

## April 28 2016 Meeting of the General Education Subcommittee Committee Members

- Kelly Charlton, SOC SCI (to 2016)
- Jeff Chaumba, ARTS (to 2017)
- Carl Danis, ARTS (to 2016)
- James Doyle, BUS/ECON (to 2016)
- Valjeaner Ford, EDUC (to 2017)
- Abigail Mann, HUM (to 2017)
- Elizabeth Normandy, Office of Academic Affairs

### Agenda

Thursday, April 28, 2016  
James B. Chavis University Center  
Room 233

I. Call to Order

II. Approval of the Agenda

III. Approval of the March 2016 minutes

IV. Special Visitor: Richard Gay, GEC member

V. Chair Report

- Updates from Academic Affairs

VI. Unfinished Business

- Regularly seeking data from General Education Assessments: Reporting and Tracking

VII. New Business

- Amendment to Faculty Handbook about General Education Proposals (see addendum)

VIII. Adjournment

**March Meeting Minutes of the  
General Education Subcommittee**  
*Draft Pending Approval*

**COMMITTEE MEMBERS PRESENT:**

Kelly Charlton, SOC SCI (to 2016)  
Jeff Chaumba, ARTS (to 2017)  
Carl Danis, ARTS (to 2016)  
James Doyle, BUS/ECON (to 2016)  
Valjeaner Ford, EDUC (to 2017)  
Abigail Mann, HUM (to 2017)

**COMMITTEE MEMBERS ABSENT:**

Elizabeth Normandy, Office of Academic Affairs

**GUESTS:**

Teagan Decker, Assistant Dean, Esther G. Maynor Honors College

Thursday, March 24, 2016 at 3:30 p.m.  
James B. Chavis University Center  
Room 233

- I. The meeting was called to order in room 233 at 3:36 p.m.
- II. The agenda was approved, 5-0-0
- III. The February 2016 meeting minutes were approved as read, 5-0-0.
- IV. Chair's Report
  - a. Updates from Academic Affairs.
    - i. No update.
- V. Unfinished Business
  - a. GEC Final Report
    - i. Subcommittee members continued their discussion of the GEC Final Report. Certain strengths and limitations of standardized tests were discussed, as was the possibility of making a statement (in the minutes or directly to the Faculty Senate) concerning all or individual parts of the recommendations included in the final report. Dr. Doyle expressed a personal need for an orientation to the final report and subcommittee

members indicated that it would be appropriate to invite UNCP representatives (Gay and Smith) to provide such an orientation.

## VI. New Business.

### a. Honors College Proposals.

#### i. Deletion of HON 2510.

1. Dr. Decker provided information related to a curriculum committee decision concerning a previous wording change to the description of HON 2510. No questions were asked. The proposal passed, 5-0-0.

#### ii. Addition of HON 2520

1. Dr. Decker introduced HON 2520 and discussed the approach to preparing the description for that course. Dr. Decker indicated that the proposed description language is consistent with other general education offerings for honors students. A friendly amendment was made to the first sentence of the course description in order to make it a complete sentence. The friendly amendment passed, 5-0-0. The first sentence was revision from “Current approaches to mathematical concepts and applications” to “Current approaches to mathematical concepts and applications will be examined.” Drs. Charlton and Doyle discussed the vagueness of the course description and Dr. Decker provided subcommittee members with a copy of the syllabus for review. The proposal was approved, 5-0-0.

#### iii. Deletion of ART 2560

1. Dr. Mann indicated that ART 2560 is not being taught and was removed from the catalog. The subcommittee additionally discovered that the course deletion was approved in May 2014 by Curriculum/Academic Affairs. Dr. Doyle raised procedural question related to absence of representative of the relevant academic department. Dr. Mann asked if subcommittee members were comfortable voting on the proposal with no departmental representative present. Dr. Chaumba reminded members that the course is not being taught. The proposal passed, 5-0-0. The subcommittee intends to request departmental representation for consideration of proposals in the future.

VII. The meeting was adjourned at 4:53 p.m.

VIII. Minutes respectfully submitted by James Doyle, March 25, 2016.

From 2015-2016 Faculty Handbook

### **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:

1. 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.
2. All graduate programs must be submitted to the UNC Graduate Council for review and approval and to the UNC Board of Governors for approval.
3. Curriculum development and revisions proposals are initiated by the faculty of the academic departments by completing one of ~~three~~ five standardized curriculum forms: **Course Revision/Deletion Forms**, **New Course Proposal Forms**, **General Education Course Proposal Forms**, **Program Revision/Deletion Forms**, and **New Program Proposal Forms**.
4. Curriculum proposals are reviewed by the department and **signed** by the Department Chair.
5. 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~~ **may also need to** submit a program proposal ~~documenting~~ **addressing** the change to the program. Cross-listed course numbers must be approved by the Registrar's office.
6. 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.
7. The Registrar, the appropriate Dean, and the Provost and Vice Chancellor for Academic Affairs must also **sign** the proposal.
8. ~~Proposals~~ **Course Revisions and New Course Proposals** involving any aspect of the General Education Program are submitted to the Curriculum Subcommittee before ~~being the General Education Course Proposal is~~ submitted to the General Education Subcommittee. The only exceptions are proposals involving existing courses with no modifications seeking inclusion in the General Education Program.
9. All other proposals are submitted only to the Curriculum Subcommittee.
- ~~10. Proposals involving the creation of new courses, revisions to existing courses or course deletions are submitted on Course Proposal Forms.~~
10. 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.
11. Curriculum proposals should pass the Department Chair level of approval in the online curriculum management system at least 3 weeks prior to the meeting of the first committee that needs to review the proposal (Teacher Education, Graduate Council, or Curriculum—see #6 above for the order of committee approvals) to ensure inclusion on that committee's meeting agenda. This provides adequate time for Affected Department Chairs (if applicable), Deans, Registrar, and Provost's Office to review all proposals prior to their inclusion on meeting agendas. Committees may be able to accommodate proposals submitted on a shorter timeline, but will not guarantee that this accommodation can always be made. Meeting schedules for all committees will be made publicly available on the Faculty Senate web page.

- ~~11. 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.~~
- ~~12. 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.~~
- ~~13. 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.)~~
- ~~14. 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.

### **General Education Program Changes**

Revisions to the General Education Program may include policy changes or content alterations. Recommendations for General Education Program policy changes are forwarded from the General Education Subcommittee to the Academic Affairs Committee.

Curricular content (course) changes typically emerge from an individual academic department.

- a) Three types of proposals must be sent to the Subcommittee on Curriculum prior to being submitted to the General Education Committee: new courses seeking inclusion in the General Education Program, changes/modifications to existing courses which are already in the General Education Program, or course deletions of courses in the General Education Program. After approval by the Subcommittee on Curriculum, the General Education Submission Form must be filled out at that point and submitted to the subcommittee at least 10 days prior to the next General Education meeting. The General Education subcommittee may be able to accommodate proposals submitted on a shorter timeline, but will not guarantee that this accommodation can always be made. Meeting schedules for the General Education Committee are publicly available on the Faculty Senate web page. If the proposal is approved by the said Subcommittee, it will then continue through the curriculum approval process until final approval is granted.
- b) In the case of After proposals for new courses seeking inclusion in the General Education Program, the proposal should be sent to the are approved by the Subcommittee on Curriculum first. If the course is approved as a new course by the said Subcommittee, it will then continue through the curriculum approval process until final approval is granted. Upon approval of the new course, the proposing department must submit the course to the General Education Subcommittee for review at least 10 days prior to the next General Education meeting. If the course is approved as General Education course, it will then be forwarded to the Academic Affairs Committee for the continuation of this portion of the curriculum process.
- c) The addition of a General Education course is considered a major changes and requires Academic Affairs and Faculty Senate approval.
- a)d)
- b) In the case of proposals for existing courses seeking inclusion in the General Education Program, the proposing department may submit the course directly to the General Education Subcommittee for review. If approved, the General Education Subcommittee will present its recommendation directly to the Academic Affairs Committee. Such proposals need not be considered by the Subcommittee on Curriculum, unless a change is proposed in the course, in addition to the request for its inclusion in the General Education Program.
- e) In the case of After proposals for changes/modifications to existing courses which are already in the General Education Program, the course changes/modifications proposals should first be approved by the Subcommittee on Curriculum and continue through the approval process. After the proposed changes/modifications to the course are approved, the proposing department must submit the newly revised course to the General Education Subcommittee

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at least 10 days prior to the next General Education meeting, which in turn must ensure the changes made to the course warrant continuation as a part of the General Education Program.

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f) Changes to a General Education course title, number or description are considered minor changes, and may go directly from the Academic Affairs Committee to the registrar. Faculty Senate approval is not required.

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g) Changes to Academic Affairs are considered major changes and require Faculty Senate approval.

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h) In the case of proposals for new courses in the General Education Program, the proposal must be approved by the Subcommittee on Curriculum, and continue through the approval process until final approval is given.

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Following approval, a course removal proposal may be presented must be submitted to the General Education Subcommittee for review at least 10 days prior to the next General Education meeting. If the proposal is approved, it will then be forwarded to the Academic Affairs Committee for the continuation of this portion of the curriculum process.

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i) The deletion of a General Education course is considered a major change and requires Academic Affairs and Faculty Senate approval.

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j) Two types of proposals are submitted directly to the General Education Subcommittee: existing courses seeking inclusion in the General Education Program and proposals that a course is to be removed from the General Education Program only. The General Education Submission Form must be filled out at this point and submitted for review at least two weeks prior to the next General Education meeting to provide adequate time for affected

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Department Chairs (if applicable) and appropriate Deans to review all proposals prior to their inclusion on meeting agendas. The General Education committee may be able to accommodate proposals submitted on a shorter timeline, but will not guarantee that this accommodation can always be made. Meeting schedules for the General Education Committee are publicly available on the Faculty Senate web page. If the proposal is approved by the said Subcommittee, it will then continue through the curriculum approval process until final approval is granted.

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k) In the case of proposals for existing courses seeking inclusion in the General Education Program, the General Education Subcommittee will present its recommendation for approved courses directly to the Academic Affairs Committee. Such proposals need not be considered by the Subcommittee on Curriculum, unless a change is proposed in the course, in addition to the request for its inclusion in the General Education Program.

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l) The addition of a General Education course is considered a major change and requires Academic Affairs and Faculty Senate approval.

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m) In the case of proposals for removing a course from the General Education Program only, the General Education Subcommittee will present its recommendation for approved courses directly to the Academic Affairs Committee. If a course is to be removed from the General Education Program only, then the proposal is to be brought directly to the General Education Subcommittee, after which the proposal will be forwarded to the Academic Affairs Committee for the continuation of this portion of the curriculum process.

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n) The deletion of a General Education course is considered a major change and requires Academic Affairs and Faculty Senate approval.

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o) Changes to a General Education course title, number or description are considered minor changes, and may go directly from the Academic Affairs Committee to the registrar. Faculty Senate approval is not required.

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p) Changes to a General Education course prerequisite, or the addition or deletion of a General Education course are considered major changes and require Academic Affairs and Faculty Senate approval.

A representative from the department submitting the proposals must be present at General Education 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.

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