



Texas State University Institutional Curricular Review Process

Important information: The current curriculum cycle will stop on October 24. A series of special limited cycles will be conducted in CIM between November 1 and the Spring 2026 semester.

General Information

- A rapid response team was assembled by the Provost and Executive Vice President for Academic Affairs (PEVPAA) in response to President Damphousse's request and Texas State University System letter regarding conducting an institutional curricular review. The team was made up of the Senior Vice Provost for Academic Planning, Policy, and Budgets (SVP), Vice Provost for Academic Innovation (VPAI), and Chief of Staff (CoS).
- A course audit per College using content analysis was conducted by the Office of Curriculum and Academic Programs (OCAP), part of the Office of Academic Innovation (OAI), with emphasis on courses in the Spring 2026 academic schedule and identifying potential courses with non-value-neutral instruction approach in course titles and course descriptions, identifying special topic courses that are policy and not policy compliant, and the general education course inventory.
 - A total of 107 courses has been recommended for phase one of the curricular review.
 - In addition, 63 active courses not being offered in Spring 2026 have been identified as part of the active inventory and in the catalog have been recommended.
 - Also, the General Education/Core course inventory composed of 110 courses has been added to phase one.
- To carry out a two-phase curricular review was decided to comply with the Texas State University System curricular review letter. The curricular review aims to ensure that all course titles and course descriptions in the catalog are current and accurately reflect approved content, particularly for older courses or those with incomplete original documentation. It also seeks to verify that the approved curriculum is consistent with the principle of value-neutral instruction.



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- Phase one is an immediate curricular review that includes: Courses identified by OCAP, special topic courses, and the General Education approved core curriculum by THECB.
 - Phase two is the comprehensive curricular review, which includes: the remainder of the active course inventory of Texas State University
- With support from CourseLeaf, OCAP updated the TXST CIM system forms in preparation for the curricular review.
- The Vice Provost for Academic Innovation (VPAI) and the Associate Vice Provost for Curriculum and Academic Programs (AVPCAP) started reviewing academic policies and developing new policies related to curricular processes. All updates related to academic policies impacting the curriculum are projected to be completed by January 15, 2026.
 - AAPPS 01.02.01 Academic Administrative Units
 - AAPPS 02.01.01 Academic Courses
 - AAPPS 02.01.10 Academic Programs
 - AAPPS 02.01.11 Academic Certificates
 - AAPPS 02.01.40 Curriculum Committees
 - AAPPS 02.03.01 Conduct and Planning of Courses
 - New policy on course syllabi
- The VPAI organized a demo of CourseLeaf SYL with representation from all academic areas. SYL is a centralized syllabus creation and archival repository. The module integrates with CIM and CAT to ensure that the approved course title, description, and learning outcomes are included in the syllabi. The PEVPAA approved acquiring this module. The module is projected to be pilot in Summer 2026 and its rollout in Fall 2026.
- The PEVPAA decided to stop the current curriculum cycle on October 24 to prepare for the curricular review. Colleges were asked to prioritize courses and programs for the UCC to see. Special topics courses were stopped. A series of special limited cycles will be conducted in CIM between November 1 and the Spring 2026 semester.



- The OAI developed the General Guide for Applying Neutral Tone to Curriculum Components and other recommended tools to support the institutional curricular review.
 - General Guidelines for Course Titles, Descriptions, Learning Outcomes, and Justifications
 - General Rubric for Curricular Neutrality
 - Recent Updates on Accrediting Bodies and DEI Requirements
- Special Topics courses that have not been taught in the past four consecutive years will either be administratively deleted. Special Topics courses that have been taught three or more times in the past five years must be created as a permanent course or deleted. Special Topics courses review will be part of phase one.
- Courses (i.e., non-value neutral, special topics, general education) are forwarded to the College Deans by OCAP for distribution to the department Chair/School Directors for the start of the institutional review phase one.
- All electronic communication regarding the institutional curricular review process and materials, such as Phase One and Phase Two, between colleges or departments and OCAP will be via curriculum@txstate.edu.
 - The PEVPAA and VPAI will share updates directly with the College Deans as needed.
 - Questions from the College Deans must be sent to the VPAI.
 - The Deans assign their Associate Dean, responsible for curriculum in the College, to serve as the liaison between the college, OCAP, and the AVPCAP.
- Deans or Associate Deans update the status of their curriculum review on a weekly basis via a SharePoint URL provided by OCAP or the ACVCAP.
- Deans or designees will submit the names of faculty members serving as faculty champions and college advisors, along with a scope of work supporting the curricular review, to the VPAI via email at acadinnovation@txstate.edu for review and stipend consideration. After reviewing, the VPAI will forward its recommendation to the SVP and the PEVPAA for approval. The same process will be carried out for phase two.



- Please note that the decision of the College academic advisors (directors and assistant directors preferred) who are assigned to provide support during the institutional curricular review will be made in consultation with the Vice Provost for Academic Success (VPAS).
- Texas State System Report Letter and report is submitted by January 20, 2026, by the office of the PEVPAA.
- Academic Colleges/departments can proceed to phase two of the curricular review once they have completed phase one. They can request the College's full active course inventory at any time via email to OCAP.

PHASE ONE: IMMEDIATE CURRICULAR REVIEW

October 2025-December 2025

- Courses (i.e., potential non-value neutral, special topics, general education) are forwarded to the College Deans by OCAP for distribution to the department Chair/School Directors for the start of the institutional review phase one.
- Deans organize their colleges' curricular review teams with the department chairs/directors and share the support materials for the review. Support materials can also be requested via email to OCAP.
 - Departmental or school curricular review teams are formed. These teams include faculty members who are subject matter experts and members of the department/school curriculum committee. College Deans may also assign additional faculty members, known as "faculty champions", at their discretion and college advisors in consultation with VPAS, to support the curricular review process.
- Phase one starts, focusing on value-neutral instructional principles and neutral tone for curricular components (course title, course description, justification, learning outcomes, 16-week course outline, and other curricular components, including course materials).
 - Courses (i.e., Spring 2026 potential non-value-neutral, other potential non-value-neutral, special topics, general education)
 - Once the course is reviewed and if changes are needed, it is submitted to the CIM system using its correct form (changes/deletions).



- All course changes must be submitted to the CIM system by **December 1**, following the established criteria.
- The expedited workflow for the review is as follows:
 - **Faculty Team (faculty members & department/school CC) + Department Chair + Dean+ AVPCAP + VPAI + Provost + Ready for Catalog Publication 2026**
- Once in CourseLeaf CIM, if any part of the course change proposal requires revision, it must be rolled back for correction before further review (Faculty, Department Chair, Dean). If the provost's office (AVPCAP, VPAI, Provost) determines that additional review is necessary, the course will be returned to the College Dean.
- Full workflow steps are completed between **December 2, 2025- January 15, 2026**.
 - Department Chair approval deadline- **December 10**
 - Dean approval deadline- **December 22**
- College/academic departments can proceed to Phase two of the curricular review once they have completed Phase one. They can request the College's full active course inventory at any time via email to OCAP.

PHASE TWO: COMPREHENSIVE CURRICULAR REVIEW

January 2026-April 2026

- All department teams reassemble by January 26 to start a comprehensive review of their remaining active course inventory. The full active course inventory is shared with the Deans by OCAP.
- Phase two, comprehensive curricular review of the remaining active course inventory takes place, focusing on the same process as in phase one. Curricular teams will ensure that the course title, course description, justification, learning outcomes, 16-week course outline, and other curricular components, including course materials, align with the principles of value-neutral instruction and a neutral tone curriculum.
- All courses must be submitted to the CIM system by **April 1**.
- The expedited workflow for the review is as follows:



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- Faculty Team (faculty members & department/school CC) + Department Chair + Dean + AVPCAP + VPAI + Provost + Ready for Catalog Publication 2026
- All workflow steps must be completed between April 1 and May 15
 - Department Chair/School Directors deadline- April 10
 - College Deans Deadline – April 24
- Catalog publication for the 2026-2027 academic year is expected for June 1
- Courses that do not meet these expectations won't be included in the 2026-2027 academic catalog.