Process Name: Creating Course Catalog
Date: September 13, 2005
Time: 9:0030am
Location: ACR 207
Participants:
Session Lead:

Narrative/Description: Faculty curriculum approves all creation or update courses. It is then forwarded to VP for Academic Affairs, who then take it to the Texas State University Board of Regents (TSUBR) for final approval. Upon approval the Registrar is provided with detail information to enter in the system.

Electronic Inputs: N/A
Manual/Paper Inputs: SIS Plus, screen 125

Key Decision Points (list all): Faculty develops course detail, TSUBR approval, THECB approval.

Related Policy(s): Faculty Handbook

Interface to Other Systems: N/A

Web Features: Viewed in Web Course Catalog

Electronic Outputs: THECB course inventory report
Manual/Paper Outputs: Printout of annual course inventory update

Customer(s): Dean of Academic schools and Department Chairs

Regulatory Items: THECB rules and regulations
Frequency/Volume: Annually (Spring)
Potential Break Points: Missing detail information
Automation: THECB report is automatically generated
Issues: Faculty offering course before approval date.