

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

**2012-2013 Academic Year**

**COMMITTEE: University Curriculum Committee**

**1. Membership (include ex-officio members).**

**Leigh Cellucci, Secretary, Allied Health Sciences.**

Annette Greer, Medicine

**Reece Allen, Vice Chair, Interior Design and Merchandising**

Angela Whitehurst, Academic Library Services

**Donna Kain Chair, English**

Mark Richardson, Music

Amy McMillan, Business

**Ex-officio Members (with vote)**

Katherine Swank, Rep. of Chancellor,

Linner Griffin, Rep. of Provost and VC for Academic Affairs

Jean-Luc Scemama, Rep. of Chair of the Faculty

Karen Vail-Smith, Rep. of Faculty Senate

Jennifer Warren, Rep. of Student Body

**Kimberly Nicholson** attended the 2012-2013 UCC meetings and works extensively with the committee. **Diane Coltraine** advises the committee and faculty and reviews catalog copy for the materials considered at each meeting. Ms. Nicholson and Ms. Coltraine also assist with liaison training and are constant sources of information for the Chair and the committee. Their contributions to the success of the committee's work are inestimable and greatly appreciated.

**2. Meeting Dates (include members present\*).**

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

September 13, 2012    **Regular Members in Attendance:** Reece Allen, Leigh Cellucci, Annette Greer, Donna Kain, Amy McMillan, Mark Richardson, and Angela Whitehurst;  
**Ex-officio Members in Attendance:** Linner Griffin, Jean-Luc Scemama, Katherine Swank, Karen Vail-Smith, and Jennifer Warren

September 27, 2012    **Regular Members in Attendance:** Reece Allen, Leigh Cellucci, Annette Greer, Donna Kain, Mark Richardson, and Angela Whitehurst;  
**Ex-officio Members in Attendance:** Linner Griffin, Jean-Luc Scemama, Katherine Swank, and Karen Vail-Smith

October 11, 2012    **Regular Members in Attendance:** Reece Allen, Leigh Cellucci, Donna Kain, Mark Richardson, and Angela Whitehurst; **Ex-officio Members in Attendance:** Linner Griffin, Jean-Luc Scemama, Katherine Swank, and Karen Vail-Smith

October 25, 2012    **Regular Members in Attendance:** Reece Allen, Leigh Cellucci, Annette Greer, Donna Kain, and Mark Richardson; **Ex-officio Members in Attendance:** Linner Griffin, Jean-Luc Scemama, Katherine Swank, and Karen Vail-Smith

November 8, 2012    Cancelled—No Business.

December 13, 2012    **Regular Members in Attendance:** Reece Allen, Leigh Cellucci, Annette Greer, Donna Kain, Mark Richardson, and Angela Whitehurst;

**Ex-officio Members in Attendance:** Jean-Luc Scemama, Katherine Swank, and Karen Vail-Smith

January 24, 2013 **Regular Members in Attendance:** Reece Allen, Leigh Cellucci, Annette Greer, Donna Kain, Amy McMillan, Mark Richardson, and Angela Whitehurst; **Ex-officio Members in Attendance:** Linner Griffin, Jean-Luc Scemama, Katherine Swank, and Karen Vail-Smith

February 14, 2013 **Regular Members in Attendance:** Leigh Cellucci, Annette Greer, Donna Kain, Amy McMillan, Mark Richardson, and Angela Whitehurst; **Ex-officio Members in Attendance:** Linner Griffin, Jean-Luc Scemama, Katherine Swank, and Karen Vail-Smith

February 28, 2013 **Regular Members in Attendance:** Reece Allen, Leigh Cellucci, Annette Greer, Donna Kain, Amy McMillan and Mark Richardson; **Ex-officio Members in Attendance:** Linner Griffin and Katherine Swank

March 21, 2013 **Regular Members in Attendance:** Reece Allen, Leigh Cellucci, Donna Kain, Mark Richardson and Angela Whitehurst; **Ex-officio Members in Attendance:** Linner Griffin, Jean-Luc Scemama, Katherine Swank, and Karen Vail-Smith

March 28, 2013 **Regular Members in Attendance:** Reece Allen, Leigh Cellucci, Annette Greer, Donna Kain, Amy McMillan, Mark Richardson and Angela Whitehurst; **Ex-officio Members in Attendance:** Linner Griffin, Jean-Luc Scemama, Katherine Swank, and Karen Vail-Smith

April 11, 2013 **Regular Members in Attendance:** Reece Allen, Leigh Cellucci, Annette Greer, Donna Kain, and Mark Richardson; **Ex-officio Members in Attendance:** Linner Griffin, Jean-Luc Scemama, and Katherine Swank

April 25, 2013 Organizational Meeting. **REGULAR MEMBERS IN ATTENDANCE:** Reece Allen, Leigh Cellucci, Annette Greer, Donna Kain, Mark Richardson and Angela Whitehurst. **EX-OFFICIO MEMBERS IN ATTENDANCE:** Linner Griffin, Jean-Luc Scemama, Katherine Swank, and Karen Vail-Smith.

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

- a. Subcommittee to investigate the possibility of an electronic submission process. Reece Allen is charged with reporting about this to the UCC. The outcome of the investigation is that we currently have not identified a process that would be more efficient than the current use of forms and electronic submissions through the [cucsubmissions@ecu.edu](mailto:cucsubmissions@ecu.edu) e-mail. Sharepoint is used to post work in progress for committee review. This matter should be revisited.
- b. Subcommittee to develop guidelines for the submission of new and revised minors (similar to the process for new and revised certificates). Reece Allen is charged with reporting about this to the UCC. The result of the subcommittee work was a draft of a guide for faculty about the procedure. The template was approved by the UCC and will be presented to the Faculty Senate.

**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.

- a. Maintained the liaison system, including participation in September 2012 orientation session for liaisons and interested faculty members (Chair Donna Kain 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 and to notify liaisons when packages are submitted from their units. We attribute improvements in submissions this year in part to the excellent work that liaisons do on behalf of faculty submitting proposals.

- b. Met with representatives of other academic committees and the Faculty Senate to clarify implementation of the plus/minus grading system.
- c. Worked with the GCC to clarify policies and develop procedures related to inclusion of undergraduate objectives, assignments, and grading in 5000-level courses. This issue remains unresolved and awaiting the Chancellor's review of a Faculty Senate motion on the matters.
- d. Initiated use of the revised Curriculum Proposal Form. We believe the changes—which make the form more similar to the GCC form—make the form less confusing for faculty resulting in fewer changes required to materials after committee review.
- e. Send letters of thanks to liaisons who have been conscientious during the year.
- f. Developed draft “Policies and Procedures for Undergraduate Minors” guidance document (pending Faculty Senate review and approval) because we receive many questions about the process and no convenient overview of the process is currently available.
- g. Continued to support the Office of Academic Program Planning and Development's workshops on curriculum development.
- h. Enforced deadlines for submission of documentation and notification of affected units.
- i. Attended (chair or vice-chair) periodic meetings of standing committee chairs and the Chair of the Faculty Senate.
- j. Attended (chair or vice-chair) meetings of the APD Collaborative Team as scheduled
- k. Attended (chair or representative) several meetings of the Online Quality Council.

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

- **October 2, 2012.** Professor Donna Kain (English), Chair of the Committee, presented the curriculum matters contained in the April 12, 2012 (I of II) and September 13, 2012 University Curriculum Committee meeting minutes. the curriculum matters contained in the [April 12, 2012](#) (I of II) and [September 13, 2012](#) University Curriculum Committee meeting minutes were approved as presented. **RESOLUTION #11-87**
- **November 6, 2012.** Professor Reece Allen (Interior Design and Merchandising), Vice Chair of the Committee, presented the curriculum and academic matters contained in the [September 27, 2012](#), and [October 11, 2012](#). Matters contained in the [September 27, 2012](#), and [October 11, 2012](#) University Curriculum meeting minutes were approved as presented. **RESOLUTION #12-94**
- **December 4, 2012.** Professor Donna Kain (English), Chair of the Committee, presented the curriculum and academic matters contained in the [October 25, 2012](#) meeting minutes, and academic matters contained in the [October 25, 2012](#) University Curriculum Committee meeting minutes were approved as presented. **RESOLUTION #12-104**
- **January 29, 2013.** Professor Donna Kain (English), Chair of the Committee presented curriculum and academic matters contained in the meeting minutes of [December 13, 2012](#), and the curriculum and academic matters contained in the [December 13, 2012](#), University Curriculum Committee meeting minutes were approved as presented. **RESOLUTION #13-03.**
- **February 26, 2013.** Professor Reece Allen (Interior Design and Merchandising), Vice Chair of the Committee presented curriculum and academic matters contained in the meeting minutes of [January 24, 2013](#), and the curriculum and academic matters contained in the [January 24, 2013](#) University Curriculum Committee meeting minutes were approved as presented. **RESOLUTION #13-17.**

- **March 19, 2013.** Professor Donna Kain (English), Chair of the Committee, presented a report on the proposed 5000-level course Standard Operating Procedure. Professor Kain presented the curriculum and academic matters contained in the meeting minutes of [February 14, 2013](#) and noted that the February 28, 2013 meeting minutes would be considered at the April Faculty Senate meeting. There were no questions and the curriculum and academic matters contained in the [February 14, 2013](#) University Curriculum Committee meeting minutes were approved as presented. **RESOLUTION #13-32**
- **April 16, 2013.** Professor Donna Kain (English), Chair of the Committee, presented curriculum and academic matters contained in the meeting minutes of February 28, March 21, and March 28.

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

1. Work with the office of Academic Program Planning and Development to determine the impact of Acalog on committee information to faculty (e.g., creating marked catalog copy).
2. Implement the plan for removing 5000 level courses that are no longer in the graduate catalog from the undergrad catalog including notifications to units.
3. Implement the plan approved last year for encouraging units to delete banked courses.
4. Implement the plan approved last year for requesting units to delete or bank course that have not been taught in over ten years.

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

A. Charge:

**Adequate.** The proposed new charge includes that the Chair will also serve on the Online Quality Council. The committee chair or appointee has attended some of these meetings during 2012-13, though we have had some time conflicts. We note that the work of the UCC chair also requires attendance at Faculty Senate, meetings with the Chair of the faculty senate and other committee chairs, and attendance at meetings of the Academic Program Development Collaborative Team. Requirements for UCC representation on additional committees should be delegated to representatives of the UCC chair from committee membership.

B. Personnel:

**Exceptional** –committee members were conscientious about the work of the committee and all are dedicated to the best interests of the university.

C. Attendance:

**Adequate.** We generally have few problems with quorum. One member does not regularly attend. The Chair will clarify whether the member is having scheduling difficulties preventing attendance. We continue to have problems with maintaining an SGA presence. Student government representatives rarely attend the committee meetings. The meetings are quite long and that may be a problem for undergraduates.

D. Responsibilities:

**Challenging.** The workload of this committee, especially for the officers, is demanding in terms of time. 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 smooth functioning of the committee.

E. Activities:

Normal for this committee and extremely heavy at end of the academic year. We added a meeting on March 21 to accommodate the requests for curricular review.

**Curricula Reviewed**

New Courses:	74
Revised/Renumbered/Unbanked Courses (includes title/prereq./prefix):	248
New Degrees/Programs:	0
New Minors:	1
New Concentrations:	12
New Certificates:	0
Revised Existing Degrees/Concentrations/Departmental Text:	51
Deletion of Existing Degrees/Concentrations:	11
Revised Minors/Certificates:	14
Deletion of Existing Minors/Certificates:	8
Banked Courses:	8
Deletion of Existing /Banked Courses:	32

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

- The UCC suggests that an officer of the Faculty Senate discuss the issue of student representation on the UCC with representatives of the SGA. The goal of the discussion would be to encourage engagement and to ensure that student representation on the committee is more consistent.
- UCC members suggested considering reassigned time for the committee Chair given the responsibilities and requirements to attend various meetings on behalf of the committee.
- Consider a different location for meetings. The room that the committee has been using for a number of years—Brewster 104—has problems with temperature control and location. Suggestions included moving to Mendenhall, which is more centrally located and where parking might be easier.
- Consider accommodating people from west campus who are on the committee and who bring business before the committee. Currently, committee members from west campus must travel to east campus twice per month for meetings. In addition to travel time, they encounter problems with parking. Travel and parking are time consuming for already busy faculty. The committee recognizes that we are all part of one community that values participation of faculty who work in all university locations. In that spirit, suggestions include:
  - Arrange parking passes for committee members who must travel to east campus in A lot parking close to meeting locations to be use only for meeting times.
  - Identify several meetings each year to be held on West campus. These meeting would be determined at the beginning of the year and identified on the UCC list of meetings.

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

Secretary Emile (Luis) W. Cellucci