Faculty Senate Resolution #16-62
Approved by the Faculty Senate: November 1, 2016
Approved by the Chancellor: December 14, 2016

Revisions to the <u>Bachelor of Science in University Studies Faculty Oversight Committee</u>
(FOC) Manual and Guidelines

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

<u>First revision</u> - clarifies that although the terms of office for the Chair and Vice Chair are one academic year, the FOC may reelect these officers for a subsequent term. Because the chair must have one year of service on the committee, and terms of service on the FOC are limited to three years, the maximum possible number of terms for a Chair would be two years.

<u>Selection and Terms of FOC Chair and Vice Chair</u>
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"The FOC Chair and Vice Chair terms of office are one **year, although the FOC can re-elect either, or both, for a second term**. A Vice Chair may be subsequently elected as Chair ~~for a one-year term~~, but the succession to the Chair position is not automatic or pre-determined."

<u>Second revision</u> - codifies FOC and program procedures for approving changes to a student's *Degree Plan and Proposal* after initial approval. The Registrar required this information during the Summer 2016, due to rules and mandated tracking information required by UNC General Administration.

"<u>Changes to the Student *Degree Plan and Proposal* After FOC Approval</u>

The following procedures apply when a student has an approved degree plan on-file and when changes occur in the "thematic core" section. The Director and/or Assistant Director of University Studies are authorized to change courses within the "free electives" and/or "foundations curriculum" as needed and without explicit FOC approval, as they are not germane to the degree's focused theme.

1. **For a maximum of two courses at a time, the FOC delegates change authority for thematic core course changes to the Director or Assistant Director, on behalf of the FOC (and without explicit approval), when the course prefixes are identical (e.g., PSYC for a PSYC course), or the course is in a similar vein and content focus (although not the same prefix) and agrees with the student's thematic core and the changes do not impact the overall construct of the thematic core's focus. Some examples of the latter situation would be substituting between HLTH 4001: Stress Management, RCTX 2200: Principles of Stress Management, and RCTX 4200: Advanced Stress Management, or COMM 2420: Business and Professional Communication for BITE 3220: Business Communications.**
2. **For changes of three or four classes at any one time and/or when the changes are not the same prefix or content focus, the Director/Assistant Director will contact the FOC Chair and Vice Chair for approval. The Chair, or the Vice Chair in the Chair's absence, can approve the changes on behalf of the FOC, select a grouping of appropriate FOC reviewers to approve, <u>or</u> submit the changes to the entire FOC.**
3. **Other changes to the thematic core must be approved by the FOC Chair or Vice Chair and at least two FOC reviewers (original reviewers, if they remain on the FOC; if not, then the replacement reviewer from the same college/discipline). The**

FOC Chair/Vice Chair reserves the right to send the altered plan to the entire FOC for approval. These changes may include: altering five or more classes in the thematic core; if the Director, Assistant Director, or Chair/Vice Chair believe the changes significantly alter the construct of the thematic core; or if the student drops a minor/certificate (or classes required to achieve the minor/certificate) and the minor was required to support the student's approved title (e.g., using "Entrepreneur /Entrepreneurship" in the title requires the student to earn the Entrepreneurship Certificate).

4. If the Director or FOC Chair believe the student's requested changes are not an alteration of the existing thematic core, but instead represent a new proposal and direction, the student must resubmit a new *Degree Plan and Proposal* to the entire FOC for review at the next scheduled meeting.

In all cases, the changes will be noted in the student's *Degree Plan and Proposal* in the administrative/approval section. The change notation will include the authority approving the change, the specific change(s) made, and the date of approval. University Studies advisors will file all emails/correspondences regarding the change and the approvals in the student's files (shared drive student folder), and will make required notifications/file changes to the system of record (e.g., Banner) and in the manner coordinated with the Registrar's office."