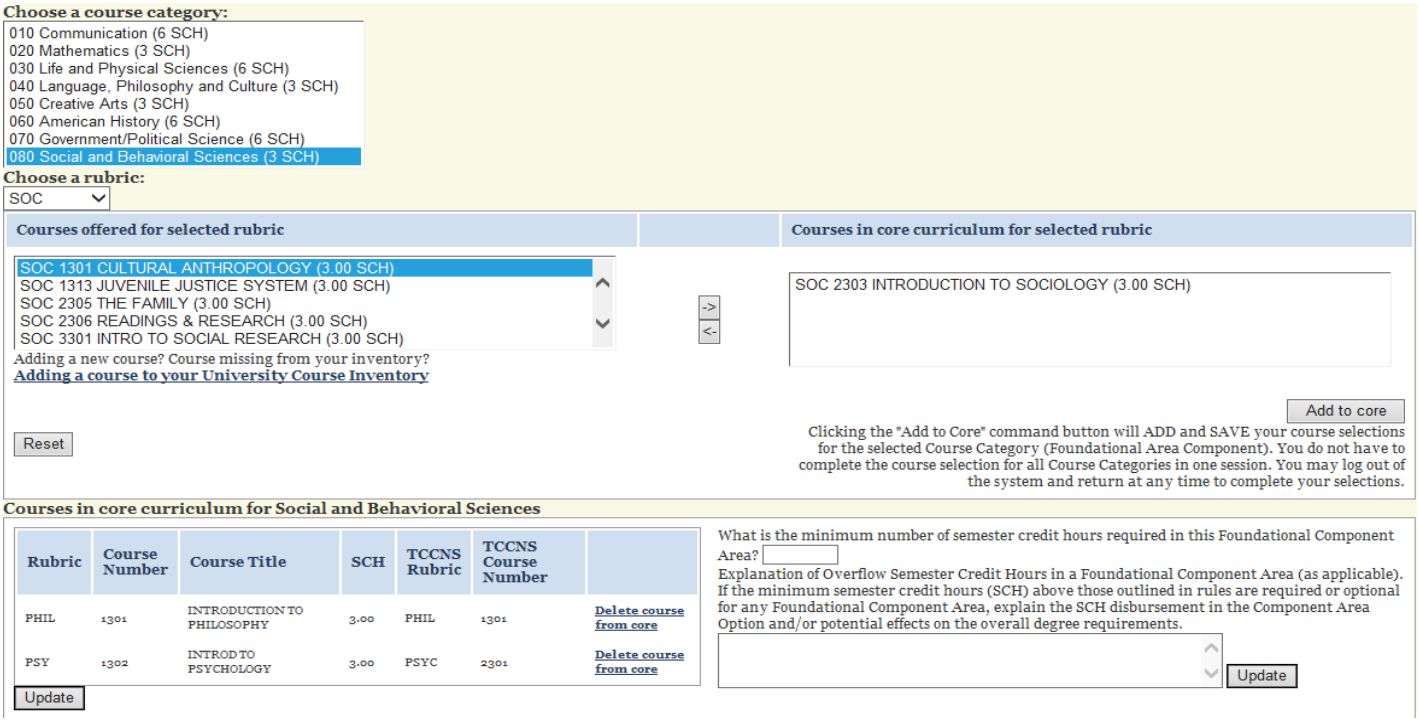
Please upload assessment plan: (pdf or word) Browse... Upload

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.)

Please provide a link to your institutional syllabi or other supporting materials: http:// Save

For courses not included on the institutional syllabi website, please upload a searchable (pdf or word) document: Browse... Upload

3. Component III. Proposed Courses: The courses available for selection will be unique to each institution's course inventory. Institutions have the ability to add new courses that have not been reported to the Coordinating Board.



Additional information about the 2014 Core Curriculum, Frequently Asked Questions, and the 2014 Texas Core Curriculum Website User Guide (Draft) 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, Melinda Valdez-Ellis (melinda.valdez@thecb.state.tx.us) or James Goeman (james.goeman@thecb.state.tx.us)

Attached: Core Curriculum Memo (November 2012) and Quick Reference for 2014 Core Curriculum