Agenda
Subcommittee on Curriculum
Thursday, September 1, 2016
3:30 PM Room 251 University Center

Members: Mary Ash (NS&M to 2018), Monika Brown (LETT to 2017), Jaime Martinez, Chair (LETT to 2018), Emily Neff-Sharum (S&BS to 2017), Elizabeth Normandy (VC of AA Designee), Gretchen Robinson (EDUC to 2018), Lourdes Silva (Registrar), Jack Spillan (S&BS to 2018), Roland Stout (NS&M to 2017), Nathan Thomas (ARTS to 2018), Joseph Van Hassel, Secretary (ARTS to 2017), Marian Wooten (EDUC to 2017)

Members TBD: SGA Secretary, SGA Senator

1. Call to Order and Introductions
2. Adoption of Agenda
3. Approval of Minutes of April 7, 2016

4. Proposal from the Department of Sociology and Criminal Justice (see p. 2)
4.1 Program Proposal: revise Sociology electives requirement for B.A. in Sociology

5. Proposal from the Department of Mathematics and Computer Science (see p. 3)
5.1 Course Proposal: revise ITC 4200 title and course description to replace Microsoft Windows related technologies with vendor-neutral terminologies

6. Proposal from the Department of Management, Marketing, and International Business (see pp. 4-6)
6.1 Program Proposal: revise International Business track for the Bachelor of Science in Business Administration to remove guided electives and clarify study abroad and foreign language requirements

7. Unfinished Business

8. New Business
8.1 Preliminary Training on Curriculog (electronic curriculum proposal system—see pp. 7-8 for more quick-start guide)
8.2 Policy Recommendations from University Registrar

9. Announcements
10. Adjournment

4. Proposal from the Department of Sociology and Criminal Justice

4.1 Program Proposal: Revise Sociology electives requirement for B.A. in Sociology to allow students to take any 5 Sociology (or cross-listed) courses, rather than requiring that 2 of the 5 be at the 4000 level.

Rationale: The department believes that the elective requirement for sociology should give the student options across the curriculum. There are many courses offered at the 3000 and 4000 levels that are of interest. Whether the courses taken as major electives are at the 3000 or 4000 levels will not make students any more or less market ready or prepared for graduate school upon graduation.

Dept vote: 16 for; 0 against; 0 abstain
Affect others: no
New Courses: no
Additional Resources: no
Affects Degree Pathway: yes
Affects CAA Degree Plan: no

Catalog Entry:

Requirements for a Bachelor of Arts Degree in Sociology	Sem. Hrs.
Freshman Seminar	1
General Education Requirements	44
Sociology Major Requirements: SOC 1020, 2090, 3000, 3060, 3600, 3610	18
Sociology Electives: Five additional courses with a SOC prefix or cross-listed with SOC~~, at least two of which must be at the 4000 level~~	15
University-wide Electives	42
	Total: 120

5. Proposal from the Department of Mathematics and Computer Science
5.1 Course Proposal: Revise ITC 4200 title and course description to replace Microsoft Windows related technologies with vendor-neutral terminologies.

Rationale: The techniques listed in the catalog for this course are outdated and not suitable for video   game development. We would like to replace the outdated technologies with generic descriptions due to the fact that Microsoft Windows is no longer dominating computer systems for video games; other operating systems (e.g., Mac OS X, Antroid, Google Chrome OS, etc.) have been prevailing, especially in the emerging mobile computer systems.

Dept vote: 17 for; 0 against; 0 abstain
Affect others: no
Cross-Listing: no
Additional Resources: no
Affects Articulation Agreement: no
Affects Degree Pathway: no
Affects CAA Degree Plan: no

COURSE INFORMATION:
ITC 4200 ~~Windows and Game Programming~~ Game Design and Development
Hours: 3.0
Prerequisites: CSC 1750 and 1760 or CSC 2050
Required: no
Revised Course description: This course provides students with ~~Windows programming techniques,~~ game design concepts and theories and explores game programming skills and strategies. Students will learn how to develop stand-alone applications ~~windows, dialog boxes, option buttons, check boxes, menus, help facilities. It also covers DLL (dynamic link libraries), and how to use Windows API (application program interface), DDE (dynamic data exchange), and multimedia application~~ with user graphical interface components, graphics, animations, sounds, game physics, etc. Credit, 3 semester hours. PREREQ: CSC 1750 and 1760 or CSC 2050.
Course title: Game Design and Development
Code: LEC

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

6.1 Program Proposal: Revise International Business track for the Bachelor of Science in Business Administration to remove guided electives and clarify study abroad and foreign language requirements, specifically:

- Students must take 6 credit hours of the same foreign language
- International students whose first language is not English do not need to take a foreign language
- Study Abroad selections will be approved by Advisor and program director, not chair and dean

Rationale: The current program requirements exceed those of other BSBA tracks. It is crucial that students in this track experience the work environment in another country and have some exposure to foreign languages, but is redundant to require international students to travel abroad or study another language (unless they are primarily English speakers).

Dept vote: 10 for; 0 against; 0 abstain
Affect others: no
New Courses: no
Additional Resources: no
Affects Degree Pathway: yes
Affects CAA Degree Plan: no

Catalog Entry: **Bachelor of Science in Business Administration, International Business Track**

Freshman Seminar: 1 Sem. Hr.

General Education: 44 Sem. Hrs.

Major-Specific General Education Requirements

Please note that many majors have specific general education requirements. Please see a faculty advisor in your department if you need further clarification. You will be required to take the following courses to meet your general education and business administration requirements including:

- MAT 1070. College Algebra (3 credits)
- MAT 2150. Calculus with Applications (4 credits) or MAT 2210. Calculus I (4 credits)
- ECN 2020. Principles of Microeconomics (3 credits)
- ECN 2030. Principles of Macroeconomics (3 credits)

BSBA Common Body of Knowledge: 45 Sem. Hrs.

- BUS 1001. Passport for Professional Success-Awareness 1 (0 credits)
- BUS 1002. Passport for Professional Success-Awareness 2 (0 credits)
- BUS 1003. Passport for Professional Success-Fundamentals 1 (0 credits)
- BUS 1004. Passport for Professional Success-Transition (0 credits)
- BUS 1005. Passport for Professional Success-Extended Engagement (0 credits)
- BUS 1006. Passport for Professional Success-Fundamentals 2 (0 credits)
- DSC 2090. Spreadsheet and Database Management (3 credits)
- BLAW 2150. Business Law and Ethics (3 credits)
- ACC 2270. Financial Accounting (3 credits)
- ACC 2280. Managerial Accounting (3 credits)
- DSC 3130. Business Statistics I (3 credits)
- DSC 3140. Business Statistics II (3 credits)
- MGT 3030. Business Communications (3 credits)
- MGT 3060. Organization and Management (3 credits)
- MKT 3120. Principles of Marketing (3 credits)
- FIN 3100. Business Finance (3 credits)
- ECN 3010. Managerial Economics (3 credits) or ECN 3040. Money, Financial Markets, and Institutions (3 credits) or FIN 3040. Money, Financial Markets, and Institutions (3 credits)
- ITM 3010. Management Information Systems (3 credits)
- MGT 4410. Operations Management (3 credits)
- MGT 4660. Business Strategy (3 credits)

International Business Track: 18 Sem. Hrs.

- MGT 3150. International Management (3 credits)
- FIN 4210. International Finance (3 credits)
- MKT 3130. International Marketing (3 credits)
- ECN 4400. International Trade (3 credits)
- 6 semester hours of same foreign language

and two courses (6 semester hours) from among the courses listed below:

- BLAW 3160. International Business Law (3 credits)
- HST 3320. Twentieth Century Europe (3 credits)
- HST 3440. History of Modern East Asia (3 credits)
- HST 3450. The United States and East Asia (3 credits)
- HST 3720. History of South Asia (3 credits)
- HST 3730. Comparative Asian Civilizations (3 credits)
- HST 3740. History of Islam (3 credits)
- HST 3750. History of SubSahara Africa (3 credits)
- HST 3860. Latin America Since Independence (3 credits)

- HST 4170. History of Modern Britain (3 credits)
- HST 4210. History of Modern Germany, 1866 to the Present (3 credits)
- HST 4270. Modern European Cultural History (3 credits)
- HST 4330. The Russian Empire and the Soviet Union in the Twentieth Century (3 credits)
- PLS 2000. Introduction to Comparative Politics (3 credits)
- PLS 2510. Introduction to World Politics (3 credits)
- PLS 3750. Politics in the Developing World (3 credits)
- PLS 3800. International Organizations (3 credits)
- GGY 1020. World Regional Geography (3 credits)
- GGY 2000. Cultural Geography (3 credits)
- GGY 2060. Economic Geography (3 credits)

Note:
All BSBA students with a concentration in International Business must take a minimum of 3 credit hours of International Study Abroad, approved by the department chair and the dean/assistant dean the student's advisor and the Director of International Affairs in the School of Business, prior to graduation; International Students are exempt from this requirement. International Students for whom English is not their first language are not required to take foreign language courses.

Business Electives (3000 or 4000 level): 6 Sem. Hrs.

General Electives: 12 Sem. Hrs.

Total: 120 Sem. Hrs.

8.1 Preliminary Training on Curriculog

UNCP's Curriculum Management System—A Brief User's Guide

Basic Orientation
1. Go to https://uncp.curriculog.com (or follow links from Academic Affairs Forms page or Faculty Senate Curriculum page)
2. Click "Login" in the upper right corner—this should open a pop-up box. Your user ID is your UNCP email address. The current generic password is uncpbravehawk
3. Your name should now appear in the upper right with a drop-down menu. Choose "My Settings" from the dropdown menu and then click on your name to change your password. You can also confirm any special role you might have (like Department Chair or Committee Chair) and adjust your notification options from this settings menu.
4. Your Dashboard should show any notifications (about proposals in which you have a role) or upcoming meetings on the right-hand side. On the left, you'll see a number of tabs—the two you will use most often are "Tasks" and "Proposals."
5. At the bottom of the Dashboard page, you will see a link to "Contact System Administrator"—this is connected to an internal email account (curriculog@uncp.edu). Messages sent through this link will go to the Curriculum Chair and Registrar.

Proposals
1. Under the My Tasks or My Proposals tab at the left side of the dashboard, click "New Proposal" to create a new proposal. You now have five options: New Course Proposal, Course Revision/Deletion Proposal, New Program Proposal, Program Revision/Deletion Proposal, and General Education Course Proposal. Choose the most appropriate option.
2. Select the proposal type you want by clicking on the checkmark that will appear next to its name when you scroll over titles.
3. When you open a new proposal, the form itself will be on the left-hand side of your screen. The right side of your screen will display all required approval steps for your specific proposal. Instructions for each type of proposal are embedded in the forms themselves. Make sure you click the "information" icon (a small i in a circle) at the top of the form to show all help text. (Note that help text will always display above the item in question.)
4. Special instructions and reminders based on proposal types:
   - For new course proposals, you will need to upload a course syllabus.
   - For revised course and program proposals, you can import existing information directly into your proposal. Do not change anything yet—first complete all the required sections, and then launch your proposal using the rightward arrow at the top of the page. Then, you can re-enter your proposal as the Originator and the system will track all your changes.
   - If you are revising a course that is currently part of the General Education program, the Chair of the General Education Subcommittee will review your

> Course Revision proposal and note any concerns—but you will still need to submit a separate General Education Course Proposal.

5. To continue working on a saved (not yet launched) proposal, use the "My Proposals" tab and select the proposal in question. An icon with a blank document and green diamond will appear next to any proposal you have permission to edit—click that icon to enter edit mode. You may be able to edit a launched proposal if the next person in the process has not yet approved that proposal.

Approval Process:
1. Rather than a two-tiered approval process for electronic and paper proposals, this new system streamlines and automates most steps in the proposal process. The proper chair and dean for each proposal, as well as whether the proposal needs approval by the Teacher Education Committee and/or Graduate Council, will be determined by the information you provide in your proposal.
2. Most approvers have the right to edit proposals prior to approval. Those edits will be tracked and labeled.
3. In a Course or Program Revision proposal, the Originator must re-enter a launched proposal, make revisions, and then approve the proposal. This step was created so that we can track changes to proposal content.
4. Department Chairs must request "Custom Routes" for extra approvals if your course or program proposal affects another department:
    * Existing cross-listings will display in the Course Revision form when you import the course information into the proposal.
    * You should also run an impact report for all Course Revision proposals to find out if that course is included in another department's program.
    * Be sure to specify who you want to review the proposal, what you want them to do (full department vote or chair approval), why you need this custom route, and what should happen to the proposal once the other department chair has approved it—you'll want it to come back to you so you can record your department's vote count and send it to the next level.
5. If your approval step also requires a vote count (department or committee), you should list that vote count in the "comments" section. Note: if you are rejecting a proposal, you are required to provide comments of some sort.
6. Approved proposals move to the next step in the process. Rejected proposals are generally returned to their originators.
7. Proposals must move through the approval process in the stated order. It will not be possible to skip steps and return to them at a later time. Pay attention to meeting dates and deadlines, and start your proposals in advance. We cannot guarantee that proposals launched less than three weeks prior to a meeting will make it on the agenda for that meeting. (Note that agendas must be published one week prior to meetings, and there are a minimum of four approval steps between originator and the first committee that will see any given proposal.)
8.