

****URGENT MESSAGE****

**DEADLINE DATE FOR SUBMISSIONS TO BE CONSIDERED
AND REVIEWED BY THE UAC FOR THE FALL 2009 AND
SPRING/SUMMER 2010 COURSE INVENTORY
FRIDAY, FEBRUARY 13, 2009**

NO EXCEPTIONS!!!!

**TEXAS HIGHER EDUCATION COORDINATING BOARD
Course Inventory Update
CBM 003 ADD/CHANGE**

INSTRUCTIONS

This form will be used to request the addition of new courses to the course inventory or to request substantive modifications of courses already in the inventory. A separate form is to be submitted for each course. Explanation of the information to be supplied is given below:

- Item #1 Name the institution.
- Item #2 Indicate the date the form was completed.
- Item #3 Indicate the academic year the changes would become effective.
- Item #4 Indicate the title of course **only**.
- Item #5 For new courses and for existing course where there is a substantive change, indicate the complete course description, including prerequisites, as it would appear in the institution's catalog. (*exclude course title as it is referenced in Item #4*)
- Item #6 For new courses, indicate the authorized degree or certification program which justifies this expansion. For existing courses where there is a change in the applicability toward a degree or certification program, indicate the change.
- Item #7 For new courses, #6 will usually justify course expansion; however, additional information about the applicability of the course should be stated here. For changes to existing courses, indicate the reasons the changes are requested.
- Item #8a For new courses, omit this item. For existing courses, provide all items. **See Course Data Blocks** ("D" indicates delete).
- Item #8b For new courses and changed courses, provide all items. **See Course Data Blocks.**

Course Data Blocks:

The information which actually will be entered on the course inventory update is recorded in a series of data blocks on the update forms. On the Add/Change form, the data blocks are in item 8a and 8b. Explanation of these data blocks is listed below.

Institution Code (003630). Enter the 6-digit FICE code for the institution (*provided for you*).

Subject Prefix. Enter the subject abbreviation for each course as established by the institution. Begin in the first left space.

Course Number. Enter the course identification number. Begin in the first left space.

Semester Credit Hour (SCH). Enter the maximum number of semester credit hours which may be awarded for each course in a given semester (Enter the number of awarded credit hours).

Level. Enter the code shown below for the level at which each course is requested.

Freshman.....	1
Sophomore.....	2
Junior.....	3
Senior.....	4
Master's.....	5
Doctoral.....	6
Special/Professional.....	7
(Law, Optometry, or Veterinary Medicine)	

Subject Matter Code. Enter the most recent ten digit code from the Texas CIP code taxonomy (<http://www.txhighereddata.org/Interactive/CIP/>) which most accurately describes the subject matter of each course. Old Texas CIP Codes should not be used!!

MCL. Enter “O” or “1” if the course is titled a “Special Topics” or “Independent Study Course”.

Core Code/Area (See Mrs. Michelle Davis; Academic and Student Affairs).

Cross List (See Mrs. Michelle Davis; Academic and Student Affairs)

Repeatable. Can the course be repeated for credit? Please enter “Yes” or “No” in the block provided. If the course can be repeated for credit, please indicate how many times in the proposed course description (#5 on the form). Please see sample Course Inventory Update form for illustration.

Short Course Title. Enter the title of each course, adjusting, if necessary, to include not more than a total of nineteen characters (letters, symbols, spaces, and punctuation).

Laboratory Contact Hours. Enter the maximum number of hours per week students are required to spend in contact with teaching staff in a laboratory situation associated with each course. Fill unused spaces with zeros.

Lecture Contact Hours. Enter the maximum of hours per week students are required to spend in contact with teaching staff in a lecture (*i.e., class, conference, seminar, individual instruction, or independent study situation associated with each course*). Fill unused spaces with zeros.

Administrative Unit Code. Enter the appropriate code designating the academic unit (*College, School, Division, or Department*) under which each course is secured from the official degree inventory. **This information was disseminated to all Deans at the beginning of the academic year!!**

Update Code. Enter the appropriate letter listed below:

“A” for adding a new course

“C” for a change in other than subject prefix or course number

Primary Instruction Type Code. Enter the code shown below as applicable.

- 1..... Lecture
- 2..... Laboratory
- 3..... Practicum
- 4..... Seminar
- 5..... Independent Study
- 6..... Private Lesson
- 8..... Thesis
- 9..... Doctoral Dissertation