

Faculty Senate Resolution #17-13

Approved by the Faculty Senate: February 21, 2017

Approved by the Chancellor: March 28, 2017

Revisions to the *ECU Faculty Manual*, Part VI, Section VII Curriculum Procedures and Academic Program Development, as follows:

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

Program and curriculum development are faculty responsibilities. **These** program and curriculum changes will **now** be initiated, prepared, and presented for review **through the Curriculog curriculum management system**. **All proposals follow an approval process inclusive of** ~~to~~ all relevant ECU campus bodies **and** voting faculty as defined in *ECU Faculty Manual*, Part ~~VI~~ **IV**, Section ~~VII~~ **(III)**. **Three levels of approval have been identified and actions grouped according to the specific delegated authority of final approvals. Proposals governed by the policies and procedures of UNC General Administration (GA) and/or Southern Association of Colleges and Schools Commission on Colleges (SACS) will follow additional approval steps and will therefore take longer to proceed through the entire approval process. Instructions and training on specific procedures and documents for program and curriculum development proposals are available on the Curriculog Website. Consultation with the unit curriculum liaison, personnel in the Office of the Registrar, and personnel in Institutional Planning and Accreditation (IPA) is recommended at the onset of curriculum and program development.**

~~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 Program Planning and Development, including resources from institutional research, 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 Program Planning and Development's Web site.~~

The Academic Program Development Collaborative Team (**APDCT**), an advisory body to the Academic Council, collaborates with units to strengthen program proposals and informs the Educational Policies and Planning Committee (**EPPC**) of its recommendations to ~~the~~ Academic Council and ~~to~~ the dean of the Graduate School concerning graduate programs under consideration. The Offices of Continuing Studies **and Distance Education and/or IPA** process 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.

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.

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 specified level of instruction. All degree programs are categorized individually in the University's academic program inventory (**API**) at the ~~twelve~~ **six**-digit CIP code

level, **with a unique GA identifying code, and teacher licensure area, if applicable.** As a 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~~ **final approval of the** by GA and the **UNC** 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, **and post-doctoral 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 (TLAs)

These are specific course clusters 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 **either** ~~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~~ **on** the North Carolina Department of Public Instruction website.

4. Curriculum Development

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

5. Program Development

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

B. Levels of Delegated Authority for Curriculum and Program Approval Process

Level I Curricular and Program Changes: Delegated authority to the Undergraduate and Graduate Curriculum Committees. Level I are curricular and program changes that require campus approval by the department, college/school, and university Undergraduate Curriculum or Graduate Curriculum Committees. The Graduate Council delegates authority for these actions to the Graduate Curriculum Committee.

The following are Level I Curricular Changes:

1. Revising a course: title, description, objectives, prerequisite(s), prefix, repeatability, credit hours, and content
2. Renumbering an existing course at the same or different level
3. Revising the prefix for an entire course list or program
4. Banking or deleting courses
5. Removing a 5000-level course from the undergraduate catalog

6. Proposing new or unbanking course (undergraduate courses require Faculty Senate review)

The following are Level I Program Changes:

1. Revising degrees, concentrations, and minors: deleting courses; revising core requirements, electives, admission standards, and descriptive text
2. Revising titles of existing concentrations and minors
3. Revising certificate course selections (excludes total hours), admission standards, and descriptive text
4. Discontinuing a minor or concentration
5. Adding or removing thesis/non-thesis options of degree program

Program changes excluded from Level I are degree and certificate title and/or CIP code changes; revising total hours of degree programs; change in delivery mode; and moving degree and certificate programs to a new academic home as these actions require EPPC review and some are reported to GA as indicated below.

Level II Curricular and Program Changes: Delegated authority to EPPC and Academic Council
Level II changes are substantial curricular and program changes that require approval at the department, college or school and university levels including Undergraduate Curriculum/Graduate Curriculum Committee and EPPC review prior to Senate review and approval by Academic Council. They require no approval by the Chancellor or by GA.

1. Moving a degree or certificate program
2. Proposing an integrated degree program
3. Proposing a new concentration in an existing degree program
4. Proposing a new minor
5. Moving a minor or concentration to a new academic home

Level III Program Changes: Require Chancellor Approval

Level III changes are also substantial program changes or proposals that require approval at the department, college/school and university levels, chancellor approval, and GA and/or SACS approvals or notifications.

EPPC review and GA and SACS approvals or notifications

1. Discontinuing an existing degree or certificate program
2. Proposing a new certificate program
3. Proposing a new degree program (two-phase process: planning and establishing)
4. Revising an existing degree or certificate title
5. Consolidating two or more existing degrees
6. Proposing a new delivery mode for an existing degree
7. Revising degree or certificate credit hours
8. Changing a degree designation (e.g. MA to MS)

GA and SACS approvals or notifications only (no EPPC review required)

1. Revising a CIP code for an existing degree or certificate program
2. Discontinuing an existing teacher licensure area

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 department/school in which the course(s) is/will be housed;
- Voting faculty of department/school in which the course(s) is/will be housed;
- Foundations Curriculum and Instructional Effectiveness Committee (if requesting Liberal Arts Foundations Curriculum credit or Diversity 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 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 department/school in which the course(s) is/will be housed;
- Voting graduate faculty of 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 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 creation of new academic degree programs, minors, certificates, and new concentrations within existing degree programs, as well as requesting degree title and/or CIP code 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 two distinct phases:

Phase I: Planning (**Request to Plan**)

Phase II: Development (**Request to Establish; curriculum development**)

Program proposals on the ECU Academic Program Plan ~~will be~~ have first been presented in a campus-wide forums, with opportunities for questions and written **feedback** recommendations concerning inclusion. ~~This means all~~ **All new Requests to Plan undergo a rigorous, thorough campus-wide vetting process. New degree programs follow Level III processes/actions. The Request to Plan, which contains questions of full campus concern, will undergo the full Level III campus review. Once GA approves the plan, ECU has four months to submit the Request to Establish. The Request to Establish updates the Request to Plan, as well as curriculum and other materials that are the purview of unit faculty for administering the program. The Request to Establish will be approved through the appropriate academic units, the APD Collaborative Team, (an advisory body comprised of Undergraduate/Graduate Curriculum Committee chairs; EPPC chair; dean of the Graduate School; representatives from the Office of Continuing Studies and Distance Education, Institutional Planning and Accreditation, and Division of Health Sciences; and the Chair of the Faculty); the EPPC; the Chancellor; and GA. Curriculum development, as part of new degree program development, will follow Level II vetting processes.**

~~In Phase I, the appropriate planning documents are submitted to the following academic bodies and officers in the following order for approval:~~

- ~~• Curriculum committee of department/school in which the program is/will be housed;~~
- ~~• Voting faculty of department/school in which the program is/will be housed;~~
- ~~• Curriculum committee of the college in which program is/will be housed; TLA proposals to Council for Educator Preparation; on Teacher Education;~~
- ~~• Dean of the college in which the program is/will be housed;~~
- ~~• Appropriate Vice Chancellor (for information purposes only);~~
- ~~• Graduate Council for master's or doctoral programs;~~
- ~~• Educational Policies and Planning Committee;~~
- ~~• Faculty Senate and Academic Council;~~
- ~~• Chancellor~~

~~In Phase II, a request for authorization to establish (RAE) a bachelor's, master's, or doctoral program must be approved and submitted to UNC-GA within four months after the RAP is approved and UNC-GA issues an invitation to submit the RAE. The RAE package is developed in consultation with the Academic Program Development Collaborative Team, the Office of Academic Program Planning and Development, and resources from institutional research.~~

~~Curriculum development (in conjunction with new academic program development) is completed and is submitted with the RAE package to the following academic bodies and officers in the following order for approval:~~

- ~~• Curriculum committee of department/school in which the program is/will be housed;~~
- ~~• Voting faculty of department/school in which the program is/will be housed;~~
- ~~• For undergraduate curriculum only (with no RAE package required):~~
 - ~~▪ Foundations Curriculum and Instructional Effectiveness Committee (if requesting Liberal Arts Foundations Curriculum credit or Diversity 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;~~
- ~~Curriculum committee of the college in which program is/will be housed; TLA proposals to Council on Teaching Education;~~
- ~~Dean of the college in which the program is/will be housed;~~
- ~~Appropriate Vice Chancellor;~~
- ~~External review (master's and doctoral programs only);~~
- ~~Graduate or University Curriculum Committee as appropriate for degree level;~~
- ~~Graduate Council (master's or doctoral programs only);~~
- ~~Educational Policies and Planning Committee;~~
- ~~Faculty Senate and Academic Council;~~
- ~~Chancellor~~

~~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 department/school in which the program is/will be housed;~~
- ~~Voting faculty of 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.~~

~~3. Moving Degree Programs~~

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

- ~~Curriculum committee of department/school in which the program is currently and will be housed;~~
- ~~Voting faculty of department/school in which the 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~~

2.-4. Process Completion

The proposing academic unit, **Institutional Planning and Accreditation, and the Office of the Registrar will collaborate to ensure that all approved actions are communicated to the campus community, as well as to GA and SACS as required.** ~~in collaboration with the Office of Academic 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 of Academic 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 2015 Pilot Academic Program Review Guidelines](#). 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.

(FS Resolution #12-50, March 2012)

(FS Resolution #14-62, May 2014)

(FS Resolution #15-63, May 2015)