

# Discussion Items

## Bright Jr, Leonard A

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**From:** Mark Zoran  
**Sent:** Thursday, November 19, 2015 2:32 PM  
**To:** Bright Jr, Leonard A  
**Cc:** Johnson, LaRhesa J  
**Subject:** Fwd: Clarification on Informational Review  
**Attachments:** image001.jpg

FYI.

Sent from my iPhone  
Mark Zoran

Begin forwarded message:

**From:** "Stephenson, Michael T." <mstephenson@tamu.edu>  
**Date:** November 18, 2015 at 3:05:03 PM CST  
**To:** "Allen, Amanda A." <AAllen@tamhsc.edu>, Sandra Williams <sandra-williams@tamu.edu>, Graduate Council Administrator <gradcounciladmin@tamu.edu>, "Drake, Kelly N" <kdrake@tamu.edu>, "Johnson, LaRhesa J" <lrjohnson@tamu.edu>  
**Cc:** Mark Zoran <zoran@science.tamu.edu>, "Heidick, Venesa A" <vheidick@tamu.edu>, "Peterson, Steven L." <SPeterson@pharmacy.tamhsc.edu>, "Scott, Timothy P" <tim@science.tamu.edu>, "Benedik, Michael" <benedik@tamu.edu>, "McConnell, Deena J" <djm@tamu.edu>, Newman Linda M <lnewman@tamu.edu>, "Tesh, Vernon L." <TESH@medicine.tamhsc.edu>, "Dorsey, Alicia M" <amdorsey@tamu.edu>  
**Subject:** Clarification on Informational Review

Good afternoon everyone,

This email is intended to provide some clarification on the Informational Review process that is outlined in University Rule 11.99.99.M3 for first professional programs (DDS, DVM, JD, MD, and PharmD). I sought clarification this morning with the vice provost and the associate provost for undergraduate studies and I believe .

First, for those first professional program curricular items requiring Informational Review, the university rule allows for simultaneous processing at the GC/UCC and the Faculty Senate if the item is submitted prior to each committee's deadline. The rule actually conflicts with the Faculty Senate bylaws, so there may need to be some follow up with the FS Executive Committee on this in the near term. Simultaneous review will shave one month off of the review process. Sandra, for now, please create a separate workflow process to accommodate this exception. Once items are reviewed by both GC/UCC and FS, they will be submitted to the Office of the Provost for review and processing and ultimately signed by the president. The curricular action is not fully approved until it receives presidential signature. If the curricular item is completed prior to the catalog deadline, it will take effect the following academic year as published.

Second, all first professional curricular items shall follow existing university guidelines and processes including deadline dates for committee review, minimum syllabus requirements, and catalog

deadlines. Sandra Williams will review the items for sufficiency prior to submitting them to GC/UCC and Faculty Senate as she does with all curricular submissions.

Third, although the items are for Informational Review, the GC, UCC, and FS should ensure all institutional guidelines and processes are followed. The committees can ask for changes in order to bring the curricular item into compliance with existing policies. The GC or UCC can either obtain any corrections prior to submitting it to the Office of the Provost. Or, we can request the change.

Three people review all curricular items in our office (Deena McConnell and I prior to Michael Benedik). If we find something out of compliance, we will require corrections prior to forwarding to the president (relevant parties will receive an email from Linda Newman making the request).

Hopefully this provides a bit of clarity, but let me know if you have questions.

Mike

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