

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

Please forward the completed annual report to the Faculty Senate office via email
(faculty senate@ecu.edu)
no later than May 1, 2012. Thank you.

2011-2012 Academic Year

COMMITTEE: UNIVERSITY CURRICULUM COMMITTEE

1. Membership (include ex-officio members):

Elected: Reece Allen (vice-chair), Leigh Cellucci (secretary), Kanchan Das, Ron Graziani, Annette Greer, Donna Kain (chair), Angela Whitehurst
Ex officio: Derek Alderman, Crystal Chambers, Linner Griffin, Antonial Marshall (student member), Megan Perry, Ron Preston

Kimberly Nicholson attended the 2011-2012 UCC meetings as a guest and worked extensively with the committee and with Diane Coltraine, who reviewed catalog copy for the materials considered at each meeting. Their combined contributions to the success of the committee's work is greatly valued and appreciated.

2. Meeting Dates (include members present*).

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

September 8, 2011 – Reece Allen, Leigh Cellucci, Kanchan Das, Annette Greer, Donna Kain, Angela Whitehurst, Derek Alderman, Linner Griffin, Megan Perry, Ron Preston

September 22, 2011 – Reece Allen, Leigh Cellucci, Kanchan Das, Annette Greer, Donna Kain, Angela Whitehurst, Derek Alderman, Linner Griffin, Antonial Marshall, Ron Preston

October 13, 2011 – Reece Allen, Leigh Cellucci, Kanchan Das, Ron Graziani, Annette Greer, Donna Kain, Angela Whitehurst, Derek Alderman, Linner Griffin, Megan Perry, Ron Preston

October 27, 2011 – Reece Allen, Leigh Cellucci, Kanchan Das, Ron Graziani, Annette Greer, Donna Kain, Angela Whitehurst, Derek Alderman, Linner Griffin, Antonial Marshall, Megan Perry,

November 10, 2011 – Reece Allen, Leigh Cellucci, Annette Greer, Donna Kain, Derek Alderman, Linner Griffin, Antonial Marshall, Megan Perry, Ron Preston

December 8, 2011 – Reece Allen, Leigh Cellucci, Kanchan Das, Ron Graziani, Annette Greer, Donna Kain, Derek Alderman, Crystal Chambers, Megan Perry, Ron Preston

January 12, 2012 – Reece Allen, Leigh Cellucci, Kanchan Das, Annette Greer, Donna Kain, Angela Whitehurst, Derek Alderman, Linner Griffin, Megan Perry, Ron Preston

January 26, 2012 – Reece Allen, Leigh Cellucci, Kanchan Das, Ron Graziani, Annette Greer, Donna Kain, Angela Whitehurst, Linner Griffin, Megan Perry, Ron Preston

February 9, 2012 – Reece Allen, Leigh Cellucci, Kanchan Das, Ron Graziani, Annette Greer, Donna Kain, Angela Whitehurst, Derek Alderman, Linner Griffin, Megan Perry, Ron Preston

March 22, 2012 – Reece Allen, Leigh Cellucci, Kanchan Das, Ron Graziani, Annette Greer, Donna Kain, Angela Whitehurst, Derek Alderman, Linner Griffin, Ron Preston

March 31, 2012 – Reece Allen, Leigh Cellucci, Kanchan Das, Ron Graziani, Annette Greer, Donna Kain, Angela Whitehurst, Derek Alderman, Linner Griffin, Megan Perry, Ron Preston

April 12, 2012 (meeting 1) – Reece Allen, Leigh Cellucci, Kanchan Das, Ron Graziani, Annette Greer, Donna Kain, Angela Whitehurst, Derek Alderman, Linner Griffin, Megan Perry, Ron Preston

April 12, 2012 (meeting 2) – Reece Allen, Leigh Cellucci, Kanchan Das, Annette Greer, Donna Kain, Angela Whitehurst, Derek Alderman, Linner Griffin, Megan Perry

April 26, 2012 – Reece Allen, Leigh Cellucci, Kanchan Das, Annette Greer, Donna Kain, Angela Whitehurst, Derek Alderman, Linner Griffin, Perry, Ron Preston

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

Ron Preston as a sub-committee of one took on the responsibility of reviewing the issues of banked courses and courses that have not been taught in 10 years that need to be reviewed for removal from the catalog. He reported back to the committee with suggestions for processes.

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. Actions Reviewed to Date include:

New Courses:		68
Revised/Renumbered/Unbanked Courses (includes title/prereq./prefix):	141	
New Degrees/Programs:		1
New Minors:	2	
New Concentrations:		2
New Certificates:		1
Revised Existing Degrees/Concentrations/Departmental Text	39	
Deletion of Existing Degrees/Concentrations:		2
Revised Minors/Certificates:		17
Deletion of Existing Minors/Certificates:	2	
Banked Courses:		2
Deletion of Existing /Banked Courses:		25

2. Maintained the liaison system, including participation in September 2011 orientation session for liaisons and interested faculty members (past chair Jonathan Reid participated for UCC). Continued to 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. We also instituted a notification system to let liaisons know when packages are submitted from their units (implementation of business carried over from last year). We continue to find that the liaison system is an integral part of the curriculum development process that improves the quality of proposals, and reduces the workload of both faculty and the committee.

3. Met with faculty from several units to help them develop large packages before they were submitted to the UCC (including CAMP and English).

4. Worked with other faculty committees to clarify and develop policies related to repeatable course credit and participated in workshops co-sponsored by the UCC. (continuation of business carried over from last year)

5. Revised and brought to Senate changes and revisions to the UCC guidelines and manual. Discussed and adopted editorial changes to the Curriculum Proposal Form, Helpful

Hints/Checklist, Signature Form, and Undergraduate Curriculum and Program and Development Manual.

6. Continued to implement the review-team assignment process in which several committee members responsible for closely reviewing proposals before each meeting. We added to that process this year by asking committee members to “take the lead” in discussion at meetings on packages they were assigned to review. This step improved efficiency and participation.
7. Limited the number of curricular packages that are heard at any one meeting to the amount that can be accomplished in two to two and a half hours, though that was not completely successful in the very busy meetings in March and April. We are now publicizing this limitation on the UCC website and informing faculty submitting packages in March and April.
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. Send letters of thanks to liaisons who have been conscientious during the year. (implementation of business carried over from last year)
10. Encouraged units that have deleted 5000 level courses with GCC to delete them immediately by memo with UCC. Developed a plan to eliminate 5000 level courses from the undergrad catalog that have been deleted from the graduate catalog. (implementation of business carried over from last year)
11. Continued to refine the curriculum development process to streamline where appropriate and eliminate confusion for faculty developing curriculum proposals.
12. Continued to support the Office of Academic Program Planning and Development’s workshops on curriculum development.
13. Enforced deadlines for submission of documentation and notification of affected units.
14. Developed and posted to UCC website an Undergraduate Curricular Action Table on the model of the GCC action table. (implementation of business carried over from last year)
15. Developed a plan to delete banked course and active courses in the catalogue that have not been taught in 10 years. (implementation of business carried over from last year)
16. Attended (chair and vice-chair) monthly meetings for standing committee chairs and the Chair of the Faculty Senate.
17. Attended (chair) meetings of the APD Collaborative Team as scheduled
18. Provided feedback to the team developing the BSUS degree.
19. Provided feedback to Wendy Sharer, University QQEP Director, on development of sophomore level writing class to replace 1200 and possibilities for ensuring a smooth process for notifications of affected units and UCC submissions.
20. Started practice of including a numerical summary of the types of actions approved in meeting minutes (implementation of business carried over from last year)

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

- September 6, 2011. Chair Jonathan Reid presented curriculum matters contained in the April 14, 2011 and April 28, 2011 University Curriculum Committee meeting minutes were approved as presented. **RESOLUTION #11-67**
- OCTOBER 4, 2011, Chair Donna Kain presented the curriculum matters contained in the September 8, 2011, University Curriculum Committee meeting minutes, which were approved as presented. **RESOLUTION #11-70**

- NOVEMBER 1, 2011. Chair Donna Kain presented the curriculum matters contained in the September 22, 2011 and October 13, 2011 meeting minutes, which were approved as presented. **RESOLUTION #11-85**
- DECEMBER 6, 2011. Chair Donna Kain presented the curriculum matters contained in the October 27, 2011 and November 10, 2011 University Curriculum Committee minutes, UCC Curricular Action Table (modeled on GCC table) and changes to University Curriculum Committee Curriculum Package Submission Helpful Hints and Checklist, Undergraduate Curriculum and Program Development Manual, and Undergraduate University Curriculum Committee Course Banking Form, which were approved as presented. **RESOLUTION #11-98**
- JANUARY 24, 2012. Chair Donna Kain presented curriculum and academic matters contained in the meeting minutes of December 8, 2011, which were approved as presented. **RESOLUTION #12-10**
- FEBRUARY 21, 2012. Chair Donna Kain presented curriculum and academic matters contained in the meeting minutes of January 12, 2012 and January 26, 2012, which were approved as presented. **RESOLUTION #12-19**
- MARCH 27, 2012. Chair Donna Kain presented curriculum and academic matters contained in meeting minutes of February 9, 2012 and February 23, 2012 which were approved as presented. **RESOLUTION #12-32**
- APRIL 17, 2012. Chair Donna Kain Curriculum presented matters contained in meeting minutes of March 22, 2012 (2:00 meeting), which include curricular actions, and April 12, 2012 (5:30 meeting), which include matters related to revision of committee guidelines and forms.

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

1. Take up the matter of changes to the plus/minus grading policy and determine what impact that will have on UCC submission and processes.
2. Request the participation of knowledgeable and effective liaisons in the UCC orientation this year. The participation of a liaison will demonstrate the value we place on their work and will help other liaisons to understand that role from the perspective of a person who serves in it.
3. Provide review-team assignments earlier, as soon as the agenda is available.
4. Implement the plan for removing 5000 level courses that are no longer in the graduate catalog from the undergrad catalog including notifications to units.
5. Implement the plan approved this year for encouraging units to delete banked courses.
6. Implement the plan approved this year for requesting units to delete or bank course that have not been taught in over ten years.
7. Investigate the possibility of an electronic submission process. An electronic submission process would ensure that all forms are up to date and include required information. Reece Allen is charged with reporting about this to the UCC.

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

A. Charge:

Adequate.

B. Personnel:

Exceptional –committee members were conscientious about the work of the committee and all are dedicated to the best interests of the university. We did have problems with maintaining an SGA presence on the board and need to look for ways to engage students in the process. In previous years, student government representatives were either not appointed or rarely attended, though Kenneth Blair was an exception to that rule last year.

C. Attendance:

Most members attended regularly and were prepared to discuss and act on agenda items. All but one member notified the chair when unable to attend.

D. Responsibilities:

The workload of this committee, especially for the officers, remains demanding. We review materials ahead of meetings and following meetings, consider additional concerns and processes related to curriculum changes and development. The continued work of the liaisons and 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 is of invaluable assistance. The practice of assigning primary responsibility for review of curriculum packets to subgroups of the committee continues 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.
- Continuity of leadership is essential to the efficient and effective functioning of the UCC. Based on a suggestion last year for the development of a continuity plan, the current chair and vice-chair are working toward that goal.

9. Does the Committee's organizational meeting next year need to be earlier than the date set this year? No.

Signed: Chairperson Donna J. Kain Donna J. Kain, Ph.D. 5-1-2012

Secretary Leigh W. Cellucci Leigh W. Cellucci, Ph.D. 5-1-2012