

**Charge/Purview:**

The Subcommittee on Curriculum shall examine all proposals and policies relating to curriculum. This subcommittee is responsible for sending to the Academic Affairs Committee all information pertaining to each individual course which is necessary for the computer data bank. The Curriculum Committee shall make recommendations to the Academic Affairs Committee on their adoption based upon policies disseminated in the Faculty Handbook, Section II, Chapter 5 on Faculty Participation in Academic Policy and Curriculum Development.

**Meeting Schedule**

Scheduled Meeting	Meeting Date	Time	Room	Notes	Agenda Items Needed By:
First Thursday of Each Month	9/5/2019	3:30 PM	UC 208		08/28/2019
	10/03/2019	3:30 PM	UC 208		09/25/2019
	11/07/2019	3:30 PM	UC 208		10/30/2019
	<b>01/16/2020</b>	3:30 PM	UC 233	<b>Note room and date change</b>	01/08/2020
	02/06/2020	3:30 PM	UC 233		01/29/2020
	03/05/2020	3:30 PM	UC 233		02/26/2019
	04/02/2020	3:30 PM		<b>VIRTUAL: WEBEX</b>	03/25/2020

**Agenda****Subcommittee on Curriculum****Thursday, April 2, 2020****3:30 PM Room WebEx Virtual Meeting:**

<https://uncp.webex.com/uncp/j.php?MTID=mdeb5148a492aff675e840958ddff32fc>

**Members:** Nikki Agee (LETT to 2021), Camille Goins (EDUC to 2021), Deborah Hummer (CHS to 2020), Bishwa Koirala (SBS to 2021), Katrina Harrison (Student Government Rep), Tiffany Joyner (Student Government Rep), Diana Lee, Chair (LETT to 2020), Naomi Lifschitz-Grant (ARTS to 2020), J. Porter Lillis, Secretary (SBS to 2020), Elizabeth Normandy (Office of AA Rep), Rosemarie Pilarczyk (NSM to 2020), Christina Reeves (Registrar), Mabel Rivera (EDU to 2020), Jesse Rouse (NSM to 2021), Mark Tollefsen (ARTS to 2021), Marian Wooten (CHS to 2021)

**Proposal Details Available in Curriculog System:**

<https://uncp.curriculog.com/agenda:127/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 March 05, 2020 (See Appendix B)****4. Proposal from the Department of Psychology**

**4.1 New Course Proposal: PSY 4900 Internship in Psychology (New class)**

## **5. Proposal from the Department of Management**

**5.1 Course Revision Proposal:** ENTR 2000 Innovation (Course description revision)

## **6. Proposal from the Department of Educational Leadership and Specialties**

**6.1 Program Revision Proposal:** School Administration, M.S.A.\* (remove 3 elective hours)  
(<https://uncp.curriculog.com/proposal:1374/form>)

## **7. Proposals from the Department of Kinesiology**

**7.1 Course Revision Proposal:** EXER 5990 Capstone Study\* (Change grading to Pass/Fail)  
(<https://uncp.curriculog.com/proposal:1592/form>)

**7.2 Course Revision Proposal:** EXER 6000 Thesis\* (Change grading to Pass/Fail)  
(<https://uncp.curriculog.com/proposal:1593/form>)

\*Indicates that proposal is at Graduate Council step in Curriculog but that Grad Council will consider the proposals in mid-April if Curriculum and Academic Affairs pass these proposals.

## **8. Proposals from the Department of Biology**

**8.1 Course Revision Proposal:** BIO 1000 (Makes course description language clearer)

**8.2 Course Revision Proposal:** BIO 1060 Exploring Life's Diversity (Makes course description language clearer)

**8.3 Course Revision Proposal:** BIO 4610 Animal Physiology (prerequisite change)

**8.4 Course Revision Proposal:** ENV 2400 Field Microbiology (add BIO 1000 as prereq)

**8.5 Course Revision Proposal:** ENV 3100 Freshwater Ecosystems and Watershed Management (add BIO 3040 as prereq)

**8.6 Program Revision Proposal:** Biology, No Track, B.S. (All students must make a C or better in BIO 1000 for any subsequent classes that required BIO 1000.)

**8.7 New Program Proposal:** Biology: Pre-physical Therapy Emphasis, B.S.\*\* (New Program)

\*\*Indicates that proposal will need Department Chair(s) approval from other affected department(s).

## **9. Proposals from the Department of Philosophy and Religion**

**9.1 New Course Proposal:** PHI 3600 Internship in Philosophy and Religion (New class)

**9.2 New Course Proposal:** REL 3600 Internship in Philosophy and Religion (New class)

**9.3 Course Revision Proposal:** REL 3310 (Course title change from The Pentateuch to The Books of Moses)

**9.4 Program Revision Proposal:** Jewish and Middle Eastern Studies Minor (Update REL 3310 Title)

**9.5 Program Revision Proposal:** Philosophy and Religion, B.S. (Add PHI 3600/REL 3600 and update REL 3310)

**9.6 New Program Proposal:** Certificate in Applied Ethics (New Certificate Program with classes from various departments) (There is a problem with routing in Curriculog, so item is not on agenda; please go directly to this link: <https://uncp.curriculog.com/proposal:1521/form>)

## **10. Proposals from the Department of Counseling**

**10.1 Course Revision Proposal:** CNS 5060 Crisis Intervention (Change in prereq)

**10.2 Course Revision Proposal:** CNS 5070 College Counseling and Student Affairs (Change in prereq)

**10.3 Course Revision Proposal:** CNS 5250 Counseling Children and Adolescents (Change in prereq)

**10.4 Course Revision Proposal:** CNS 5550 Seminar in Professional School Counseling (Add CNS 5350 as prereq)

**10.5 Course Revision Proposal:** CNS 5650 School Counselor as Leader, Advocate, and Consultant (Add CNS 5350 as prereq)

**10.6 Course Revision Proposal:** CNS 5750 College and Career Readiness (Add CNS 5350 as prereq)

**10.7 Course Revision Proposal:** CNS 5770 Evidence-Based School Counseling (Add CNS 5350 as prereq)

**10.8 Course Revision Proposal:** CNS 5780 Addressing the Achievement Gap and Issues of Social Justice (Add CNS 5350 as prereq)

**10.9 Course Revision Proposal:** CNS 5860 Contemporary Issues and Special Populations in Addictions (Add CNS 5900 as prereq)

**10.10 Course Revision Proposal:** CNS 5870 The Family and Addiction (Add CNS 5900 as prereq)

**10.11 Course Revision Proposal:** CNS 5900 Issues in Addictions for Counselors (Add CNS 5400 as prereq)

**10.12 Course Revision Proposal:** CNS 6100 Counseling Practicum (Add CNS 5000, CNS 5050, and CNS 5100 and 8/9 core courses completed, a minimum grade point average of 3.0, and an approved field placement application as prereqs)

**10.13 Program Revision Proposal:** Advanced School Counseling for Postsecondary Success (Removes CNS 5760 from certificate)

**10.14 Program Revision Proposal:** Professional School Counseling, M.A.Ed (Adds elective Play Therapy curriculum voted on at previous meetings)

## **11. Proposals from the Department of Social Work**

**11.1 Course Revision Proposal:** SWK 2450 Human Diversity (Course title change)

**11.2 Course Revision Proposal:** SWK 3050 Success and Professionalism in Social Work (Distinguish from SWK 3710)

**11.3 Course Revision Proposal:** SWK 3480 Social Welfare and Policies (Update title and course description)

**11.4 Course Revision Proposal:** SWK 3910 Understanding Social Research (Update course description)

**11.5 Course Revision Proposal:** SWK 4450 Human Behavior and Social Environment II (Update course description)

**11.6 Course Revision Proposal:** SWK 4470 Fundamentals of Crisis Intervention (Update course description and name)

**11.7 Course Revision Proposal:** SWK 4600 Social Justice and Practice Ethics (Update course description)

**11.8 Course Revision Proposal:** SWK 5050 Foundations of Social Work Practice (Update course description)

**11.9 Course Revision Proposal:** SWK 5300 Foundation Practicum I and Seminar (Update course description to remove mention of how many times seminar meets)

**11.10 Course Revision Proposal:** SWK 5400 Foundation Practicum II and Seminar (Update course description to remove mention of how many times seminar meets)

## **12. Proposals from the Department of Mathematics and Computer Science**

**12.1 Course Deletion Proposal:** CSC 1900 JAVA Programming (Delete class; material will be covered in CSC 1950)

**12.2 Course Deletion Proposal:** CSC 3350 Network Management (Delete class; material will be covered in CSC 3360)

**12.3 New Course Proposal:** CSC 1950 Advanced JAVA Programming (New class)

**12.4 New Course Proposal:** CSC 3020 Introduction to Cybersecurity (New class)

**12.5 New Course Proposal:** CSC 3360 Network Architecture and Protocols (New class)

**12.6 Course Revision Proposal:** CSC 3380 Web Programming and Security (Change prereq from CSC1850 or CSC 1900 and 2260 to CSC 3020)

**12.7 Course Revision Proposal:** CSC 4020 Introduction to Computer and Network Security (Change prereq from CSC 2260 and CSC 3350 or ITC 2700 to CSC 3020 and CSC 3360 or ITC 3070)

**12.8 Program Revision Proposal:** Computer Science, Cyber Security Track, B.S. (Add CSC 3020 and change electives)

**12.9 Program Revision Proposal:** Computer Science, General Track, B.S.\*\*\* (Adds and deletes several options for elective courses)

**12.10 Program Revision Proposal:** Computer Science with Emphasis in World Wide Web Minor (Remove CSC 1900, Add CSC 1850 as requirements)

**12.11 Course Revision Proposal:** ITC 2060 Human-Computer Interaction (Changes prereq to "C" or better in CSC 1950)

**12.12 Course Deletion Proposal:** ITC 2700 Computer Network and Data Communication (Class will be replaced by ITC 3070)

**12.13 New Course Proposal:** ITC 3070 Computer Network and Data Communication (New class to replace ITC 2700)

**12.14 Course Revision Proposal:** ITC 3250 System Administration and Security (Change prereqs to ITC 2080 and ITC 3070)

**12.15 Course Revision Proposal:** ITC 4800 Advanced Computer Systems and System Security (Change rereqs to ITC 2080, ITC 3070, and CSC 3020)

**12.16 Program Revision Proposal:** Information Technology Minor\*\*\* (Removes ITC 2080 as requirement; adds three classes as electives and removes two courses as electives)

**12.17 Program Revision Proposal:** Information Technology, Cyber Security Track, B.S.\*\*\* (Add CSC 1950, eliminate CSC 1900, add electives and remove one elective)

**12.18 Program Revision Proposal:** Information Technology, General Track, B.S.\*\*\* (Add CSC 1950, eliminate CSC 1900, add electives and remove one elective)

\*\*\* Indicates an improper routing in Curriculog; must go to Academic Affairs and Faculty Senate because of major revisions

### **13. Proposals from the Department of Music**

**13.1 Writing Intensive Proposal:** MUS 2940 The World of Music: Antiquity to the Baroque Era (WI proposal)

**13.2 Course Deletion Proposal:** MUS 0106 Basic Musicianship (Delete unused class not required for any program)

**13.3 Course Deletion Proposal:** MUS 1771 Early Music Ensemble (Delete unused class not required for any program)

**13.4 Course Deletion Proposal:** MUS 3460 Jazz Composition (Delete unused class not required for any program)

**13.5 Course Deletion Proposal:** MUS 4220 Jazz Pedagogy: Winds (Delete unused class not required for any program)

**13.6 Course Deletion Proposal:** MUS 4230 Jazz Pedagogy: Rhythm Section (Delete unused class not required for any program)

**13.7 Course Deletion Proposal:** MUS 4240 Jazz Pedagogy: Literature and Administration (Delete unused class not required for any program)

**13.8 New Course Proposal:** MUS 2840 Ballet (New class)

**13.9 New Course Proposal:** MUS 2850 Jazz Dance (New class)

**13.10 New Course Proposal:** MUS 2860 Acting for Musical Theatre I (New class)

**13.11 New Course Proposal:** MUS 2870 Acting for Musical Theatre II (New class)

**13.12 New Course Proposal:** MUS 3840 Tap Dance (New class)

**13.13 New Course Proposal:** MUS 3850 Musical Theatre Dance Styles (New class)

**13.14 New Course Proposal:** MUS 3860 Acting for Musical Theatre III (New class)

**13.15 New Course Proposal:** MUS 4860 The Profession of Musical Theatre (New class)

**13.16 New Course Proposal:** MUSL 1100 Music Theory Lab (New class)

**13.17 Course Revision Proposal:** MUS 1140 Theory I (Remove Aural Skills I (MUSL 1140) as a co-requisite and remove the pre-requisite language)

**13.18 Course Revision Proposal:** MUS 1150 Theory II (Remove Aural Skills II (MUSL 1150) as a co-requisite and change the pre-requisite to "C or better in MUS 1140")

**13.19 Course Revision Proposal:** MUS 2140 Theory III (Remove Aural Skills III (MUSL 2140) as a co-requisite and change the pre-requisite to "C or better in MUS 1150")

**13.20 Course Revision Proposal:** MUS 2150 Theory IV (Remove Aural Skills IV (MUSL 2150) as a co-requisite and change the pre-requisite to "C or better in MUS 2140")

**13.21 Course Revision Proposal:** MUS 2430 Musical Theatre Song Study I (Title change; classify as studio, not lecture; change the prerequisite to "permission of instructor")

**13.22 Course Revision Proposal:** MUS 2440 Musical Theatre Song Study II (Title change; classify as studio, not lecture; change the prerequisite to MUS 2430)

**13.23 Course Revision Proposal:** MUS 3430 Musical Theatre Song Study III (Title change; classify as studio, not lecture; change the prerequisite to MUS 2440)

**13.24 Course Revision Proposal:** MUS 3440 Musical Theatre Song Study IV (Title change; classify as studio, not lecture; change the prerequisite to MUS 3430)

**13.25 Course Revision Proposal:** MUSL 1140 Aural Skills I (Change title, update course description, remove co-requisite of MUS 1140)

**13.26 Course Revision Proposal:** MUSL 1150 Aural Skills II (Change title, update course description, remove co-requisite of MUS 1150)

**13.27 Course Revision Proposal:** MUSL 2140 Aural Skills III (Change title, update course description, remove co-requisite of MUS 2140)

**13.28 Course Revision Proposal:** MUSL 2150 Aural Skills IV (Change title, update course description, remove co-requisite of MUS 2150)

**13.29 Program Revision Proposal:** Music, B.A.\*\*\* (Adds and removes several classes as requirements and electives)

**13.30 Program Revision Proposal:** Music, Music Industry Emphasis- Classical Track B.A. (Adds MUSL 1100 as elective)

**13.31 Program Revision Proposal:** Music, Music Industry Emphasis- Jazz and Commercial Track B.A. (Adds MUSL 1100 as elective)

**13.32 Program Revision Proposal:** Musical Theatre Minor (Adds MUS 1641- 2 semesters- as requirement and eliminates MUS 3440 as requirement)

**13.33 Program Revision Proposal:** Musical Theatre, B.M.\*\* (Several changes to requirements and electives)

\*\*Indicates that proposal will need Department Chair(s) approval from other affected department(s).

\*\*\* Indicates an improper routing in Curriculog; must go to Academic Affairs and Faculty Senate because this proposal requires substantial revisions

#### **14. Proposals from the Department of Interdisciplinary Studies**

**14.1 New Course Proposal:** IDS 2000 Introduction to Leadership Theory and Practice (New class)

**14.2 New Course Proposal:** IDS 3000 Foundation of Interdisciplinary Studies (New class)

**14.3 New Course Proposal:** IDS 4000 Interdisciplinary Research (New class)

**14.4 Program Revision Proposal:** Applied Education Studies, Learning and Development, B.I.S. (adding 4 education classes to curriculum which students often take)

**14.5 Program Revision Proposal:** Core Requirements: 31 Sem. Hours (Eliminates some classes in SOC and MGT; adds classes in PLS)

**14.6 Program Revision Proposal:** General Studies, B.I.S. (Changes language from Division to Concentration; adds PLS classes to Pol Sci Concentration)

**14.7 Program Revision Proposal:** Hospitality, Resort, Hotel and Restaurant Administration, B.I.S. (Eliminate PSY 1010, MAT 2010 from Gen Ed Major Specific Requirements; eliminate ENG 3580, PSY 2700 from Core Requirements, Add HLTH 2100 to track)

**14.8 Program Revision Proposal:** Major Specific General Education Requirements (Eliminate PLS 1000 so students take PLS 1010, the required prereq for required course for major, PAD 3100)

**14.9 Program Revision Proposal:** Public and Non-Profit Administration, Allied Health Administration, B.I.S. (Remove ECN 3740 and PHI 3760 and add HLTH 3770 and HLTH 4100 to Allied Health Administration Track)

**14.10 Program Revision Proposal:** Public and Non-Profit Administration, General, B.I.S. (Adds 5 classes from PLS/PAD to elective options)

**14.11 Program Revision Proposal:** Public and Non-Profit Administration, Public Management, B.I.S. (Eliminate PLS 2330 and adds PAD 3440 to Public Management Track requirements)

## **15. Proposals from the Department of Geography and Geology**

**15.1 Program Revision Proposal:** Geo-Environmental Studies, Geography Track, B.S. (Adds GGY3550 and 4050 to requirements; eliminates 6 credits from regional courses and adds those courses as part of 9 hours of electives of 3000 level or above; adds PHI/REL to electives)

**15.2 Program Revision Proposal:** Geo-Environmental Studies, Geoscience Track, B.S. (Removes CHM 2300 which is no longer offered, moves those 3 credits to elective classes)

## **16. Proposal from the Department of Sociology and Criminal Justice**

**16.1 Program Revision Proposal:** Gender Studies Minor\*\*\* (Adds and eliminates several classes from various departments to the 18 hours of elective options for minor)

\*\*\* Indicates an improper routing in Curriculog; must go to Academic Affairs and Faculty Senate because of major revisions

## **17. Proposals from the Department of Nursing**

**17.1 New Program Proposal:** Accelerated BSN Option (Allows students with previous bachelors to earn BSN in 4 semesters including a full summer semester)

**17.2 Course Revision Proposal:** NUR 5010 Research Methods for Evidence-Based Practice\* (Change NUR 5000 from prereq to Pre/Corequisite)  
(<https://uncp.curriculog.com/proposal:1263/form>)

**17.3 Course Revision Proposal:** NUR 5030 Advanced Concepts of Pharmacology in Nursing\* (Eliminate NUR 5020 as prereq)  
(<https://uncp.curriculog.com/proposal:1264/form>)

**17.4 Course Revision Proposal:** NUR 5040 Advanced Health Assessment and Clinical Decision Making\* (Eliminate NUR 5020 as prereq)  
(<https://uncp.curriculog.com/proposal:1265/form>)

**17.5 Course Revision Proposal:** NUR 5210 Leadership in Clinical Microsystems\* (Eliminate NUR 5200 as prereq; add 5100 as prereq)  
(<https://uncp.curriculog.com/proposal:1267/form>)

**17.6 Course Revision Proposal:** NUR 5320 Classroom Teaching and Integration of Technology\* (Eliminate NUS 5300 as prereq)  
(<https://uncp.curriculog.com/proposal:1268/form>)

**17.7 Program Revision Proposal:** Nursing, Clinical Nurse Leadership Specialization, M.S.N.\* (Move from an executive model- meetings on campus 2-3 times a semester to a fully online model)  
(<https://uncp.curriculog.com/proposal:1537/form>)

**17.8 Program Revision Proposal:** Nursing, Nurse Educator Specialization, M.S.N.\* (Move from an executive model- meetings on campus 2-3 times a semester to a fully online model)  
(<https://uncp.curriculog.com/proposal:1539/form>)

**17.9 Program Revision Proposal:** Nursing, Rural Case Manager Specialization, M.S.N.\* (Move from an executive model- meetings on campus 2-3 times a semester to a fully online model)  
(<https://uncp.curriculog.com/proposal:1540/form>)

**17.10 Program Revision Proposal:** Post-master's Certificate in Nursing Education\* (Move from an executive model- meetings on campus 2-3 times a semester to a fully online model)

(<https://uncp.curriculog.com/proposal:1541/form>)

\*Indicates that proposal is at Graduate Council step in Curriculog but that Grad Council will consider the proposals in mid-April if Curriculum and Academic Affairs pass these proposals.

**18. Old Business**

**19. New Business**

**20. Announcements**

**21. 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 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 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:

- 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, 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.

## **Appendix B:**

### **Minutes Pending Approval Subcommittee on Curriculum Thursday March 5, 2020 3:30 PM Room 233 University Center**

**Members Present:** Camille Goins (EDUC to 2021), Deborah Hummer (CHS to 2020), Bishwa Koirala (SBS to 2021), Diana Lee, Chair (LETT to 2020), Naomi Lifschitz-Grant (ARTS to 2020), J. Porter Lillis, Secretary (SBS to 2020), Elizabeth Normandy (Office of AA Rep), Rosemarie Pilarczyk (NSM to 2020), Christina Reeves (Registrar), Mabel Rivera (EDU to 2020), Jesse Rouse (NSM to 2021), Mark Tollefsen (ARTS to 2021), Marian Wooten (CHS to 2021)

**Members Absent:** Nikki Agee (LETT to 2021), Katrina Harrison (Student Government Rep), Tiffany Joyner (Student Government Rep)

**Guests:** Jack Spillan (School of Business), Leon Jernigan (Biology), Maria Pereira (Biology), Maria Sansebastian (Biology) Susan Edkins (Kinesiology), Bryan Winters (Kinesiology), James Hudson (History), Robin Snead (Academic Affairs Chair), Okoye Whittington (Registrar's Office), Shenika Jones (Counseling)

#### **Proposal Details Available in Curriculog System:**

<https://uncp.curriculog.com/agenda:122/form>

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

#### **1. Call to Order**

3:30 p.m.

#### **2. Adoption of Agenda**

Adopted Agenda

#### **3. Approval of Minutes of February 06, 2020 (Error! Reference source not found.)**

Approved minutes

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

##### **4.1 New Course Proposal: BUS 3000- Study Abroad in Business**

Jack Spillan from School of Business described and answered questions about the new course proposal.

Passed 11-0-0, moves forward to Academic Affairs.

## **5. Proposals from the Department of Counseling**

**5.1 Program Revision Proposal:** Clinical Mental Health Counseling, M.A.Ed.

**5.2 Course Revision Proposal:** CNS 5890- Diagnosis, Treatment and Psychopharmacology in Addiction

These proposals were moved and voted on after item 6 while waiting for a representative. Shenika Jones from Counseling described and answered questions about the proposals.

5.1 Passed 11-0-0, moves forward to Academic Affairs and Faculty Senate.

5.2 Passed 11-0-0, no further action required.

## **6. Proposals from the Department of Kinesiology**

**6.1 Program Revision Proposal:** Athletic Training, M.S.

**6.2 New Course Proposal:** ATR 5350- Diagnostic Imaging and Casting

**6.3 New Program Proposal:** 3+ BS EXSS Exercise Physiology/ MS Athletic Training

Susan Edkins described and answered questions about the proposals.

6.1 and 6.2 voted as a block, passed 11-0-0. 6.1 will go to Academic Affairs and Faculty Senate; 6.2 will go to Academic Affairs.

6.2 Language was corrected to reflect that the course will first be taught in SPR 2021

6.3 passed, 11-0-0. The committee discussed the Faculty Handbook language regarding needing other affected department chairs to approve changes in Curriculog; it was decided that routing of this proposal through Curriculog should go to Biology and Chemistry department chairs to keep them apprised of course demands. After this proposal has been approved by the department chairs, the Committee has decided it can be forwarded directly to Academic Affairs.

## **7. Proposals from the Department of Art**

**7.1 Writing Intensive Course Proposal:** ART 3750- Art of the United States

**7.2 Writing Intensive Course Proposal:** ART 4000- Art Education Internship Seminar

**7.3 Program Revision Proposal:** Art, Art Education Licensure (K-12) Track, B.A.

Liz Normandy represented the Writing Intensive program for 7.1 (WE) and 7.2 (WD)

7.1,7.2 voted on as block, passed 11-0-0, goes on to Academic Affairs.

7.3 passed 11-0-0, no further action required.

## **8. Proposals from the Department of Biology**

**8.1 Program Deletion Proposal:** Biology: Pre-Physical Therapy/Pre-Occupational Therapy, B.S.

**8.2 Program Deletion Proposal:** Biotechnology, B.S.

**8.3 Program Revision Proposal:** Biology, Botany Track, B.S.

**8.4 New Program Proposal:** Biology, Biotechnology Emphasis, B.S.

**8.5 Course Revision Proposal:** ENV 2200- Field Botany

**8.6 Course Revision Proposal:** ENV 2300- Field Zoology

**8.7 Course Revision Proposal:** ENV 2400- Field Microbiology

**8.8 Course Revision Proposal:** BIO 3010- Entomology

**8.9 Course Revision Proposal:** BIO 3400- Plant Systematics

Leon Jernigan (Biology), Maria Pereira (Biology), and Maria Sansebastian described and answered questions about the proposals.

8.1 passed, 11-0-0, goes on to Academic Affairs and Faculty Senate.

8.2 passed, 11-0-0, goes on to Academic Affairs and Faculty Senate.

8.3 passed, 11-0-0, no further action required.

8.4 passed, 11-0-0, goes on to Academic Affairs and Faculty Senate. The committee discussed the Faculty Handbook language regarding needing other affected department chairs to approve changes in Curriculog; it was decided that routing of this proposal through Curriculog should go to Biology, Mathematics, and Business department chairs to keep them apprised of course demands. After this proposal has been approved by the department chairs, the Committee has decided it can be forwarded directly to Academic Affairs.

8.5, 8.6, 8.7 voted on as a block, passed 11-0-0, nothing further required.

8.8 passed, 11-0-0, nothing further required.

8.9 passed, 11-0-0, nothing further required.

## **9. Proposals from the Department of Sociology and Criminal Justice**

**9.1 Program Revision Proposal:** Medical Sociology Minor

**9.2 Program Revision Proposal:** Substance Abuse Minor

Porter Lillis described and answered questions about the program revision proposals. The committee discussed that the 9.1 needed to be rerouted in Curriculog through Academic Affairs and Faculty Senate since it involved more than three changes in electives.

9.1 passed, 11-0-0, goes on to Academic Affairs and Faculty Senate.

9.2 passed, 11-0-0, goes on to Academic Affairs and Faculty Senate.

## **10. Proposals from the Department of Music**

**10.1 Program Revision Proposal:** Music Minor

**10.2 Course Revision Proposal:** MUS 3290- Conducting I

**10.3 Course Revision Proposal:** MUS 3301- Conducting II

Mark Tollefsen answered questions about the addition of electives to the Music Minor and the revision of titles for MUS 3290 and 3301.

10.1 passed, 11-0-0 goes on to Academic Affairs and Faculty Senate.

10.2,10.3 voted on as block, passed, 11-0-0, nothing further required.

## **11. Proposals from the Department of History**

**11.1 Program Revision Proposal:** Asian Studies Minor

James Hudson (History) described and answered questions about the program revision proposal. Okoye Whittington (Registrar's Office) noted the XXX number prefixes needed to be changed as the system would not recognize them.

Passed 11-0-0, goes on to Academic Affairs and Faculty Senate.

## **12. Old Business**

No old business

**13. New Business**

No new business

**14. Announcements**

Porter Lillis invited all to Dean Fredericks Spring Mixer that afternoon.

**15. Adjournment**

4:14 p.m.