

CURRICULUM DESIGN  
INSTRUCTIONAL PROGRAMS AND COURSES

EFA  
(REGULATION)

COURSE MASTER FILE	<p>Procedures for changing the course master file are as follows:</p> <ol style="list-style-type: none"><li>1. Requests for approval for new academic courses or for approval of program revisions are first approved by the Dean of Instruction. The requests are sent to the Texas Higher Education Coordinating Board.</li><li>2. Approvals are returned to the Dean of Instruction's office in the form of two inventories, the inventory for academic programs (listing approvals by courses), and the inventory for approved technical-vocational programs (listing approvals by courses within programs). Both inventories are sent to three College units:<ol style="list-style-type: none"><li>a. The Computer Center--The change in the course master file is made in the Dean of Instruction's office.</li><li>b. The Admissions and Records Office, which shall receive a copy of both inventories.</li><li>c. The appropriate instructional division, which will receive copies of the approvals.</li></ol></li></ol>
CONTROL AND SAFEGUARDS	<p>Control and safeguard procedures are as follows:</p> <ol style="list-style-type: none"><li>1. The Director of Admissions and Records shall check the course master file one month prior to each fall and spring term to ensure that all of the offerings are approved and that the information is accurate for each course (i.e., title, contact hours, and the like). Any variances will be reported to the Dean of Instruction.</li><li>2. Any course to be taught, to be on the College schedule, and to be in the catalog must be in the course master file.</li><li>3. The Director of Admissions and Records shall recommend changes in procedures, improvements, and training that will enhance the maintenance and accuracy of this file.</li><li>4. Only the Dean of Instruction's office can change the course master file.</li><li>5. The Dean of Instruction's office will maintain a list of academic courses that are approved under "unique" need.</li><li>6. The Director of Admissions and Records shall be responsible for public relations and seek evaluation of the College reporting and approval process.</li></ol>