**Agenda**

**Subcommittee on Curriculum**

**Thursday, September 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:73/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 September 6, 2018 (**Appendix B: **Minutes (Pending Approval)**

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

**4.1 Course Proposal:** create BUS 3020 International Business

**4.2 Course Proposal:** create BUS 4020 Senior Seminar in Business

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

**5.1 Course Proposal:** create DSC 3190 Business Analytics

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

**6.1 Course Proposal:** revise description for MGT 3150 International Management

**6.2 Course Proposal:** create MGT 5211 Transportation and Logistics and Management

**6.3 Course Proposal:** create MGT 5212 Procurement and Global Sourcing

**6.4 Course Proposal:** revise description for MKT 3130 International Marketing

**7. Old Business**

**i.** Curriculog Demonstration, Jaime Martinez

**8. New Business**

**9. Announcements**

**10. 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)

**Minutes (Pending Approval)**

**Subcommittee on Curriculum**

**Thursday, September 6, 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) Roland Stout (NSM to 2019), Nathan Thomas (ARTS to 2020), Marian Wooten (EDUC to 2019)

**Members Absent:** SGA Secretary, SGA Senator

**Guest:** Abigail Mann, Chair of the Academic Affairs Committee

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

**2. Adoption of Agenda**

**3. Approval of Minutes of April 5, 2018**

**4. Old Business:** None

**5. New Business**

**i. Greetings from Faculty Senate,** Abigail Mann

**ii. Elect Subcommittee on Curriculum Secretary:** Diana Lee

**iii. Review Curriculog Sign in process for Committee Members**

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

**6. Announcements**

**7. Adjournment: 3:35pm**