

Curricular Approval Request System (CARS)

using CourseLeaf (CIM)

New

- Forms accessible through Howdy channel
 - <https://nextcatalog.tamu.edu/courseadmin>
 - <https://nextcatalog.tamu.edu/programadmin>
 - <https://nextcatalog.tamu.edu/coreadmin>
 - <https://nextcatalog.tamu.edu/miscadmin>
- Effective September 1, no paper submissions will be accepted
- Catalog program changes will be made in CARS
 - no changes can be made in catalog
 - cannot start catalog updates until we close CARS cycle
- November UCC/GC meeting deadline to be effective fall 2017 – one time change
- Workflow approvers in defined roles provided by colleges
- Updates cannot be made to a proposal in workflow (cannot resubmit proposal)
- Curricular Services role after Department Head

Course Form

- Edit to add cross-listing to existing course

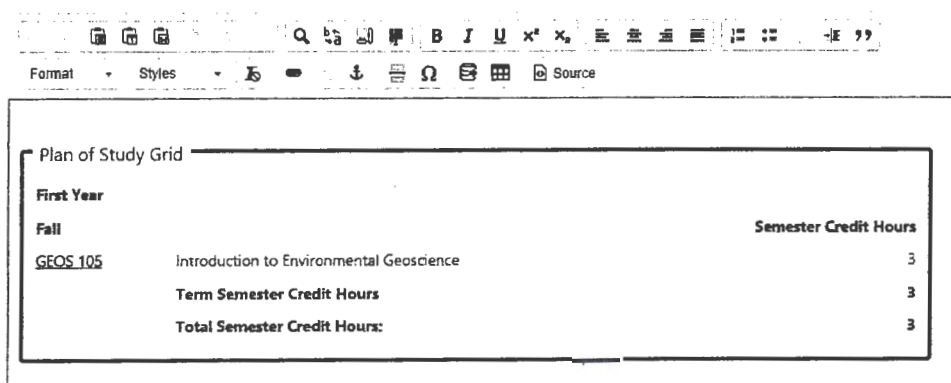
Core Form

- Includes W&C and ICD
- Edit to add core, w&C and ICD to an existing course

Program Form

- New programs will require you to create tables using a course list or plan of study grid

Catalog Program Requirements



The screenshot shows a web editor interface with a toolbar at the top containing various icons for text formatting, alignment, and insertion. Below the toolbar, a table titled "Plan of Study Grid" is displayed. The table has two columns: "Course" and "Semester Credit Hours". The table content is as follows:

Plan of Study Grid	
First Year	
Fall	
<u>GEOS 105</u>	Introduction to Environmental Geoscience 3
Term Semester Credit Hours	3
Total Semester Credit Hours:	3

- New degree programs will still require THECB forms
- Changes to existing forms will require you to include an edited degree evaluation

Example College Committee Roles:

College Committee Preparer role – Whether this person actually assists in the preparation of the committee agenda or not, this is the stop for proposals before the committee & chair receive notification of curricular items. Once this person approves (moves items to the next level), the committee members will get an email notification of the curricular items moving to the College Committee Chair.

College Committee role – Once notification is received, they can review proposals and comment if desired. This role is not an approving role so it cannot move items forward, edit or rollback.

College Committee Chair role – Once the actual meeting takes place and curricular items are voted upon, this role will approve (move items forward) or rollback if updates or needed or not approved.