

**Amarillo College**  
**Component I – Course Selection Process**  
**2014 Core Curriculum Submission**

**Describe the Institution's Process for Ensuring that Each Course Aligns with the Foundational Component Area Definition and Contains the Required Core Objectives**

***Introduction of Process***

In an effort to coordinate core curriculum submissions, Amarillo College's (AC's) Vice President of Academic Affairs formed a [Core Curriculum Redesign Task Force Committee \(CCRTFC\)](#). The Committee was charged with forming a course selection process, forming a course assessment process, and providing AC department heads and department-head designated faculty the adequate training and support needed to create core curriculum submissions that measure students' attainment of core objectives/competencies in each AC core curriculum course.

The CCRTFC began meeting biweekly in the spring 2012 semester. After the CCRTFC formed and approved a new core curriculum process, AC's new core curriculum requirements and course submission information were presented to AC faculty at the March 7, 2013 Arts and Science division meeting. At the meeting, department heads and designated faculty were given a step-by-step explanation of the core curriculum submission process and were also given an overview of the THECB and AC expectations associated with the submission process. For instance, this meeting emphasized not only the submission process steps, but also the importance of forming benchmarks based on internal (e.g. past performance) and external data (e.g. CCSSE results) and the necessity for AC faculty to clearly incorporate direct outcomes into each core curriculum course. Additionally, all AC faculty were sent a [follow-up memo](#) that included a link to a [Web screen shot tutorial](#) that provided a walkthrough of the submission portal and that reiterated the Core Curriculum submission requirements.

***Ensuring Course Alignment with Foundational Component Area and Required Objectives***

After department heads and faculty were trained in the submission criteria and submission process, the Chair of the CCRTFC formed Foundational Sub-Committees. Each sub-committee served as quality assurance by verifying that each course was submitted in the correct foundational component area and that each course submission adequately demonstrated and evaluated the required core objectives for each foundational component area. A complete overview regarding the sub-committee's role, committee membership, timeline, evaluation status, and most up-to-date evaluation forms is stored in the "[Spring/Summer 2013 Foundational Component Sub-Committees Review](#)" document. As faculty make final revisions to ensure their courses meet THECB criteria, the sub-committee review document (referenced above) will continue to be updated.

After a course was approved or approved with contingency\* through the sub-committees' review process, the forms passed from the sub-committees to the Dean's Council. After the courses were approved by the Dean's Council on [September 18, 2013](#), the courses then passed to the Curriculum Committee who conducted a final review on [September 27, 2013](#) to further ensure that each core curriculum submission meets THECB requirements and AC expectations.

In the future, all courses proposed for addition to the AC core curriculum will go through at least some variation of the above outlined process from the point of initial proposal submission through the point that the final approval is granted by the Curriculum Committee.

\*Approved or Approved with Contingency -

Upon examination of the current [sub-committee evaluations](#), it is evident that some courses are fully approved (e.g. received all "Yes" evaluations). However, some department heads or designated faculty are still working to adequately fulfill THECB and AC core curriculum submission requirements. For those department heads and/or designated faculty who are making a good-faith effort in the 2013 year to meet the requirements (e.g. have already made several updates and/or have indicated they are working on their curriculum/assessment plan updates), the courses were approved, but with the contingency that the department heads or designated faculty will continue to update the course prior to fall 2014 in a manner that ensures that all THECB and AC requirements are met by Fall 2014. AC has made a commitment that no course will be offered in fall 2014 as a core curriculum course if it has failed to receive all "Yes" evaluations and thus has failed to demonstrate that the course meets the minimum standards required by the THECB.