COMMITTEE: University Curriculum Committee (5:35 pm – 7:00 pm)

MEETING DATE: April 12, 2012 – II of II

PERSONS PRESIDING: Donna Kain

REGULAR MEMBERS IN ATTENDANCE: Reece Allen, Leigh Cellucci, Kanchan Das, Annette Greer, Donna Kain, and Angela Whitehurst

EX-OFFICIO MEMBERS IN ATTENDANCE: Derek Alderman, Linner Griffin, and Megan Perry

EXCUSED: SGA representative; Ron Preston. Kanchan Das and Linner Griffin were excused prior to the end of the meeting.

ABSENT: Ron Graziani

SUPPORT: Kimberly Nicholson

OTHERS IN ATTENDANCE: None

________________________________________________________________________

ACTIONS OF MEETING

Agenda Item: I. Call to Order

Discussion:

Dr. Kain presented that these documents will help professors create and submit their proposal documents.

Action Taken:

NA

________________________________________________________________________

Agenda Item: II. University Curriculum Committee Forms and Guidance Documents

(1.) Undergraduate Curricular Actions Table

Discussion:
Dr. Kain presented.

**Action Taken:**

Dr. Greer moved that the proposal be accepted as presented. Dr. Alderman seconded. Motion passed.

(2.) *Undergraduate Curriculum Package Submission Helpful Hints and Checklist*

**Discussion:**

Dr. Kain presented.

**Action Taken:**

Dr. Greer moved that the proposal be accepted as presented. Dr. Alderman seconded. Motion passed.

(3.) *University Curriculum Committee Course Proposal Form for Courses Numbered 0001 - 4999*

**Discussion:**

Dr. Kain presented.

**Action Taken:**

Dr. Greer moved that the proposal be accepted as presented. Dr. Alderman seconded. Motion passed.

(4.) *Signature Form for UCC Curricular Changes*

**Discussion:**

Dr. Kain presented.

**Action Taken:**
(5.) *Policies and Procedures for Undergraduate Certificate Programs*

**Discussion:**

This item is tabled until the next meeting, April 26.

**Action Taken:**

NA

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**Agenda Item: III. Undergraduate Curriculum and Program Development Manual**

**Discussion:**

Dr. Kain presented.

**Action Taken:**

Dr. Greer moved that the proposal be accepted as presented. Dr. Alderman seconded. Motion passed.

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**Curricular Actions Reviewed at This Meeting:**

- New Courses: 0
- Revised/Renumbered/Unbanked Courses (includes title/prereq./prefix): 0
- New Degrees/Programs: 0
- New Minors: 0
- New Concentrations: 0
- New Certificates: 0
- Revised Existing Degrees/Concentrations/Departmental Text: 0
- Deletion of Existing Degrees/Concentrations: 0
- Revised Minors/Certificates: 0
- Deletion of Existing Minors/Certificates: 0
Banked Courses: 0
Deletion of Existing /Banked Courses: 0

Curricular Actions Reviewed to Date (to include this meeting):
New Courses: 68
Revised/Renumbered/Unbanked Courses (includes title/prereq./prefix): 141
New Degrees/Programs: 1
New Minors: 2
New Concentrations: 2
New Certificates: 1
Revised Existing Degrees/Concentrations/Departmental Text 39
Deletion of Existing Degrees/Concentrations: 2
Revised Minors/Certificates: 17
Deletion of Existing Minors/Certificates: 2
Banked Courses: 2
Deletion of Existing /Banked Courses: 25

NEXT MEETING: April 26, 2012

ITEMS TO BE DISCUSSED:

ADJOURNMENT: Dr. Alderman moved to adjourn at 7:00pm. Motion passed. Meeting adjourned.

Respectfully Submitted by

Leigh W. Cellucci
Secretary of the UCC
UNDERGRADUATE CURRICULUM DEVELOPMENT

Curriculum development is both a faculty privilege and responsibility. Proposals for new courses and programs and revision of existing courses and programs originate within the various schools and departments and within interdepartmental committees, are approved by the unit faculty in accordance with unit code provisions, and are submitted for review and approval by committees at various levels of university governance. This part of the manual explains the steps in the review and approval process for undergraduate curriculum matters.

Role of the Liaison

Each college/school/department has an appointed liaison. This individual is to be an independent and unbiased facilitator of the curriculum process. Duties may include development, organization, and submission of the curriculum proposal package. The liaison is not an additional step in the curriculum approval process but a person who works with faculty to facilitate the smooth processing of curricular matters. The UCC chair will notify liaisons when packages are received in the UCC mailbox if submitted by faculty other than the liaison.

Overview of the Curricular Process

With the liaison as a resource, the faculty prepares a package of materials necessary for curricular actions. These materials, which are explained in more detail in sections of this part of this manual, include:

- an explanatory memorandum,
- course proposal form(s), if new courses are proposed or existing courses are revised;
- marked catalog copy that reflects changes to the proposing unit’s curriculum,
- a budgetary memorandum from the unit chair or dean,
- e-mail verification from the Office of the Registrar for new course number(s) if applicable,
- e-mail verification from the Office of Academic Program Planning and Development for new prefixes if applicable,
- notification to units that are directly or indirectly affected by the curriculum request
- signature form indicating all applicable approvals.

The general process for review and approval of curricular actions before curricular changes are included in the Undergraduate Catalog includes the following steps, which are explained in more detail in other sections of this part of the manual:

1. Submission to and approval by the unit curriculum committee if applicable.
2. Submission to and approval by the unit faculty.
3. Submission to and approval by the college/school curriculum committee as applicable.
4. Submission to and approval by additional university committees responsible for course designations (e.g., writing intensive, CTE, foundations curriculum, service learning).

- Foundations Curriculum and Instructional Effectiveness Committee (foundations curriculum credit)
- Writing Across the Curriculum Committee (writing-intensive credit)
- University Service-Learning Committee (service-learning credit)
Council for Teacher Education (if curriculum package includes revisions to any course that affects any teacher education program)

5. Submission to and approval by the University Curriculum Committee (UCC):
   • Before 5:00 p.m., two weeks prior to the applicable UCC meeting, a complete curriculum package shall be submitted electronically to the UCC e-mail address (cucsubmissions@ecu.edu).
   • Faculty member(s) originating the proposal shall attend UCC meeting. Liaisons are strongly encouraged to attend the UCC meeting with proposing faculty.

6. Submission to and approval by the Educational Policies and Planning Committee if requesting approval of new certificates, concentrations, minors, and programs

7. Submission to and approval by the Faculty Senate
   • UCC chair submits UCC matters to the Faculty Senate for approval

8. Submission to and approval by the ECU chancellor
   • Faculty Senate submits Faculty Senate resolution for curricular actions to the chancellor for final approval

Faculty Senate Resolution #03-08 - February 2003 - revised April 2012. Faculty Senate Resolution #XX-XX

University Curriculum Committee
Course Submission Procedures

The University Curriculum Committee meets approximately twelve times per academic year between the months of September and April. These meetings are generally limited to 2.5 hours. Complete packages submitted by the posted deadline are given preferential agenda placement.

Materials for curricular actions must be sent to the UCC e-mail account (cucsubmissions@ecu.edu). The entire package must be complete and received in the committee mailbox in order to be considered for agenda placement. The submission deadline is 5:00 p.m., two weeks prior to the scheduled committee meeting. The electronic files will be posted to the committee Web site for viewing by all interested parties. It is the responsibility of proposers submitting materials to the committee to ensure that the required files are received by the submission deadline. Faculty are asked to review the posted materials prior to the meeting and use these documents when responding to UCC recommendations.

Before Submitting to the UCC

Before the University Curriculum Committee will consider a curriculum revision package, the proposers must complete each of the following steps.

1. Secure approval of the department, school, and/or college curriculum committees as required by faculty unit code for the requested curriculum changes. The appropriate committee chairs must sign a signature form for changes being submitted (one form per curriculum package).

2. Secure approval from additional University committees for specific designations on new and revised courses as applicable. The signature of the chair of each applicable committee is required on the signature form if the course is to be approved initially by
UCC with specific designations. Courses may be brought to the UCC before specific designations are approved; however, the course proposal may not include designations for which the approval process is incomplete and for which committee chairs’ signatures are not included on the signature form. Courses approved by UCC can have specific designations added at a later date. Designations will not appear in the course catalog until approval has been obtained from the appropriate committee. Units can seek approval of designations following course approval by the UCC. To add a designation to an existing course, contact the appropriate committee. (If no other changes are required, the course does not need to be reviewed by the UCC.) Consider the meeting frequencies and approval processes of the following committees in planning course proposals.

a. The Foundations Curriculum and Instructional Effectiveness (FCIE) committee for foundations curriculum credit (FC), if applicable. A signature from the chair of FCIE is required on the signature form.

b. The Writing Across the Curriculum (WAC) committee for writing intensive credit (WI), if applicable. A signature from the chair of WAC is required on the signature form. A memorandum from the chair of WAC, identifying the (WI) approvals and/or revisions, can be accepted in lieu of the signature.

c. The University Service-Learning Committee (USLC) for service-learning credit (SL), if applicable. A signature from the chair of the USLC is required on the signature form.

d. The Council for Teacher Education (CTE) if the curricular revision has any impact upon any course required for a teacher education program. A signature from the chair of CTE is required on the signature form.

3. Secure e-mail verification from the Office of the Registrar for new course numbers. Secure e-mail verification from the Office of Academic Program Planning and Development for proposed new prefixes. All e-mails must be included as part of the curriculum revision package submitted electronically to the UCC.

4. Notify units that could possibly be affected by the proposed curricular revision. Include in your package copies of notifications and responses as necessary. (See instructions for completing the proposal form.)

Faculty Senate Resolution #03-08 - February 2003; revised April 2012; Faculty Senate Resolution #XX-XX

UCC Submission Process:

The process for submitting curriculum revision packages to the UCC is as follows:

1. Prepare a complete curriculum revision package (described further in “Complete Curriculum Package”). Each electronic document should be prepared in Microsoft Word format (.doc). Required e-mail can be saved in Microsoft Outlook (.msg) or (.pdf) format. Do not send any part of the package until it is fully completed.
2. Complete Fill-out one signature form for the entire curriculum package, collecting all of the appropriate signatures (see previous section). Scan the completed signature form and submit this document with the curriculum package.

3. Attach all each electronic items in the curriculum revision package to an e-mail and send to cucsubmissions@ecu.edu. Materials must be submitted electronically by 5:00 p.m. two weeks prior to the scheduled UCC meeting.

4. The proposer and liaison will receive a notification e-mail once their package has been placed on a meeting agenda. This e-mail will contain a link to the meeting agenda on the UCC Web site. The agenda will contain the date, time, and location of the UCC meeting and the linked documents for each proposal package. It is recommended that the proposers and liaisons review these links prior to attending the scheduled UCC meeting.

Warning: Occasionally, electronic mail inexplicably disappears. It is the responsibility of the proposing unit to verify that the proposal has been received. Any questions should be directed to cucsubmissions@ecu.edu.
Complete Curriculum Package:

A complete curriculum package consists of a collection of electronic files. Each file should be in Microsoft Word format (.doc) except for e-mail messages, which can be in Microsoft Outlook (.msg) or (.pdf) format. Any electronic files not in these formats will be returned, delaying their consideration. Moreover, it is important that you turn off the track changes option in Microsoft Word. **Any Word file submitted with track changes turned on will be returned.** The required files that comprise a complete curriculum package are:

1. **Explanatory Memorandum:** A separate Microsoft Word document containing a cover memorandum outlining the package that is being submitted.

2. **Budgetary Memorandum:** A separate Microsoft Word document, signed by the unit administrator (chair, dean, etc.) which addresses the budgetary and staff impact of the proposal.

3. **Course Proposal Forms:** Separate Microsoft Word document(s) for each new or revised course proposal form.

4. **Marked Catalog Copy:** A separate Microsoft Word document containing **marked all proposed changes to catalog copy for the submitting unit only,** clearly illustrating the proposed curricula revisions to the existing catalog. Catalog copy includes both degree requirements and course descriptions. **Catalog revisions must be marked as follows:**
   - Deletions should be marked in **red, strikethrough** font
   - Additions should be marked in **blue, underline** font

5. **Completed Signature Form:** A separate, scanned .pdf document containing all necessary signatures, including FCIE, WAC, USLC, and CTE, if applicable.

6. **Supporting Documentation:** E-mails from the Office of the Registrar, Office of Academic Program Planning and Development, and affected units, if applicable. Failure to notify affected units a minimum of two weeks in advance, and receive a response, can result in the package being tabled by the UCC until such notifications are provided.

**NOTE:** Any curriculum package not adhering to these requirements will be returned, thus delaying its consideration by the UCC.

Curricular Action Table and Helpful Hints

The table and checklist on the following pages indicate which forms and procedures are required for various curricular actions that require UCC approval.
# UNDERGRADUATE CURRICULAR ACTIONS

Actions that require University Curriculum Committee (UCC) approval and the required components. Please refer to the manual for additional information before submitting your package to the UCC mailbox (uccsubmissions@ecu.edu). Prepared by Donna Kain, UCC Chair, and approved by the UCC on 10-27-11.

The most current version of this table is available on the UCC Web site: [http://www.ecu.edu/cs-academic/fsonline/curriculum.cfm](http://www.ecu.edu/cs-academic/fsonline/curriculum.cfm)

<table>
<thead>
<tr>
<th>Action</th>
<th>Consulted UCC Liaison</th>
<th>Explanatory Memorandum of Request</th>
<th>Course Proposal Form</th>
<th>Syllabus</th>
<th>Marked Catalog Copy</th>
<th>Signature Form</th>
<th>E-mail from Registrar</th>
<th>Supporting Documentation Related to Affected Units</th>
<th>Appear Before Committee</th>
<th>Banking Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Course</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>Notifications to affected units (notifications); memoranda of support (MOR)</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Revision of an Existing Course (Objectives, delivery, etc.)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>Notifications and MOR</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Course Description Change</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>Notifications</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Course Number Change at Same Level with (NO content change)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>Notifications</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Course Number Change to Different Level (e.g., 3000 to 4000 level)</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<td>X</td>
<td>X</td>
<td>X</td>
<td>Notifications and MOR</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Credit Hour Change</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<td>X</td>
<td>X</td>
<td>Notifications</td>
<td>X</td>
<td>X</td>
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<tr>
<td>New Prefix (Entire course list)</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<td></td>
<td>X</td>
<td>X</td>
<td>Notifications; memorandum from the Office of Academic Program Planning and Development</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Prefix Change Using Existing Prefix</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>Notifications</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Prerequisite Change (NO content change)</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<td>X</td>
<td>X</td>
<td>Notifications</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Title Change Only (NO content change)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>Notifications</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Deleting a Course</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>Notifications and responses</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Banking a Course</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>Notifications and responses</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Unbanking a Course</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>Notifications</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

**NOTE:** Changes to 5000-level courses are submitted to the GCC. Please make sure that any changes to undergraduate programs resulting from deleting, banking, or adding 5000-level courses (i.e. a 5000-level course listed as an undergraduate elective) are submitted to the UCC via memorandum, marked catalog copy, and signature form.
Undergraduate Curriculum Package Submission Helpful Hints and Checklist

- All boxes of the course proposal form are filled in. Put “N/A” if the item is not applicable.
- Make sure to fill in both sides of the Method(s) of Delivery checkbox.
- Ensure the course credit table includes the accurate number of hours and the total credit hours.
- The course justification should reference and draw on program assessment of the unit’s curriculum (as described in the Instructions for Completing the University Curriculum Committee’s Course Proposal Form for Courses Numbered 0001 – 4999 section of the manual) and should specify that collective faculty were involved in the approval process.
- The course justification should refer to a program assessment of the unit’s curriculum and specify that faculty voted on and approved the curricular change(s).
- Course description is brief and is the same in the course proposal form and marked catalog copy. (See GUIDELINES FOR WRITING COURSE DESCRIPTIONS)
- The generic syllabus is complete, appropriate, and includes the following:
  - Course description exactly as it appears in the course catalog. Additional information may be provided in an “Expanded Course Description.”
  - Full bibliographic information for textbooks (indicated as required or optional) in an appropriate style that is consistent throughout the entire submission (ISBN is required).
  - Reference to generic “course management system,” where applicable, not to Blackboard or other specific software programs, which may change in future.
  - Objectives that are appropriate to the course level, do not duplicate other courses (especially graduate ones), student centered, and measurable. For writing the objectives, Bloom’s taxonomy is recommended. It is recommended that lists of objectives are formatted to begin with the tag phrase “Upon completion of this course, students will be able to:”
  - Grading information including assignments, evaluation, and grading scale.
  - Outline of the course content as topic areas or units, preferably not “weeks.” Exclude information about instructors or dates of class activities.
- The marked catalog copy is complete, consistent with unit norms, consistent with course proposal documents and error free. If in doubt, please verify copy with the Office of Academic Program Planning and Development (Diane Coltraine, coltrainem@ecu.edu).
- Correspondence with all affected units offering similar courses is included.
- Budgetary memorandum from the unit administrator is included.
- The signature form includes all required committee chair signatures for course designations as appropriate, especially if Writing Intensive (WI) or Foundations Curriculum (FC) designation is sought. (Writing Across the Curriculum memorandum is acceptable in lieu of signature).
The curriculum package is complete and follows UCC guidelines. If in doubt, please verify with the Office of Academic Program Planning and Development (Kimberly Nicholson, nicholsonk@ecu.edu).

All required documents have been submitted together to cucsubmissions@ecu.edu at least two weeks prior to the next scheduled meeting.
University Curriculum Committee Course Proposal Form
for Courses Numbered 0001 – 4999

Note: Before completing this form, please carefully read the accompanying instructions.

Submission guidelines are posted to the UCC Web site: [www.ecu.edu/cs-acad/sonline/cu/curriculum.cfm](http://www.ecu.edu/cs-acad/sonline/cu/curriculum.cfm)

<table>
<thead>
<tr>
<th>1. Course Prefix and Number:</th>
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<tr>
<th>2. Date:</th>
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</table>

<table>
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<tr>
<th>3. Requested Action (Check only one type):</th>
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</thead>
<tbody>
<tr>
<td>New Course</td>
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<tr>
<td>Revision of Active Course</td>
</tr>
<tr>
<td><strong>Unbanking and Revision</strong> of a Banked Course</td>
</tr>
<tr>
<td>Renumbering of Existing Course from # to #</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. Method(s) of Delivery (Check all boxes that apply for both current/proposed and expected future delivery methods within the next three years.):</th>
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<tbody>
<tr>
<td>Current or Expected</td>
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<tr>
<td>Proposed Delivery</td>
</tr>
<tr>
<td>Delivery</td>
</tr>
<tr>
<td>Method(s):</td>
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<tr>
<td>Method(s):</td>
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<tr>
<td>On-campus (<strong>face-to-face</strong>)</td>
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<tr>
<td>Distance Course (<strong>face-to-face</strong> off campus)</td>
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<tr>
<td>Online (delivery of 50% or more of the instruction is offered online)</td>
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</table>

| 5. Justification for new course, revision, unbanking, or renumbering (Explain why your unit wishes to offer the course, identify the gap, describe how the course responds to the assessment of student learning, and identify who was involved in the assessment of the program. Indicate that faculty voted on and approved the curricular changes.): |
6. Course description exactly as it should appear in the next catalog:

7. If this is a course revision, briefly describe the requested change:

8. Identify if the new/revised course will be a required and/or elective course in one of the degrees/minors/certificates offered by your unit.
   - Is this course required (yes/no)?
   - Is this course an elective (yes/no)?

9. If writing intensive (WI) credit is requested, the Writing Across the Curriculum (WAC) Committee must approve WI credit prior to consideration by the UCC.
   - Has this course been approved for WI credit (yes/no/NA)?
   - If Yes, will all sections be WI (yes/no/NA)?

10. If service-learning (SL) credit is requested, the University Service-Learning Committee (USLC) must approve SL credit prior to consideration by the UCC.
    - Has this course been approved for SL credit (yes/no/NA)?
    - If Yes, will all sections be SL (yes/no/NA)?

11. If foundations curriculum (FC) credit is requested, the Foundations Curriculum and Instructional Effectiveness (FCIE) Committee must approve FC credit prior to consideration by the UCC.
    - If FC credit has been approved by the FCIE committee, then check the appropriate box (check at most one):
      - English (EN)
      - Science (SC)
12. Approval by the Council for Teacher Education (required for courses affecting teacher education programs):

- Not Applicable
- Applicable (CTE has given their approval)

13. Course Credit:

<table>
<thead>
<tr>
<th></th>
<th>Per Week</th>
<th>or</th>
<th>Per Term</th>
<th>=</th>
<th>Credit Hours</th>
<th>s.h.</th>
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<tbody>
<tr>
<td>Lecture Hours</td>
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<tr>
<td>Lab</td>
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<tr>
<td>Studio</td>
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<tr>
<td>Practicum</td>
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<tr>
<td>Internship</td>
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<tr>
<td>Other (e.g., independent study):</td>
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<td>s.h.</td>
</tr>
</tbody>
</table>

**Total Credit Hours**

14. Anticipated yearly student enrollment: 

15. Affected Degrees or Academic Programs:

<table>
<thead>
<tr>
<th>Degree(s)/Course(s)</th>
<th>Change in Degree Hours</th>
</tr>
</thead>
</table>

16. Overlapping or Duplication with Affected Units or Programs:

- Not Applicable
- Applicable (Notification and/or Response from Units Attached)
17. Instructional Format(s):

- Lecture
- Lab
- Studio
- Practicum
- Internship
- Student Teaching
- Technology-mediated
- Seminar
- Clinical
- Colloquium
- Other (describe below):

18. Statements of Support:

Please attach a memorandum, signed by the unit administrator, which addresses the budgetary and personnel impact of this proposal.

- Current personnel is adequate
- **Additional personnel are needed** (describe needs below):

- Current facilities are adequate
- **Additional facilities are needed** (describe needs below):

- Initial library resources are adequate
- **Initial resources are needed** (give a brief explanation and estimate for cost of acquisition of required resources below):

- Unit computer resources are adequate
- **Additional unit computer resources are needed** (give a brief explanation and an estimate for the cost of acquisition below):

- ITCS Resources are not needed
- **The following ITCS resources are needed** (put a check beside each need):
  - Mainframe computer system
  - Statistical services
  - Network connections
Computer lab for students

Describe any computer or networking requirements of this program that are not currently fully supported for existing programs (Includes use of classroom, laboratory, or other facilities that are not currently used in the capacity being requested).

Approval from the Director of ITCS attached

1. Course information:

   a. Textbook(s) and/or readings: author(s), name, publication date, publisher, and city/state/country. Include ISBN (when applicable).

   b. Course objectives for the course (student – centered, behavioral focus)

   Upon completion of this course, students will be able to:

   c. Course topic outline

   d. List of course assignments, weighting of each assignment, and grading/evaluation system for determining a grade

( McNair Senate Resolution #09-44, November 2009, revised April 2012. Faculty Senate Resolution #XX-XX )
Instructions for Completing the
University Curriculum Committee’s Course Proposal Form
for Courses Numbered 0001 – 4999

Important:
  • Use this form only for courses numbered between 0001 and 4999. Courses numbered 5000 and above should be submitted to the Graduate Curriculum Committee.
  • Specific guidelines for submitting curriculum revision packages can be found at: http://www.ecu.edu/cs-acad/fsonline/cu/curriculum.cfm.

General Instructions:
  • Each box on the form must be completed.
  • To type in a box, merely put your cursor in the box, left-click once with the mouse, and type.
  • Save the form as a Microsoft Word document, and submit electronically according to the instructions for submitting curriculum packages found at: www.ecu.edu/cs-acad/fsonline/cu/curriculum.cfm.

Instructions for Each Item on Course Proposal Form:

The instructions numbered below refer to each numbered box on the UCC Course Proposal Form. Please complete the form in its entirety according to the following directions.

1. List the prefix and course number for the course, (e.g., MATH 4331 or EXSS 4807).

2. Type in the date the form was completed in the format: mm/dd/20yy

3. Put an “X” in the appropriate box. Remember that if you are requesting approval for a new course, before choosing the course number you must first obtain e-mail verification from the Office of the Registrar giving their approval for the number you desire. If you are renumbering a course, type in the old and new numbers in the appropriate boxes. Otherwise, leave those two boxes blank. Forward the registrar’s e-mail verification to the UCC chair with your curriculum package.

4. Method of delivery (check all boxes that apply for both current/proposed and expected future delivery methods within the next three year). If a course is offered by section in more than one method, check all that apply. Put an “X” in the appropriate boxes representing the following categories: on-campus (face-to-face), distance (face-to-face off campus), or online (delivery of 50% or more of the instruction is offered online).

5. Type in the reason (a) why your unit wishes to offer this course, (b) identify a gap, (c) describe how the course responds to the assessment of student learning, and (c) identify who was involved in the assessment of the program. Be specific.

Examples for (a):
• Provide information that the course is required to meet standards of a specific accrediting agency.
• Response to programmatic review.

Example for (b):
• A national report about skills that graduates with a particular degree need for the workplace. This would be considered an evidence-based reason to propose a new course.

Example for (c):
• Cite specific results from unit assessment of program curriculum and/or student learning outcomes that led to development of the proposed course.

Examples for (d):
• Specify that unit faculty reviewed and approved adding or revising the course.
• Cite the accrediting agency that recommended the new course or revisions to an existing course.

The justification must identify the gap and indicate how the course responds to the assessment of student learning in the academic program. Cite specific outcomes of unit assessment of student progress, unit self-assessment, and evidence of student learning which led to the development of the course. If course is recommended to meet the standards of certain accrediting agencies, provide documentation as part of the curriculum package. The course justification should refer to a program assessment of the unit’s curriculum and specify that faculty voted on and approved the curricular change(s) were involved in the approval process.

6. Type in the course description as it should appear in the catalog. Include the course prefix, number, title, s.h. credit, and description in the correct order. When applicable, also include service-learning and writing intensive credit, semester(s) offering, foundations curriculum credit, formerly or same as statement(s), lecture/lab/practicum hours, credit statements (“may not count toward” or “for a maximum of”), prerequisites/corequisites, etc. Please use correct punctuation to prevent clerical errors from appearing in the final version of the catalog. Here is an example:

ITAL 2200. Italian Literature (3,0) (SL*) (WI*) (F) (FC:HU) Formerly ITAL 1200
3 lecture and 2 lab hours per week. May not be used to satisfy a language requirement.
P: ITAL 2199 or consent of instructor; C: ITAL 2201. Selected works in Italian literature.

7. If the requested action is the revision of an existing course, briefly describe the change(s).

8. Identify if the new/revised course will be a required and/or elective course in one of the degrees/minors/certificates offered by your unit by typing “yes” or “no” in each box.
9. If writing intensive (WI) credit is requested, the Writing Across the Curriculum (WAC) Committee must approve WI credit prior to consideration by the UCC. Identify if this course is seeking WI credit by typing “yes” or “no” in the first box. If Yes, identify if all sections of this course will be offered as WI by typing “yes” or “no” in the second box. If only selected sections will be writing intensive, the catalog description should read (WI*).

10. If service-learning (SL) credit is requested, the University Service-Learning Committee (USLC) must approve SL credit prior to consideration by the UCC. Identify if this course is seeking SL credit by typing “yes” or “no” in the first box. If Yes, identify if all sections of this course will be offered as SL by typing “yes” or “no” in the second box. If only selected sections will be service-learning, the catalog description should read (SL*).

11. If foundations curriculum (FC) credit is requested, the Foundations Curriculum and Instructional Effectiveness (FCIE) Committee must approve FC credit prior to consideration by the UCC. If FC credit has been approved by the FCIE, then put an “X” in the appropriate box (check at most one).

12. Identify the number of contact hours and semester hours and place those figures in the appropriate boxes. Compute the total number of semester hours and type that figure in the appropriate box.

13. Type in the estimated annual student enrollment for the proposed course.

14. Type in the appropriate box the degree(s) and or course(s) at both the undergraduate and graduate levels, if any, for which this course is required or is a prerequisite. Include any changes in credit hours required for degree. It is the responsibility of the unit submitting this proposal to cite the appropriate PDF pages to ensure catalog revision. To obtain a list of references for where a course is listed in a degree or as a prerequisite for another course, access the search tool (binoculars icon) in the current PDF version of the catalog.

15. If there is any overlap or duplication of the proposed course with existing ECU courses, the proposing unit must contact the affected units/programs and forward their responses electronically to the UCC. Type an “X” in the appropriate box. The UCC does not require that you obtain APPROVAL from other units/programs, just that you NOTIFY them a minimum of two weeks in advance and obtain a response or your proposal may be tabled. If your proposal overlaps with an existing course/program that you did not identify, your proposal will be tabled until a written response is received from the affected unit.

16. Does the proposed curriculum revision have any effect on course(s) required for teacher education? If so, approval for the change must be obtained by the Council for Teacher Education (CTE) before submitting the course for approval by the UCC. Type an “X” in the appropriate box. Information regarding CTE can be accessed in Microsoft Outlook, Public Folders, Council for Teacher Education.

17. Type an “X” in the appropriate box.
18. A memorandum, signed by the unit administrator (chair, dean, etc.), must be attached that addresses the budgetary and personnel impact of the curriculum proposal. Type an “X” in the appropriate box in each of the five sections.

19. Complete the course information section. Do not include instructor names, policies, or other instructor-specific information (e.g., academic dishonesty policies, etc.).
Signature Form for UCC Curricular Changes

Course(s), Program(s), and/or Degree(s) under Revision:

Originating Unit:

Originating College/School:

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<th></th>
<th>Date</th>
<th>Name</th>
<th>Signature</th>
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<tr>
<td><strong>Unit Chair</strong></td>
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<td>College/School Curriculum</td>
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<td>Committee Chair (if applicable)</td>
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<td><strong>College Dean</strong></td>
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<td>WAC Committee Chair (for WI</td>
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<td>FCIE Committee Chair (for FC</td>
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<td>CTE Chair (for programs</td>
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<td>affecting teacher education)</td>
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<td>USLC Chair (for courses with a</td>
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<td>service-learning designation)</td>
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<tr>
<td>University Curriculum Chair</td>
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*Faculty Senate Resolution #00-14, November 2009; editorially revised April 2012*
GUIDELINES FOR DEVELOPING AND REVISIONING COURSES CURRICULA

Establishing a New Prefix Area

The academic unit proposing the prefix should submit such a request to the Office of Academic Program Planning and Development via e-mail to coltrainem@ecu.edu. The university program specialist will advise the unit of the decision regarding the establishment of a new prefix. The unit then submits its requests for new courses using the prefix or for changing the prefix of existing courses to the appropriate curriculum committee(s).

Proposing a New Course

New courses should be submitted on the appropriate University Curriculum Committee (UCC) course proposal form. Course proposal forms are located on the UCC Web site. Older forms found on other Web sites should not be used. The form contains instructions for completion and specifies attachments that are to be submitted with the proposal. All applicable sections of the form should be completed. See “Guidelines for Writing Course Descriptions” for explicit information on writing course descriptions. Please note that there are various individuals and Web sites with whom it may be necessary to consult while preparing a course proposal form.

Cross-Listing New or Revised Courses

Cross-listed courses are the same courses offered in more than one unit under different prefixes. The courses may or may not have the same number. These courses appear in the catalog with a “Same as ABCD 12345” statement. The request should be submitted with a letter of support from each of the units involved in offering the course. When submitting a request for new cross-listed courses, each unit must complete a course proposal form along with the request for cross listing the course. When a proposal includes a revision to a course that is cross-listed with another unit, it is requested that documentation of communication between the units be included as part of the curriculum revision package.

Revising Existing Course Numbers, Credit Hours, Titles, Prefixes

The methods for revising an existing course vary, and are listed below. Each of the following changes requires at a minimum (1) a memorandum of request, (2) marked catalog copy, (3) notification of affected units if applicable, and (4) a completed signature form. Some changes require a course proposal form. (See curricular actions table.)

Course Number Change at Same Level: Submit by memorandum if there is no course content or course-level change. Attach a course syllabus. Course numbers must be cleared with the Office of the Registrar. Submit a copy of the registrar’s e-mail along with your memorandum. If the renumbering is not to occur until a later semester, please indicate the semester in which the new number is applicable. (e.g. A course that appears as a degree requirement is renumbered during the fall semester. The unit wants to continue to use the old number through the spring semester and summer session, since the degree description in the catalog lists the old number. The new number should appear in the next catalog along with revised degree description.)
**Course Number Change to Different Level:** Submit a course proposal form if the course number is changing levels (e.g., 1000 to 2000 level). If the course impacts on another course or degree program outside the unit, that unit head should be advised and a memorandum of support should be attached to the request submitted to the UCC. If the renumbering is not to occur until a later semester, please indicate the semester in which the new number is applicable.

**Credit Hour Change:** Submit a course proposal form with any required attachments.

**Prefix Change:** Submit by memorandum. Provide old and new prefix, number, title, and s.h. credit. Include documentation that the Office of Academic Program Planning and Development approved the prefix.

**Prerequisite Change:** Submit by memorandum if there is no other course content change (content change requires course proposal form).

**Title Change:** Submit by memorandum if there is no course content change. Attach course syllabus that includes the new title.

**Removal of Previously Deleted 5000-level Courses from the Undergraduate Catalog**

Changes to 5000-level courses are approved by the GCC. If a 5000-level course deleted from the graduate catalog appears in the undergraduate catalog, submit a memorandum of request to the UCC with marked catalog copy to have the 5000-level course removed from the undergraduate catalog. Faculty are not required to attend a UCC meeting to present this action.

**Deleting a Course**

Submit a memorandum that includes the course prefix, number, and full title. Use the search tool (binoculars icon) in the current PDF version of the catalog to obtain a list of degrees or courses in which the course being deleted is required as a prerequisite. Include a list of those degrees and courses in the memorandum. If the course being deleted is included in a degree or as a prerequisite in another discipline, please notify the respective unit(s) of your action and submit a copy of that notification to the committee in addition to any response received from that unit. The deletion of a course does not require an appearance before the UCC.

**Banking or Unbanking a Course**

Prior to submission, search the current undergraduate catalog for other areas and units that could possibly be impacted by the proposed banking.

**Banking:** If the course being banked is included in a degree or as a prerequisite in another discipline, notify the respective unit of your action and submit a copy of that notification to the committee along with any response received from that unit. Submit a memorandum of
request, marked catalog copy, a copy of notification to affected units, and a completed UCC signature form. Provide the explanation of why your unit is banking the course in the memorandum. An appearance before the committee is not required for this request.

**Unbanking:** Submit a memorandum of request, course proposal form, marked catalog copy, and a completed UCC signature form. There is a place on the course proposal form to indicate unbanking.

**Special Topics, Readings, and Courses with Variable Credit**

Variable credit courses should vary by credit allotted. Please consult the UCC Web site for detailed instructions, containing sample proposals.

*Faculty Senate Resolution #04-18, April 2004; revised April 2012.* Faculty Senate Resolution #XX-XX
GUIDELINES FOR WRITING COURSE DESCRIPTIONS

Course descriptions should be developed in the following order and inserted in the appropriate area of the course proposal form, based on this guide.

**Items 1-4 are required for all courses.**

1. **Prefix:** Always include the prefix of the course. (Concentration areas in the Schools of Art and Music courses carry the ART or MUSC prefix, respectively. Indicate concentration area under which the course is to be listed in parentheses between prefix and number. If course is cross-listed under more than one area, indicate both areas.)

2. **Number:** Include course number as approved by the Office of the Registrar. If a course and lab will typically be taken together, combine into one course listing and submitted on the same form. If a lab may be taken with another course, include a separate listing/form for lab.

3. **Title:** The course title should reflect the overall intent of the course.

4. **Semester Hour Credit:** Indicate the number of s.h. credit for the course by placing the Arabic numeral in parentheses. If the course listing consists of more than one course number, enter the s.h. credit for both, separated by a comma.
   a. *Example:* ART (Art History) 1234, 8765. Ancient Art and Laboratory (3,1)

**Items 5-10, if applicable.**

5. **Foundations Curriculum Credit:** If the course counts in more than one area (i.e., logic for humanities or mathematics), use both codes, (e.g., FC: HU or MA). If a higher-level course counts as foundations curriculum, but the number of hours required in prerequisites for the higher-level course meet foundations curriculum requirement for the area, do not include the code.

<table>
<thead>
<tr>
<th>(FC:EN) English</th>
<th>(FC:HL) Health</th>
<th>(FC:SC) Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>(FC:EX) Exercise and Sport Science</td>
<td>(FC:HU) Humanities</td>
<td>(FC:SO) Social Sciences</td>
</tr>
<tr>
<td>(FC:FA) Fine Arts</td>
<td>(FC:MA) Mathematics</td>
<td></td>
</tr>
</tbody>
</table>

6. **Writing Intensive Credit:** Use (WI) to indicate that all sections of the courses will be taught as writing intensive and (WI*) to indicate that some of the sections will be taught as writing intensive. However, it is important to note that before a course is listed as writing intensive in the catalog or by the registrar, it must be approved as such by the Writing Across the Curriculum (WAC) Committee.

7. **Service-Learning Credit:** Use (SL) to indicate that all sections of the courses will be taught as service-learning and (SL*) to indicate that some of the sections will be taught as service-learning. However, it is important to note that before a course is listed as service-
learning in the catalog or by the registrar, it must be approved as such by the University Service-Learning Committee (USLC).

8. **Semesters:** The semesters during which a course may be offered may be included in parentheses, using the following key. This information is optional and may be updated on a yearly basis, prior to catalog publication.

   F=Fall Semester     S=Spring     SS=Summer Session

9. **Formerly:** If a course is being renumbered, include the previous course prefix and number (e.g., Formerly ABCD 1204).

10. **Same As:** If a course is cross-listed in the catalog under another prefix include the other listings of the course.

    **Example:** ABCD (Art History) 1234, 8765. Ancient Art and Laboratory (3,1) (FC: HU) (WI*) (F,S,SS) Formerly ABCD 4321, 5678 Same as KLMN 1234, 8765

**Items 11 and 12, if applicable.**

11. **Other Information:** There is a vast amount of information that might be included at this point in the course. In the example that follows at the end of this subsection, not all of the following items will appear; however, if more than one of the areas below is to be included in the course description, they should appear in the order that follows:

   - May be taken concurrently. (If more than one course is listed.)
   - 3 lecture and 2 lab hours per week. (This wording may be used for lectures, labs, field placement and internship hours.)
   - Not open to CHEM majors or minors. (Use prefix for appropriate major or minor if the prefix clearly indicates the title of the major degree program or minor.)
   - Conferences with program director may be required.
   - May be repeated for maximum of 6 s.h. (This means that a 3 s.h. course may be taken twice for credit; if the course is repeated beyond this, then no credit will be given.)
   - May count toward either the SOCI major or minor or foundations curriculum social sciences requirement. (May use prefix for minor if the prefix clearly indicates the title of the minor.)
   - May not count toward foundations curriculum humanities requirement. (Insert appropriate foundations curriculum area from the above list.)
   - May not count toward BIOL major or minor. (Use prefix for appropriate major or minor if the prefix clearly indicates the title of the major degree program or minor.)
   - May receive credit for only one of MATH 1065, 1066.
   - Students normally expected to provide personal transportation to field site.
   - No previous knowledge of French required.
   - Taught in German.
If there is information to be entered in this field that is not covered above, please submit concise wording at this point.

12. **Prerequisites**: List prerequisites in alpha numeric order. Major/minor, class-level, or GPA stipulations precede course prerequisites.

Abbreviations to indicate course prerequisites, corequisites, etc., should be indicated in the following order:

- **P**: = Prerequisites
- **RP**: = Recommended Prerequisites
- **P/C**: = Prerequisites or Corequisites
- **RP/C**: = Recommended Prerequisites or Corequisites
- **C**: = Corequisites
- **RC**: = Recommended Corequisites

Pre/corequisites should be listed, as applicable, in the alphabetical and numerical order by prefix and number as follows. The semicolon between prerequisites indicates “and,” unless followed by the word “or.” When granting consent by the departmental chairperson, use the abbreviation *chair*.

**Example**: P: JUST major; junior standing; minimum 3.0 cumulative GPA; ASLS 2020; BIOL 1030; 1080, 1081; or 1100, 1101; PHIL 1500; PSYC 3206; or consent of program director or chair or instructor.

**Explanation**: ASLS 2020 is required. BIOL 1030 is required. BIOL 1080 and 1081 or BIOL 1100 and 1101 are required. PHIL 1500 is required. PSYC 3206 is required.

Or consent of program director (indicates that all prerequisites may be waived if the program director desires to grant enrollment in the course without the listed prerequisites. If written as “PSYC 3206 or consent of program director,” the program director could waive only the PSYC 3206 requirement.)

**Special Note Regarding the Listing of Courses as Prerequisites**: In the example given above, there is actually a hidden prerequisite. The criminal justice faculty also requires a prerequisite of PSYC 1000 or 1060; however, since PSYC 3206 requires a prerequisite of PSYC 1000 or 1060, this requirement does not need to be included as a part of the prerequisite for the course under development.

**Example**: ABCD (Art History) 1234, 8765. Ancient Art and Laboratory (3,1) (FC: HU) (WI*) (F,S,SS) Formerly ABCD 4321, 5678 Same as KLMN 1234, 8765 3 lecture and 2 lab hours per week. May not count toward
foundations curriculum humanities requirement. P: JUST major; junior standing; minimum 3.0 cumulative GPA; ASLS 2020; BIOL 1030; 1080, 1081; or 1100, 1101; PHIL 1500; PSYC 3206; or consent of program director; RC: ABCD 4567.

Item 13 is required for most courses.

13. Content Description: A standard pattern of writing that reduces the number of articles (the, these, this, etc.) is always used when writing the content description. The Chicago Manual of Style, the university standard, is used for capitalization. The course title should not be repeated as opening words of description. Use only one space between punctuation and the next word. Please do not begin the description with “This course…”

The completed course proposal form would list the example course as follows:

ABCD (Art History) 1234, 8765. Ancient Art and Laboratory (3,1) (FC: HU) (WI*) (F,S,SS) Formerly ABCD 4321, 5678 Same as KLMN 1234, 8765 3 lecture and 2 lab hours per week. May not count toward foundations curriculum humanities requirement. P: JUST major; junior standing; minimum 3.0 cumulative GPA; ASLS 2020; BIOL 1030; 1080, 1081; or 1100, 1101; PHIL 1500; PSYC 3206; or consent of program director; RC: ABCD 4567. Techniques and principles.

Note: (Art History) would not appear in catalog as part of description.

Examples: BIOS 1500. Introduction to Biostatistics (3) P: MATH 1065 or equivalent or consent of instructor. Applies statistics to health field. Topics include organization and display of different types of data, elementary probability, and statistical inference for one- and two-sample problems.

COAD 1000. Student Development and Learning in Higher Education (1) 2 classroom hours per week. P: Enrolled in first 2 semesters at ECU or consent of instructor. Introduces student life at ECU. Focus on development of academic skills, learning processes, career decision-making, and personal attributes essential for student success.
GUIDELINES FOR DEVELOPING/REVISING DEGREE REQUIREMENTS AND PREPARING MARKED CATALOG COPY

All proposed revisions to degree requirements, including concentration areas and options, minors, and degree program admission requirements, originate in the academic unit by the faculty. Revisions are processed through the academic unit curriculum committee, the appropriate college or school curriculum committee, the University Service-Learning Committee, the Writing Across the Curriculum Committee, Foundations Curriculum and Instructional Effectiveness Committee, and/or the Council for Teacher Education when appropriate.

Revisions to undergraduate programs are submitted via e-mail to the University Curriculum Committee (UCC) for approval, and are subject to the approval of the Faculty Senate and the chancellor. Proposals regarding teaching programs should be approved by the Council for Teacher Education before they are submitted to the UCC.

The electronic submission should include the following:

- Explanatory memoranda
- Budgetary memorandum
- Course proposal form(s)
- Marked catalog copy
- E-mail messages from the Office of the Registrar, affected departments, etc.
- Completed signature form

To create marked catalog copy:

- The university’s online catalogs are located at www.ecu.edu/cs-acad/aa/SrchCatalog.cfm. Select either the PDF or HTML current undergraduate catalog. The HTML catalog has a printer friendly icon that enables the user to create catalog copy that does not need to be reformatted. If you have questions about either of these catalogs, please contact Diane Coltraine in the Office of Academic Program Planning and Development (coltrainem@ecu.edu or 328-1425).
- Locate the text that needs revising within the selected online catalog. With your cursor (left click on mouse), highlight the HTML catalog text that needs to be revised. With a right click, “copy” the text. Open a Microsoft Word file and then paste (right click on mouse) the selected text. Please include enough text to enable UCC members to clearly identify the selected catalog text that you are revising.
- If you wish to delete text, use a red strike-through-font (toolbar, format, font, click on “strike-through” and use the drop menu to change the font color to red).
- If you wish to add text, use blue underlined text (toolbar, format, font, use drop menus for “indicate underline style” and then “indicate underline color”).
- The UCC will not consider marked catalog copy that has been revised using “track changes”.
- Copy the URL found at the top of the Web page and then paste it onto the file that contains your catalog revisions. If you are revising multiple Web pages, clearly identify each page with a separate URL.
• If you revise multiple paragraphs on a single Web page, please copy and paste the entire page.
• If you have questions about creating marked catalog copy, please contact Kimberly Nicholson in the Office of Academic Program Planning and Development (nicholsonk@ecu.edu or 328-2623).

The catalog copy submitted to the UCC should indicate all proposed changes by striking through deletions and underlining new text, as follows:

• Changes to the hours specified for the total degree or in any area of the degree should be indicated by striking through the existing hours in red, inserting new hours using a blue font and underlining the proposed hours.
• Degree requirements being deleted or replaced should be struck-through in red.
• Requirements that are added should be typed and underlined using a blue font.

Also, note the following:
• Course additions should be complete with prefix, course title, s.h., prerequisites, etc.
• Any revisions to degree admission requirements should be justified by memorandum.
• Any request to delete a degree or minor should include verification of unit faculty support.

Samples will be selected by the committee.