COMMITTEE: University Curriculum Committee

MEETING DATE: April 25, 2013

PERSONS PRESIDING: Donna Kain

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

EX-OFFICIO MEMBERS IN ATTENDANCE: Linner Griffin, Jean-Luc Scemama, Katherine Swank and Karen Vail-Smith

EXCUSED: None

ABSENT: Jennifer Warren and Amy McMillan

SUPPORT: Kimberly Nicholson

OTHERS IN ATTENDANCE: None

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ACTIONS OF MEETING

Agenda Item: I. Call to Order

(1.) Minutes
The 04-11-13 UCC minutes were approved electronically and sent to the Faculty Senate for agenda placement in the fall.

Discussion:

N/A

Action Taken:

N/A

(2.) Announcements

Discussion:

Dr. Kain reported that the establishment of procedures regarding marked catalog copy with the new catalog system will be conducted over the summer. Diane Coltraine will lead this initiative. Dr. Kain noted that the instructions on the Web page will be taken down and replaced by the end of the summer.
Dr. Griffin commended the University Curriculum Committee officers for their fine work this year.

Dr. Kain thanked the committee members for their service this year. Committee members will receive letters of appreciation.

Dr. Griffin announced that she is retiring at the end of the fiscal year. Committee members thanked her for her extraordinary service to the university and UCC. She will be missed.

Dr. Kain let the committee know that the chancellor has not yet made a decision regarding the 5000-level courses issue, to include the standard operating procedure proposed by the Graduate Curriculum Committee and FS resolution 13-31.

Action Taken:

N/A

Agenda Item: II. Old Business

(1.) Update regarding implementation plan for removing 5000-level courses that are no longer in the graduate catalog from the undergraduate catalog including notification to units.

Discussion:

Dr. Kain reported that she will be working on this over the summer.

Action Taken:

N/A

(2.) Update regarding implementation plan approved this year for requesting units to delete or bank courses that have not been taught in over ten years.

Discussion:

Dr. Kain reported that she will be working on this over the summer.

Action Taken:

N/A

Discussion:

Dr. Allen presented. He has rewritten the draft keeping in mind the input given at the last meeting. (See imported document at the end of minutes.)

Action Taken:

Ms. Vail-Smith moved that we approve as presented. Dr. Greer seconded. Motion passed.


(1.) University Curriculum Committee Course Proposal Form for Courses numbered 0001 - 4999

Discussion:

Dr. Kain reported that Ms. Nicholson has added the language needed into the course proposal form to address the two new designations, global diversity (GD) and domestic diversity (DD) credit. Edits were made for clarity.

Revision of the course proposal form to include reference to global or domestic diversity credit is an editorial change. The committee has added a question on the course proposal form to address the new designations. Proposals that include these designations will be handled in the same fashion as the (WI) and (SL) designations.

Ms. Vail-Smith reported that neither the (GD) or (DD) designations will be available by section. Courses approved with the new designations will always be taught with that content. The text in the proposal form and manual will be revised to remove reference to (GD*) or (DD*), which denotes “by section” offerings.

Action Taken:

Dr. Greer moved to accept the form as amended. Dr. Allen seconded. Motion passed.

(2.) Signature Form for UCC Curricular Changes

Discussion:

Dr. Kain presented. The committee is making an editorial change to address if global or domestic credit has been approved by the Foundations Curriculum and Instructional Effectiveness committee prior to UCC review.

Action Taken:

Dr. Allen moved to accept the form as proposed. Dr. Scemama seconded. Motion passed.
Discussion:

Dr. Kain presented.

The discussion centered on the Undergraduate Curricular Actions Table (to be found in the manual and on the Web site).

The committee decided to include the budgetary memorandum as a separate cell in the table. The syllabus cell was deleted as the need (or not) for a syllabus is designated via other cell descriptions. This update is editorial and is intended to simply provide more clarity.

The committee reviewed the document and recommended edits for completion and clarity.

Dr. Kain thanked Ms. Nicholson for her work on this draft.

The committee is happy with the samples provided in the manual and ask that any editorial revisions to the forms be carried over into the samples for consistency.

Action Taken:

Ms. Vail-Smith moved that the proposal be approved as amended. Dr. Scemama seconded. Motion passed.

Agenda Item: IV. Chair Report

(1.) Draft 2012-2013 UCC Annual Report

Discussion:

Dr. Kain presented.

The committee recommended that the chair receive reassigned time as the workload is very demanding.

Several edits to the report were suggested.

Action Taken:

Dr. Scemama moved to accept the report as amended. Dr. Allen seconded. Motion passed.

(2.) Ideas for Improvement
Discussion:

Dr. Kain encouraged members to attend the UCC liaison orientation that will be held in the fall.

The committee recommended that the chair receive reassigned time, as the workload is very demanding.

A room with improved technology, temperature control, etc. would benefit the committee. It would also be very beneficial if the room had a locked cabinet in which the committee could store items such as power cords, nameplates, etc.

The committee discussed recommendations for #8 on the UCC Annual Report. In particular, the committee discussed possible options for meeting locations. Related to meeting location, some UCC members come to every meeting from west campus; some faculty presenting at the meetings are also from West campus. This requires additional time for travel and parking. The committee recognizes the importance of faculty from all campus locations participating on university committee and made recommendations to include in the annual report to address these concerns.

The location of the meeting was discussed. It was suggested that some of the meetings be held on West campus.

Parking on East campus is difficult for those without A parking passes. The topic of parking passes was discussed and it was determined that temporary A parking passes would be beneficial for committee members who do not have them.

Action Taken:

Dr. Scemama moved to accept the report as amended. Dr. Allen seconded. Motion passed.

Agenda Item: V. UCC Liaisons

1. Improving the System

Discussion:

Dr. Greer noted that the liaison training was effective, and packages submitted showed the excellent liaison work.

Action Taken:
2. Recognition Letters

Discussion:

Dr. Kain said she would be mailing these letters to the liaisons.

Action Taken:

N/A

Agenda Item: VI. UCC Membership and Officers

Discussion:

Dr. Kain expressed concern that the student representatives are not attending the committee meetings.

The committee requests that the Faculty Senate have the Student Government Association speak to the issue of becoming fully engaged.

The committee notes that faculty who are regular members are expected to attend the committee meetings.

Action Taken:

N/A

Agenda Item: VII. New Business

Discussion:

None

Action Taken:

N/A
NEXT MEETING:  Fall organizational meeting

ITEMS TO BE DISCUSSED:  See agenda.

Dr. Greer moved to adjourn at 3:45 pm.  Motion passed. Meeting adjourned.

Respectfully Submitted by

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

A. Introduction

Undergraduate minors may be created within the structure of undergraduate academic units. Students may be awarded undergraduate minors upon completion of a well-defined program of 24-30 semester hours of course work. The title of any undergraduate minor should contain the word minor.

B. Process of Approval for New Undergraduate Minors

Proposals for new undergraduate minors 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 minor. In the case of interdisciplinary minors, the administrator ultimately responsible must be identified.

The UCC considers the merit of all undergraduate minor proposals. After approval by the UCC, minor proposals must be forwarded for approval to the Educational Policies and Planning Committee (EPPC), the Faculty Senate, the Academic Council, and the chancellor. The Office of the Chancellor will make notification of approved minors to the UNC GA and the Southern Association of Colleges and Schools (SACS).

Note: New minors included in the development of new degree programs do not require separate minor approval.

C. New Undergraduate Distance Education Minors

The development and delivery of distance education minors are institutional responsibilities. In addition to proposals to unit and/or college curriculum committees, units planning to offer a sequence of courses for new minors via distance education should notify the Division of Continuing Studies for assistance in drafting the necessary forms for submission to the UNC GA. The Academic Program Development Collaborative Team reviews these notifications prior to UCC review of undergraduate minor proposals.

D. Criteria for Approval of Minors

Criteria for approval of new undergraduate minors include the following:

1. The proposed sequence of course work must meet a clear and appropriate educational objective(s) at the baccalaureate level.

2. The proposed minor must achieve its educational objective(s) in a well designed, cohesive, and timely manner.
3. A demonstrated need for the minor must exist.

4. An appropriate number of credit hours must comprise the minor. The number of undergraduate credits may not be less than 24 semester hours or more than 30 semester hours.

D. Minor Program Review

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

E. Application Procedure for a New Minor

For consideration, all proposals will be reviewed by their unit curriculum committee and by the UCC. Proposals for new undergraduate minors must contain the following information:

1. A memorandum of request.

2. A complete proposal, which contains the following:

   a. A statement of the need for the proposed minor and the basis for such a need supported by either externally or internally derived data. Explain the relationship of the minor with other programs offered at East Carolina University (ECU). If applicable, describe how the minor may affect other departments or units. Notification of affected units is required and should be attached to the proposal.

   b. A statement of the educational objectives of the minor.

   c. A statement of the proposed course sequence associated with the minor, including titles and course descriptions for both existing courses and any new courses that may be developed.

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

   e. A statement explaining: 1. How the effectiveness of the minor will be evaluated and 2. A quality enhancement plan for future evaluation.

   f. A statement of the admission standards for the minor and a statement of the academic retention standards for the successful completion of the minor.

   g. A statement explaining how the minor 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).

   h. The names of the faculty associated with or contributing to the minor, 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 minor should also include up-to-date curriculum vitae.

i. The name and curriculum vita of the faculty member who will be designated as the director of the minor for purposes of communication with the university community.

j. A description of the proposed minor's impact on campus resources.

k. The Classification of Instructional Program (CIP) title and six-digit code (descriptions available at: www.ecu.edu/cs-acad/acadprograms/programdev.cfm).

3. Completed course proposal forms for any new or revised courses, if applicable.

4. The catalog copy for the minor.

5. A completed signature form.

G. Process for Revision or Discontinuation of an Existing Minor

Upon approval by the unit curriculum committee, requests to revise an existing minor should be submitted to the UCC. Submission packages include a memorandum of request explaining why and how the existing minor is to be revised, marked catalog copy, supporting documentation if minor revisions affect other units within the university, and a completed signature form.

If a unit faculty elect to offer an existing minor online, with no curricular changes, then the request to offer the minor online is not reviewed by the UCC.

Requests to discontinue an existing minor are reviewed by the UCC. For more information about the discontinuation process, access the Office of Academic Program Planning and Development Web site at www.ecu.edu/cs-acad/acadprograms/certificateconcentrationminor.cfm.