**Agenda**

**Subcommittee on Curriculum**

**Thursday, September 6, 2018**

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

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

**Proposal Details Available in Curriculog System: pending…**

(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 April 5, 2018 (**Appendix B: **Minutes (Pending Approval)**

**4. Old Business**

**5. New Business**

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

**ii. Elect Subcommittee on Curriculum Secretary**

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

**8. Announcements**

**7. 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, April 5, 2018**

**3:30 PM Room 208 University Center**

**Members Present:** Mary Ash (NSM to 2018), Monika Brown (LETT to 2019), Tracy Cooper (SBS to 2019), Irina Falls (EDUC to 2018), Naomi Lifschitz-Grant (ARTS to 2019), J. Porter Lillis, Secretary (SBS to 2018), Jaime Martinez, Chair (LETT to 2018), Elizabeth Normandy (VC of AA Designee), Christina Reeves (Registrar), Roland Stout (NSM to 2019), Nathan Thomas (ARTS to 2018), Marian Wooten (EDUC to 2019)

**Members Absent:** Alexandra Cole (SGA Secretary), Ayanna Edwards (SGA Senator)

**Guests:** Nikki Agee (ETFL), Cherry Beasley (Nursing), Jose’ Rivera (Music), Jamie Mize (History), Serina Cinnamon (History), Polina Chemishanova (ETFL), Ki Chae (Counseling), Scott Billingsly, James Robinson (BIS), Gretchen Robinson (Education Specialties), Stephanie Peters (ETFL), Thomas Trendowski (HHP), Bryan Winters (HHP), Xin Zhang (Math CCS), David Nikkol (Philosophy and Religion)

**Proposal Details Available in Curriculog System:** <https://uncp.curriculog.com/agenda:64/form>

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

**1. Call to Order 3:31 p.m.**

**2. Adoption of Agenda**

**3. Approval of Minutes of March 1, 2018 (Appendix B: Minutes (Approved))**

**4. Proposal from the Writing Intensive Committee** (see Appendix C: Writing Intensive Proposals**)**

**4.1 Program Proposal:** Add ENG 2790, ENG 3750, and MUS 2930 to the list of Writing Enriched Courses

**4.2 Program Proposal:** Add SWK 3050 to the list of Writing in the Discipline Courses

4.1 – 4.2 12-0-0

4.1-4.2 Will be forwarded to Academic Affairs (18 APR 18)

**5. Proposals from the Bachelor of Interdisciplinary Studies Program** (see also Appendix D: Bachelor of Interdisciplinary Studies program description and completion requirements)

**5.1 Program Proposal:** Revise all B.I.S. programs in the following ways:

* Change admissions standards to require either 45 completed credit hours or a completed Associate Degree.
* All B.I.S. students will now complete WE/WD requirement.
* Revise all B.I.S. majors and tracks to eliminate “Validation of Applied Associate Degree” (which was worth 30 credit hours) and add 30 credit hours to Electives. This NOTE is added for ELECTIVES: "\*Students entering the BIS Program with an Associate of Applied Science or Applied Associate of Arts from a regionally accredited two-year institution may receive up to 30 hours transfer credit towards Electives upon verification of such degree."

**5.2 Program Proposal:** Create General Studies, B.I.S.

**5.3 Program Proposal:** revise Applied Information Systems, Operations Management, B.I.S., to incorporate a WD course (SOC 3000) in core requirements

**5.4 Program Proposal:** revise title of Criminal Justice Studies, B.I.S. (all tracks)

**5.5 Program Proposal:** remove duplicate course from track options in Criminal Justice Studies, Substance Abuse, B.I.S.

**5.6 Program Proposal:** add required course to Core (PAD 3100 Introduction to Public Administration) and reduce electives in Public and Non-Profit Administration, B.I.S. (all tracks)

**5.7 Program Proposal:** revise Public and Non-Profit Administration, Public Management, B.I.S.

5.1-5.7 12-0-0

5.1-5.3,5.6,5.7 Will be forwarded to Academic Affairs (18APR18) and Faculty Senate (2MAY18)

5.4,5.5 No further committee actions needed.

**6. Proposal from the Mary Livermore Library**

**6.1 Course Proposal:** increase LIB 1000 Introduction to Academic Research to 3 credit hours

Removed from Agenda. Senate approved this item.

**7. Proposal from the Department of Chemistry and Physics**

**7.1 Course Proposal:** revise title and prerequisites for CHM 3980 Chemical Literature

7.1 12-0-0

7.1 No further committee actions needed.

**8. Proposals from the Department of English, Theatre, and Foreign Languages**

**8.1 Course Proposal:** revise prerequisites for EED 3840 Literature and Reading for Adolescents (6-12): Methods and Materials

**8.2 Course Proposal:** revise prerequisites for EED 3890 The Teaching of Writing and Speech (6-12): Methods and Materials

**8.3 Course Proposal:** revise description for ENG 4020 Literary Criticism

**8.4 Course Proposal:** delete SPN 2990 Spanish Pronunciation and Mechanics

**8.5 Course Proposal:** revise description for THE 2020 Theatre Practicum (Wardrobe/Makeup Crew), making course repeatable for credit

**8.6 Course Proposal:** revise description for THE 2040 Theatre Practicum (Production Crew), making course repeatable for credit

**8.7 Course Proposal:** revise description for THE 2060 Theatre Practicum (Shop and Lighting Crew), making course repeatable for credit

**8.8 Course Proposal:** revise description for THE 2100 Theatre Practicum (Acting), making course repeatable for credit

**8.9 Program Proposal:** add ENG 3070 Professional Editing to options for Minor in English

**8.11 Program Proposal:** add ENG 3070 Professional Editing to options for English, Literary Studies Emphasis, B.A.

**8.12 Program Proposal:** add ENG 3070 Professional Editing and ENG 4990 Professional Internship to options for English, Professional Writing Emphasis, B.A.

**8.13 Program Proposal:** add ENG 3070 Professional Editing to options for English, Middle Grades Language Arts Emphasis, B.A.

**8.14 Program Proposal:** add ENG 3070 Professional Editing to options for English, Secondary Education Emphasis, B.A.

**8.15 Program Proposal:** remove SPN 2990 from Spanish, B.A.

**8.16 Program Proposal:** remove SPN 2990 from Spanish, B.A. with Teacher Licensure

**8.17 Program Proposal:** make THE 2020, 2040, 2060, 2080, and 2100 repeatable in Theatre, B.A.

8.1-8.17 12-0-0

8.1-8.14 No further committee actions needed.

8.15,8.16,8.17 Will be forwarded to Academic Affairs (18APR18) and Faculty Senate (2MAY18)

**9. Proposals from the Department of History**

**9.1 Course Proposal:** revise course number for HST 3040 (3070) Jacksonian America

**9.2 Course Proposal:** create HST/AIS 3030 Indian Slavery in Colonial North America

**9.3 Course Proposal:** create HST 3640 Civil Rights Movement

**9.4 Course Proposal:** create HST 4340 Vietnam War

**9.5 Course Proposal:** create HST/AIS 4620 Gender & Power in Native North America to 1900

**9.6 Program Proposal:** revise History, B.A. to create a General History track

**9.7 Program Proposal:** revise History, B.A. to create a Social Studies Education track

**9.8 Program Proposal:** delete Social Studies Education, Middle Grades Licensure track, B.A.

**9.9 Program Proposal:** delete Social Studies Education, Secondary Licensure track, B.A.

9.1-9.9 12-0-0

9.1 No further committee action needed

9.2-9.5 Will be forwarded to Academic Affairs (18APR18)

9.6-9.9 Will be forwarded to Academic Affairs (18APR18) and Faculty Senate (2MAY18)

**10. Proposals from the Department of Mass Communication**

**10.1 Course Proposal:** revise description for MCM 2100 Introduction to Mass Communication

**10.2 Course Proposal:** revise prerequisite for MCM 2400 Writing for the Media

**10.3 Course Proposal:** revise prerequisites for MCM 4050 Media Law and Ethics

**10.4 Course Proposal:** revise prerequisites for MCM 4360 Mass Communication Theory and Research

**10.5 Program Proposal:** revise program requirements for Mass Communication, B.A., to require a grade of C or better in MCM 2100 and 2400 for students completing all tracks

10.1-10.5 12-0-0

10.1-10.4 No further committee action needed

10.5 Will be forwarded to Academic Affairs (18APR18) and Faculty Senate (2MAY18)

**11. Proposals from the Department of Mathematics and Computer Science**

**11.1 Course Proposal:** revise prerequisites for CSC 4020 Introduction to Computer and Network Security

**11.2 Course Proposal:** revise prerequisite for CSC 4900 Advanced Software Project

**11.3 Course Proposal:** revise prerequisite for ITC 4940 Capstone Project in Information Technology

**11.4 Program Proposal:** revise program descriptions for Information Technology, Cyber Security Track, B.S.

**11.5 Program Proposal:** add elective course option and revise track title for Information Technology, General Track, B.S.

11.1-11.5 12-0-0

11.1-11.5 No further committee action needed

**12. Proposals from the Department of Music**

**12.1 Course Proposal:** delete MUS 2450 Music Technology

**12.2 Course Proposal:** create MUS 3330 Rehearsal Lab

**12.3 Program Proposal:** revise Music Education, Instrumental Emphasis, B.M.

**12.4 Program Proposal:** revise Music Education, Keyboard Emphasis (Instrumental Orientation), B.M.

**12.5 Program Proposal:** revise Music Education, Keyboard Emphasis (Vocal Orientation), B.M.

**12.6 Program Proposal:** revise Music Education, Vocal Emphasis, B.M.

12.1-12.6 12-0-0

12.1 No further committee action needed

12.2 Will be forwarded to Academic Affairs (18APR18)

12.3-12.6 Will be forwarded to Academic Affairs (18APR18) and Faculty Senate (2MAY18)

**13. Proposals from the Department of Nursing**

**13.1 Course Proposal:** remove erroneous Banner crosslisting from NUR 2020 Critical Thinking in the Nursing Discipline

**13.2 Course Proposal:** increase credit hours for NUR 3030 Foundations of Professional Nursing Practice

**13.3 Course Proposal:** revise prerequisites for NUR 3040 Normal and Therapeutic Nutrition

**13.4 Course Proposal:** revise prerequisites for NUR 3050 Pharmacology for Clinical Practice

**13.5 Course Proposal:** delete pre- and co-requisites for NUR 3100 Transcultural Nursing

**13.6 Course Proposal:** revise prerequisites for NUR 3150 Adult Health Nursing I

**13.7 Course Proposal:** delete prerequisites for NUR 3200 Health Assessment Across the Life Span

**13.8 Course Proposal:** delete pre- and co-requisites for NUR 3250 Pathophysiology Across the Life Span

**13.9 Course Proposal:** adjust pre- and co-requisites for NUR 3300 Gerontological Nursing

**13.10 Course Proposal:** revise prerequisites for NUR 3450 Family Nursing I

**13.11 Course Proposal:** revise prerequisites for NUR 3500 Family Nursing II

**13.12 Course Proposal:** adjust pre- and co-requisites for NUR 4000 Nursing Research and Theory

**13.13 Course Proposal:** delete prerequisites for NUR 4120 Leadership in Nursing

**13.14 Course Proposal:** revise prerequisites for NUR 4150 Psychiatric/Mental Health Nursing

**13.15 Course Proposal:** delete prerequisites for NUR 4350 Community Health Nursing

**13.16 Course Proposal:** adjust credit hours and prerequisites for NUR 4450 Adult Health Nursing II

13.1-13.16 12-0-0

13.1-13.16 No further committee action needed

**14. Proposals from the Department of Philosophy and Religion**

**14.1 Course Proposal:** create REL 4080 The Paranormal

**14.2 Program Proposal:** create Minor in Popular Religious Culture in America

14.1-14.2 12-0-0

14.1 Will be forwarded to Academic Affairs (18APR18)

14.2 Will be forwarded to Academic Affairs (18APR18) and Faculty Senate (2MAY18)

**15. Proposals from the Department of Political Science and Public Administration**

**15.1 Course Proposal:** add prerequisite to PAD 5010 Organizational Behavior

**15.2 Course Proposal:** add prerequisite to PAD 5080 Quantitative Analysis I

**15.3 Course Proposal:** add prerequisite to PAD 5310 Governmental and Not-for-Profit Accounting for Managers

**15.4 Course Proposal:** add prerequisite to PAD 5500 Public Institutions and Processes

**15.5 Course Proposal:** add prerequisite to PAD 5520 Principles of Budgeting and Finance

15.1-15.5 12-0-0

15.1-15.5 No further committee action needed

**16. Proposals from the Department of Social Work**

**16.1 Course Proposal:** create SWK 3510 Fundamentals of Substance Use Disorders

**16.2 Course Proposal:** create SWK 3520 Substance Use Disorders Recovery Strategies and Techniques

**16.3 Course Proposal:** create SWK 3530 Substance Use Disorders Assessment and Diagnosis

**16.4 Course Proposal:** create SWK 3550 Substance Use Disorders Intervention Methods

No action taken – no representative present.

**17. Proposals from the Department of Educational Specialties**

**17.1 Course Proposal:** delete ECE 4150 Agency Partners

**17.2 Course Proposal:** revise description for ECE 4170 Designing and Implementing Relevant Classroom Instruction

**17.3 Course Proposal:** change prefix, title, and prerequisites for RDG 3200 Assessment of Reading Difficulties I (becomes SED 4240 Diagnosing & Remediating Reading and Writing Problems I)

**17.4 Course Proposal:** change title, prerequisites, and description for SED 4340 Diagnosing & Remediating Reading and Writing Problems II

**17.5 Course Proposal:** create ECE 4090 Teaching Strategies for Science, Math, and Reasoning

**17.6 Program Proposal:** revise Birth-to-Kindergarten Education, B.S.

**17.7 Program Proposal:** revise Professional Concentration in Reading

17.1-17.7 12-0-0

17.1-17.4 No further committee action needed.

17.5 Will be forwarded to Academic Affairs (18APR18)

17.6,17.7 Will be forwarded to Academic Affairs (18APR18) and Faculty Senate (2MAY18)

**18. Proposals from the Department of Health and Human Performance**

**18.1 Course Proposal:** create EXER 6200 Graduate Comprehensive Examination

**18.2 Course Proposal:** create PED 3060 Elementary School Methods Health/PE

**18.3 Course Proposal:** create PED 3070 Middle School Methods Health/PE

**18.4 Course Proposal:** create PED 3080 High School Health/PE Methods

**18.5 Course Proposal:** create PED 3420 Introduction to Health/PE

**18.6 Program Proposal:** revise Health/Physical Education, B.S.

18.1-18.6 12-0-0

18.1-18.5 Will be forwarded to Academic Affairs (18APR18)

18.6 Will be forwarded to Academic Affairs (18APR18) and Faculty Senate (2MAY18)

**19. Proposal from the Department of Educational Leadership and Counseling**

**19.1 Program Proposal:** Add three new elective options to Clinical Mental Health Counseling, M.A.Ed.

19.1 12-0-0

19.1 Will be forwarded to Academic Affairs (18APR18) and Faculty Senate (2MAY18)

**20. Proposal from the Department of American Indian Studies**

**20.1 Program Proposal:** revise Core Courses for American Indian Studies, B.A.

No action taken – no representative present.

**21. Old Business**

**22. New Business**

Proposed revisions to curriculum workflow and policies re: revisions to existing General Education courses (see Appendix E)

22 12-0-0

Will be forwarded to Academic Affairs (18APR18)

**23. Announcements**

2018-2019 Committee Preference Survey will be distributed on April 12 and available through April 19.

**13. Adjournment**