COMMITTEE: University Curriculum Committee  (2:00 pm - 3:00pm)

MEETING DATE: April 26, 2012

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

EXCUSED: Ron Preston and SGA representative

ABSENT: Ron Graziani and Megan Perry

SUPPORT: Kimberly Nicholson

OTHERS IN ATTENDANCE:
Thomas Harriot College of Arts and Sciences: Dr. Wendy Sharer

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ACTIONS OF MEETING

Agenda Item: I. Call to Order

Discussion:

This is the UCC annual business meeting. The 03-22-12 and 04-12-12 II of II UCC minutes were approved at the 04-12-12 II of II meeting and were forwarded to the Faculty Senate for 04-17-12 agenda placement. The 04-12-12 I of II UCC minutes were approved via e-mail by the committee and were forwarded to the Faculty Senate for fall agenda placement.

Action Taken:

NA

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Agenda Item: II. Quality Enhancement Plan Information

(1.) Discussing a potential new course offering for writing fundamentals for ECU students

Discussion:

Dr. Sharer presented.
Dr. Sharer stated that the QEP council is preparing a proposal for a new course ENGL 2100 regarding the writing fundamental courses. The consensus is that students might benefit from taking a writing fundamentals course in their first year (ENGL 1100) and then, taking another writing fundamentals course (ENGL 2100) in their second year. This would differ from current practice as students now take two fundamental courses (ENGL 1100, 1200) in their first year. This change would allow them continuity with writing throughout their college career. Dr. Sharer requested feedback from the UCC regarding potential issues and/or conflicts in order to be better prepared when moving forward.

Dr. Greer asked if the course would be required. Yes, it would take the place of ENGL 1200.

The committee viewed this as a new course rather than a renumbered or revised course, although the content and outcomes are very similar to ENGL 1200.

Dr. Kain spoke in support of this new proposed course. Dr. Kain expressed she liked the new and expended objectives in ENGL 2100.

Dr. Allen asked if students took the comparable courses during their first year at other universities, would ECU still honor the existing articulation agreements within the State and accept the credits? Dr. Sharer replied that, for now, ECU would honor these existing articulation agreements. There will be an initiate to communicate the new content to the community colleges so that students transferring to ECU will be better prepared.

Dr. Das asked how students will select discipline-specific topics. Dr. Sharer stated that there will be different sections of ENGL 2100, which will be identified in Banner. Currently ENGL 1200 has two sections identified for engineering students, two or three for business students and some for honors students.

Dr. Cellucci recommended that students be exposed to both libraries on campus. Students who come to West Campus for their major have not had the required experiences with Laupus Library as the required courses currently have all library experiences at Joyner Library only. Ms. Whitehurst shared that library instruction for ENGL 1200 is from Joyner, but perhaps a cohort specific group could also have instruction at Laupus.

Dr. Allen asked about source instruction. Dr. Sharer shared that identifying sources, and the use of credible sources, is currently introduced in ENGL 100 and taught in ENGL 1200. There is a need for bridge, which will ENGL 2100 should supply.

Dr. Greer asked how the new course number will impact units across campus regarding prerequisites and sequencing of courses. Dr. Kain said that the new course will impact all disciplines in regard to the foundations requirement, however will predominantly impact the English Department in regard to needed revision of the degree/program requirements in the
undergraduate catalog. Dr. Sharer added that most units do not require ENGL 1200, rather require 6 s.h. of (FC:EN).

Dr. Kain recommended that notifications regarding this proposal be sent to all departments who have this class as a prerequisite. Dr. Allen recommended that the liaisons help with the notifications so that all affected programs will be aware of the proposal.

Dr. Griffin added that the Foundations Curriculum and Instructional Effectiveness Committee concerns were primarily related to the impact on transfer students.

Dr. Kain advised Dr. Sharer that it would be best to propose this package to the UCC in the fall so that there is plenty of time to get the word out across campus prior to implementation. Dr. Sharer shared the intent to present at all of the convocations. Dr. Griffin suggested it might be more beneficial to have the Faculty Senate communicate the change at faculty convocation. The revision of MATH 1065 was handled in this manner and worked well.

Dr. Greer asked if students are taught to use applications such as the citation builder in Word or RefWorks. Dr. Sharer responded that some faculty teach RefWorks, but not all, as there are still problems for students in their ability to edit the citations produced. It is the preference to make sure students understand the “why.”

**Action Taken:**

Dr. Kain recommended Dr. Sharer attend the Faculty Senate meeting at which this set of minutes is presented in order to respond to any questions that may arise.

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**Agenda Item:** III. Chair Report

(1.) 2011-2012 Annual Report

**Discussion:**

Dr. Kain presented the annual report.

Dr. Allen recommended that UCC investigate an on-line submission for proposals.

Dr. Griffin recommended inclusion of the administrative support training held in the fall, which provided Banner instruction regarding the entry of supplemental titles.

Dr. Griffin also added the change in process implemented this year by which committee members were assigned agenda items to review then led the discussion at the meeting.

Dr. Allen recommended continuing the work split.
Dr. Kain reviewed five items to be addressed during the 2012-2013 year:

1. UCC plus minus grading;
2. UCC to implement Plan for 5000 courses;
3. UCC action regarding courses that have not been taught in ten years;
4. UCC to implement Plan for banked courses; and
5. UCC to develop on-line submission policy and procedures.

Action Taken:

Dr. Kain will finalize the annual report.

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Agenda Item: IV. UCC Liaisons

(1.) Improving the System

Discussion:

Dr. Kain discussed the option of adding a line on the proposal document to indicate if the faculty liaison had read and review the documents.

She also asked for feedback regarding our asking Susan McGhee from the College of Health and Human Performance to participate in liaison training, given her outstanding efforts this year. The committee considered inviting Leslie Pagliari and Evelyn Brown from the College of Technology and Computer Science if Dr. McGhee is not available.

Dr. Griffin shared that the UCC and GCC chairs work with the Office of Academic Program Planning and Development to set up the trainings.

Dr. Kain shared that she is currently notifying liaisons when packages from their unit are submitted if it was not submitted by them.

Dr. Greer asked if the HUMS prefix could be used at the undergraduate level.

Dr. Cellucci recommended the UCC secretary not be assigned agenda items.

Action Taken:

NA

(2.) Recognition Letters

Discussion:
Dr. Kain reported that she would be sending letters of appreciation to the liaisons, particularly to those who attended the presentations on behalf of the proposals. The liaisons’ chairs will receive a copy of the letters.

**Action Taken:**

NA

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**Agenda Item: V. UCC Membership and Officers**

**Discussion:**

Dr. Kain thanked the committee members for their service, 2011-2012. She also thanked Dr. Das specifically for his dedicated service to the committee as he is rotating off this year. Dr. Graziani is also rotating off this year. Dr. Kain completed her first three year term and will be returning for a second term. The SGA did not identify a representative to take the place of Mr. Marshall.

Dr. Kain shared the benefits of a succession plan for UCC officers following the lead of Drs. Schwager and Reid. Drs. Kain and Allen expressed they were open to reelection in the fall. Dr. Kain shared the intention, if her and Dr. Allen were reelected, to split the duties between the chair and vice chair, which would prepare Dr. Allen for chair in the future.

Dr. Marianne Walker provided recognition letters to the UCC officers. Dr. Kain will provide recognition letters for the UCC members.

**Action Taken:**

NA

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**Agenda Item: VI. University Curriculum Committee Forms, Guidance Documents, and Manual**

(1.) Forms, Guidance Documents, and Manual Update

**Discussion:**

Dr. Kain stated the revised manual, which included the guidelines, was presented to the Faculty Senate.

The UCC Web site will be revised over the summer to identify the manual as the primary resource for curriculum development, with the individual guidelines linked below. All of the
approved guidelines are represented in separate sections in the manual. The quality of packages will be improved if faculty reference the manual as a whole rather than individual guidelines.

**Action Taken:**

NA

(2.) Policies and Procedures for Undergraduate Certificate Programs

**Discussion:**

Dr. Griffin presented. She said that Diane Coltraine reviewed and created revision suggestions for the committee to consider. The guidance document was discussed. It was confirmed that this document had been previously approved by the UCC and Faculty Senate and is posted on the UCC website.

Dr. Kain asked what the units are required to submit in regard to #9. Dr. Griffin responded that the units must detail how they will include the use assessment results to create a quality enhancement program for the certificate. Dr. Allen asked if #9 was supposed to be two separate items. When Dr. Griffin confirmed, he recommended revision of this item for clarity.

Dr. Kain asked if all certificates follow the same approval process. Dr. Griffin shared that DE certificates have a slightly different process.

**Action Taken:**

The committee members indicated their support of the policies and procedures as amended.

NEXT MEETING: September 13, 2012

ITEMS TO BE DISCUSSED:

See agenda.

ADJOURNMENT: Dr. Alderman moved to adjourn at 3:00pm. Motion passed. Meeting adjourned.

Respectfully Submitted by

Leigh W. Cellucci
Secretary of the UCC
Policies and Procedures for Undergraduate Certificate Programs

A. Introduction

Undergraduate certificate programs may be created within the structure of undergraduate academic units. Students may be awarded undergraduate certificates upon completion of a well-defined program of course work. The undergraduate certificate is not defined as a degree, rather, it is a focused collection of courses that, when completed, affords the student some record of coherent academic accomplishment in a given discipline or set of related disciplines. However, the undergraduate certificate is not viewed as a guaranteed means of entry into a degree program. While the courses comprising an undergraduate certificate may be used as evidence in support of a student’s application for admission to a degree program, the certificate itself is not considered to be a prerequisite. The didactic material encompassed within a certificate program may represent a more practice-oriented subset of an existing undergraduate discipline. The title of any undergraduate certificate program should contain the words certificate or certification.

B. Process of Approval for New Undergraduate Certificate Programs

Proposals for new undergraduate certificate programs are created and submitted by constituent faculty for review by the University Curriculum Committee (UCC). Each proposal must include a signed endorsement by all of the department chairperson(s), dean(s) of the college or professional school(s), and the appropriate vice chancellor(s) contributing to the organization and administration of the certificate. In the case of interdisciplinary certificate programs, the administrator ultimately responsible must be identified. New undergraduate certificate programs offered in collaboration with other universities must also be endorsed by the collaborating department(s) at the other institutions and must meet the requirements for prior authorization from the UNC General Administration (UNC GA). The UCC considers the merit of all undergraduate certificate proposals. After approval by the UCC, certificate proposals must be forwarded for approval by the Educational Policies and Planning Committee (EPPC), the Faculty Senate, the Academic Council, and the chancellor for approval. The Office of the Chancellor will make notification of approved certificates to the UNC GA and the Southern Association of Colleges and Schools (SACS).

C. Criteria for Approval of Certificate Programs

Criteria for approval of new undergraduate certificate programs include the following:

1. The program should be designed to provide students with a focused and coherent collection of courses that represent a practice-oriented subset of an existing undergraduate discipline.
2. The program should be approved by the appropriate department(s), college(s), and professional school(s).
3. The program should be approved by the University Curriculum Committee (UCC).
4. The program should be approved by the Educational Policies and Planning Committee (EPPC), the Faculty Senate, the Academic Council, and the chancellor for approval.

The Office of the Chancellor will make notification of approved certificates to the UNC GA and the Southern Association of Colleges and Schools (SACS).
1. The proposed sequence of course work must meet a clear and appropriate educational objective at the baccalaureate level.

2. The proposed program must achieve its educational objective in a well designed, cohesive, and timely manner.

3. A demonstrated need for the certificate must exist.

4. An appropriate number of credit hours must comprise the certificate program. The number of undergraduate credits may not be less than 12 semester hours or more than one-half of the semester hours necessary for a related undergraduate degree.

D. Policies Governing Certificate Admission Criteria and Subsequent Admission to Undergraduate Degree Programs

The certificate admissions criteria and policies governing the relation of certificates to undergraduate degree programs include the following:

1. Admission to ECU and enrollment in an academic program are required.

2. Each certificate program sets the minimum admissions requirements for the certificate (e.g., grade point average, minimum TOEFL scores, standardized test scores, work experience, etc.). However, all certificate candidates must be informed at the time of their acceptance that admission to and completion of a certificate program does not supersede the admission requirements to a degree program should they subsequently apply to an undergraduate degree program.

3. Each undergraduate program must decide which, if any, certificate courses can be counted toward the undergraduate degree. The certificate student must be informed at the time of admission into the certificate program how many semester hours can be applied toward an undergraduate degree.
4. Undergraduate students currently enrolled in an undergraduate degree program may simultaneously pursue an undergraduate certificate, if approved by their academic advisor or undergraduate program director and the certificate program director.

5. The certificate program director will note successful completion of a certificate program to the registrar to ensure notification on the student's transcript. The certificate will be awarded to a baccalaureate student upon completion of the degree program or to a post-baccalaureate student upon completion of the certificate hours.

6. Students pursuing an undergraduate certificate will be required to meet the academic retention requirements approved by the certificate program.

An undergraduate certificate student may enroll on either a part-time or a full-time basis, as determined by the certificate program director.

The rationale for requiring formal enrollment in undergraduate certificate programs is based on the need for proper allocation of instructional resources and the desire to afford the certificate students access to the desired undergraduate courses.

E. Certificate Program Review

All undergraduate certificate programs will be reviewed within the course of regular undergraduate program assessment and review.

F. Application Procedure for a New Certificate Program

For consideration, all proposals will be reviewed by the UCC. Proposals for new undergraduate certificate programs must contain the following information:

1. A statement of the educational objectives of the program.

2. A statement of the admission standards for the certificate program and a statement of the academic retention standards for the successful completion of the program.
3. A statement of the proposed course sequence associated with the certificate, including titles and course descriptions for both existing courses and any new courses that may be developed.

4. A statement explaining the relationship of the certificate program with other programs offered at East Carolina University (ECU). If applicable, the statement should also describe how the certificate may affect other departments or units. Supporting documentation of consultations with affected units is required and should be attached to the proposal.

5. The catalog copy for the certificate program.

6. A statement of how the proposed course sequences associated with the certificate will meet the stated educational objectives.

7. A statement explaining how the certificate program will be delivered (on-campus (face to face), distance course (face to face off campus), and/or online (50% or more of the instruction is offered online).

8. A statement of the need for the proposed program and the basis for such a need supported by either externally or internally derived data.

9. A statement explaining (1) how the effectiveness of the certificate program will be evaluated and (2) how evaluation results will be used to enhance the quality of the certificate program.

10. The names of the faculty associated with or contributing to the certificate program, either by teaching one or more of the courses associated with the program or participating in the design of the course sequence. Adjunct faculty associated with the program should also include up-to-date curriculum vitae.

11. The name and curriculum vita of the faculty member who will be designated as the director of the program for purposes of communication with the university community.
12. A description of the proposed certificate's impact on campus resources.

13. A statement specifying the professional license, if any, for which the certificate qualifies.


15. A statement specifying the minimum number of weeks required for a student to complete the certificate. Fall and spring semesters count as 15 weeks each and a regular summer term counts as 5 weeks. Prerequisites should be considered in determining this number.

G. Distance Education Certificates Notification

The development and delivery of distance education certificates are institutional responsibilities. Units planning to offer a sequence of courses for certification, licensure, etc. via distance education should notify the Division of Continuing Studies for assistance in drafting the necessary forms for submission to UNC GA. The Academic Program Development Collaborative Team reviews these notifications to determine if they represent a SACS substantive change. SACS and UNC GA require notification in advance so that such information on these activities can be made accessible through a Web site maintained by UNC GA.

H. Process for Revision or Discontinuation of an Existing Certificate Program

Requests to revise an existing certificate program should be submitted to the UCC. Submission packages include a memorandum of request explaining why and how the existing certificate is to be revised, marked catalog copy, supporting documentation if certificate revisions affect other units within the university, and a completed signature form.

Requests to discontinue an existing certificate program are reviewed by the UCC. For more information about the discontinuation process, access the Office