

TST Process and Schedule for Collaboration



TST Member College

Registrars, or others designated by the college, collect and submit courses for the following academic year

- Submit file noting the "canonical information" for new or revised courses which includes:
 - Course Code
 - Course Title
 - Course Description
 - Delivery Mode
 - Course Weight (H,Y)
 - Contact Hours
- ****NEW** "the way the course contributes to curricular learning outcomes"**
- *TST will consolidate the information to be made available to the BDC and GSC for consortium-wide curriculum planning.*

Graduate Studies Council & Basic Degree Council

Each November, the BDC and GSC will consider the distribution of 1000, 2000 and 3000 level courses, and 5000 and 6000 level courses respectfully, identifying curricular redundancies and gaps, as well as potential scheduling issues.

TST will provide curriculum mapping information and a spreadsheet of proposed courses, grouped by course code, to inform these deliberations.

As part of its deliberation, BDC will consider the ecclesial mission of the member college from which the course is approved. As part of its deliberation, the GSC will consider the mission and vision of the GCTS and ecclesial mission of the member college from which the course is proposed. On this basis, the BDC and the GSC will recommend new and revised courses and make recommendations about the schedule of course offerings.

If changes are needed, the BDC or GSC will refer recommendations to the SEC and RTAs for consideration.

Research and Teaching Area [RTA]

By late November, recommendations in regard to collaboration, curricular duplication and gaps, and scheduling may be referred to the next regularly scheduled Research and Teaching Area (RTA) meeting for consideration. RTAs will communicate any proposed changes through their SEC members.

changes

Senior Executive Council [SEC]

SEC considers (a) the recommendations and distribution of courses coming from BDC, and (b) any adjustments proposed by the colleges as a result of conversations in the RTAs. SEC recommends the curricular offerings for the following academic year to Academic Council.

TST ACADEMIC COUNCIL

Academic Council receives the recommendations from BDC and approves course offerings. AC may also refer its observations about curricular offerings back to BDC, GSC, or SEC for consideration in the following year. After AC, courses are timetabled. Any insights about areas where TST is using significant numbers of adjuncts or is missing subject coverage are referred back to SEC for complement planning.

Note: There will always be last-minute changes in courses as faculty loads change. AC will be kept apprised of changes that might affect the overall curricular balance. Any BDC or GSC meeting may recommend additional courses to AC and SEC and may raise other concerns about the overall curriculum.