

## Faculty Senate Resolution #12-50

Approved by the Faculty Senate: March 27, 2012

Approved by the Chancellor: May 2, 2012

### Revisions to the *ECU Faculty Manual*, Part V. Academic Information, Section III. Academic Program and Curriculum Development

In March 2011, the Faculty Senate approved revisions to Appendix L ([#11-45](#)) that are currently being held for [further study](#) and pending approval by the Chancellor. The below revisions include an addition that addresses one of the remaining three sections in Appendix L.

Additions are noted in **bold** print and deletions in ~~strikethrough~~.

### **Revise and keep in the Faculty Manual.**

#### III. Academic Program and Curriculum Development

Program and curriculum development ~~is a~~ **are** faculty ~~responsibility~~ **responsibilities**. Program and curriculum changes may be initiated, prepared, and presented for review to all relevant ECU campus bodies by voting faculty as defined in *ECU Faculty Manual, Appendix L*. Development of new academic degree programs and certificates is governed by the policies and procedures of the General Administration (GA). Consultation with the ECU Office of Academic ~~Programs~~ **Program Planning and Development** is recommended before preparing program development requests. Instructions on specific procedures and documents for program and curriculum development proposals are available on the ~~office of Academic Programs website~~ **Office of Academic Program Planning and Development's Web site**.

The Academic Program Development Collaborative Team, an advisory body to the Academic Council, collaborates with units to strengthen program proposals and informs the Educational Policies and Planning Committee of its recommendations to the Academic Council and to the dean of the Graduate School concerning graduate programs under consideration. The ~~office~~ **Office** of Continuing Studies processes requests to deliver new and existing academic programs through distance education. The chancellor has the final campus authority on academic program decisions.

**In cases of financial exigency or the initiation of a discontinuation, curtailment, or elimination of a teaching, research, or public service program, the provisions of the *ECU Faculty Manual* will apply.**

#### A. Definitions

##### 1. Degree Programs

A degree program is a program of study in a discipline specialty that leads to a degree in that distinct specialty area at a particular level of instruction. All degree programs are categorized individually in the University's academic program inventory at the twelve-digit CIP code level. As a general rule, a degree program requires coursework in the discipline specialty of at least 27 semester hours at the undergraduate level and 21 semester hours at the doctoral level. A master's-level program requires that at least one-half of the total hours be in the program area. Programs with fewer hours are designated a concentration within an existing degree program. Degree programs require the approval of the GA and the Board of Governors (BOG). Minors and concentrations receive final approval at the campus level.

##### 2. Certificates

A certificate program provides an organized program of study that leads to the awarding of a

certificate rather than a degree. Certificate programs are offered at the pre-baccalaureate, post-baccalaureate, and post-master's levels. UNC-GA has indicated that post-baccalaureate and post-master's certificates must require a specified number of hours (18 s.h. for post-baccalaureate, and 24 s.h. for post-master's) to be reported to the Integrated Postsecondary Education Data System (IPEDS). Program planners should be aware that not meeting these criteria may impact consideration of financial aid eligibility. Once a certificate is approved, ECU will submit it to the Department of Education to determine if the program is eligible for participation in the Title IV (financial aid) programs.

### 3. Teacher Licensure Areas (TLA)

These are specific course clusters ~~which~~ **that** meet licensure requirements of the State Board of Education but do not lead to the conferral of a particular degree or a certificate. These may be at the entry level or advanced level of teacher licensure. When an institution receives authorization from the State Board of Education to offer a TLA, the senior vice president for academic affairs of UNC-GA must be notified. A current inventory of teacher licensure programs approved by the State Board of Education is available from the North Carolina Department of Public Instruction.

### B. Curriculum Approval Process

Curriculum development includes developing courses and requirements for new academic programs, and developing and revising courses and requirements for existing programs.

The following is the order for seeking campus approval for undergraduate curriculum changes (1000-4000-level):

- Curriculum committee of ~~dept/~~ **department/school** in which the course(s) is/will be housed;
- Voting faculty of ~~dept/~~ **department/school** in which the course(s) is/will be housed;
- Foundations Curriculum and Instructional Effectiveness Committee (if requesting Liberal Arts Foundations Curriculum Credit);
- Writing Across the Curriculum Committee (if requesting Writing Intensive credit);
- University Service-Learning Committee (if requesting Service-Learning credit);
- Communicate with **the appropriate chairperson(s), director(s), or dean(s) of the** units and programs that may be directly or indirectly affected by the curriculum;
- Chairperson/director of ~~dept/~~ **department/school** in which the course(s) is/will be housed;
- Curriculum committee of the college in which the course(s) is/will be housed;
- Council on Teacher Education (for Teacher Licensure Areas);
- Dean of the college in which the course(s) is/will be housed;
- University Curriculum Committee;
- Faculty Senate;
- Chancellor

The following is the order for seeking campus approval for graduate curriculum changes (5000-level and above):

- Curriculum committee of ~~dept/~~ **department/school** in which the course(s) is/will be housed;
- Voting graduate faculty of ~~dept/~~ **department/school** in which the course(s) is/will be housed;
- Communicate with **the appropriate chairperson(s), director(s), or dean(s) of the** units and programs that may be directly or indirectly affected by the curriculum;
- Chairperson/director of ~~dept/~~ **department/school** in which the course(s) is/will be housed;
- Curriculum committee of the college in which course(s) is/will be housed and TLA proposals to Council on Teacher Education;
- Dean of the college in which the course(s) is/will be housed;
- Graduate Curriculum Committee;

- Graduate Council;
- Chancellor

### C. Program Development Approval Process

Program development includes developing new academic degree programs, minors, certificates, and new concentrations within existing degree programs, as well as requesting degree title changes, and moving or discontinuing programs.

#### 1. New Degree Programs

Proposals for new academic degrees must include a list of all UNC and private in-state institutions that offer the same or a similar degree. Program planners are expected to contact those institutions regarding their experience with program productivity (applicants, majors, job market, placement, etc.). **Further, program planners are expected to identify opportunities for collaboration with institutions offering related degrees and discuss what steps have or will be taken to actively pursue those opportunities where appropriate and advantageous.** To facilitate this portion of the planning process, the UNC-GA Division of Academic Affairs provides a link to the UNC Academic Program Inventory and a link to program inventories for other in-state institutions. In addition, proposals must include the Classification of Instructional Programs code under which the proposed program is to be classified. Faculty should allow ample time for review of proposals at all levels.

The approval process to plan or establish new undergraduate or graduate degree programs involves three distinct ~~steps~~ **phases**:

~~Step Phase I: Notification of Intent to Plan (NIP) for bachelor's or master's; Request for Authorization to Plan (RAP) for doctoral~~

~~Step Phase II: Program Requirements/Course Approval~~ **Request for Authorization to Establish (RAE)**

~~Step Phase III: Request for Authorization to Establish (RAE) Curriculum/Course Approval~~

In ~~Step Phase I~~, the appropriate planning documents (~~NIP for bachelor's or master's; RAP for doctoral~~) **is** are submitted **to the following academic bodies and officers in the following order for approval:** ~~in the following order for seeking campus approval:~~

- Consultation with Academic Program Development Collaborative Team;
- Curriculum committee of ~~dept/~~ **department**/school in which the program is/will be housed;
- Voting faculty of ~~dept/~~ **department**/school in which the program is/will be housed;
- Chairperson/director of ~~dept/~~ **department**/school in which program is/will be housed;
- Curriculum committee of the college in which program is/will be housed; TLA proposals to Council on Teacher Education;
- Dean of the college in which the program is/will be housed;
- Appropriate Vice Chancellor (for information purposes only);
- University Curriculum Committee or Graduate Curriculum Committee as appropriate for degree level. **The appropriate committees will consider the curriculum framework. The GCC also will consider the external reviewers' reports for master's and doctoral degree proposals.**
- Graduate Council for master's or doctoral programs;
- Educational Policies and Planning Committee;
- Faculty Senate and Academic Council;
- Chancellor

~~In Step II, the approval of new degree requirements and courses is completed as specified above in "Curriculum Approval Process" for undergraduate and graduate programs.~~

In ~~Step III~~ **Phase II**, a request for authorization to establish **(RAE)** a bachelor's, master's, or doctoral program is submitted **to the following academic bodies and officers in the following order for approval:** in the following order for seeking campus approval:

**(The RAE document must be approved and submitted to UNC-GA within four months after the RAP is approved by UNC-GA.)**

- Consultation with Academic Program Development Collaborative Team;
- ~~Curriculum committee of dept/school in which the program is/will be housed;~~
- ~~Voting faculty of dept/school in which the program is/will be housed;~~
- ~~Chairperson/director of dept/school in which the program is/will be housed;~~
  - ~~Curriculum committee of the college in which the program is/will be housed; TLA proposals to Council on Teacher Education;~~
- Dean of the college in which the program is/will be housed;
- External review (master's and doctoral programs only);
- ~~Appropriate Vice Chancellor (for information purposes only)~~
  - ~~University Curriculum Committee or Graduate Curriculum Committee as appropriate for degree level;~~
- **Graduate Curriculum Committee (master's and doctoral programs only);**
- Graduate Council for master's or doctoral programs;
- Educational Policies and Planning Committee;
- Faculty Senate and Academic Council;
- Chancellor

**In Phase III, the approval of new degree requirements and courses is completed as specified above in "Curriculum Approval Process" (Part V, Section III.B) for undergraduate and graduate programs. The curriculum approval process is separate from Phases I and II and may be initiated concurrently with Phases I or II. If BOG authorization to establish is received before the curriculum approval process has been completed, a moratorium will be placed on degree implementation until a quality curriculum has been finalized.**

2. New Minors, Certificates, Concentrations; Degree Title Changes; Teacher Licensure Areas; and Discontinuing Degree Programs

The following is the order for seeking campus approval for undergraduate or graduate minors, certificates, concentrations, degree title changes, teacher licensure areas, and discontinuing a degree program. (Discontinuing minors, certificates, concentrations, and teacher licensure areas are considered curricular actions.) The Chancellor or his or her designee in consultation with the Chair of the Faculty may establish deadlines of not less than two weeks by which each person and/or committee listed must report its concurrence (approval) or non-concurrence with the proposed action. Failure to report by the established deadline shall be considered an abstention and the proposed action shall progress to the next level for consideration.

- Curriculum committee of ~~dept/~~ **department/**school in which the program is/will be housed;
- Voting faculty of ~~dept/~~ **department/**school in which the program is/will be housed;
- Chairperson/director of ~~dept/~~ **department/**school in which the program is/will be housed;
- Curriculum committee of the college in which the program is/will be housed; TLA proposals to Council on Teacher Education;
- Dean of the college in which the program is/will be housed;
- Appropriate Vice Chancellor (for information purposes only)

- University Curriculum Committee or Graduate Curriculum Committee as appropriate for degree level;
- Graduate Council for graduate programs;
- Educational Policies and Planning Committee;
- Faculty Senate and Academic Council;
- Chancellor (Once new teacher licensure areas are approved by the North Carolina State Board of Education, they must be submitted to UNC-GA.)

~~In cases of financial exigency or the initiation of a discontinuation, curtailment, or elimination of a teaching, research, or public service program, the provisions of the ECU Faculty Manual Appendix D will apply.~~

### 3. Moving Degree Programs

The following is the order for seeking campus approval for moving a program.

- Curriculum committee of ~~dept/~~ **department**/school in which the program is currently and will be housed;
- Voting faculty of ~~dept/~~ **department**/school in which the program is currently and will be housed;
- Chairperson/director of ~~dept/~~ **department**/school in which program is currently and will be housed;
- Curriculum committee of the college in which program is currently and will be housed; TLA proposals to Council on Teacher Education;
- Dean of the college in which the program is currently and will be housed;
- Appropriate Vice Chancellor (for information purposes only)
- University Curriculum Committee or Graduate Curriculum Committee as appropriate for degree level;
- Graduate Council for graduate programs;
- Educational Policies and Planning Committee;
- Faculty Senate and Academic Council;
- Chancellor

### 4. Process Completion

The proposing academic unit, in collaboration with the ~~office~~ **Office** of Academic Programs ~~Program~~ **Planning and Development**, prepares the final version of undergraduate and graduate program requests for the chancellor's consideration. Once the chancellor has made an affirmative decision, the ~~office~~ **Office** of Academic Programs ~~Program~~ **Planning and Development** submits the new program request and chancellor's communiqué to UNC-GA.

### D. Academic Program Review

Every academic program is required to be reviewed as part of a seven-year unit program evaluation. The unit Academic Program Review will be conducted according to the Procedures for Unit Academic Program Review. Changes to these guidelines need to be approved by the Educational Policies and Planning Committee and the Faculty Senate. The unit Academic Program Review shall be used in the development of the unit's operational and strategic planning. (Faculty Senate Resolution #08-66)