

College of Health and Human Performance
Undergraduate Curriculum FAQ

When and where does UCC meeting?

- 2nd and 4th Thursday of the month beginning at 2:00 in Brewster B-104
- UCC Liaison must submit materials 2 weeks in advance of UCC meetings.
- A faculty member must attend the UCC meeting to present their proposal or it will be postponed to the next meeting.
- The faculty member submits the original signature sheet at the UCC meeting. No handouts are brought to the UCC meeting.
- Go to <http://www.ecu.edu/cs-acad/fsonline/cu/curriculum.cfm> for tips, forms, instructions and meeting agenda/schedule and minutes.

When is it appropriate to unbank a course?

- Only when *nothing* is going to be changed – use course exactly as it is
- If anything is going to be revised on a banked course, submitting a new course proposal is the easiest approach

What should be included in # 5- the ‘justification’ on the course proposal form?

- Why the course is needed – weakest justification is one faculty member wants to add it
- Sound justifications: indicated by curriculum evaluation (by whom?) or student learning outcomes assessment data; meets accreditation standards (document); necessary for professional certification or license; addresses dept, HHP, or ECU strategic plan/directions
- Degree faculty may also justify course as cutting edge for industry needs (infrequently used)

How is the new course number obtained?

- Select a course number that is logical with the course sequencing.
- Send an email to Marc Setliff in the Registrar’s Office containing the new course title and a proposed course number. He will reply with an approval or indicate the course number is not available, perhaps suggesting an alternate number. Course numbers are not re-used.
- Retain the Registrar’s approval email to submit with the curriculum proposal packet.

How are requests to *rename name degrees, concentrations, minors or certificates* processed?

- A memo and marked catalog are sent through the typical curriculum review process and submitted to UCC. After UCC approval, the association dean/HHP UCC liaison notifies Academic Programs. The dept. faculty member submits a memo with rationale and all approval dates to the Educational Policies and Planning Committee (EPPC) chair. The faculty member attends the EPPC meeting to explain the request and respond to questions. Next, the faculty member includes the EPPC approval date in the memo and submits it to Academic Programs to forward to the Academic Council. Academic Council recommends to the chancellor as does Faculty Senate (via approving UCC minutes). The chancellor has the final approval for minors and concentrations. For certificates, UNC General Administration (GA) is informed of the decision. For degrees, Academic Programs submits the request to GA for final action.

How are *new degrees, concentrations, minors, or certificates* established?

- Degrees - Establishing a new degree is a very structured process that includes applying for permission to plan, planning (curriculum development and approval), and request to establish the new degree. The process will take a minimum of 12 months and up to 24 months to obtain

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campus and General Administration approvals. For further information, go to <http://www.ecu.edu/cs-acad/acadprograms/PoliciesForms.cfm> .

- Concentrations, minors or certificates go through the typical curriculum review process to obtain UCC approval. After UCC approval, the associate dean/HHP UCC liaison notifies Academic Programs and the faculty member submits a memo with rationale and all approval dates to the EPPC chair. The faculty member attends the EPPC meeting to explain the request and respond to questions. Next, the faculty member includes the EPPC approval date in the memo and submits it to Academic Council. Academic Council and Faculty Senate (via approving UCC minutes) recommends to the Chancellor who has the final decision. For new doctoral concentrations and certificates, UNC General Administration (GA) is informed.

When will the new course be official and ready to be offered?

- After approval by UCC, the action is included in the UCC minutes, approved at the subsequent UCC meeting and is then submitted to the Faculty Senate. Actions in the minutes of the March UCC meeting are the last items submitted for Faculty Senate consideration for the academic year. With Faculty Senate approval of the minutes, the request awaits approval by the chancellor. The Registrar's Office receives notice after the chancellor approves the request and the department can add the new course to the course offerings. Courses approved by the chancellor by the end of the semester can be offered by the department the next semester.
- Approval time after UCC can be a lengthy process, perhaps 3 months or longer since there are no Senate meetings during the summer.
- Generally, course proposals approved by spring break will complete the entire approval process in time to be offered in fall semester.

How is the proposal routed from the College through other committees (Council for Teacher Education, Academic Standards, Writing Intensive, Service Learning) before being submitted to UCC?

- After approval by the HHP dean, the department faculty member submits the proposal to the appropriate committee. With approval from that committee, the faculty member returns the proposal and original signed signature sheet to the associate dean/HHP UCC liaison. The liaison then submits the proposal to UCC and the typical review process continues.

How can a 5000 level course be revised into undergraduate and graduate courses?

- Submit a new course proposal for the undergraduate course which includes different objectives from the existing 5000 level course
- Use the proposed new course to replace the 5000 level course which is removed from the undergraduate degree requirements
- After the undergraduate course is approved, any changes to the 5000 level course are made through the Graduate Curriculum Committee.