**Agenda**

**Subcommittee on Curriculum**

**Thursday, Decmber 6, 2018**

**3:30 PM Room 251 University Center**

**Members:** Monika Brown (LETT to 2019), Tracy Cooper (SBS to 2019), Diana Lee, Secretary (LETT to 2020), Naomi Lifschitz-Grant (ARTS to 2019), J. Porter Lillis, Chair (SBS to 2020), Elizabeth Normandy (VC of AA Designee), Rosemarie Pilarczyk (NSM to 2020), Christina Reeves (Registrar), Mabel Rivera (EDUC to 2020) Roland Stout (NSM to 2019), Nathan Thomas (ARTS to 2020), Marian Wooten (EDUC to 2019), (SGA Secretary), (SGA Senator)

**Proposal Details Available in Curriculog System:** [**https://uncp.curriculog.com/agenda:85/form**](https://uncp.curriculog.com/agenda%3A85/form)

 (note: all faculty and staff can log into Curriculog with a UNCP id & password)

**1. Call to Order**

**2. Adoption of Agenda**

**3. Approval of Minutes of November 1, 2018 (Appendix B: Minutes Pending Approval)**

**4. Proposal from the Department of Accounting and Finance**

**4.1 Course Proposal:** Revise title of ACC 2280 “Managerial Accounting” to “Accounting Tools for Managerial Decisions”

**4.2 Course Proposal:** Revise title of BLAW 2150 “Business Law and Ethics” to “Legal and Ethical Issues in the Business Environment”

**4.3 Course Proposal:** create ACC 4660 Forensic Accounting and Fraud Examination

**5. Proposals from the Department of Chemistry and Physics**

**5.1 Program Revision Proposal:** revise credit hours for Applied Physics, B.S.

**5.2 Program Revision Proposal:** revise credit hours for Chemistry, Analytical, B.S.

**5.3 Program Revision Proposal:** revise credit hours for Chemistry, Environmental, B.S.

**5.4 Program Revision Proposal:** revise credit hours for Chemistry, Forensic, B.S.

**5.5 Program Revision Proposal:** revise credit hours for Chemistry, General, B.S.

**5.6 Program Revision Proposal:** revise credit hours for Chemistry, Molecular Biotechnology, B.S.

**5.7 Program Revision Proposal:** revise credit hours for Chemistry, Pre-Health Professions, B.S.

**5.8 Program Revision Proposal:** revise credit hours for Chemistry, Pre-Pharmacy, B.S.

**5.9 Program Revision Proposal:** revise credit hours for Chemistry, Professional, B.S.

**5.10 Course Proposal:** designate PHY 2560 Modern Physics a Writing Enriched (WE) course

**6. Proposal from the Department of Art**

**6.1 Course Proposal:** designate ART 3080 Art Education Methods and Field Experience for Grades 6-12 a Writing Enriched (WE) course

**7. Proposal from the Department of Economics and Decision Sciences**

**7.1 Course Proposal:** Revise pre-requisites for ECN 3040 Central Banks and the Economy

**7.2** **Course Proposal:** create DSC 3180 Applied Business Statistics

**8. Proposals from Department of Psychology**

**8.1 Course Proposal:** revise course number of PSY 3000 Research Methods Capstone to PSY 4000

**8.2 Course Proposal:** revise title of PSY 4010 Physiological Psychology to PSY 4010 Biopsychology

**8.3 Course Proposal:** create PSY 4090 Psychology and Law

**9. Proposals form the Department of Social Work**

**9.1 Program Revision Proposal:** revise electives, Social Work, B.S.W.

**9.2 Course Proposal:** revise prerequisites and description of SWK 2000 Introduction to Social Work

**9.3 Course Proposal:** revise prerequisites of SWK 3000 Narrative Approaches to Understanding Today’s Older Population

**9.4 Course Proposal**: revise prerequisites of SWK 3450 Human Behavior and Social Environment I

**9.5 Course Proposal**: revise prerequisites of SWK 3540 School Social Work

**9.6 Course Proposal:** revise title, description, and prerequisites of SWK 3750 Social Work Practice with Latinx Populations

**9.7 Course Proposal:** revise prerequisites of SWK 3850 Social Work Practice II

**9.8 Course Proposal:** revise prerequisites and description of SWK 3890 Social Work Practice with LGBTQ Populations

**9.9 Course Proposal:** revise prerequisites of SWK 3910 Understanding Social Research

**9.10 Course Proposal:** revise prerequisites of SWK 4450 Human Behavior and Social Environment II

**9.11 Course Proposal:** revise prerequisites of SWK 4600 Social Justice and Practice Ethics

**9.12 Course Proposal:** revise prerequisites of SWK 4700 Social Work Practice with Individuals with Disabilities

**9.13 Course Proposal:** revise prerequisites of SWK 4800 Social Work Practice III

**9.14 Course Proposal:** revise prerequisites and description of SWK 4900 Field Work

**9.15 Course Proposal:** delete SWK 3710 Writing for the Social Sciences

**9.16 Course Proposal:** delete SWK 4500 Social Work Values and Ethics

**9.17 Course Proposal:** delete SWK 4480 Social and Economic Justice

**9.18 Course Proposal:** create SWK 4490 Social Work Practice with Justice-Involved Populations

**10. Old Business**

**11 New Business**

**12. Announcements**

**13. Adjournment**

Appendix A: Curriculum Development and Revision Process

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.

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. Crosslisted 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 submittion 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 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.

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:

1. 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, 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.
2. 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.
3. All program modifications described in B, once approved by the Academic Affairs Committee, proceed to the Senate.
4. 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.
5. Individual new courses not part of General Education program require approval by the Academic Affairs Committee but not the Faculty Senate.
6. 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.

Appendix B

**Minutes Pending Approval**

**Subcommittee on Curriculum**

**Thursday, November 1, 2018**

**3:30 PM Room 251 University Center**

**Members Present:** Monika Brown (LETT to 2019), Tracy Cooper (SBS to 2019), Diana Lee, Secretary (LETT to 2020), Naomi Lifschitz-Grant (ARTS to 2019), J. Porter Lillis, Chair (SBS to 2020), Elizabeth Normandy (VC of AA Designee), Rosemarie Pilarczyk (NSM to 2020), Christina Reeves (Registrar), Mabel Rivera (EDUC to 2020) Nathan Thomas (ARTS to 2020), Marian Wooten (EDUC to 2019), Jamal Bennett (SGA Secretary)

**Members Absent:** Roland Stout (NSM to 2019), (SGA Senator)

**Guests:** Robert Arndt (LIB), Christine Bell (BUS), Teagan Decker (HON), Mark Milewicz (HON), Dennis Swanson (LIB).

**Proposal Details Available in Curriculog System:** [https://uncp.curriculog.com/agenda:80/form](https://uncp.curriculog.com/agenda%3A80/form)

(note: all faculty and staff can log into Curriculog with a UNCP id & password)

**1. Call to Order**: 3:30pm

**2. Adoption of Agenda**

**3. Approval of Minutes of October 4, 2018:** Minutes approved after typo fixed

**4. Proposal from the Department of Accounting and Finance**

**4.1 Course Proposal:** create BLAW 5300 Legal and Ethical Issues for Healthcare and Professionals

9-1-1: Passed.

Christine Bell presented the new course proposal. However, it was reviewed before the new program proposal for the Business Administration M.B.A Concentration in Healthcare Administration, which was rejected. Proposal was ultimately tabled. (See 5.1 below)

**5. Proposal from the Master of Business Administration**

**5.1 New Program Proposal:** create program Business Administration, M.B.A, Concentration in Healthcare Administration

1-6-5: Not passed.

Furthermore, all courses related to new program proposal in this meeting were tabled. (4.1, 7.1, 10.1)

Rationale: Christine Bell from Business presented the new program proposal. A counter argument was proposed in the committee that there was a duplication of courses across the M.B.A and M.P.A programs. It was communicated that the M.P.A. faculty members objected to the creation of this new program. There was discussion about accelerated courses versus full-term courses and a concern about direct competition between the M.B.A and M.P.A programs. Furthermore, there was some confusion regarding the process to bring the proposal forward and whether it had been fully discussed with the M.P.A. program faculty members. Most members of the committee ultimately rejected or abstained from the vote because of the clear sense that there needed to be more discussion between the M.B.A. and M.P.A faculty members before this is brought back to the committee.

**6. Proposals from the Department of Chemistry and Physics**

**6.1 Program Revision Proposal:** revise credit hours for Chemistry, Analytical, B.S.

**6.2** **Program Revision Proposal:** revise credit hours for Chemistry, Environmental, B.S.

**6.3 Program Revision Proposal:** revise credit hours for Chemistry, Forensic, B.S.

**6.4** **Program Revision Proposal:** revise credit hours for Chemistry, General, B.S.

**6.5** **Program Revision Proposal:** revise credit hours for Chemistry, Molecular Biotechnology, B.S.

**6.6** **Program Revision Proposal:** revise credit hours for Chemistry, Pre-Health Professions, B.S.

**6.7** **Program Revision Proposal:** revise credit hours for Chemistry, Pre-Pharmacy, B.S.

**6.8** **Program Revision Proposal:** revise credit hours for Chemistry, Professional, B.S.

All items were tabled because no representative from department came to discuss changes.

**7. Proposal from the Department of Economics and Decision Sciences**

**7.1 Course Proposal:** create ECN 5740 Health Economics

Tabled (see 5.1 above).

**8. Proposal from the Honors College**

**8.1 Course Proposal:** revise prerequisites for HON 4500 Honors Thesis/Project

12-0-0 Passed. (Will go to Academic Affairs, Nov. 28)

Teagan Decker and Mark Milewicz from the Honors College presented the new proposal to make HON 4000 a prerequisite for HON 4500.

**9. Proposal from Livermore Library**

**9.1 Course Proposal:** create LIB 5000 Introduction to Graduate Academic Research

Passed 9-0-3 (Will go to Academic Affairs on Nov. 28).

Robert Arndt and Dennis Swanson from the library presented the course proposal. There was a brief discussion regarding this proposal of a stand-alone course which will not yet be part of any current program requirements. Representatives said that some departments have expressed a desire make it a required graduate course once it is approved. It will be incumbent on graduate departments to use it as an elective or add it as required course.

**10. Proposal from the Department of Management, Marketing, and International Business**

**10.1 Course Proposal:** create MGT 5310 Health Administration and Organization

Tabled (see 5.1 above).

**11. Proposals from Department of Psychology**

**11.1 Course Proposal:** revise course number of PSY 3000 Research Methods Capstone

**11.2 Course Proposal:** revise title of PSY 4010 Physiological Psychology

**11.3 Course Proposal:** create PSY 4090 Psychology and Law

All items were tabled because no representative from department came to discuss changes.

**7. Old Business**

**8. New Business**

**9. Announcements**: Jamal Bennett, SGA Secretary introduced himself; Christina Reeves apologized for Braveweb causing over-enrollment in some courses.

**10. Adjournment** 4:04pm