

## ACADEMIC PLANNING AND ASSESSMENT

[HOME](#) / [DEPARTMENTS](#) / [ACADEMIC PLANNING AND ASSESSMENT](#)



# Welcome

Sam Houston State University is committed to the continuous improvement of its programs and services. To this end, the Office of Academic Planning and Assessment is dedicated to supporting accreditation, assessment, undergraduate program review, and strategic planning efforts across the institution.

Working with a diverse population of faculty, staff, and students, the office seeks to provide the necessary resources and support to foster an institutional culture of continuous improvement and shared best-practices. On our website you will find information and resources to assist you with these efforts. If you should have any questions, or need any assistance, please contact a member for our dedicated [staff](#).

## News & Updates

- **NEW!** Visit our YouTube [channel](#), where you will find helpful training videos - see [Assessment Resources](#) for more information.
- In 2017-2018 The Office of Academic Planning and Assessment awarded its most recent round of Assessment Mini-Grants. Please visit our [Assessment Mini-Grant](#) page for more information.
- Need some help navigating CampusLabs? Check out this link to our [User Guide](#).
- Do you have questions about the assessment of online and distance education programs? Check out these [Best Practices](#).
- Do you have assessment related questions? The Office of Academic Planning and Assessment has an [Assessment FAQ](#) to assist you.

## Office of Academic Planning and Assessment

Bobby K. Marks Administration Building, Suite 208 | 1806 Ave | | Box 2394 | Huntsville, TX 77341

Phone: (936) 294-2291

Fax: (936) 294-4028

## Academic Planning and Assessment

[Home](#)[About Us](#)

## Accreditation

## Assessment

Catalog

## Catalog Overview

## Catalog Training

Curriculum

## Curriculum Overview

Curriculum Committees

Curriculum Forms

## IDEA Evaluations

### Student Achievement

## SHSU Related Links

[Find SHSU On Facebook](#)

[Follow SHSU On Twitter](#)

[Watch SHSU On Youtube](#)

 Campus Events

## CATALOG OVERVIEW

[HOME](#) / [DEPARTMENTS](#) / [ACADEMIC PLANNING AND ASSESSMENT](#) / [CATALOG](#)

Sam Houston State University's [Undergraduate and Graduate Catalogs](#) are online publications maintained and published on a yearly cycle by the Office of Academic Planning and Assessment. Catalog content is developed, reviewed, and approved by the respective university units. The following provides administrative information and guidance related to SHSU's catalog review cycle.

# CourseLeaf Academic Catalog Management System

Beginning with the 2016-2017 Undergraduate and Graduate Catalogs, the review, edit, approval, and publication processes will be managed using the new CourseLeaf Academic Catalog Management Software.

Access the CourseLeaf system: [nextcatalog.shsu.edu](http://nextcatalog.shsu.edu)

## Catalog Review Cycle

2018-2019 Undergraduate and Graduate Catalogs

Date	Task
September 19	Catalog Editing Opens to Department Users/Catalog Editors
October 27	Catalog Edits to be Completed and Pages Submitted for Dean's Office/Catalog Approver's Review and Approval
December 8	Dean's Office/Catalog Approver's Approvals to be Completed. Catalog Editing and Approvals Close to Departments, Colleges, and Administrative Units
February 19	Office of Academic Planning and Assessment Review to be Completed
March 6 (week of)	Target Catalog Publication Date

## Resources

[Frequently Asked Questions](#)

[CourseLeaf Catalog Help](#)

## Catalog Training Sessions

## Contact Us

Dawn Caplinger  
dcaplinger@shsu.edu  
(936) 294-4156

## Academic Planning and Assessment

[Home](#)[About Us](#)

## Accreditation

## Assessment

## Catalog

Curriculum

## IDEA Evaluations

### Student Achievement

## SHSU Related Links

[Find SHSU On Facebook](#)

[Follow SHSU On Twitter](#)

[Watch SHSU On Youtube](#)

 [Campus Events](#)

## CURRICULUM OVERVIEW

[HOME](#) / [DEPARTMENTS](#) / [ACADEMIC PLANNING AND ASSESSMENT](#) / [CURRICULUM](#)

The curriculum review process at SHSU provides an opportunity for the academic colleges to submit requests for the addition or deletion of courses; changes in course prefix, title, and/or number; and additions, deletions, or changes to degree programs. While the faculty, department, and colleges are responsible for curriculum development and implementation, the Office of Academic Planning and Assessment oversees the logistics for curriculum change and development at SHSU, working to ensure that curricular actions conform to university, state, and accreditation timelines, policies, and procedures.

SHSU Inventory of Degree Programs (Updated May 2017)

## Curriculum Submission

College curriculum reports (electronic) are to be submitted by the Academic Dean or Associate Dean (University Curriculum Committee representative) to the Office of the Provost through the Office of Academic Planning and Assessment, using the folder located on the T-drive entitled **Curriculum**.

The college curriculum report should contain a Summary Sheet, which has been prepared at the level of dean and contains a complete listing of requests (excluding justifications) being submitted by the college. The Summary Sheet will be used throughout the review process to ensure that the recommendations at each review level are properly recorded. It is understood that all requests forwarded from the dean to the Office of Academic Planning and Assessment carry the endorsement of the departmental chair and academic dean.

## Curriculum 2018-2019 Timelines

## Fall Submission

Process Step	February Board Meeting
<b>Curriculum Reports Due to Academic Planning &amp; Assessment</b>	<b>September 17, 2018</b>
University Curriculum Committee Review	October-November 2018
Academic Affairs Council	December 2018
Provost/President	December 2018
TSUS Board of Regents	December 2018 (Feb Board Meeting)
THECB	March 2019 (if applicable)
Targeted Implementation Date	Fall 2019 - Course Related Changes Fall 2019 or 2020* - New Degree Programs

## Spring Submission

Process Step	August Board Meeting
Curriculum Reports Due to Academic Planning & Assessment	March 18, 2019

Curriculum Reports Due to Academic Planning &amp; Assessment March 18, 2019

## Academic Planning and Assessment

[Home](#)[About Us](#)

## Accreditation

## Assessment

## Catalog

Curriculum

## IDEA Evaluations

Student Achievement

## SHSU Related Links

[Find SHSU On Facebook](#)

[Follow SHSU On Twitter](#)

[Watch SHSU On Youtube](#)

 Campus Events