Facility Senate Routing Form  
(Senate Action/Resolution/Recommendation Attached)

I. Item Description

a) Item Title: Proposal to amend the Curriculum Change Form

b) Item Identification (Year-Month-Action number): 12130201

c) Brief Description: New cross-listed courses must have approval signatures from all affected departments.

d) Type: ☑ Action ☐ Resolution ☐ Recommendation

e) Initiated by: Curriculum Subcommittee

II. Faculty Senate Action: ☑ approved ☐ not approved ☐ other date: 02/06/2013

Senate Vote: 22 Yes 0 No 0 Abstain

Comments: ________________________________

Faculty Senate Chair Signature: [Signature] date 4/2/13
Faculty Senate Secretary Signature: [Signature] date 3/29/13

III. Chancellor:

Requested Action:

☐ For information ☑ Recognition of receipt

☑ For Action

Chancellor Action:

☑ approved ☐ not approved

Unit/Person Responsible for implementation

Comments: ________________________________

Chancellor signature: [Signature] date 4/16/13

Once finalized, copies will be returned to Special Assistant to the Chancellor who will scan and distribute electronically to: Chancellor, Provost, Chair of Faculty Senate, and Secretary of the Faculty Senate. The latter will post the Proposal/Recommendation/Resolution on the Faculty Senate Website.
Appendix C

Proposal from the Curriculum Committee

Changes to “Curriculum Development and Revision Process” section of Faculty Handbook

Instructions for Curriculum Change Forms

General Instructions: Proposing Departments/Schools are to consult the Faculty Handbook (Section 6-10.B; Curriculum Development and Revision at http://www.uncp.edu/aa/handbook) with regard to proposal construction and process.

Curriculum Forms can be found at:

http://www.uncp.edu/aa/resources/forms/index.htm

An electronic version of the proposal (without signatures) must reach the Chair, Subcommittee on Curriculum, at least ten days prior to a meeting. This will be used to construct the Agenda.

A completed hard copy of the proposal (with all signatures) must reach the Chair, Subcommittee on Curriculum, on the Monday prior to a meeting. Failure to meet the deadlines for electronic and hard copy forms will result in the exclusion of proposals from the agenda.

1. Program Proposal Form: This form is used for creating, deleting, or modifying a program (i.e., a major, minor, or a degree program e.g., MS in Physics).

IF YOU ARE COMPLETING THE FORM FROM A CAMPUS COMPUTER:

a. Step One: Complete sections #1-6.
b. Step Two: Print a hard copy of your proposal.
c. Step Three: Click Submit to send the proposal via email.
d. Step Four: The proposal will automatically be attached to the email. The proposal will automatically be pasted as an email message. A copy of the new or revised program as it will appear in the catalog must be attached to the email as a Word document. Click send.
e. Step Five: Submit signed, hard copy forms along with catalogue description (as a Word document) attached, and deliver to the Chair of Curriculum by 5 p.m. on the Monday prior to a meeting.

IF YOU ARE COMPLETING THE FORM FROM A REMOTE LOCATION:

a. Step One: Complete sections #1-6.
b. Step Two: Print a hard copy of your proposal.
c. Step Three: Save the electronic copy to your hard drive.
d. Step Four: Create an email and attach the document, as well as the catalogue description, add the Chair of Curriculum and the Associate Vice Chancellor of Academic Affairs to the recipient list, and click send.
e. Step Five: Submit signed, hard copy forms along with catalogue description (as a Word document) attached, and deliver to the Chair of Curriculum by 5 p.m. on the Monday prior to a meeting.

If the proposal needs approval from a body outside UNC-Pembroke (e.g. Office of the President, etc.), then it is the responsibility of the proposing department to monitor and obtain that approval.
Approval or failure to obtain approval by the end of the academic year must be communicated to the Faculty Senate by the proposing department for forwarding to Registrar or recall of the proposal. Proposing department must also arrange to update the catalog when approval is received.

It is the responsibility of the proposing department to obtain all required signatures prior to submission to the Subcommittee on Curriculum. This also includes signatures from Chairs of other Departments or other programs that may be affected by the change.

2. Course Proposal Form: This form is used for adding, deleting, or revising a course (e.g., change the meaning or content of a course). NOTE: in the case of new courses, all course prefixes and numbers must be approved by the Registrar’s Office prior to submission of the proposal to the subcommittee. In the case of cross-listed courses both departments must approve the proposal.

Curriculum Development and Revision Process (from Faculty Handbook, pp. 111-113)

The University of North Carolina at Pembroke has a clearly defined process for the development of curriculum, including degree programs, tracks, concentrations, minors, and individual courses. The UNC Board of Governors must approve proposals for new degree programs. These proposals must be prepared according to specified guidelines of the UNC Academic Program Development Procedures. Doctoral programs must be submitted to the UNC Graduate Council for review and approval and to the UNC Board of Governors for approval.

Curriculum development and revisions proposals are initiated by the faculty of the academic departments by completing one of three standardized curriculum forms: Course Proposal Forms, General Education Course Proposal Forms, and Program Proposal Forms. Curriculum proposals are reviewed by the department and signed by the Department Chair. The Chair of any other department affected by the development or revision also reviews and signs the proposal. If the development or change affects Teacher Education, the Teacher Education Committee reviews the proposal and the Chair of that Committee signs it. The Registrar, the appropriate Dean, and the Provost and Vice Chancellor for Academic Affairs must also sign the proposal. Graduate curriculum proposals must first be approved by the Graduate Council before being submitted to the Curriculum Subcommittee. Graduate Teacher Education proposals should be submitted to the Teacher Education Committee before being submitted to the Graduate Council.

Proposals involving any aspect of the General Education Program are submitted to the Curriculum Subcommittee before being submitted to the General Education Subcommittee. The only exceptions are proposals involving existing courses with no modifications seeking inclusion in the General Education Program. All other proposals are submitted only to the Curriculum Subcommittee. Proposals involving the creation of new courses, revisions to existing courses, or course deletions are submitted on Course Proposal Forms. In instances where an identical change is made to multiple courses, (i.e., deleting or adding prerequisites or changing credit hours for courses), one form may be used for multiple proposals. Otherwise, each course proposal requires a separate form. Proposals involving one or more changes to degree programs, tracks, concentrations or minors, etc., are submitted on the Program Proposal Form. Electronic forms are due to the Chair of Curriculum 10 days (two Mondays) prior to the Curriculum meeting, which usually meets on the first Thursday of every month. (The Curriculum Committee does not meet in January and at times adjusts the March meeting date, depending on the spring break schedule.)
Signed hard copies are due to the Chair of Curriculum on the Monday before the Curriculum meeting. It is the responsibility of the proposing department to ensure that all signatures are acquired prior to delivering hard copies to the Chair of Curriculum.

The University of North Carolina at Pembroke has a clearly defined process for the development of curriculum, including degree programs, tracks, concentrations, minors, and individual courses:

- The UNC Board of Governors must approve proposals for new degree programs. These proposals must be prepared according to specified guidelines of the UNC Academic Program Development Procedures.

- Doctoral All graduate programs must be submitted to the UNC Graduate Council for review and approval and to the UNC Board of Governors for approval.

- Curriculum development and revisions proposals are initiated by the faculty of the academic departments by completing one of three standardized curriculum forms: Course Proposal Forms, General Education Course Proposal Forms, and Program Proposal Forms.

- Curriculum proposals are reviewed by the department and signed by the Department Chair.

- In the case of proposals affecting other departments, including the cross-listing of courses, the proposal form should be submitted by the originating department. The votes of affected departments are recorded, and the Chairs of affected departments also review and sign the proposal. If the cross-listed course affects a program in the affected department, the affected department must submit a program proposal documenting the change to the program. Cross-listed course numbers must be approved by the Registrar's office.

- If the development or change affects Teacher Education, the Teacher Education Committee reviews the proposal and the Chair of that Committee signs it. Graduate curriculum proposals and new graduate programs must first be approved by the Graduate Council before being submitted to the Curriculum Subcommittee. Graduate Teacher Education proposals should be submitted to the Teacher Education Committee before being submitted to the Graduate Council.

- The Registrar, the appropriate Dean, and the Provost and Vice Chancellor for Academic Affairs must also sign the proposal.

- Proposals involving any aspect of the General Education Program are submitted to the Curriculum Subcommittee before being submitted to the General Education Subcommittee. The only exceptions are proposals involving existing courses with no modifications seeking inclusion in the General Education Program.

- All other proposals are submitted only to the Curriculum Subcommittee.

- Proposals involving the creation of new courses, revisions to existing courses or course deletions are submitted on Course Proposal Forms.
• Proposals involving new courses must attach sample syllabi to the electronic submission only. (A hard copy of the syllabus is not required with the signed form.) New course numbers must be approved by the Registrar’s office.

• In instances where an identical change is made to multiple courses, (i.e., deleting or adding prerequisites or changing credit hours for courses), one form may be used for multiple proposals. Otherwise, each course proposal requires a separate form.

• Proposals involving one or more changes to degree programs, tracks, concentrations or minors, etc., are submitted on the Program Proposal Form. Program proposals involving changes to the catalog must attach a revised catalog description to the electronic submission. A hard copy of the revised catalog description must be attached to the signed forms.

• Electronic forms are due to the Chair of Curriculum 10 days (two Mondays) prior to the Curriculum meeting, which usually meets on the first Thursday of every month. (The Curriculum Committee does not meet in January and at times adjusts the March meeting date, depending on the spring break schedule.)

• Signed hard copies are due to the Chair of Curriculum on the Monday before the Curriculum meeting. It is the responsibility of the proposing department to ensure that all signatures are acquired prior to delivering hard copies to the Chair of Curriculum.

A representative from the department submitting the proposals must be present at Curriculum Subcommittee meetings to address any questions or provisions that may arise. The proposal is reviewed and a vote is taken. If the proposal passes, the Chair of the Subcommittee on Curriculum forwards the curriculum matters to the appropriate office or committee.

The Curriculum Subcommittee is responsible for sending to the Academic Affairs Committee all information pertaining to each individual course that is necessary for the Banner System. The Curriculum Subcommittee shall make recommendations to the Academic Affairs Committee on their adoption, and proposals shall move forward based upon the following policies:

A. The Subcommittee on Curriculum will treat as minor, and send to the Registrar without Academic Affairs Committee and Senate approval, the following types of proposals: course and program modifications involving changes to prerequisites, course descriptions, course titles, cross-listed courses, and course deletions; the addition or substitution of one or two electives to a program; and program modifications mandated by changes previously approved by Senate. These will be considered minor changes and forwarded to the Chair of the Academic Affairs Committee for his/her signature, unless the Subcommittee on Curriculum has a compelling reason to forward said revisions to the Academic Affairs Committee.

B. Approved program modifications involving the addition or deletion of tracks, required courses, or more than two elective options at a time will proceed to the Academic Affairs Committee.

C. All program modifications described in B, once approved by the Academic Affairs Committee, proceed to the Senate.
D. All new program proposals (including new degrees, academic majors, concentrations, minors, and certificates), deletions of above programs, new General Education course proposals, and General Education course deletions require Faculty Senate approval.

E. Individual new courses not part of General Education program require approval by the Academic Affairs Committee but not the Faculty Senate.

F. All curriculum items not requiring Academic Affairs Committee approval will be reported to the Academic Affairs Committee by the chair of the Subcommittee on Curriculum. All curriculum items not requiring Faculty Senate approval will be reported to the Senate by the chair of the Academic Affairs Committee.

A representative of the department whose proposal is being considered must be present at all committee meetings beyond the Curriculum Subcommittee level as necessary to address questions and concerns regarding their proposal.

This multilevel approval process is used to assess the curriculum and the process for curriculum development and revision. In addition, the curriculum and the process are evaluated as part of the institutional assessment made by the Southern Association of Colleges and Schools Commission on Colleges. Curricula of the various departments and the process used to develop curriculum are assessed by those agencies who accredit particular programs, e.g., at UNC Pembroke, the National Council for Assessment of Teacher Education, the State Department of Public Instruction, the National Association of Schools of Music, and the Council on Social Work Education.