

**EAST CAROLINA UNIVERSITY FACULTY SENATE
ACADEMIC, APPELLATE, AND SENATE COMMITTEE
ANNUAL REPORT**

2010-2011 Academic Year

COMMITTEE: UNIVERSITY CURRICULUM COMMITTEE

1. Membership (include ex-officio members):

Elected: Kanchan Das, Ron Graziani, Donna Kain (secretary), Janice Neil, Jonathan Reid (chair), Paul Schwager (vice-chair), Ralph Scott;

Ex officio: Derek Alderman, Kenneth Blair, Linner Griffin, Gregory Lapicki, Carolyn Willis.

Kimberly Nicholson attended the 2009-2010 UCC meetings as a guest and worked extensively with Diane Coltraine to review the materials considered at each meeting.

2. Meeting Dates (include members present*).

* and members who contributed to committee action, but were not at the meeting.

September 9, 2010 – Kanchan Das, Ron Graziani, Donna Kain, Janice Neil, Jonathan Reid, Paul Schwager, and Ralph Scott; Derek Alderman, Linner Griffin, Gregory Lapicki, and Carolyn Willis

September 23, 2010 – Kanchan Das, Donna Kain, Janice Neil, Jonathan Reid, Paul Schwager, and Ralph Scott; Derek Alderman, Linner Griffin, Gregory Lapicki, and Carolyn Willis

October 14, 2010 – Kanchan Das, Donna Kain, and Paul Schwager; Derek Alderman, Linner Griffin, and Gregory Lapicki; Derek Alderman, Linner Griffin, and Gregory Lapicki

October 28, 2010 – Cancelled, no business

November 11, 2010 – Kanchan Das, Donna Kain, Janice Neil, Jonathan Reid, and Paul Schwager; Derek Alderman, Linner Griffin, Gregory Lapicki, and Carolyn Willis

December 9, 2010 – Kanchan Das, Ron Graziani, Donna Kain, Janice Neil, Jonathan Reid, Paul Schwager, and Ralph Scott; Derek Alderman, Linner Griffin, and Gregory Lapicki

January 13, 2011 – Kanchan Das, Donna Kain, Janice Neil, Jonathan Reid, and Paul Schwager; Derek Alderman, Kenneth Blair, Linner Griffin, Gregory Lapicki, and Carolyn Willis

January 27, 2011 – Cancelled, no business

February 10, 2011 – Kanchan Das, Donna Kain, Janice Neil, Jonathan Reid, Paul Schwager, and Ralph Scott; Derek Alderman, Kenneth Blair Jr., Linner Griffin, Gregory Lapicki, and Carolyn Willis

February 24, 2011 – Kanchan Das, Ron Graziani, Janice Neil, Jonathan Reid, Paul Schwager, and Ralph Scott; Derek Alderman, Linner Griffin, Gregory Lapicki, and Carolyn Willis

March 24, 2011 – Kanchan Das, Ron Graziani, Donna Kain, Janice Neil, and Paul Schwager; Linner Griffin, Gregory Lapicki, and Carolyn Willis

March 31, 2011 – Derek Alderman, Kanchan Das, Ron Graziani, Donna Kain, Jonathan Reid, Paul Schwager, and Ralph Scott; Linner Griffin and Carolyn Willis

April 14, 2011 – Kanchan Das, Ron Graziani, Donna Kain, Janice Neil, Jonathan Reid, and Paul Schwager; Kenneth Blair Jr., Linner Griffin, and Gregory Lapicki

April 28, 2011 – Donna Kain, Jonathan Reid, and Ralph Scott; Derek Alderman and Linner Griffin

3. Subcommittees established during the year (include progress and/or completion of work):

None.

4. Accomplishments during the year, especially as addressed through committee goals. Please include recommendations made to any University agency other than the Faculty Senate that will be noted under #5.

1. Approved numerous curricular changes from all colleges/schools at ECU. Approximate numbers are as follows: New Courses, 109; Revised Existing Courses, 53; Renumbered Courses or Changed Title/Prerequisite/Prefix, 89; New Programs/Minor/Concentration, 3; New Certificate, 0; Revised Existing Degree, 33; Revised Program Minor/Concentration/Certificate, 27; Banked Courses, 0; Deletion of Existing/Banked Courses, 55.
2. Maintained the liaison system, including sponsoring in September 2010 an orientation session for liaisons from each unit and interested faculty members. When utilized properly, the liaison system is an integral part of the curriculum development process, streamlining, improving the quality of proposals, and reducing the workload of both faculty and the committee by helping to ensure that course proposals and curricular revisions are complete, consistent, and organized before reaching the committee.
3. Based on the recommendation of Paul Schwager, the committee began using SharePoint to house and make available all committee related documents. Paul Schwager facilitated the initial set up of the SharePoint site. Support staff person Greg Harris in the College of Business designed the site and provided advice. Support staff person, Kimberly Nicholson, organized the site and uploaded all documentation to it on a daily basis.
4. Continued a one-week period for submission of minor revisions to curricular proposals in order to facilitate the prompt completion and approval of the minutes.
5. Cooperated with the GCC and Office of Academic Program Planning and Development in offering and facilitating a Curriculum Development Workshop (October 2010) and a new Advanced Curriculum Development Workshop (March 2011). The chair and vice-chair helped to revise workshop materials and design both workshops, especially the second, which focused on advanced curriculum development (certificates, concentrations, minors, degree requirements, and moving, discontinuing, or deleting any of the same).
6. Attended (chair and vice-chair) the Request for Inclusion Workshop (September 17, 2010).
7. Developed and disseminated a table showing the submission deadlines and meeting dates of UCC, Faculty Senate, and Chancellor (for taking action) to aid units in the timely completion of the curriculum approval process.

8. Developed a table showing the correspondence between the dates of UCC meetings, the approval of the committee's minutes, and the earliest Faculty Senate meeting at which the minutes would be presented in order guide UCC operations and for the information of presenting units concerned about the likely date of final approval of their curricular proposals.
9. Added documents and clarifying statements to the UCC website, including the Academic Standards Committee's new "Policy to Remove Foundation Curriculum Credit" FS Resolution #10-91, approved by the Chancellor.
10. Implemented the committee's decision, taken in spring 2010, to go "paperless." Units no longer must submit paper copies to the chair. Units are responsible for carrying the original signature form to the meeting where the package is presented.
11. Encouraged units to delete banked courses they do not intend to offer again in the near future.
12. Gave feedback to those developing the course UNIV 1000 proposed to replace COAD 1000, represented at the 9/9/2010 meeting by Faculty Chair, Marianna Walker, and THCAS Dean Alan White, including a request that when the final proposal is brought forward it has been vetted by representative faculty from all undergraduate units.
13. Representing the committee, the chair and vice-chair consulted with the Dean of the Graduate School and officers of GCC about what to do with 5000 level courses, which presently can neither be revised nor proposed, pending some workable solution.
14. Consulted with the Dean of the Honors College, Patricia Fazzone, and her successor, Richard Eakin, about honors courses and especially the curriculum approval process in the college, reminding them that proposed curriculum must be reviewed by faculty at the college level, in their case, by their faculty advisory board, and that this board should be inclusive of all colleges and its members elected by faculty. The committee also were given information (but did not vote on) the revised description of the Honors College, which appears in the Undergraduate Catalogue.
15. Reminded the Office of the President of Student Government to provide a student representative, which his office eventually did. Their representative, Kenneth Blair attended regularly, a welcome first in many years.
16. Clarified working procedures with staff persons in the Office of Academic Program Planning and Development, giving them specific instructions and a mandate to inform on behalf of the committee units about the status and completeness of their submissions.
17. Improved, after consultation with the Chair of the Faculty, Marianna Walker, the administrative director of the Faculty Senate office, Lori Lee, and the Associate Provost, Linner Griffin, the committee's communication system with presenting units and the wider faculty via email and list serves. Communications sent on behalf of the committee now include boilerplate to indicate that all communications sent on its behalf are done in accord with the committee's wishes and instructions.
18. Consulted with an ad hoc group (Rose Allen, Angela Anderson, Chris Buddo, Michael Dorsey, Michael Drought, Linner Griffin, Linda Kean, Julie Poorman, Jonathan Reid, John Shearin, Paul Schwager) convened by Susan Beck-Frazier, Associate Dean, College of Fine Arts and Communication, about the pressing need to create courses to enable units to comply with new US Department of Education regulations, which go into effect July 1, 2011, that do not allow students to receive financial aid for courses repeated more than two times. An agreement was reached to allow units needing new course numbers for existing courses to add them at the same level as a sequential series by memo at the beginning of AY 2011–2012 at UCC and GCC. Quoting from Beck Frazier's memo: "For example, MUSC 1745 (orchestra) would be

expanded to include MUSC 1746, MUSC 1747 and MUSC 1748.” The chair advised the Faculty Senate about the new regulations and the agreement to address this problem worked out with the ad hoc group by GCC and UCC on behalf of all affected units at ECU, encouraging other affected units to seek to create such new sequences if needed at the start of AY 2011-2012.

19. Discussed and adopted editorial changes to the Curriculum Proposal Form, Helpful Hints/Checklist, Signature Form, and Undergraduate Curriculum and Program and Development Manual.
20. Added an additional meeting, 3/31/2011, to handle overflow business from 3/24/2011 meeting.
21. Accomplished, finally, four of its five new goals set at the beginning of AY 2011-2012 (Beta-test SharePoint; advice and facilitate plans for UNIV 1000; promote liaison system; and advise about what to do with 5000 level courses) in so far as such matters were in our remit; and made partial moves to address the fifth goal (to explore what to do about banked and untaught courses), by encouraging units to consider deleting banked courses, which many did.

5. Reports to the Faculty Senate (include dates and resolution numbers).

OCTOBER 5, 2010 – Minutes of September 9, 2010, and September 23, 2010, FS RESOLUTION #10-72

NOVEMBER 2, 2010 – Minutes of October 14, 2010, FS RESOLUTION #10-76

DECEMBER 7, 2010 – Minutes of November 11, 2010, FS RESOLUTION #10-87

JANUARY 25, 2011 – Minutes of December 9, 2010, FS RESOLUTION #11-01

FEBRUARY 22, 2011 – Minutes of the January 13, 2011, FS RESOLUTION #11-10

MARCH 29, 2011 – Minutes of February 10, 2011 and February 24, 2011, FS RESOLUTION #11-30

APRIL 17, 2011 – Minutes of March 24, 2011 and March 31, 2011, FS RESOLUTION #11-55

6. Business carried over to next year (list in priority order).

1. Reinforce and maintain the liaison system, assessing the effectiveness of the program as well as individual liaisons. Organize information seminar for liaisons and UCC members as early as possible in the fall semester. To prevent potential problems with the liaison system, emphasize that the liaison’s role is to act as a facilitator who works with faculty to ensure that proposals are properly prepared according to the curriculum development guidelines and that they are complete before they reach the UCC; consultation with the liaison is not intended to be an additional approval step.
2. Encourage liaisons to work with the Office of Academic Program Planning and Development staff prior to submission of marked catalog copy to ensure consistency throughout the catalog. This year many units presented poor quality course descriptions and catalog copy to UCC for review, which resulted in costly time spent in meetings word-smithing and correcting of basic errors, which should have been taken care of beforehand.
3. Consider developing as a guide to proposing units and as a standard for UCC members in assessing course proposals a set of clear guidelines that require not only that course objects be clear, student-oriented, and measurable, but also that the course assignments be well suited to measuring those objectives (particularly in

Writing Intensive and capstone courses), and that in grading the assignments be weighted appropriately to the importance of the objectives they measure, and, finally, that it be clear which assignments are measuring which objectives. Hitherto, the committee has emphasized having suitable objectives, but has put little emphasis on the assessment tools themselves, their suitability, or likely effectiveness. As the university requires greater precision in assessment, this requirement by UCC at the moment of course/program creation or revision, can only aid in fulfilling assessment needs down the line.

4. Continue to implement the review-team assignment process in which several committee members are responsible for closely reviewing proposals before the meeting.
5. Limit the number of curricular packages that will be heard at any one meeting to the amount that can be accomplished in two to two and a half hours. After two and a half hours the committee's energy flags, the quality of review declines.
6. Schedule additional meetings of the committee as needed. Since the official catalog is now the online catalog and will be updated more frequently, proposals are considered throughout spring semester.
7. Send out periodic UCC guidance notices to the Faculty Senate office for distribution to remind faculty of process and important contacts.
8. Continue to make the last meeting for UCC business only, including the final report, since curricular matters heard at it would only go before the senate in the fall.
9. Consider adopting the practice of sending letters of thanks to liaisons who have been conscientious during the year.
10. Consider adding an information box to the course proposal form asking whether the proposer had consulted with their liaison before presenting (for the information of UCC, not as a requirement).
11. Enforce the regulation that presenting units contact all affected units prior to presenting at UCC or have their proposal dropped from the agenda or tabled.
12. Obtain clarification from the Faculty Senate about the role of UCC and criteria for making assessments when a unit's course curricular proposal appears to duplicate another significantly and the latter unit, once duly notified, objects.
13. Encourage all liaisons and those responsible for curriculum in the units to review UCC agendas when posted to ensure that no unit's proposals conflict with their curriculum.
14. Encourage units that have deleted 5000 level courses with GCC to delete them immediately by memo with UCC.
15. Continue to refine the curriculum development process to streamline where appropriate and eliminate confusion for faculty developing curriculum proposals.
16. Continue to support the Office of Academic Program Planning and Development's workshops on curriculum development.
17. Enforce deadlines for submission of documentation and notification of affected units.
18. Include in next year's meeting minutes a numerical summary of the types of actions approved.
19. Develop and post to UCC website an Undergraduate Curricular Action Table on the model of the GCC action table.
20. Consider using SharePoint to monitor workflows.
21. Continue to consider what to do about banked course and courses in the active catalogue which have not been taught in many years (to be defined), with the intent to strike an equitable balance between each unit's curricular autonomy and flexibility and students' reasonable expectation that courses in the catalogue will be taught on a regular basis (to be defined).

7. Evaluation of the committee (include anything that hindered or assisted the committee's work during the year).

A. Charge:

Adequate.

B. Personnel: Exceptional – all committee members were conscientious and dedicated to the best interests of the university. A public communication specialist from the Office of Academic Program Planning and Development continues to assist the process by supporting the work of the committee. Kenneth Blair, the student government representative, attended regularly and was an asset to the committee. In previous years, student government representatives were either not appointed or rarely attended.

C. Attendance:

The committee functioned well because all members attended regularly and were prepared to discuss and act on agenda items.

D. Responsibilities:

The workload of this committee, especially for the officers, is very demanding, includes far more than just the consideration of curricular changes at UCC meetings, its principal responsibility, which requires ever more effort to fulfill as the university expands, new programs are created, and old programs are revised to meet rapidly changing needs. However, the success of the liaison system, the support of the Office of Academic Program Planning and Development and the Faculty Senate office greatly facilitates the workload. Reinforcement and streamlining of the liaison system and the support from the Office of Academic Program Planning and Development in preparing meeting agendas and master marked catalog copy documents prior to meetings should continue to improve the situation. The practice of assigning primary responsibility for review of curriculum packets to subgroups of the committee, which was initiated last year, continued to facilitate the smooth functioning of the committee.

E. Activities:

Normal (extremely heavy at end of the academic year). See #4.
Accomplishments above.

8. Suggestion(s) to the Chair of the Faculty and/or Faculty Senate for improving the effectiveness of the committee.

- The committee is in unanimous agreement that the liaison system and the support of the Office of Academic Program Planning and Development in agenda and catalog copy assistance are essential in enabling this committee to operate in a timely and efficient manner.
- The committee reviewed several proposals that appeared to have significant duplication of content with other units. Steps should be taken to ensure that, as per the UCC curriculum development manual, proposing units contact all affected units prior to curricular matters coming before the committee so that any potential conflicts are resolved. Additional guidance on what level of duplication and justification of duplication are appropriate would be helpful.
- Continuity of leadership is essential to the efficient and effective functioning of the UCC. During each year, a succession plan should be developed to identify and train officers for the following year.

- Steps should be taken to ensure that officers and members are given appropriate acknowledgement at the unit level for the tremendous amount of time they invest in carrying out this central responsibility of the faculty. Some agreement should be reached with the deans and unit administrators to grant members and officers adequate recognition in their annual evaluations for service as well as an appropriate balance in the teaching, research, and service duties assigned to and expected of the secretary, vice-chair, and chair.

9. Does the Committee's organizational meeting next year need to be earlier than the date set this year?

No.

Signed: Chairperson _____Jonathan A. Reid, Ph.D._____

Secretary _____Donna Kain, Ph.D._____