

Procedure for Proposed Curriculum Changes
for the *2010-2012 Undergraduate Catalog* and the
2010-2012 Law School Catalog

In consultation with the Office of the Executive Vice President and Provost, the deadline for receiving proposed legislative changes in the Office of the General Faculty and Faculty Council (OGF) for the *2010-2012 Undergraduate Catalog* and the *2010-2012 Law School Catalog*¹ is September 21, 2009.

Colleges and schools are being asked to prepare and submit the following items for each catalog change requiring Faculty Council approval electronically to the OGF by the September 21 due date:

- impact statement form that includes key elements of the proposed legislation (see the attached form) and
- suggested wording for the new catalog entry assuming the proposed legislation is approved. (Please use legislative style by hand-keying the strikethroughs and underlines, but **do not use the Track Changes feature in Word.**)

Submissions will be returned to you if the impact statement forms are not filled out in their entirety and/or the rationale for the change is not thoroughly explained.

Catalog changes that require Faculty Council approval include the following:

- Adding or deleting a concentration, major, field of study, or degree
- Adding or deleting an academic unit, such as a center, division, or department
- College/school, departmental, or division name change
- Change in access to courses (ex. restricted to students inside major or college)
- Changing courses in degree requirements
- Changing the number of hours required to complete a degree
- Creating or abolishing a new college/school

A web page has been set up on the OGF's site

<http://www.utexas.edu/faculty/council/pages/catalog_chgs/catalog_chgs.html> for your reference. There you will find the word document of your college/school's catalog copy, downloadable impact statement form, examples of the types of changes, and the University's legislative flow process.

Given all the changes, this year will no doubt be a challenging one for all of us involved in the process. However, if we work together and communicate effectively, we hope the new review and approval process will result in a smooth transition in adopting meaningful curricular reforms and a *2010-12 Undergraduate Catalog* that will be easy for students, faculty, and staff to utilize. Jenny Morgan or Debbie Roberts in the OGF are happy to answer any questions you may have. You can contact them at 471-5934 or at fc@uts.cc.utexas.edu.

¹ 2010-2012 Law School Catalog added on February 13, 2009.