

University Curriculum Committee Course Submission Procedures

The University Curriculum Committee has an e-mail account for the submission of electronic curriculum form(s), proposal(s), signature form, and memoranda of request. Inquiries about the guidelines for submitting curriculum packages may also be sent to cucsubmissions@ecu.edu.

All materials for review and action by the Committee must be sent to the committee chair at cucsubmissions@ecu.edu as e-mail attachments. The entire package must be complete and received by the committee chair before the committee will consider it. All materials for consideration must be received by 5:00 p.m., two weeks prior to the scheduled committee meeting. The electronic format files will be posted to the committee Web site for viewing by all interested parties. It is the responsibility of proposers submitting materials to the committee to ensure that the required files are received by the chair by the deadline. The original completed signature form shall be presented to the UCC chair at the applicable UCC meeting.

Before Submitting to the UCC:

Before the University Curriculum Committee will consider a curriculum revision package, the proposers must complete each of the following steps:

1. Secure approval of the college/school/department curriculum committee for the requested curriculum changes. The college/school/department curriculum committee chair must sign a signature form for changes being submitted (one form per curriculum package).
2. Secure approval from the Foundations Curriculum and Instructional Effectiveness (FCIE) Committee for foundations curriculum credit, if applicable. A signature from the chair of FCIE is required on the signature form.
3. Secure approval from the Writing Across the Curriculum (WAC) Committee for writing intensive credit (WI), if applicable. A signature from the chair of WAC is required on the signature form. A memorandum from the chair of WAC, identifying the (WI) approvals and/or revisions, can be accepted in lieu of the signature.
4. Secure approval from the University Service-Learning Committee (USLC) for service-learning credit (SL), if applicable. A signature from the chair of the USLC is required on the signature form.
5. Secure approval from the Council for Teacher Education (CTE) if the curricular revision has any impact upon any course required for a teacher education program. A signature from the chair of CTE is required on the signature form.
6. Secure e-mail verification from the Office of the Registrar for new course numbers. Secure e-mail verification from the Office of Academic Program Planning and Development for proposed new prefixes. All e-mails should be included as part of the curriculum revision package submitted electronically to the UCC.
7. Seek and secure documentation of communication with possibly affected units.

UCC Submission Process:

The process for submitting curriculum revision packages to the UCC is as follows:

1. Prepare a complete curriculum revision package (described below). Each electronic document should be prepared in Microsoft Word format (.doc). Required e-mail can be saved in Microsoft Outlook (.msg) or (.pdf) format. Do not send any part of the package until it is fully completed.
2. Fill out one signature form for the entire curriculum package, collecting all of the appropriate signatures (see previous section). Additionally, an electronic version of the signature form must be submitted.
3. Attach each electronic item in the curriculum revision package to an e-mail and send to cucsubmissions@ecu.edu. Materials must be submitted electronically by 5:00 p.m., two weeks prior to the scheduled UCC meeting.
4. The proposer and liaison will receive a notification e-mail once their package has been placed on a meeting agenda. This e-mail will contain a link to the meeting agenda on the UCC Web site. The agenda will contain the date, time, and location of the UCC meeting and the linked documents for each proposal package. It is recommended that the proposers and liaisons review these links prior to attending the scheduled UCC meeting.
5. The original completed signature form shall be presented to the UCC chair at the applicable UCC meeting.

Warning: Occasionally, electronic mail inexplicably disappears. It is the responsibility of the proposing unit to verify that the proposal has been received. Any questions should be directed to cucsubmissions@ecu.edu.

Complete Curriculum Package:

A complete curriculum package consists of a collection of electronic files. Each file should be in Microsoft Word format (.doc) except for e-mail messages, which can be in Microsoft Outlook (.msg) or (.pdf) format. Any electronic files not in these formats will be returned, delaying their consideration. Moreover, it is important that you turn off the track changes option in Microsoft Word. **Any Word file submitted with track changes turned on will be returned.** The required files that comprise a complete curriculum package are:

1. **Explanatory Memorandum:** A separate Microsoft Word document containing a cover memorandum outlining the package that is being submitted.
2. **Budgetary Memorandum:** A separate Microsoft Word document, signed by the unit administrator (chair, dean, etc.), which addresses the budgetary and staff impact of the proposal.
3. **Course Proposal Forms:** Separate Microsoft Word document(s) for each new or revised course proposal form.

4. **Marked Catalog Copy:** A separate Microsoft Word document containing marked catalog copy, clearly illustrating the proposed curricula revisions to the existing catalog. Catalog copy includes both degree requirements and course descriptions. **Catalog revisions must be marked as follows:**
 - Deletions should be marked in ~~red, strikethrough~~ font
 - Additions should be marked in blue, underline font
5. **Completed Signature Form:** A separate, scanned .pdf document containing all necessary signatures, including FCIE, WAC, USLC, and CTE, if applicable. The original completed signature form shall be presented to the UCC chair at the applicable UCC meeting.
6. **Supporting Documentation:** E-mails from the Office of the Registrar, Office of Academic Program Planning and Development, and affected units, if applicable. Failure to notify affected units a minimum of two weeks in advance, and receive a response, can result in the package being tabled.

NOTE: Any curriculum package not adhering to these requirements will be returned, thus delaying its consideration by the UCC.

Undergraduate Curriculum Package Submission Helpful Hints and Checklist

- The marked catalog copy is complete, consistent with unit norms, consistent with course proposal documents and mistake free. If in doubt, please verify with the Office of Academic Program Planning and Development (Diane Coltraine, coltrainem@ecu.edu).
- Course description is brief and is the same wherever it appears.
- All boxes of the course proposal form are filled in. Put “N/A” if the item is not applicable. Make sure to fill in both sides of the Method(s) of Delivery checkbox. Ensure that course credit table includes the accurate number of hours with total.
- The course justification refers to some sort of program assessment of the unit’s curriculum and/or specifies that faculty were involved in the development process.
- The generic syllabus is complete and appropriate:
 - Includes objectives that are appropriate to the course-level, do not duplicate other courses (especially graduate ones), are student-centered, and are measurable. For writing the objectives, Bloom’s taxonomy is helpful, but not required
 - Refers to generic “course management system,” not to Blackboard or other specific software programs, which may change in future
 - Includes full bibliographic information for textbooks in an appropriate style and is consistent throughout entire submission (inclusion of ISBN preferred)
 - Excludes specific information about instructors or dates of class activities
 - Description, if included, is brief and the same as catalog (include an extended description if additional information beyond the catalog is desired)
 - Includes grade information
- Memos of all correspondence with affected or interested units and units offering similar courses are included.
- Budgetary memorandum from the unit administrator is included.
- The signature page includes all required signatures, especially if Writing Intensive or Foundations Curriculum designation is sought (WAC memo acceptable in lieu of signature).
- The curriculum package is complete and follows UCC guidelines. If in doubt, please verify with the Office of Academic Program Planning and Development (Kimberly Nicholson, nicholsonk@ecu.edu).
- All required documents have been submitted together to cucsubmissions@ecu.edu at least two weeks prior to the next meeting.