“The committees’ annual reports shall be composed by the committee officers according to the official form and submitted to the Faculty Senate office for duplication and distribution to the Chair of the Faculty, the Chair of the Committee on Committees, the present members of the committee, and the new members of the committee whose terms begin next academic year. Copies of the committees’ annual reports will be kept on file in the University Archives, Faculty Senate office, and made available electronically on the Faculty Senate web site. Upon request, copies of committees’ annual reports shall be made available by the Faculty Senate office.”

ECU Faculty Manual, Part II, Section II. http://www.ecu.edu/cs-acad/fsonline/customcf/currentfacultymanual/part2section2.pdf

EAST CAROLINA UNIVERSITY FACULTY SENATE
ACADEMIC AND APPELLATE COMMITTEE ANNUAL REPORT

2014-2015 Academic Year

COMMITTEE: University Curriculum Committee

1. Membership (include ex-officio members).

Regular Members:
Lori Flint (Chair)
Jean-Luc Scemama (Vice Chair)
Mark Richardson (Secretary)
Ken Anselmi
Nathalie Mizelle (withdrew as member 12/14)
David Batts (joined as member 2/15)
Michael Dingfelder
Gail Ratcliff
Karen Vail-Smith

Ex-Officio Members:
Josie Bowman
Ashley Carr
Erin Parrish
Rita Reaves
Michelle Wallen

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

09-11-14:

Regular Members Present: Ken Anselmi, Lori Flint (Chair), Michael Dingfelder, Gail Ratcliff, Mark Richardson (Secretary), Jean-Luc Scemama (Vice Chair), Karen Vail-Smith

Ex-officio members present: Josie Bowman, Erin Parrish, Rita Reaves, Michele Wallen

Absent: Natalie Mizelle

IPAR Office of Academic Program Planning and Development (OAPPD): Kimberley Nicholson

Office of the Registrar: Diane Coltraine
09-25-14: canceled (no packages, but coached facilitators for upcoming workshop)

10-09-14:

Regular Members Present:
Lori Flint (Chair)
Jean-Luc Scemama (Vice Chair)
Mark Richardson (Secretary)
Ken Anselmi
Nathalie Mizelle
Gail Ratcliff
Karen Vail-Smith

Regular Members Excused:
Michael Dingfelder

Ex-Officio Members Present:
Ashley Marie Carr
Erin Parrish
Rita Reaves
Michelle Wallen

Ex-Officio Members Excused:
Josie Bowman

IPAR OAPPD:
Kimberly Nicholson

Office of the Registrar: Diane Coltraine

10-23-14

Regular Members Present:
Lori Flint (Chair)
Jean-Luc Scemama (Vice Chair)
Mark Richardson (Secretary)
Ken Anselmi
Michael Dingfelder
Karen Vail-Smith

Regular Members Excused:
Nathalie Mizelle
Gail Ratcliff

Ex-Officio Members Present:
Josie Bowman
Erin Parrish
Michelle Wallen
Ashley Marie Carr
Ex-Officio Members Excused:
Rita Reaves

IPAR OAPPD:
Kimberly Nicholson and Karen Summey

Office of the Registrar:
Diane Coltraine

11-13-14:

Regular Members Present:
Jean-Luc Scemama (Vice Chair) – acting chair for this meeting
Mark Richardson (Secretary)
Ken Anselmi
Michael Dingfelder
Nathalie Mizelle
Gail Ratcliff
Karen Vail-Smith

Regular Members Excused:
Lori Flint (Chair)

Ex-Officio Members Present:
Josie Bowman
Michelle Wallen

Ex-Officio Members Excused:
Ashley Carr, Erin Parrish and Rita Reaves

IPAR OAPPD:
Kimberly Nicholson

Office of the Registrar:
Diane Coltraine

12-11-14:

Regular Members Present:
Lori Flint (Chair)
Jean-Luc Scemama (Vice Chair)
Mark Richardson (Secretary)
Ken Anselmi
Gail Ratcliff
Karen Vail-Smith

Regular Members Excused:
Michael Dingfelder
Nathalie Mizelle
Ex-Officio Members Present:
Josie Bowman
Erin Parrish
Rita Reaves
Michelle Wallen

Ex-Officio Members Excused:
Ashley Carr

IPAR OAPPD:
Kimberly Nicholson

Office of the Registrar:
Diane Coltraine

01-22-15:

Regular Members Present:
Lori Flint (Chair)
Jean-Luc Scemama (Vice Chair)
Mark Richardson (Secretary)
Ken Anselmi
Gail Ratcliff
Karen Vail-Smith

Regular Members Excused:
Michael Dingfelder

Ex-Officio Members Present:
Josie Bowman
Erin Parrish
Rita Reaves
Michelle Wallen

Ex-Officio Members Excused:
Ashley Carr

IPAR OAPPD:
Kimberly Nicholson and Karen Summey

Office of the Registrar:
Diane Coltraine

02-12-15:

Regular Members Present:
Lori Flint (Chair)
Jean-Luc Scemama (Vice Chair)
Mark Richardson (Secretary)
Ken Anselmi
David Batts
Michael Dingfelder
Gail Ratcliff
Karen Vail-Smith

Regular Members Excused:
Ashley Carr

Ex-Officio Members Present:
Josie Bowman
Erin Parrish
Rita Reaves
Michelle Wallen

Ex-Officio Members Excused:
None

IPAR OAPPD:
Kimberly Nicholson

Office of the Registrar:
Diane Coltraine

02-26-15:

Regular Members Present:
Lori Flint (Chair)
Mark Richardson (Secretary)
Ken Anselmi
Michael Dingfelder
Gail Ratcliff
Karen Vail-Smith

Regular Members Excused:
David Batts
Jean-Luc Scemama (Vice Chair)

Ex-Officio Members Present:
Josie Bowman
Rita Reaves
Michelle Wallen

Ex-Officio Members Excused:
Ashley Carr and Erin Parrish

IPAR OAPPD:
Kimberly Nicholson and Karen Summey

03-26-15:

Regular Members Present:
Lori Flint (Chair)
Jean-Luc Scemama (Vice Chair)
Mark Richardson (Secretary)
Ken Anselmi
David Batts
Michael Dingfelder
Gail Ratcliff
Karen Vail-Smith

Regular Members Excused:
None

Ex-Officio Members Present:
Josie Bowman
Rita Reaves
Erin Parrish
Michelle Wallen

Ex-Officio Members Excused:
Ashley Carr

IPAR OAPPD:
Kimberly Nicholson and Karen Traynor

Office of the Registrar:
Diane Coltraine

04-09-15:

Regular Members Present:
Lori Flint (Chair)
Jean-Luc Scemama (Vice Chair)
Mark Richardson (Secretary)
Ken Anselmi
David Batts
Michael Dingfelder
Gail Ratcliff
Karen Vail-Smith

Ex-Officio Members Present:
Josie Bowman
Erin Parrish
Michelle Wallen

Ex-Officio Members Excused:
Ashley Carr
Rita Reaves

IPAR OAPPD:
Kimberly Nicholson and Karen Traynor

Office of the Registrar:
Diane Coltraine

04-16-15: added meeting
Regular Members Present:
Lori Flint (Chair)
Jean-Luc Scemama (Vice Chair)
Mark Richardson (Secretary)
Ken Anselmi
David Batts
Gail Ratcliff

Regular Members Excused:
Michael Dingfelder
Karen Vail-Smith

Ex-Officio Members Present:
Josie Bowman
Rita Reaves
Michelle Wallen

Ex-Officio Members Excused:
Ashley Carr
Erin Parrish

IPAR Office of Academic Program Planning and Development (OAPPD):
Kimberly Nicholson

Office of the Registrar:
Diane Coltraine

04-23-15:

Regular Members Present:
Lori Flint (Chair)
Jean-Luc Scemama (Vice Chair)
Mark Richardson (Secretary)
Ken Anselmi
Gail Ratcliff
Karen Vail-Smith

Regular Members Excused:
David Batts
Michael Dingfelder

Ex-Officio Members Present:
Josie Bowman
Rita Reaves

Ex-Officio Members Excused:
Ashley Carr
Erin Parrish
Michelle Wallen
3. **Subcommittees established during the year (include progress and/or completion of work).**

   - 2014 Summer Task Force
   - Reviewed final version of the undergraduate and program development manual; UCC SharePoint site; and all UCC forms, materials, and guidance tools prior to final posting in fall of 2015.

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.**

   - SharePoint site:  Summer task force met and established a pilot framework for the 2014-2015 academic year. The UCC members feel this site was very successful throughout the academic year. During the fall workshop and UCC liaison training the site was introduced. There were over 100 participants at the fall workshop and 35 at the spring workshop (on an inclement weather day). Participants responded well to the hands-on instruction.
   - Held 09-18-14 UCC Liaison Orientation- with approximately 30 attendees.
   - The UCC charge was successfully amended to include review of certificate programs, UCC chair member of Academic Program Development Collaborative Team, UCC chair can appoint or delegate representative to online quality council.
   - Initial cleanup of courses banked five or more years and active courses not offered in ten or more years, in conjunction with Office of the Registrar.
   - Implementation of the following policies were made: Annual banked courses cleanup (deletion of courses banked five or more years). Deletion of active courses not offered in ten or more years; 5000-level courses cleanup (removal of 5000-level courses from the undergraduate catalog previously deleted by the Graduate Curriculum Committee).
   - Worked with curriculum preparers to better align curricular goals with assessment of student learning outcomes.
   - Improved rigor of justifications in course proposals and memoranda.
   - Coordinated with the Office of the Registrar and IPAR Institutional Research to include UNC-GA codes for method of delivery, primary instructional format, and associated CIP codes for each course.
   - Closely monitored efficiencies (e.g., concentrations, monitoring of projected class sizes in proposed courses).
   - Established a procedure for consolidation of low-enrolled programs (e.g., FORL).
   - Implementation of elimination of 5000-level courses required in undergraduate programs (steps made: posting of 5000-level policy on UCC SharePoint, review of report that identified undergraduate programs that still require 5000-level courses, recommendations to faculty presenters to remove require 5000-level courses from programs, or replace these courses when applicable).
   - Encouraged faculty planners to seek diversity (e.g., GD, DD) and/or writing intensive designations when appropriate.
   - Worked with GCC to standardize processes related to curriculum and program planning.
• Collaborated with other university Faculty Senate academic committees.
• Supported direct submit process to Educational Policies and Planning Committee for all programmatic actions.
• Eliminated the separate budgetary memorandum and made a concomitant revision to memorandum of request and signature form to simplify submission process.
• Collaborated between UCC and IPAR Office of Academic Program Development to develop check sheets and materials to assist faculty in package preparation.
• Implemented html undergraduate manual.
• Proactively responded to communication and chemistry packages regarding banking/deletion of courses that affected multiple units across the university, in conjunction with Office of the Registrar.
• The committee identified the need to pay closer attention to affected units, so expended more effort reviewing information and communications related to affected units. Requested units submit any responses to the affected units notification to the UCC to be added to their posted package.
• Implemented a new requirement for units to obtain an affected units report from the Office of the Registrar for each package effective fall of 2015.
• Planned for development of an affected units template during the summer.
• Faculty vetting and prescreening and technical assistance by administrative support have helped reduce the time many proposers spent in UCC meetings.
• In order to keep faculty planners on their projected timeline, the UCC provided additional assistance and called meetings to move packages through to avoid “tabling.”
• Foreign language requirement clarified for all BA programs.

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

Resolution #14-74
Approved by the Faculty Senate: October 7, 2014
Approved by the Chancellor: November 6, 2014
Curriculum matters acted on and recorded in the September 11, 2014 University Curriculum Committee meeting minutes, including revision to curriculum proposal form and policies and procedures for new undergraduate certificates.

Resolution #14-79
Approved by the Faculty Senate: November 4, 2014
Approved by the Chancellor: December 16, 2014
Curriculum and academic matters acted on and recorded in the October 9, 2014 University Curriculum Committee meeting minutes including a new course in the School of Theatre and Dance.

Resolution #14-89
Approved by the Faculty Senate: December 2, 2014
Approved by the Chancellor: January 22, 2015
Curriculum and academic matters acted on and recorded in the October 23, 2014 University Curriculum Committee meeting minutes, including curricular actions within the Department of Recreation and Leisure Studies; and consolidation of six degrees into one degree, Department of Foreign Languages and Literatures.

Resolution #15-05
Approved by the Faculty Senate: January 27, 2015
Approved by the Chancellor: March 4, 2015
Curriculum and academic matters acted on and recorded in the November 13, 2014 University Curriculum Committee meeting minutes, including review of the foreign language requirement for all BA degrees; curricular actions within the University Studies Program, School of Theatre and Dance, Department of Geography, Planning, and Environment, Honors College, Department of History, Asian Studies Program, discontinuation of the American Studies Certificate, Department of Foreign Languages and Literatures; new Cross-Cultural Competency certificate, Department of Anthropology; Discontinuation of the BS in Public History, Department of History; removal of 5000-level courses previously deleted by the GCC.

Curriculum and academic matters acted on and recorded in the December 11, 2014 University Curriculum Committee meeting minutes, including review of curricular actions in the Department of Technology Systems, Department of Health Education and Promotion, Department of Kinesiology, Department of Chemistry, Department of English; deletion of courses banked five or more years; deletion of active courses not offered in ten or more years.

Resolution #15-24
Approved by the Faculty Senate: February 24, 2015
Approved by the Chancellor: March 31, 2015
Curriculum and academic matters acted on and recorded in the January 22, 2015 University Curriculum Committee meeting minutes, including curricular actions within the Department of Foreign Languages and Literatures, Department of Geological Sciences, Department of Psychology, Department of Geography, Planning, and Environment, Department of Biology, College of Health and Human Performance, and College of Engineering and Technology.

Resolution #15-31
Approved by the Faculty Senate: March 17, 2015
Approved by the Chancellor: March 31, 2015
Curriculum and academic matters contained in the University Curriculum Committee meeting minutes of February 12, 2015 including curricular actions within the Colleges of Arts and Sciences, Human Ecology, and Engineering and Technology.

Resolution # TBD
Approved by the Faculty Senate: presented April 14, 2015
Approved by the Chancellor:
Curriculum and academic matters contained in the University Curriculum Committee meeting minutes of February 26, 2015 including curricular actions within the School of Theatre and Dance, Department of Interior Design and Merchandising, College of Education, College of Business, College of Allied Health Sciences.

Resolution # TBD
Approved by the Faculty Senate: presented April 21, 2015
Approved by the Chancellor:
Curriculum and academic matters contained in the meeting minutes of March 26, 2015, including curricular actions within the Department of History, School of Music, College of Health and Human Performance, School of Social Work, Department of Political Science, Department of Biology, Department of Foreign Languages and Literatures, School of Theatre and Dance, School of Art and Design and College of Nursing.

Resolution # TBD
Approved by the Faculty Senate: presented April 21, 2015
Approved by the Chancellor:
Curriculum and academic matters contained in the meeting minutes of April 9, 2015, including curriculum actions within the College of Engineering and Technology, Department of Chemistry, Department of Geography, Planning and Environment, School of Art and Design, Department of Mathematics, College of Health and Human Performance, Department of Child Development and Family Relations, School of Communication.

Resolution # TBD
Approved by the Faculty Senate: will be reviewed in the fall
Approved by the Chancellor:

Curriculum and academic matters contained in the University Curriculum Committee meeting minutes of April 16, 2015 including curricular actions within the College of Human Ecology, Department of Child Development and Family Relations, College of Health and Human Performance, Department of Health Education and Promotion, College of Engineering and Technology, Department of Engineering (tabled for future meeting)

Resolution # TBD
Approved by the Faculty Senate: will be reviewed in the fall
Approved by the Chancellor:....

Curriculum and academic matters contained in the University Curriculum Committee organizational meeting minutes of April 23, 2015.

<table>
<thead>
<tr>
<th>Curricular Actions Reviewed in Academic Year 2014-2015</th>
<th>To date, to include this meeting:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Banked courses</td>
<td>8</td>
</tr>
<tr>
<td>Discontinued certificates</td>
<td>3</td>
</tr>
<tr>
<td>Deleted concentrations</td>
<td>7</td>
</tr>
<tr>
<td>Deleted courses (active and/or banked)</td>
<td>337</td>
</tr>
<tr>
<td>Discontinued degrees</td>
<td>7</td>
</tr>
<tr>
<td>Discontinued minors</td>
<td>0</td>
</tr>
<tr>
<td>New certificates</td>
<td>1</td>
</tr>
<tr>
<td>New concentrations</td>
<td>4</td>
</tr>
<tr>
<td>New courses</td>
<td>66</td>
</tr>
<tr>
<td>New bachelor’s degrees (Phase II - development)</td>
<td>0</td>
</tr>
<tr>
<td>New bachelor’s degrees (Phase III – curriculum approval); consolidations</td>
<td>1</td>
</tr>
<tr>
<td>New minors</td>
<td>0</td>
</tr>
<tr>
<td>Prefix Revision of an Entire Course List</td>
<td>1</td>
</tr>
<tr>
<td>Renumbered courses (same or different level)</td>
<td>19</td>
</tr>
<tr>
<td>Revised courses (e.g., title, description, content, prereq., prefix)</td>
<td>156</td>
</tr>
<tr>
<td>Revised degrees (e.g., admissions, core/concentration req., dept. text)</td>
<td>55</td>
</tr>
<tr>
<td>Revised certificates</td>
<td>0</td>
</tr>
<tr>
<td>Revised minors</td>
<td>9</td>
</tr>
<tr>
<td>Unbanked courses</td>
<td>0</td>
</tr>
</tbody>
</table>

6. Business carried over to next year (list in priority order).
• Removal of required 5000-level courses from undergraduate programs.

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

A. Charge:
B. Personnel: We ran short one member all year, and another member more than half the year. This made it challenging to get all curriculum reviewed in a timely fashion.
C. Attendance: Attendance was consistent and excellent this year, with the exception of the student representative, who resigned early in the year.
D. Responsibilities: Responsibilities shifted this year from primarily reviewing new course/programs to reviewing packages related to credit hour reductions, consolidation of low-enrolled programs, and the like. We expect this trend to continue and intensify in the coming academic year.
E. Activities: The committee has collaborated very effectively with the Office of the Registrar personnel, and those from Academic Program Planning. This collaboration assists all of us to accomplish the work that comes before us.

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

• Although faulty are encouraged to submit to the UCC as early in the academic year as possible, the majority of undergraduate packages were received in spring. Announce that because we anticipate an exceptionally heavy workload this year, faculty should present their packages as early as possible if they want them reviewed this academic year.
• The UCC committee meeting is not a curriculum development "workshop," especially in the spring. Packages submitted to the UCC need to be review-ready (e.g., contain required pieces and quality). The UCC needs to be an action committee where review of content should be a priority (e.g., course objectives).
• We are discussing holding office hours during which UCC members are available to assist faculty in developing their packages.
• On UCC meeting dates at which the agendas are very light, publish workshop time whereby faculty can drop in for individualized assistance.
• Encourage increased involvement of liaisons in curriculum development within units.
• UCC create a list of responsibilities they would like to see the UCC liaisons perform in support of the UCC.
• Make contact with liaisons at the beginning of each year to share UCC expectations.
• Copy liaisons on all UCC-related communications regarding submission packages (e.g., marked catalog copy, package pieces from units).
• Encourage attendance of liaisons with curriculum proposers at UCC meetings, when possible.
• Split up upcoming large packages among UCC members, prior to agenda placement, for a close review of content.
• Meet, in person, with various unit curriculum committees at the beginning of the academic year to share materials, processes, and SharePoint sites available to use as resources.
• We are requesting a "counter" on the UCC SharePoint site of how many packages have been received for each meeting, so proposers know how many packages are ahead of their submission.
• Send back packages that are not complete, rather than placing on agenda when they are received, except in extenuating circumstances.
• Invite college curriculum committee chairs to attend UCC meetings to see how this committee works and what we on the UCC look for.
• Investigate Curriculog, a curriculum management system, to complement Acalog, the university’s catalog management system.
• Consider changing the name of the University Curriculum Committee to Undergraduate Curriculum Committee, to better reflect its purpose and align with the Graduate Curriculum Committee (GCC), while retaining the same initials.
• Request room improvements to Brewster B-104 (e.g., cleaning services, repair of clock) or alternate meeting location that is still easily accessible to the university community).

9. Does the Committee’s organizational meeting next year need to be earlier than the date set this year? If yes, when do you prefer: ____ 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, 2015.