Instructions for the International and Cultural Diversity Cover Sheet — Fall 2016

1. Name of the academic department submitting the request.
2. The four letter course prefix and three digit number under which it is currently listed (example: MATH 141)
3. The four letter prefix and four digit number under which the course is listed by the Texas Higher Education Coordinating Board in the Texas Common Course Numbering System (TCCNS). For example, MATH 141 is listed as MATH 1324. Not all courses are part of the TCCNS. Information on TCCN can be found at admissions.tamu.edu/transfer/Course-Equivalency.
4. The complete title of the course as currently listed in the catalog. For example, MATH 141 is "Business Mathematics I."
5. The number of semester credit hours (SCH) the course offers. MATH 141 is 3 SCH.
6. Indicate how often the course will be taught. For example, will it be taught every fall semester, every spring semester, every fall and spring semesters, every-other summer term, etc.?
7. How many sections of the course will be offered each time it is taught?
8. How many students will enroll in the course (a total of the seats in all of the sections)?
10. Provide a brief statement on how this course meets the criteria for International and Cultural Diversity: “As individual and national destinies become progressively more interconnected, the ability to survive and succeed is increasingly linked to the development of a more pluralistic, diverse, and globally-aware populace.” Also include how the course meets the “30 percent/50 year rule” – The practice that developed out of the spirit of the requirement, which was to better prepare Aggies to be citizens of an increasingly diverse Texas and the world. That was interpreted as being citizens now. So courses dealing with ancient cultural issues were viewed as not necessarily working towards this “now” goal. From there was born the idea that a third of the content ought to be contemporary (i.e. affecting the present), and that was the yardstick which we applied for many of the courses that currently are listed as satisfying the ICD requirement.
11. The faculty member who will be instructing this course should sign the form and submit it, along with the course syllabus, to the Department Head for approval.
12. The head of the academic department under which the course is offered should sign and submit the form and the syllabus and submit it to the College Dean or Designee. In most cases, the Undergraduate Dean will serve as the designee.
13. The Dean or Designee will sign and submit the form.

Submission Instructions

For existing courses: Submit completed and signed forms
- electronically to fsoccc@tamu.edu or hardcopy to mailstop 1125 (attention: Kristin Harper)

For new courses and course changes:
- New courses and changes to courses must first be approved by the Undergraduate Curriculum Committee (UCC). New courses or changes to courses should be submitted through the Course Inventory Approval process found at registrar.tamu.edu. The International and Cultural Diversity cover sheet should be included in this submission.
- New courses and changes to courses that are approved by UCC will then be sent to the Core Curriculum Council for approval. Please include materials in the following order: (1) New Course or Change in Course form; (2) Course Syllabus; (3) Materials supporting new or changed course as normally required by UCC; (4) International and Cultural Diversity Cover Sheet