

**EAST CAROLINA UNIVERSITY FACULTY SENATE  
ACADEMIC AND APPELLATE COMMITTEE ANNUAL REPORT**

**2018-2019 Academic Year**

**COMMITTEE: Undergraduate Curriculum Committee**  
(4 page limit, please)

Membership (include ex-officio members).

**Regular Members:** Jean-Luc Scemama, Chair, Karen Vail-Smith, Vice Chair, Josie Bowman, Secretary, Jonathan Dembo, Debra Jordan, Linda Kean, Nancy Spalding, Stacy Weiss

**Ex-Officio Members** (with vote): Nicholas Beichler, SGA Student Representative, Cynthia Bellacero, Provost's Representative, Susan Kidd, Rep. of VC for Health Sciences

**Office of the Registrar:** Diane Coltraine

**IPAR, Academic Planning and Accreditation (APA):** Rachel Baker, Karen Summey, Karen Traynor.

Meeting Dates (include members present).

Meeting Date	Attendance
30-Aug-18	Brief organizational meeting: Lori Lee, Jeff Popke, Cynthia Bellacero, Jose Bowman, Jonathan Dembo, Debra Jordan, Linda Kean, Jean-Luc Scemama, Nancy Spalding, Karen Vail-Smith, Stacy Weiss, Rachel Baker, Diane Coltraine, Karen Traynor
27-Sep-18	Nicholas Beichler, Cynthia Bellacero, Josie Bowman, Jonathan Dembo, Linda Kean, Susan Kidd, Jean-Luc Scemama, Nancy Spalding, Karen Vail-Smith, Stacy Weiss, Rachel Baker, Diane Coltraine, Karen Traynor
11-Oct-18	Nicholas Beichler, Josie Bowman, Jonathan Dembo, Linda Kean, Susan Kidd, Jean-Luc Scemama, Nancy Spalding, Karen Vail-Smith, Stacy Weiss, Rachel Baker, Diane Coltraine, Karen Traynor
25-Oct-18	Nicholas Beichler, Cynthia Bellacero, Josie Bowman, Jonathan Dembo, Susan Kidd, Jean-Luc Scemama, Nancy Spalding, Karen Vail-Smith, Stacy Weiss, Rachel Baker, Diane Coltraine, Karen Traynor
8-Nov-18	Nicholas Beichler, Cynthia Bellacero, Josie Bowman, Jonathan Dembo, Debra Jordan, Linda Kean, Susan Kidd, Jean-Luc Scemama, Nancy Spalding, Karen Vail-Smith, Rachel Baker, Diane Coltraine, Karen Traynor
29-Nov-18	Nicholas Beichler, Cynthia Bellacero, Josie Bowman, Jonathan Dembo, Debra Jordan, Linda Kean, Jean-Luc Scemama, Karen Vail-Smith, Stacy Weiss, Rachel Baker, Diane Coltraine, Karen Traynor
13-Dec-18	Cynthia Bellacero, Josie Bowman, Jonathan Dembo, Debra Jordan, Linda Kean, Susan Kidd, Jean-Luc Scemama, Nancy Spalding, Stacy Weiss, Rachel Baker, Diane Coltraine, Karen Summey, Karen Traynor
10-Jan-19	Cynthia Bellacero, Jonathan Dembo, Debra Jordan, Susan Kidd, Jean-Luc Scemama, Nancy Spalding, Karen Vail-Smith, Stacy Weiss, Rachel Baker, Karen Summey, Karen Traynor
24-Jan-19	Nicholas Beichler, Cynthia Bellacero, Jonathan Dembo, Debra Jordan, Linda Kean, Susan Kidd, Jean-Luc Scemama, Nancy Spalding, Stacy Weiss, Diane Coltraine, Karen Traynor
31-Jan-19	Extra meeting: Nicholas Beichler, Cynthia Bellacero, Jonathan Dembo, Debra Jordan, Jean-Luc Scemama, Nancy Spalding, Karen Vail-Smith, Stacy Weiss, Rachel Baker, Diane Coltraine, Karen Traynor
14-Feb-19	Nicholas Beichler, Cynthia Bellacero, Jonathan Dembo, Debra Jordan, Linda Kean, Susan Kidd, Jean-Luc Scemama, Nancy Spalding, Karen Vail-Smith, Stacy Weiss, Rachel Baker, Diane Coltraine, Karen Traynor
28-Feb-19	Nicholas Beichler, Cynthia Bellacero, Josie Bowman, Jonathan Dembo, Debra Jordan, Susan Kidd, Jean-Luc Scemama, Nancy Spalding, Karen Vail-Smith, Stacy Weiss, Rachel Baker, Karen Traynor
14-Mar-19	Meeting began 1 hour early to accommodate a longer agenda: Nicholas Beichler, Cynthia Bellacero, Jonathan Dembo, Debra Jordan, Linda Kean, Jean-Luc Scemama, Nancy Spalding, Karen Vail-Smith, Stacy Weiss, Rachel Baker, Diane Coltraine, Karen Traynor
28-Mar-19	Nicholas Beichler, Cynthia Bellacero, Jonathan Dembo, Susan Kidd, Jean-Luc Scemama, Nancy Spalding, Karen Vail-Smith, Rachel Baker, Diane Coltraine, Karen Traynor
11-Apr-19	Nicholas Beichler, Cynthia Bellacero, Jonathan Dembo, Debra Jordan, Jean-Luc Scemama, Nancy Spalding, Karen Vail-Smith, Stacy Weiss, Rachel Baker, Diane Coltraine, Karen Traynor
25-Apr-19	Cynthia Bellacero, Jonathan Dembo, Debra Jordan, Susan Kidd, Jean-Luc Scemama, Nancy Spalding, Stacy Weiss, Rachel Baker, Diane Coltraine, Karen Traynor

Subcommittees established during the year (include progress and/or completion of work).

None.

Accomplishments during the year. Please include recommendations made to any University agency other than the Faculty Senate.

- A. The UCC helped ECU comply with the mandate from UNC-SO to reduce program credits for undergraduate programs by reviewing packages from affected units in a timely manner. Twenty-four programs reduced their credits and several programs that were affected by those reductions made changes to their curriculum.
- B. The UCC held an extra meeting to review and approve curriculum packages on January 31, 2019 to provide more units the opportunity to meet the 2019-2020 catalog deadline.
- C. The UCC chair served on the working group to develop the Credit/Contact Hour Guidelines (Resolution #19-02) in preparation for the 5<sup>th</sup> Year Interim SACSCOC report and the UCC provided feedback on the draft of the policy.
- D. The UCC extended their March 14, 2019 meeting, beginning one hour early to allow more packages to be placed on the agenda to meet the catalog deadline.
- E. This year, the UCC utilized the commenting feature in the proposal forms in Curriculog to alert originators to small errors/questions about proposals before the meetings. This practice allowed originators to address those issues or answer those questions before the meeting in many cases, and the meetings were more efficient and fruitful as a result.
- F. Chair Jean-Luc Scemama met with the chair of the General Education and Instructional Effectiveness Committee and the Chair of the Faculty to discuss ways to increase the efficiency of their committee work through the alignment of their processes in Curriculog.
- G. The UCC reviewed 400 curricular actions.

Reports to the Faculty Senate (include dates and resolution numbers).

Resolution #18-61

Approved by the Faculty Senate: November 13, 2018

Approved by the Chancellor: December 12, 2018

Curriculum and academic matters contained in the Undergraduate Curriculum Committee meeting minutes of September 27, 2018, October 11, 2018 and October 25, 2018 including curricular actions within the Colleges of Allied Health Sciences, Engineering and Technology and Business; Schools of Art and Design, Communication and Theatre and Dance; and Departments of English and Kinesiology.

Resolution #18-66

Approved by the Faculty Senate: December 11, 2018

Approved by the Chancellor: January 22, 2019

Curriculum and academic matters contained in the Undergraduate Curriculum Committee meeting minutes of November 8, 2018 including curricular actions within the College of Business and Department of Health Education and Promotion.

Resolution #19-03

Approved by the Faculty Senate: January 29, 2019

Approved by the Chancellor: February 28, 2019

Curriculum and academic matters acted on and recorded in the Undergraduate Curriculum Committee meeting minutes of November 29, 2018 including curricular actions within the College of Engineering and Technology, Department of Human Development and Family Science and Department of Mathematics; December 13, 2018 including curricular actions within the Colleges of Nursing, Education, and Allied Health Sciences, Departments of Recreation and Leisure Studies and Human Development and Family Science, and Schools of Social Work,

Music; January 10, 2019 including curricular actions within the Colleges of Education, Business, Engineering and Technology and Department of Human Development and Family Science.

**Resolution #19-17**

Approved by the Faculty Senate: February 26, 2019

Approved by the Chancellor: March 28, 2019

Curriculum and academic matters acted on during the Undergraduate Curriculum Committee's January 24, 2019 meeting, including curricular actions within the Departments of Health Education and Promotion, Geological Sciences and Biology, Colleges of Education and Business and School of Music and the Committee's January 31, 2019 meeting, including curricular actions within the Departments of Recreation and Leisure Studies, Kinesiology, Hospitality Leadership, College of Business and School of Music.

**Resolution #19-25**

Approved by the Faculty Senate: March 26, 2019

Approved by the Chancellor: pending

Curriculum and academic matters acted on during the Undergraduate Curriculum Committee's February 14, 2019 meeting, including curricular actions within the Departments of English and Geography, Planning and Environment, Interdisciplinary Programs (within College of Arts and Sciences) and School of Art and Design and the Committee's February 28, 2019 meeting, including curricular actions within the Department of Economics and Colleges of Education and Engineering and Technology.

**Business carried over to next year (list in priority order).**

None.

**Evaluation of the committee (include anything that hindered or assisted the committee's work during the year).**

- A. Charge: The committee is requesting a revision of their charge to include language that grants the authority to reject curricular actions that do not conform to best educational practices, but for which no policy currently exists.
- B. Personnel: The committee's secretary was excused from her duties for much of the spring semester due to unexpected medical circumstances. These duties were reassigned as necessary and committee records were maintained. The committee received very valuable help from Rachel Baker and Karen Traynor who ensure that the packages were of great quality.
- C. Attendance: Committee members attended regularly and there was never a problem achieving quorum. Committee members should be commended for their willingness to meet for extra meetings or for extra time.

**Suggestion(s) to the Chair of the Faculty for improving the effectiveness of the committee.**

When setting the meeting dates, we suggest ending the meetings in March, instead of April. This would result in less confusion for faculty planners concerning the deadline for their changes to be included in the 2020-2021 catalog, which is set to accommodate the registration timeline. Faculty planners often believe that as long as their package is reviewed by the committee in the spring, it will automatically make the catalog. This is not the case, and it can cause a lot of frustration. Historically, the date by which all changes would need to be approved by the committee to make it into the catalog has been March 15, and pushing that date later in March causes many issues for registration, reports, and getting the catalog published. The committee understands the need to observe the March 15 deadline, but we will not be able to meet on the second Thursday closest to that date (March 12) because it falls during spring break. To accommodate spring break and the registration timeline, we suggest meeting three times in February (with February 6 serving as the extra date) and then holding the final meeting for considering curricular matters on March 5. After that date, the committee would meet on March 26 to discuss the annual report and recommendations for policy or process changes.

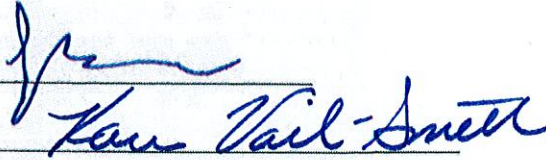
Given that the committee often schedules extra meetings ahead of the catalog deadline or extends the length of their regularly scheduled meetings to accommodate the number of packages that come through in the spring, removing the April meeting dates from the schedule should not result in a large impact to the curriculum process (especially in light of the fact that those items would not be included in the next catalog).

Does the Committee's organizational meeting next year need to be earlier than the date set this year?  
If yes, when do you prefer: \_\_\_\_\_

Signed: Chairperson \_\_\_\_\_

Vice Chair \_\_\_\_\_

Secretary \_\_\_\_\_



Please forward the completed, approved annual report to the Faculty Senate office via email ([faculty senate@ecu.edu](mailto:faculty senate@ecu.edu)) no later than May 15, 2019.