EAST CAROLINA UNIVERSITY FACULTY SENATE
ACADEMIC AND APPELLATE COMMITTEE ANNUAL REPORT

2013-2014 Academic Year

COMMITTEE: University Curriculum Committee

1. Membership (include ex-officio members).

Regular Members (with vote)
Leigh Cellucci, Vice Chair, Allied Health Sciences
David Batts, Technology & Computer Science
Michael Dingfelder, Physics
Donna Kain, Chair (Fall Semester) English
Mark Richardson, Secretary, Music
Amy McMillan, Business
Lori Flint, Chair (Spring Semester), Education

Ex-officio Members (with vote)
Katherine Swank, Representative of Chancellor
Rita Reaves, Representative of Provost and VC for Academic Affairs
Josie Bowman, Representative of VC for Health Sciences
Jean-Luc Scemama, Representative of Chair of the Faculty
Karen Vail-Smith, Representative of Faculty Senate
OPEN, Representative of Student Body

2. Meeting Dates
(include members present and those who contributed to committee action, but were not at the meeting)

September 12, 2013
Organizational Meeting: REGULAR MEMBERS IN ATTENDANCE:
Leigh Cellucci, Lori Flint, Peter Francia, Annette Greer, Donna Kain, Amy McMillan, and Mark Richardson
EX-OFFICIO MEMBERS IN ATTENDANCE:
Josie Bowman, Rita Reaves, Jean-Luc Scemama, and Karen Vail-Smith

September 26, 2013
REGULAR MEMBERS IN ATTENDANCE:
Michael Dingfelder, Lori Flint, Peter Francia, Annette Greer, Donna Kain, Amy McMillan, and Mark Richardson
EX-OFFICIO MEMBERS IN ATTENDANCE:
Josie Bowman, Rita Reaves, Jean-Luc Scemama, Katherine Swank, and Karen Vail-Smith
October 10, 2013  
REGULAR MEMBERS IN ATTENDANCE:  
Leigh Cellucci, Michael Dingfelder, Lori Flint, Peter Francia, Mark Richardson, Donna Kain  
EX-OFFICIO MEMBERS IN ATTENDANCE:  
Rita Reaves, Jean-Luc Scemama, Katherine Swank and Karen Vail-Smith  

October 24, 2013  
REGULAR MEMBERS IN ATTENDANCE:  
Lori Flint, Peter Francia, Annette Greer, Donna Kain, Amy McMillan, and Mark Richardson, Michael Dingfelder  
EX-OFFICIO MEMBERS IN ATTENDANCE:  
Josie Bowman, Rita Reaves, Jean-Luc Scemama, Katherine Swank  

November 24, 2013  
REGULAR MEMBERS IN ATTENDANCE:  
Leigh Cellucci, Michael Dingfelder, Lori Flint, Peter Francia, Annette Greer, Donna Kain, Amy McMillan, and Mark Richardson  
EX-OFFICIO MEMBERS IN ATTENDANCE:  
Josie Bowman, Rita Reaves, Jean-Luc Scemama, Katherine Swank, and Karen Vail-Smith  

December 12, 2013  
REGULAR MEMBERS IN ATTENDANCE:  
Leigh Cellucci, Lori Flint, Peter Francia, Annette Greer, Donna Kain, and Mark Richardson  
EX-OFFICIO MEMBERS IN ATTENDANCE:  
Josie Bowman, Rita Reaves, Jean-Luc Scemama, Katherine Swank, and Karen Vail-Smith  

January 23, 2014  
REGULAR MEMBERS IN ATTENDANCE:  
David Batts, Leigh Cellucci, Lori Flint, Michael Dingfelder, Donna Kain, and Mark Richardson  
EX-OFFICIO MEMBERS IN ATTENDANCE:  
Josie Bowman, Rita Reaves, Jean-Luc Scemama, Katherine Swank, and Karen Vail-Smith  

February 13, 2014  
REGULAR MEMBERS IN ATTENDANCE:  
Leigh Cellucci, Lori Flint, Michael Dingfelder, Donna Kain, and Mark Richardson, Amy McMillan, David Batts  
EX-OFFICIO MEMBERS IN ATTENDANCE:  
Josie Bowman, Rita Reaves, Jean-Luc Scemama, Katherine Swank, and Karen Vail-Smith  

February 27, 2014  
REGULAR MEMBERS IN ATTENDANCE:  
David Batts, Leigh Cellucci, Lori Flint, Michael Dingfelder, Donna Kain, and Mark Richardson  
EX-OFFICIO MEMBERS IN ATTENDANCE:  
Josie Bowman, Rita Reaves, Jean-Luc Scemama, Katherine Swank, and Karen Vail-Smith  

March 6, 2014  
REGULAR MEMBERS IN ATTENDANCE:  
David Batts, Lori Flint, Michael Dingfelder, Amy McMillan, and Mark Richardson  
EX-OFFICIO MEMBERS IN ATTENDANCE:  

March 27, 2014
REGULAR MEMBERS IN ATTENDANCE:
David Batts, Lori Flint, Michael Dingfelder, Amy McMillan, and Mark Richardson, Donna Kain
EX-OFFICIO MEMBERS IN ATTENDANCE:
Josie Bowman, Rita Reaves, Jean-Luc Scemama, Katherine Swank, and Karen Vail-Smith

April 10, 2014
REGULAR MEMBERS IN ATTENDANCE:
Leigh Cellucci, David Batts, Michael Dingfelder, Donna Kain, Mark Richardson, Amy McMillan, Lori Flint
EX-OFFICIO MEMBERS IN ATTENDANCE: Josie Bowman, Rita Reaves, Jean-Luc Scemama, Katherine Swank, and Karen Vail-Smith

April 24, 2014
Organizational Meeting: REGULAR MEMBERS IN ATTENDANCE:
Leigh Cellucci, David Batts, Michael Dingfelder, Lori Flint, Donna Kain, Mark Richardson
EX-OFFICIO MEMBERS IN ATTENDANCE: Josie Bowman, Rita Reaves, Jean-Luc Scemama, and Karen Vail-Smith

3. **Subcommittees established during the year** (include progress and/or completion of work).
   Creation of UCC task force to oversee implementation of UCC approved conceptual framework to reorganize the undergraduate curriculum and program development manuals during summer 2014 (on 04-24-14 agenda).

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. Coordinated with Lori Lee to obtain A parking passes for committee members who needed one in order attend UCC meetings in B-104 Brewster (09-12-13 minutes)
   B. UCC approved a motion requesting text regarding 5000-level courses in the undergraduate catalog be added or moved to sections of the catalog more easily located by students (12-12-13 minutes)
   C. Consulted with Karen Summey, Coordinator for Academic Program Development, regarding clarification of “tracks” versus “concentrations” within a degree (01-23-14 minutes)
   D. Approved conceptual framework for reorganization of the undergraduate curriculum and program development manual (03-27-14 minutes)
   E. Simplified the process by which the prefix for an entire course list may be revised (03-27-14 minutes)
   F. Approved initial cleanup of courses banked 5+ years action plan, which will be implemented in the fall (04-24-14 agenda)
   G. Creation of institutionalized annual undergraduate banked courses action plan (04-24-14 agenda)
   H. Creation of institutionalized quinquennial undergraduate courses not offered in 10+ years action plan (04-24-14 agenda)
   I. Approved initial cleanup of 5000-level courses previously deleted by the GCC (04-24-14 agenda)
   J. Consulted with the Office of the Registrar for clarification on the foreign language requirement (on 04-24-14 agenda)
K. Continued to support the liaison system, including participation in September 2013 orientation session for liaisons and interested faculty members (Chair Donna Kain participated for UCC). Liaisons should work with the Office of Academic Program Planning and Development staff and the registrar’s office as necessary prior to submission to ensure consistency throughout the catalog. UCC continued the practice of notifying liaisons when packages are submitted from their units. UCC chair will reach out to Liaisons via memo to reiterate the responsibilities and purpose of liaisons and ask them to discuss what works and what could be improved.

L. Participated in the Office of Academic Program Planning and Development’s workshop on curriculum development.

M. Participated in the Office of Academic Program Planning and Development’s workshop on collaborative curriculum initiatives.

N. Regularly conferred with Diane Coltraine on curriculum issues regarding transition to Acatalog as necessary.

O. Continued to meet with GCC and others as necessary to clarify policies related to 5000-level courses. The UCC can take no actions on 5000-level courses except to approve removing them from the undergraduate catalog. It is unlikely that the GCC will approve additional 5000-level courses that require the inclusion of a separate objectives, grading scales, and evaluations for undergraduate students. According to ECU policy, eligible undergraduates can register for 5000-level courses and complete the work required of graduate students. No undergraduates can be required to take 5000-level courses. The 5000-level courses should not enroll undergraduates predominantly and Dr. Gemperline’s office will be monitoring this situation.

P. Attended (chair or vice-chair) periodic meetings of standing committee chairs and the Chair of the Faculty Senate.

Q. Attended (chair or vice-chair) meetings of the APD Collaborative Team as available.

R. The second meeting of the year was held on west campus in the College of Nursing. Last year we discussed trying to have some meetings on west campus when possible and when the agenda contained business from units on west campus. We should continue to consider the feasibility of meeting on west campus when it makes sense to do so.

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

- Sept. 10, 2013. Chair Donna Kain presented curriculum matters contained in the April 11, 2013 and April 25, 2013 meeting minutes. RESOLUTION #13-69
- Oct. 1, 2013. Chair Kain presented curriculum matters acted on and recorded in the September 12, 2013 meeting minutes, including discussion on 5000-level courses. RESOLUTION #13-76
- Dec. 3, 2013. Chair Kain presented curriculum matters acted on and recorded in the October 10, 2013 and October 24, 2013 meeting minutes. RESOLUTION #13-100. Professor Kain also provided an update on the approved University Studies (BSUS) curriculum.
- Feb. 4, 2014. Professor Kain, on behalf of the Committee, presented curriculum and academic matters contained in the meeting minutes of November 14, 2013. RESOLUTION #14-09.
- Feb. 25, 2014. Chair Lori Flint presented curriculum and academic matters contained in the meeting minutes of December 12, 2013. RESOLUTION #14-22.
• April 15, 2014. Chair Flint presented curriculum and academic matters contained in the meeting minutes of February 27, 2014, March 6, 2014, and March 27, 2014. RESOLUTION # pending.

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

   Work with Diane Coltraine to contact departments about the following issues:
   • Creation of institutionalized process for removal of 5000-level courses previously deleted by the GCC (on 04-24-14 agenda)
   • Requesting units delete or bank courses that have not been taught in over ten years.
   • Requesting units to consider deleting courses that have been banked for more than five years.
   • Revision of UCC charge to include “certificate programs” in several sections (issue brought up by Dr. Kain in 09-12-13 UCC minutes)

   Investigate and then transition committee documents and workflow to SharePoint (on 04-24-14 agenda).

   Develop brief descriptions of committee officer responsibilities and workflows, including listing of other committees that a UCC representative serves on.

7. **Evaluation of the committee** (include anything that hindered or assisted the committee’s work during the year).
   A. Charge: N/A
   B. Personnel:
      **Exceptional** – Virtually all committee members were diligent about the work of the committee and dedicated to the best interests of the university.
   C. Attendance:
      **Adequate** – most committee members attended regularly, notified chair when they needed to be excused, and fulfilled responsibilities even when they could not attend. Two members left the committee at semester-change. A replacement was found for one but not for both, leaving us short-handed. We have had no SGA representation this year.
   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:

Curricula Reviewed

New Courses: 92
Revised/ Renumbered/ Unbanked Courses (includes title/prereq./prefix): 462
New Degrees/ Programs: 1
New Minors: 1
New Concentrations: 12
New Certificates: 1
Revised Existing Degrees/ Concentrations/ Departmental Text: 67
Deletion of Existing Degrees/ Concentrations: 8
Revised Minors/ Certificates: 11
Deletion of Existing Minors/ Certificates: 2
Banked Courses: 23
Deletion of Existing / Banked Courses: 82

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

- Certain current and past committee members and their colleagues have expressed reluctance to serve on the UCC due to the amount of time it takes to travel and locate parking on the main campus, not due to the actual committee work. Because it is important to have representation from all possible constituents, as you schedule for the next academic year, the committee is considering scheduling one meeting on west campus in the fall and one in the spring.

- Provide a locked cabinet in our meeting location in which to store materials needed for standing meetings.

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

Signed: Chairperson

Secretary

Please forward the completed annual report to the Faculty Senate office via email (facultysenate@ecu.edu) no later than May 1, 2014.